

**Los Angeles County Sanitation Districts
Laboratories Section
Quality Assurance**

Ethics and Data Integrity Program Summary

The Districts' laboratories are committed to only report data, test results and conclusions that are accurate, precise and of the highest quality. The Laboratories Section has developed an Ethics and Data Integrity Policy that must be adhered to by all of the Districts' laboratory personnel.

Any employee that knowingly reports falsified or improperly manipulated data will be subject to disciplinary action. Staff members who are aware of misrepresentation of facts regarding analytical data, or the manipulation of data, are required to immediately inform their supervisor, who, in turn, must notify the Manager of Quality Assurance or other appropriate individuals.

Each employee is required to attend a training session on ethics and data integrity and sign an Ethics and Data Integrity Agreement affirming that they understand the policy. Employees are also required to attend annual refresher sessions.