

**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, ERU personnel or designee will 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 and the patient's name and DOB, and should contain the address or location (i.e. town or city).
  - 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 entered without this information.
  - CMU personnel and/or ERU personnel or designee will work with the submitting agency to obtain any necessary information that is needed to enter the request.
3. Search the name and agency case # to see if a case has already been created. Confirm the date of incident and DOB of the offender are the same, and if so, the BAC can be added to the existing case. If a search does not find an existing case, generate a new case number for this request.
  - 'Offense' tab: Add/edit an offense, select "9000 Driving Under the Influence" as the offense, and enter in the other information as appropriate. Indicate if other offenses are noted- (ie. MVA, MVA – fatality etc.).

- ‘Individual’ tab: Select “Add Individual” and enter the defendant’s information. Within the ‘Type’ field select “Source” or other applicable designation (suspect, victim etc.) “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.).
  - The ‘Request for Analysis’ window pops up, select the patient’s name and bring it down to the “Related Persons” part of the window.
  - The ‘related Offense’ window pops up, select all related offenses as appropriate for the case.
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*]”.
- 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, however paper copies of the request will not be considered evidence. The ‘JT evidence’ will 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.
  - 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, but this is not required.
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.

*Approved by Director: Dr. Guy Vallaro*

7. Reports will be emailed to the requestor and a copy of the email and the final report will be filed in the main case file in the Evidence Receiving Unit.

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