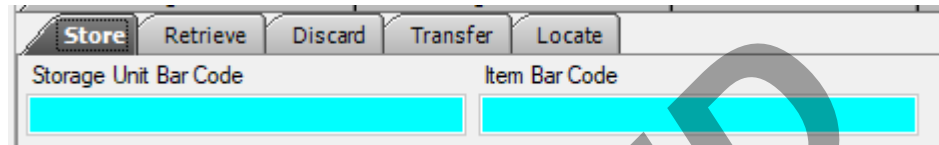


*Approved by Director: Dr. Guy Vallaro***Post-Processing****1. Transfer samples to an already existing cryobox:**

- a. In **Utilities → Storage → Storage Subsystem** select the **Store** tab.



- b. Scan the cryobox barcode into the Storage Unit barcode box.
- c. Scan the sample(s) into the Item barcode box. Alternatively, scan the isolation batch barcode to transfer all associated samples and controls at once.

**2. To create a new cryobox:**

- a. Go to **Utilities → Storage → Storage Management**
- b. Under Storage Locations, highlight the fridge or freezer that the new cryobox will be stored in and select **New**.
- c. In the pop-up window, fill out the information as required (see below).

*Approved by Director: Dr. Guy Vallaro*

The screenshot shows a web form titled 'Storage Location'. It has several sections: 'Details' with a 'Storage Location Type' dropdown set to 'Cryobox Storage'; a 'Name' field highlighted in yellow; a 'Parent Location' dropdown; a 'Status' section with 'Active' selected and a 'Secure' checkbox; a 'Laboratory' dropdown set to 'Default'; a 'Bar Code' section with a 'XXX' label and a spinner set to '00001'; a 'Range' section with a 'To' spinner set to '00000' and an 'or add #' spinner. At the bottom are 'Clear' and 'Print Bar Code' buttons. Red arrows point from text boxes to the 'Storage Location Type', 'Name', 'Parent Location', 'Bar Code', and 'or add #' fields.

Select Cryobox Storage in the dropdown

Name the cryobox with sequential numbers following the format "Cryobox ####"

If you highlighted the freezer, this should auto-populate, if not select the location

Choose the next sequential cryobox barcode #

If multiple boxes will be made at once, add the amount to be created

*Approved by Director: Dr. Guy Vallaro*

**Storage Subsystem** **Storage Management**

**Storage Types : 7**

Description	Removable	Condition	Capacity	Status
Cryobox Storage		Frozen	81	Active

**Storage Location**

Details

**Storage Location Type**

Cryobox Storage

**Name**

Cryobox 5975

**Parent Location**

FRZ02495

**Status**

Active ☐ Secure

**Laboratory**

Default

**Bar Code**

XXX  00001

**Range**

To  00000

or add #  2

Clear Print Bar Code Save Close

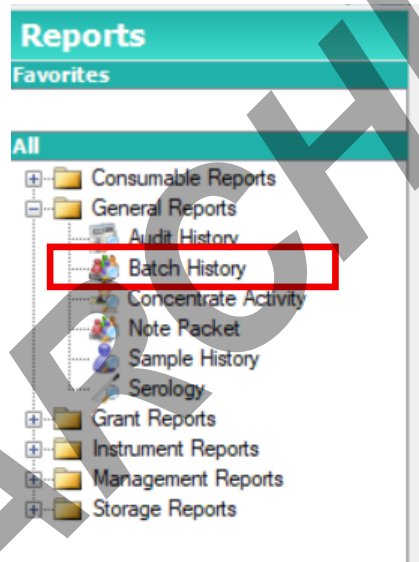
**Roles : 5**

Access	Role Name	Description
<input type="checkbox"/>	Administrator	StaCS Administrator
<input type="checkbox"/>	Supervisor	Supervisor
<input type="checkbox"/>	Analyst	Analyst
<input type="checkbox"/>	Technician	DNA processing - Non-analyst
<input type="checkbox"/>	FB Examiner	FB Examiner

