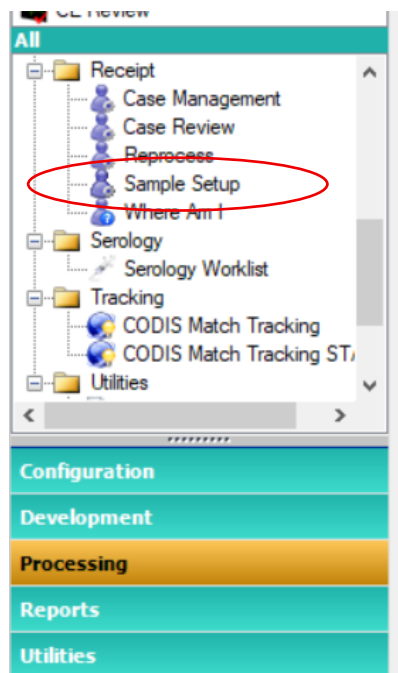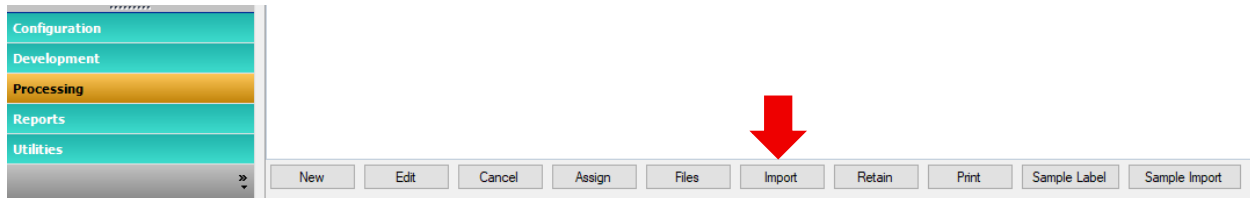## Forensic Biology Examination

For Phase 1 implementation, FB will examine and process samples according to current SOPs. This includes using physical quality records and sub-itemizing samples in Justice-Trax.

Note: Samples pending consumption clearance will not be added to STACS until the consumption issue has cleared.

1. In Justice-Trax: In lieu of the typical DNA requests, create one of the below requests:
    a. **DNA-STACS-DNA Only**– Used for samples ready for extraction, including samples prepped by FB to be used as knowns (ex: oral swab).
    b. **DNA-STACS-Sero** –Used for samples requiring examination. For Phase 1, this only applies to knowns, except as described above.
2. Transfer the samples in LIMS to Storage area **'STACS-COC'**.
    a. This transfer only applies to subitems/items applied to DNA only request (not to submissions associated with the Sero request).
3. Make sure to associate the appropriate evidence to the request.
4. Import the samples into STACS. To do this:
    a. In the **Processing** module, select Receipt and open **Sample Setup**. In the new window, select the **Import** button.

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b. Select the appropriate date range and click **Connect.** Note that the Sample Create Date refers to the date the STACS request was created in JusticeTrax.
   Select the samples to import into STACS. Select **Import.**

c. If duplicates of the sample are listed, pick the sample with the agency's name and case number the sample was submitted under. Ensure only 1 sample needs to be imported into STACS.

5. Items brought in with a 'Serology' request (knowns), do not require further action. For the remainder of samples, continue below.

6. Open Sample Setup **(Processing → Receipt)**. Under the Sample Status dropdown, choose New if the samples do not appear- try to refresh. **Ensure the box 'My Samples' is not selected.**

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7. Select the newly imported case exhibit(s) and click **Assign**. Select yourself as the Analyst. The Reporting Analyst does not need to be selected at this time.

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8. Once assigned, sample specific information will be entered as shown below.

- **Priority** should be 'Low', unless the case is an expedite.
- **Supplement** = type '0' for first round testing in STACS.
- **Evidence Classification** = Select 'Question'
- **Sample Nature** = Select 'Cutting'
- **Extraction Type**
- <u>Do not select</u> the **Stain Consumed** box.

Click **'Apply'** and then click **'Generate Barcode'** shown in below image. Another window will open and click **'Generate'**. A unique STACS barcode will be generated for the sample. Scan the barcode and click **Save**. Affix to the appropriate sample tube one at a time.
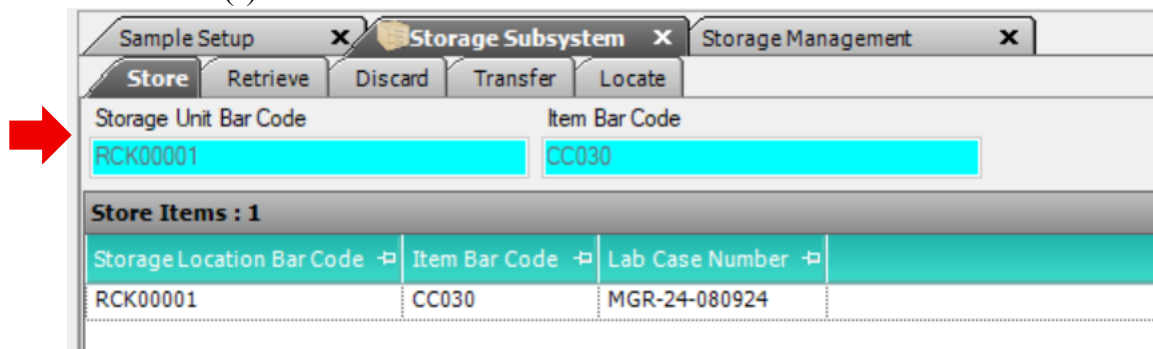

a. Samples will move to **'Received'**. Assign the Processing Analyst and click **'Start Processing'**
Note: **Once marked as processing, the evidence classification cannot be changed.**

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Option:

9. If a single sub-item is split into more than one tube, proceed to **Processing → Batch Setup**. Select the sample in the **Available Samples** window and click **Multi-Tube**.

10. Select the number of bar code copies to generate. Click **Save**. The multi-tube samples can be merged at a later processing step.

11. Transfer the sample tube(s) to the designated storage rack for pending extractions. The racks are designated as **'Pending Non-SA'** and **'Pending SA'** and are defined within STACS as being in **FB Refrigerator/Freezer #1 within FB lab #1 (I-184)**. If other storage areas are to be utilized, scan the appropriate STACS storage barcode.

    a. Proceed to **Storage Subsystem: (Utilities → Storage → Storage Subsystem).**

    b. Under the **Store** tab, scan the destination storage unit barcode and the item bar code(s). Select **Save.**

12. **Outside STACS:** Assign the sample(s) to the appropriate batch using the current Excel worksheet system.

13. The assigned DNA staff member will take and transfer sample tubes as appropriate in Justice Trax.

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