

| Lab RAT | Glossary of Definitions |
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| assistant / analyst | An individual carrying out general casework examinations or analytical tests under the instruction of a Reporting Scientist or Reporting Analyst and who is able to provide information to assist with the interpretation of the tests. |
| backlog | Open cases that are older than 30 |
| case - institute case | A request from a crime lab "customer" that includes forensic investigations in one or more investigative areas. |
| case - area case | A request for examination in one forensic investigation area. An area case is a subset of an institute case. |
| Case – as reported in the LabRat form | Cases reported in LabRat are “area cases” |
| casework | All laboratory activities involved in examination of cases. |
| casework time | Total FTE’s for operational personnel in an investigation area (in hours) subtracted by the hours of R&D and, E&T and support and service given to external partners. |
| crime | perceived violation of the law that initiates a case investigation. |
| direct salary | Compensation paid to employees, including salary, overtime, vacation salary, bonuses, etc. |
| facility expense | Sum of rents, cleaning and garbage collection, security, energy, water, communication, ICT infrastructure and facility maintenance. |
| floor area | Total of all floor area including office, laboratory and other. |
| full-time equivalent (FTE) | The work input of a full-time employee working for one full year. |
| full-time researcher | A forensic scientist whose primary responsibility is research and who is not taking part in casework. |
| investigation area | Area limited by item type and methods as they are listed in the ”definitions of investigative areas tab. |
| investment expense | Purchases of equipment, instruments, etc. with a lifetime longer than three years and a cost above \$1,000 (alternatively capital expenses). |

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| item | A single object for examination submitted to the laboratory. Note: one item may be investigated and counted in several investigation areas. |
| laboratory area | Floor area used for forensic investigation, including sample and consumable storage rooms. |
| non-reporting manager | An individual whose primary responsibilities are in managing and administering a laboratory or a unit thereof and who is not taking part in casework. |
| office area | Floor area of offices (square feet). |
| operational personnel | Personnel in operational units providing casework, research and development (R & D), education and training (E & T) and external support services. Non-reporting unit heads are included. |
| other floor area | Floor area of space not belonging to laboratories or offices, i.e. corridors, lunch corners, meeting rooms, etc. (square feet). |
| personnel expense | Sum of direct salaries, social expenses (employer contribution to FICA, Medicare, Workers Comp, and Unemployment Comp), retirement (employer contribution only towards pensions, 401K plans, etc.), personnel development and training (internal or external delivery, including travel), and occupational health service expenses (employer contribution only). |
| report | A formal statement of the results of an investigation, or of any matter on which definite information is required, made by some person or body instructed or required to do so. |
| reporting analyst | An analyst responsible in non-complicated cases (e.g. simple drugs analysis) for performing the examination of the items submitted, interpreting the analysis results, writing the analysis report and, if necessary, providing factual evidence for the court. |
| reporting scientist | The forensic scientist responsible in a particular case for performing or directing the examination of the items submitted, interpreting the findings, writing the report and providing evidence of fact and opinion for the court. |
| representation expense | The costs for hosting guests: lunches, dinners, coffees offered by the lab, and giveaway to guests or during visits abroad, etc. |

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| sample | An item of evidence or a portion of an item of evidence that generates a reportable result. |
| scientist in training | An individual with no reporting rights being trained to become a reporting scientist. |
| support personnel | Forensic laboratory staff providing various internal support services. Management and administration personnel not belonging to the operational units are included. |
| test | An analytical process, including but not limited to visual examination, instrumental analysis, presumptive evaluations, enhancement techniques, extractions, quantifications, microscopic techniques, and comparative examinations. This does not include technical or administrative reviews. |
| Turn-around time | The number of days from a request for examination in an investigative area until issuance of a report. (Note that an area case may have multiple requests and each new request has a separate turn-around time.) |
| workload | Total time spent on all work related to job, including overtime. |