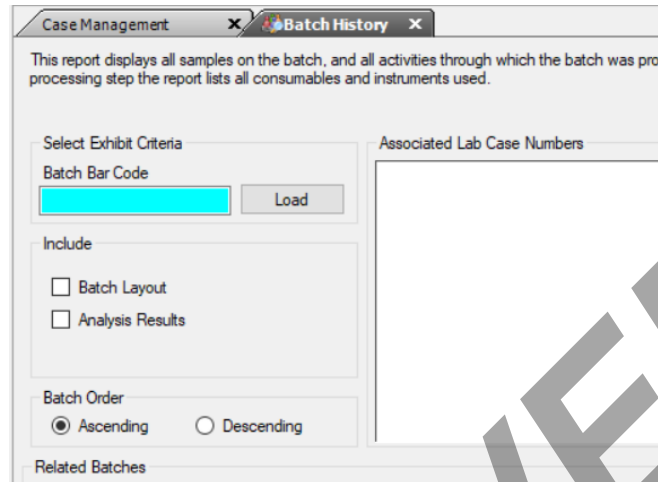
3. In **Justice-Trax**, mark the STACS request as **'Findings Entered'** to close out the STACS request.

*Approved by Director: Dr. Guy Vallaro***Batch Review**

1. All batch processing and analysis documentation will be maintained in U:\Batch Paperwork Files\STACS.
  - a. Create a folder for each batch to be reviewed. The folder should be named with the STACS batch naming mechanism below:
    - i. **LysisBarcode\_BatchHistoryReport** or
    - ii. **LysisBarcode1; LysisBarcode2\_BatchHistory Report** (if multiple lysis batches are combined)
  - b. The folder will contain all associated batch paperwork, including, but not limited to the Batch History paperwork (see steps below to generate), the electropherograms, and batch QRs (e.g., QR-37, QR-301, QR-302, etc.)
2. In STACS, generate the **Batch History** paperwork:
  - a. Open **Reports** → **General Reports** → **Batch History**



- b. Enter any one of the **Processing Batch Barcodes** and click **Load**. It is recommended to search by the **Lysis barcode**.

