

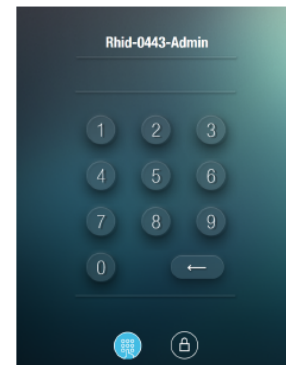
Approved by Director: Dr. Guy Vallaro

Work Instructions for RAPID DNA Instrument Operators

1. Fill out Case Summary Form and send to CT.RapidDNA@ct.gov
2. Obtain a **yellow-labeled** INTEL Plus sample cartridge from refrigerator.
3. Prepare swab/sample.
4. Open cartridge and insert swab into cartridge.

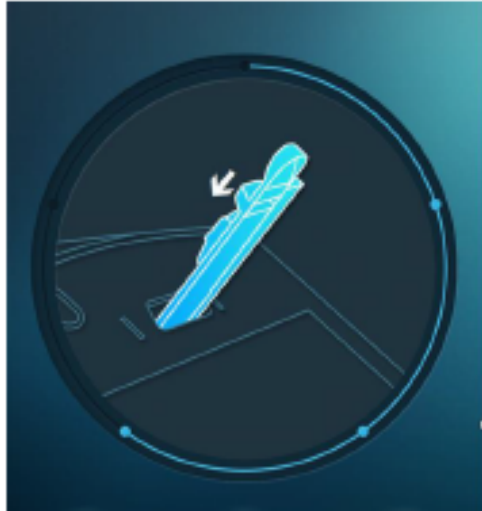


5. Log into Rapid DNA Instrument with two-factor authentication.



6. Insert INTEL Plus cartridge into instrument.

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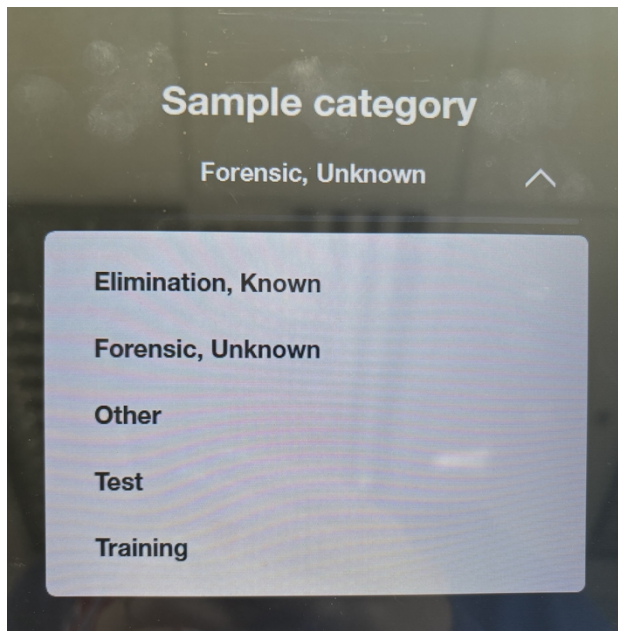
7. Type in Sample ID. **Agency Code – Case Number – Item Number**



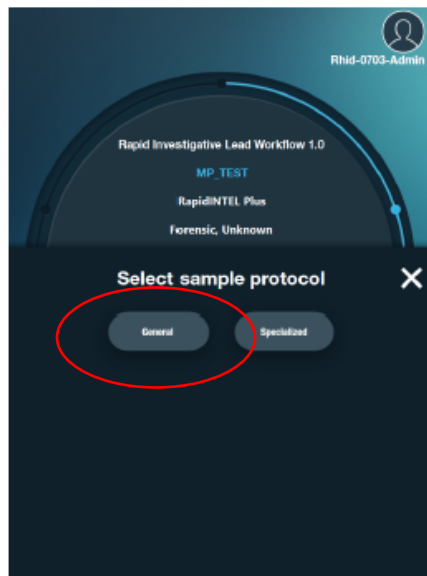
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8. Select Sample Category.

- Forensic Unknown – for crime scene samples.
- Elimination Known – for known samples.

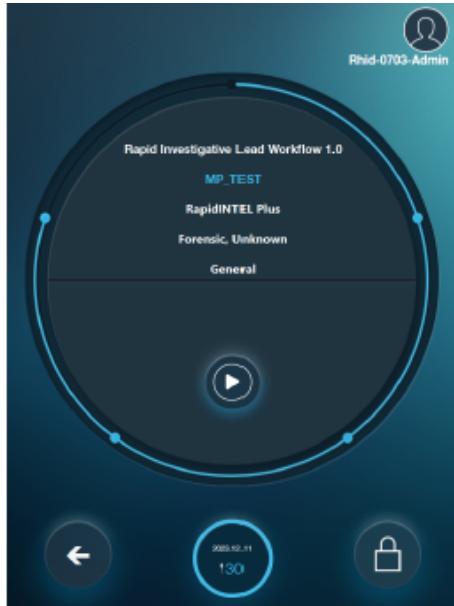


9. Select Sample Protocol. **General only.**



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10. Review run information on the screen.



11. **Start the run by pressing the play icon.**

12. When the run is completed (~90 minutes) remove from instrument and discard in the biohazard.

13. Results will be displayed as one of the marks below.

Status	DNA profile is generated	Action
Green 	Yes	The DNA profile does not contain quality score flags. The DNA profile is ready for analysis by the RapidLink™ Software. No further action is needed on the instrument.
Yellow 	Yes	The DNA profile generated contains quality score flags. The DNA profile is available for review in the RapidLink™ Software.
Red 	No	The sample failed and no profile was generated.

14. Await communication from RAPID Administrators.

15. An email will be sent out communicating if there was a hit in the Small Pond Database to a specific Database ID.

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16. The **Offender Collect Search Confirmation Form** will be filled out using the Database ID, signed and sent to the CT.RAPIDDNA@ct.gov email address.
17. After confirming the form is signed, an email will be sent to the user with the information needed for a COLLECT search.
18. A COLLECT search must be done to document that the individual qualifies to be in the Offender Database.