



## AMERICAN SOCIETY OF CRIME LABORATORY DIRECTORS LABORATORY ACCREDITATION BOARD

September 8, 2009

Neil Broom, President  
Technical Resource Center, Inc.  
795 Hammond Drive, Suite 1806  
Atlanta GA, 30328

Dear Director Broom:

On August 27, 2009, the ASCLD/LAB Board of Directors considered the application for accreditation from the Technical Resource Center. Based on the documentation provided and in accordance with the recommendation of staff inspector Michael Kellett, the Board was satisfied that the Technical Resource Center meets or exceeds the standards for accreditation as set forth by the 2008 version of the ASCLD/LAB Accreditation Manual. An electronic copy of the final inspection report is being provided to you.

It is my pleasure to advise you that the Technical Resource Center was accredited in the discipline of digital & multimedia evidence (computer forensics only). The accreditation is for a period of five (5) years beginning August 27, 2009.

Accreditation is granted only after a thorough evaluation of a laboratory's management practices, personnel qualifications, technical procedures, quality assurance program and facilities. Accreditation is the result of extensive commitment of resources and much preparation by the management and personnel in your laboratory.

As an accredited laboratory, you are expected to maintain the high standards which were required to achieve accreditation. As additional guidance to maintaining conformance with accreditation standards, we are providing you a copy of the Obligations of ASCLD/LAB Accredited Laboratories.

The Technical Resource Center will be required to participate in external proficiency testing in the digital & multimedia evidence discipline and to agree for test results to be reviewed by the Digital & Multimedia Evidence Proficiency Review Committee (PRC) as outlined in the accreditation manual. In addition, you will be expected to conduct an annual audit of your laboratory and submit the Annual Accreditation Audit Report (appendix 6 in the manual) to ASCLD/LAB within 60 days of the anniversary of accreditation each year.

Each accredited laboratory is assessed an annual accreditation fee based upon the size of the laboratory and the budget approved at the annual meeting of the Delegate Assembly. The Technical Resource Center will be invoiced for a prorated 2009 fee in the near future.

Accreditation certificate number 397 will be forwarded to you under separate cover. You will be placed on the ASCLD/LAB mailing list to receive all correspondence related to updates or changes in the program. If you wish to hold an accreditation ceremony involving a Board member, please contact Executive Director Ralph Keaton to arrange and schedule the ceremony.

As the director of an accredited laboratory, you are a voting member of the Delegate Assembly. You are invited and encouraged to participate in the accreditation process and to exercise your vote on issues which are presented to the Delegate Assembly, either by mail ballot or at the annual meeting.


In the event that your laboratory wishes to use the ASCLD/LAB logo on its letterhead, website or other documents, you may submit a request detailing how you wish to use the logo. When your request is approved, you will be provided an electronic copy of the logo. If you have a laboratory website, you may have it linked from the ASCLD/LAB site by advising us concerning your site locator information.

If you have not submitted the post inspection evaluation form (Appendix 5 in the manual), I encourage you to do so. Feedback on the performance of inspection teams is critical to the continued improvement of the accreditation process.

On behalf of the Board, I extend my sincere congratulations to you and to all of the personnel of your laboratory. If you have any questions or if we might assist you in any way please feel free to get in touch with us.

My best wishes to you and your staff.

Sincerely,

A handwritten signature in cursive script that reads "Jami St. Clair".

Jami St.Clair  
Chair, Board of Directors

cc: ASCLD/LAB Board  
Michael Kellett, ASCLD/LAB Staff Inspector  
Ralph M. Keaton, ASCLD/LAB Executive Director  
Tracy Cheaney-Plummer, ASCLD/LAB Legacy Program Manager

Attachments: Obligations of ASCLD/LAB Accredited Laboratories  
Post Inspection Evaluation Form