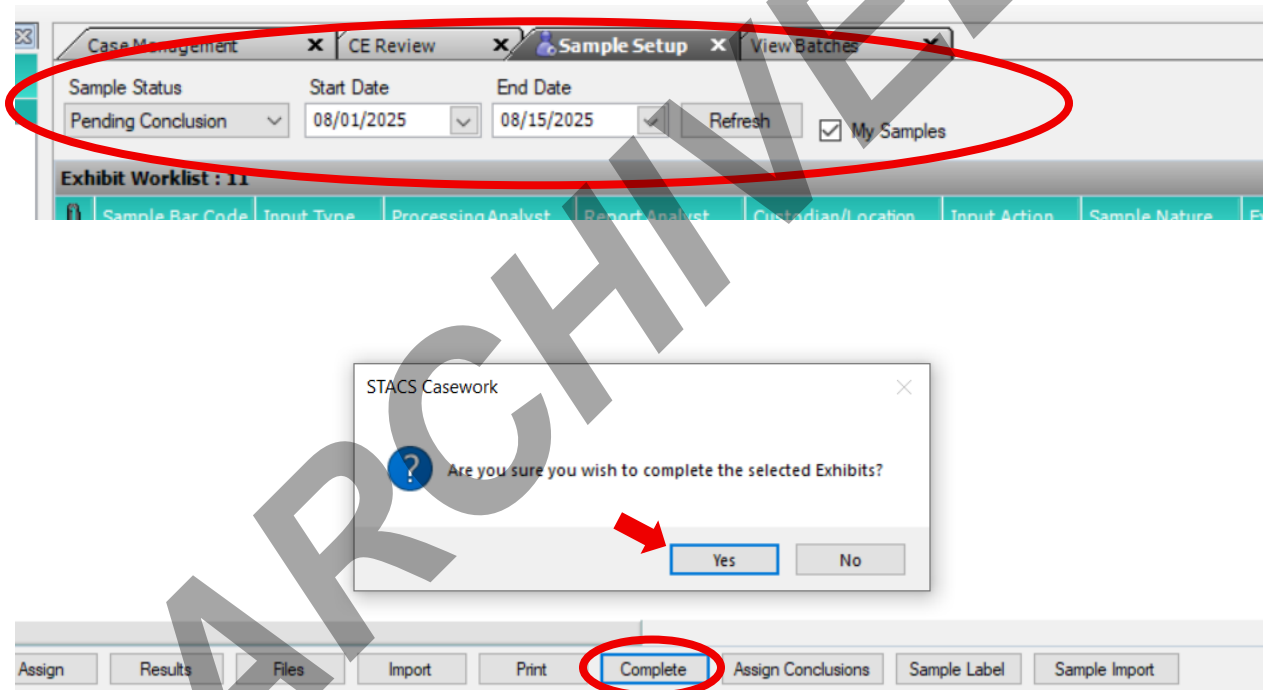
*Approved by Director: Dr. Guy Vallaro*

- c. Select all related batches and click **View**. Print the file to PDF to the appropriate folder on the U drive (U:\Batch Paperwork Files\STACS). The generated file will be named as either:
  - i. **LysisBarcode\_BatchHistoryReport** or
  - ii. **LysisBarcode1; LysisBarcode2\_BatchHistory Report** (if multiple lysis batches are combined)
3. Batch reviews will be documented through the **DNA QR-4A or QR-4F**, as applicable.
4. Technical reviewer will go into **Processing→Utilities→View Batches**, and search for the CE batch. Click on '**content**', click on '**batch comment**' and add comment that "analyzed data was technically reviewed". Any re-work or edits will continue to be documented on a DNA QR-347.
5. If any rework is needed to samples as a result of TR/AR, then complete step 3 below in '**Assign Conclusions**' to move your samples to a completed status.
6. Finalized and reviewed batch paperwork will be compiled and scanned into a single PDF for cohesiveness.
7. Sample electropherograms and Contributor Estimation Worksheets do not need to be included in the Batch Scan.
8. There will be a page-by-page comparison of the paperwork to the scanned paperwork to ensure it is an accurate representation of all the paperwork for the batch.
9. A physical copy is no longer necessary once that comparison is completed.

**Preparing a Case for Review:****A - Assign Conclusions**

*Approved by Director: Dr. Guy Vallaro*

1. The reporting template in STACS will not be used. However, the case/exhibit(s) must still be assigned a conclusion for the case to proceed to review.
2. Only exhibits that have completed testing and have undergone CE Review, are marked as Pending Conclusions, and able to proceed with assigning conclusions.
3. In **Processing** → **Sample Setup**. In the 'Sample Status' drop-down, select '**pending conclusion**'. Sort by start and end date and check the '**my samples**' box. The start date is the date that the sample(s) was first imported into STACS. Highlight all of the samples that you want to move to a "completed" status and press the "complete" button at the bottom.



4. The samples will now be moved to a 'completed' status. You can now do any rework needed on the samples. To do this, in the '**sample status**' drop-down, choose '**completed**'. Highlight the samples that need rework and select the '**reprocess**' button at the bottom.

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Case Management **X** CE Review **X** **Sample Setup** **X** View Batches **X**

Sample Status: Completed **v** Start Date: 08/01/2025 **v** End Date: 08/15/2025 **v** Refresh ☒ My Samples

**Exhibit Worklist : 3**

Sample Bar Code	Input Type	Processing Analyst	Report Analyst	Custodian/Location	Input Action	Sample Nature	Extraction Type	Lab Case Number	Supplement	Exhibit Number	Exhibit Description
FR121	DNA	Frances Rue	Frances Rue	Frances Rue	Normal	Cutting	Non Differential	DSS-25-001542	0	001-001-01	M
FR122	DNA	Frances Rue	Frances Rue	Frances Rue	Normal	Cutting	Differential	DSS-25-001542	0	002-001-01	St
FR183	DNA	Frances Rue	Frances Rue	Frances Rue	Normal	Cutting	Non Differential	DSS-25-001542	0	001-001-06	M

