

45352

TO: Board of Acquisition and Contract

**FROM: Kunjlata Ashar, M.D.
Medical Examiner/ Pathologist
Department of Labs & Research**

DATE: March 13, 2015

RE: Resolution authorizing the County of Westchester, by and through its Department of Laboratories and Research, to enter into a License Agreement with the American Society of Crime Laboratory Directors/Laboratory Accreditation Board for the use of program documents in order for the Department of Laboratories and Research to maintain its accreditation as a public forensic laboratory for an indefinite term and at no cost to the County of Westchester

The attached resolution, if approved by your Honorable Board, would authorize the County of Westchester (the "County") by and through its Department of Laboratories and Research (the "Department") to enter into a license agreement ("Agreement") with the American Society of Crime Laboratory Directors/Laboratory Accreditation Board ("ASCLD/LAB") for the use of program documents in order for the Department to maintain its accreditation as a public forensic laboratory in conformance with the "ISO 17025:2005" standard as required by New York State. The Agreement shall commence upon execution of the Agreement and will continue for an indefinite term with each party having the right to terminate the Agreement upon notice. Further, the Agreement is at no cost to the County.

This Agreement is necessary and in the best interests of the County as it will give the Department's laboratory personnel access to the most current versions of three required documents provided by ASCLD/LAB so that the Department may maintain its accreditation as a public forensic laboratory (standard ISO 17025:2005) which is required by New York State. The first document "ASCLD/LAB-*International* Supplemental Requirements" pertains to specific requirements for accreditation as a public forensic laboratory. The second document "ASCLD/LAB-*International* Field Assessment Guide" is used when inspectors visit and conduct an audit of the Department's performance. The third document "ASCLD/LAB-*International* Conformance File" is a document generated by the Department requesting an audit and therefore stating that the Department is in compliance with all applicable requirements for accreditation as a public forensic laboratory to the ISO 17025:2005 standard.

The goals and objectives of the Agreement are to enable the Department to maintain its accreditation as a public forensic laboratory as required by New York State so that the Department may continue to operate as this type of laboratory.

The goals and objectives of the Agreement will be tracked and monitored by the Department.

As this Agreement is required in order for the Department to maintain its accreditation as a public forensic laboratory, I most respectfully request that your Honorable Board approve the attached proposed Resolution.

KA/lac
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/16/2015 - JONATHAN VEIRA, SECRETARY

RESOLUTION

Upon a communication from the Medical Examiner/Pathologist, be it hereby

RESOLVED, that the County of Westchester (the “County”), by and through its Department of Laboratories and Research (the “Department”) is authorized to enter into a license agreement (“Agreement”) with the American Society of Crime Laboratory Directors/Laboratory Accreditation Board for the use of program documents in order for the Department to maintain its accreditation as a public forensic laboratory in conformance with the “ISO 17025:2005” standard as required by New York State for an indefinite term commencing upon the execution of the Agreement and at no cost to the County; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized and empowered to execute any and all documents necessary and appropriate to effectuate the purposes hereof.

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
101	31	0010-3100			\$ 0

Budget Funding Year(s):
(must match resolution)

Start Date: Upon Execution End Date : TBD

Funding Source

Tax Dollars _____

State Aid _____

\$ 0

Federal Aid _____

(must match resolution)

Other _____