

**Tarrant County Public Health Laboratory**

**Ethics and Data Integrity Guidelines**

Date of Issue 12/1/2023

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name), state that I understand the high standards of integrity required of me with regard to the duties I perform and the data I report in connection with my employment at Tarrant County Public Health Laboratory.

I agree that in the performance of my duties for Tarrant County Public Health Laboratory and its clients, I shall conform to the following ethics standards and will report immediately to the Laboratory Coordinator/ Quality Assurance Manager or Laboratory Manager any information concerning misrepresentation of analytical data that includes, but is not limited to:

* Altering an instrument computer or clock for any inappropriate purpose;
* Altering the contents of logbooks and/or data sheets to misrepresent data;
* Misrepresenting an analyst’s identity;
* Changing raw data documents with correction fluid;
* Preparation and submittal of ‘fake’ data packages;
* Inappropriate calibration techniques such as peak shaving, setting fraudulent integrator parameters, use of computer macros that alter QC results, or altering biological testing controls;
* Changing reported results without proper documentation and approval;
* Failure to comply with standard operating procedures or methods without proper documentation and approval;
* Any attempt to misrepresent data or events as they actually occur in the course of data production, review, or reporting;
* Disposing of or deleting electronic data files or hardcopy of raw data;
* Engaging in any practice that ultimately misrepresents data or narratives in any way.

I will not knowingly participate in any such activity and will not tolerate unethical practices by others. I understand that confidentiality will be strictly enforced by Tarrant County Public Health Laboratory when dealing with these matters. As a further extension of my commitment to this program, I am responsible for seeking approval to report data resulting from techniques or procedures that may deviate from standard operating procedures, methods, or industry standard practices. Any such reporting of data will include a laboratory narrative that must be approved by the Laboratory Coordinator/ QA Manager or Laboratory Manager.

If I am unsure of how to properly handle data generated by me, I am responsible for seeking advice and approval from the Laboratory Coordinator/Quality Assurance Manager. I agree to inform the Laboratory Coordinator/QA Manager or Laboratory Manager of any accidental reporting of non-authentic data by myself or others within 24 hours of discovery.

I understand that a violation of these guidelines may result in disciplinary action under the Tarrant County Civil Service Rules and that such disciplinary action may include suspension, demotion or termination of my employment. Other potential consequences of violating these guidelines may result in suspension and debarment from all Federal programs and may affect my ability to work in the environmental field, as well as, any other professions where government funding or loans may be involved.

My signature affirms my understanding of the consequences of violating this ETHICS AND DATA INTEGRITY AGREEMENT and my commitment to its intent. My signature further affirms that I have received formal training on this topic.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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