**Reprocess Sample**

Bar Code: Lab Case Number: Exhibit Number: Entry Point: **v** Load

**Samples : 11**

Selected	Lab Case Number	Exhibit Number	Sample	Processing Analyst	Report Analyst	Extraction Type	Batch Bar Code	Re-Hydration R
<input type="checkbox"/>	DSS-25-001542	001-001-01	FR121	Frances Rue	Frances Rue	Not Defined	E2L-250804-04	<input type="checkbox"/>
<input type="checkbox"/>	DSS-25-001542	001-001-01	FR121	Frances Rue	Frances Rue	Not Defined	E2L-250804-04	<input type="checkbox"/>
<input type="checkbox"/>	DSS-25-001542	001-001-01	FR121C1	Frances Rue	Frances Rue	Quant TRIO	EZZ-250804-18	<input type="checkbox"/>
<input type="checkbox"/>	DSS-25-001542	001-001-01	FR121C1	Frances Rue	Frances Rue	Globalfiler	QTR-250804-35	<input type="checkbox"/>
<input type="checkbox"/>	DSS-25-001542	001-001-01	FR121C1	Frances Rue	Frances Rue	Globalfiler	GFA-250804-42	<input type="checkbox"/>
<input type="checkbox"/>	DSS-25-001542	001-001-01	FR121C1	Frances Rue	Frances Rue	Globalfiler	HYB-250804-53	<input type="checkbox"/>
<input type="checkbox"/>	DSS-25-001542	250101C1	FR080425_3	Frances Rue	Frances Rue	Not Defined	EZZ-250804-18	<input type="checkbox"/>
<input type="checkbox"/>	DSS-25-001542	250101C1	FR080425_3	Frances Rue	Frances Rue	Globalfiler	GFA-250804-42	<input type="checkbox"/>
<input type="checkbox"/>	DSS-25-001542	250101C1	FR080425_3	Frances Rue	Frances Rue	Globalfiler	HYB-250804-53	<input type="checkbox"/>
<input type="checkbox"/>	DSS-25-001542	001-001-01	FR121C1	Frances Rue	Frances Rue	Globalfiler	EZZ-250804-18	<input type="checkbox"/>
<input type="checkbox"/>	DSS-25-001542	250101C1	FR080425_3	Frances Rue	Frances Rue	Globalfiler	EZZ-250804-18	<input type="checkbox"/>

Clear Content Apply Save Close

New Edit Assign Results Files Import **Reprocess** Print Report Sample Label Sample Import

Domain: DPS Workstation: DPS-LAB-C23915 User: Frances Rue (FR) WT: DPS-STACS DB: STACS\_Training 78°F Sunny

5. A window will pop-up where you can choose which samples to reprocess (including controls) by choosing the ‘**Entry Point**’ that you want the sample to go back to. Press ‘**save**’ and the sample will be available at that step.

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**B- Create electronic casefile** Go to **Processing → Case Management** and select the case. If the completed box is checked it will be easier to view the completed cases.

**Case Management**

Analyst: Cheryl Carreiro

Assigned Cases : 8 ☐ Active ☒ Completed

Lab Case Number	Supplement	Status	Priori
CLC-25-000123	0	Completed	Low
CLC-25-0310	0	Completed	Low
CLC-250311-1131	0	Completed	Low
CLC-250312-0950	0	Completed	Low

**Documents**

Document Name	Created	Analyst
DSS-24-001498_0_SP_ConclusionReport.pdf	7/2/2025 11:33:58 AM	Sevasti Papakanakis

**Generate Reports** Add Delete Open Extract Export All Refresh

**Documents : 1**

Document Name	Created	Analyst
DSS-24-001498_0_SP_ConclusionReport.pdf	7/2/2025 11:33:58 AM	Sevasti Papakanakis

**Reports (CaseManagementReportForm)**

**Reports : 6**

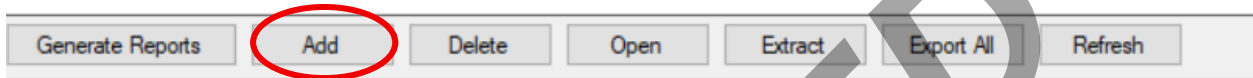
Include	Report Name	Report Description	File Name
<input type="checkbox"/>	Audit History	Lab Case Number 'DSS-24-001498' - Supplement '0'	DSS-24-001498_0_AuditHistoryReport.pdf
<input checked="" type="checkbox"/>	Chain of Custody	Lab Case Number 'DSS-24-001498' - Supplement '0'	DSS-24-001498_0_COCReport.pdf
<input checked="" type="checkbox"/>	Note Packet	Lab Case Number 'DSS-24-001498' - Supplement '0'	DSS-24-001498_0_NotePacketReport.pdf
<input type="checkbox"/>	Priori Summary	Lab Case Number 'DSS-24-001498' - Supplement '0'	DSS-24-001498_0_PrioriSummaryReport.pdf
<input type="checkbox"/>	Sample History	Lab Case Number 'DSS-24-001498' - Supplement '0'	DSS-24-001498_0_SampleHistoryReport.pdf
<input type="checkbox"/>	Serology	Lab Case Number 'DSS-24-001498' - Supplement '0'	DSS-24-001498_0_SerologyReport.pdf

