OSAC
Technical Merit Worksheet

This worksheet is intended to assist in reviewing a potential standard or guideline to determine its appropriateness for inclusion on the OSAC Registries. Depending upon the nature of the standard or guideline, not all areas will be applicable. Additional factors may be needed for the evaluation of standards relating to observational and judgment-based practices or human factors such as training, qualifications, research and quality control.

DATE	**SUBMITTING SUBCOMMITTEE**

CHAIR		**TECHNICAL CONTACT** (if different than Chair)	
Name:		Name:	
Affiliation:		Affiliation:	
Email:		Email:	
Phone:		Phone:	

Document Title, Number, and Year:

1. Are the purpose and scope clearly stated? ◯ Yes ◯ No

2. Terminology
   Are relevant terms, acronyms, or abbreviations used in the document clearly defined? ◯ Yes ◯ No ◯ N/A

3. Bibliographic References
   Does the document contain references, including scientific or academic, that support its content? ◯ Yes ◯ No ◯ N/A

4. Is the document a test procedure?* ◯ Yes ◯ No
   If yes, discuss if analysis, protocols, data interpretation, reporting guidelines, method validation, and sampling are addressed adequately.

5. Quality Control
   Does the document describe quality control procedures for instruments, equipment, chemicals, reagents, and/or other items? ◯ Yes ◯ No ◯ N/A

6. Uncertainty
   Does the document provide adequate guidance on estimating the uncertainty of the resulting measurement(s) and/or uncertainty with regards to the conclusions? ◯ Yes ◯ No ◯ N/A

7. Limitations
   Does the document clearly state any known limitations to either the method itself or the interpretation of the resulting findings and conclusions? *For example, does the document identify the known environmental or human factors that affect the accuracy or measurement uncertainty for quantitative or qualitative techniques or processes?* ◯ Yes ◯ No ◯ N/A

8. Safety
   Does the document include precautions to avoid hazards?
   Hazard identification includes proper chemical handling techniques, personal protective gear requirements, proper operation of equipment and instruments, handling of samples, chemical and biological hood usage, etc. ◯ Yes ◯ No ◯ N/A

9. Have studies regarding the validation of the test procedure been conducted and results reported? If yes, include reference(s). ◯ Yes ◯ No ◯ N/A

10. Is the document fit-for-purpose? ◯ Yes ◯ No ◯ N/A

Explain how the document does or does not meet the expectations of the target audience. This audience may include the document user and the consumer of the document results.

11a. Is this a generally accepted practice in the relevant forensic community? ◯ Yes ◯ No ◯ N/A

If no, explain. If yes, describe how the document represents consensus opinion of knowledgeable practitioners.

11b. Is this a generally accepted practice in the scientific community? ◯ Yes ◯ No ◯ N/A

If no, explain. If yes, describe how the document represents consensus opinion of knowledgeable researchers, statisticians, measurement scientists, etc.

12. Is this document a standard or a guideline? ◯ Standard ◯ Guideline

13. What other concerns, issues or aspects were considered while evaluating the technical merit?

If any OSAC member or unit has significant concerns with this document, the dissenting view(s) must be documented here by the objecting member along with the number of members that agree with the dissenting view(s).

14. Vote Counts (enter # of votes in each box)

	# For	# Against	# Abstain
SAC			
Subcommittee			
Document Task Group			

15. Technical Merit Rating**

◯ **1** Acceptable

◯ **2** Acceptable with minor revisions

◯ **3** Acceptable with major revisions

◯ **4** Unacceptable

**Test Procedure: Total operation necessary to perform the analysis e.g., preparation of the specimen or sample, of the reference materials or of the reagents, the use of instruments and of formulas for the calculations (when the test is quantitative), the preparation and use of calibration curves and the determination of the number of replicates. (Source of definition: United Nations International Glossary of Terms for Quality Assurance and Good Laboratory Practices UNDOC ST/NAR/26/Rev.1)*

***If Technical Merit is 1, include this worksheet as part of the Registry Request packet for submission to the SAC for approval. If Technical Merit is 2 or 3, evaluate whether document should be revised (by working with the relevant SDO or standards process procedure) prior to submission for addition to the Registry. If Technical Merit is 4, retain this worksheet as a record of document consideration. Other factors may be considered as determined by the submitting OSAC Unit.*

Please submit this worksheet with your Registry Request Form.

Please use this box if you need extra space for a response. Please include the question number(s) with the continuation of your response.