

*Approved by Director: Dr. Guy Vallaro***A. Purpose: To ensure that Ethanol Conversion Requests are taken in correctly.**

A medical report may be submitted to the Division of Scientific Services (DSS) for the purpose of converting ethanol results to values useful within the Connecticut (CT) Judicial System. The tracking of these conversions will now be handled through the Laboratory Information Management System (LIMS).

B. Responsibility: Case Management personnel, Evidence Control Officers (however titled), or designees.**C. Procedure:**

1. A request for conversion will be submitted to the Case Management Unit (CMU), Evidence Receiving Unit (ERU) and/or Toxicology Unit via e-mail, fax, mail, or hand delivered to the DSS. The CMU and Toxicology Unit personnel will work with ERU personnel or designee to enter the necessary information into the LIMS.
2. A completed "Request for Analysis" form (SOP-ER-02:1) should be attached to any request (i.e., paperwork/medical record) that is submitted.
 - The paperwork/medical record that contains the values to be converted must contain the medical facility's name, address, and the patient's name.
 - Initials, patient identification numbers, or any other identifier other than patient's name will not be considered as valid identification and the request will not be accepted without this information.
 - CMU personnel and/or ERU personnel or designee will work with the submitting agency to obtain any necessary information.
3. Create a new JusticeTrax (JT) case in the LIMS and generate a laboratory number for the request.
 - 'Offense' tab: Add/edit an offense, select "9006 DUI – BA Conversion" as an offense, and enter in other appropriate information.
 - 'Individual' tab: Select "Add Individual" and enter the defendant's information. Within the 'Type' field select "Source".

- ‘Evidence’ tab: Select “Add Evidence” and enter in the appropriate information. Within the ‘Kit’ field, select “TX – BA Conversion”. The ‘Description’ field can be “Copy of medical record provided”.
 - Chain of Custody indicating received by the requesting Officer and the method of delivery (such as facsimile, email etc.)
 - If the original request was in the form of a paper copy, it will be scanned and submitted into JT as an electronic copy. This electronic copy will be tracked as evidence within JT, yet paper copies of the request will not be considered evidence. The ‘JT evidence’ will be initially be transferred to the “Electronic Submission Storage Location”. This storage location can also be selected within the ‘Intended Disp’ pull-down within the ‘Evidence’ tab window.
4. Scan the paperwork/medical report and attach to the JT Imaging – Evidence folder location, in the folder labeled “copy of medical record provided”. The description should read, “[*patient’s last name, patient’s first name, DSS case number*]”.
 - The image will be considered “labeled” once attached to the case imaging area within JT. The case barcodes can be attached to the paperwork prior to scanning.
 - If a ‘Request for Analysis’ window pops up, select the patient’s name and bring it down to the “Related Persons” part of the window.
 5. Within the ‘Requests’ tab, a request will be attached to this submission and the service will be listed as “Blood Alcohol Conversion”.
 6. The “Request for Analysis” form and accompanying paperwork will be handled similar to other cases that are submitted to the DSS.
 7. Reports will be faxed and/or emailed. The fax receipt and/or printed email will be forwarded to ERU or scanned and attached to the case in JT. Additionally, the original conversion report and the confirmation of fax/email delivery will be forwarded to ERU for storage in the main case file.
 8. If only a printed copy of the original report is mailed or hand delivered, a sub-item will be created in JT. This sub-item should be entered as “Conversion Report” (e.g., 001-

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RPT-1 Conversion Report) – refer to GL-11, and will be tracked similar to an item of evidence.

- The sub-item should be un-inherited from the parent item.
- Transfers (e.g., mail or hand delivery) of the copy of the original report will be documented within JT as an evidence transfer of that sub-item.
 - If the report is only being mailed, the chain of custody will reflect “mail transport”.
 - If the report is hand delivered to the ERU, the report is barcoded by the analyst.