1. Click **Generate Reports** (highlighted above). Select the applicable reports to be added to the electronic case file. At minimum, this will be the Chain of Custody and Note Packet reports. Click **Save**. The files selected will be saved under the **Case Documents** tab.
2. **Scan** all external paperwork generated for this case. This includes, but is not limited to the completed DNA QR-4A/4F, electropherograms, contributor estimation worksheets, CODIS documentation, STRmix paperwork, etc.



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3. **Save** the file in the analyst's **U drive: DNA Analyst's** folder and name the pdf **Case#-CaseFileRecords** (or similar).
4. The scanned paperwork will be maintained in the DNA Analyst's folder for future reference if needed.
5. This file will then be added to the **Case Documents** tab.
6. To do this: in the **Case Documents** tab, click **Add** at the bottom of the screen.



7. A window will pop up to bring in the Case File Record file that was just scanned.
8. Click open and the file will be added to the Case Documents Tab. See below:

Evidence		Processing Files		Case Documents	
Documents : 3					
Document Name		△	Created	Analyst	
CLC-25-000123 Case File Records.pdf			7/8/2025 7:58:44 PM	Cheryl Carreiro	
CLC-250312-0950_0_COReport.pdf			7/8/2025 7:59:00 PM	Cheryl Carreiro	
CLC-250312-0950_0_NotePacketReport.pdf			7/8/2025 7:59:00 PM	Cheryl Carreiro	

9. Click Close in the bottom right corner of the screen.

## Case Reviews

### Analyst

1. Once the electronic casefile is prepared and the report is drafted (outside of STACs for now), click **Send Case to Review**. This may be completed through either the Case Management or Case Review tabs.

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Analyst: Cheryl Carneiro

Assigned Cases : 15

Lab Case Number	Supplement	Status	Pri
CLC-25-000123	0	Completed	Low
CLC-25-0310	0	Completed	Low
CLC-250311-1131	0	Completed	Low
CLC-250312-0950	0	Completed	Low
CLC-250312-0952	0	Completed	Low
CLC-250314-0916	0	Completed	Low
CLC-250314-1009	0	Completed	Low
CLC-250314-1090	0	Pending Conclusion	Low
CLC-250414-1527	0	Completed	Low
CLC-250522-1417	0	Processing	Low
CLC-250613-1456	0	Pending Conclusion	Low
CLC-250620-0954	0	Pending Conclusion	Low
CLC-250620-1434	0	Processing	Low
CLC-250620-1624	0	Processing	Low
MGR-24-080924	0	Processing	Low

Documents : 3

Document Name	Created
CLC-25-000123 Case File Records.pdf	7/8/2025 7:5
CLC-250312-0950_0_COCReport.pdf	7/8/2025 7:5
CLC-250312-0950_0_NotePacketReport.pdf	7/8/2025 7:5

Buttons: New Exhibit, High Priority, Medium Priority, Generate Reports, Add, Delete, Import, Refresh, Send to Case Review

2. Proceed to **Processing** → **Receipt** → **Case Review**.

3. In the “Your Cases Pending Review” window, select the case and click “**Checklist**”.

Case Management Case Review

Lab Case Number: [ ] Load

Your Cases Pending Review : 2

Review Status	Review Initiated	Lab Case Number	Supplement	P
In Process		CLC-250613-1456	0	
In Process		CLC-250314-1009	0	

Buttons: Send for Review, Checklist, Comment, Mark

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4. Fill out the Analyst Result column as appropriate (i.e., result or n/a). Anything for “TR” in the checklist will be n/a and then click **Save**.

5. In the “Your Cases Pending Review” window, click **Send for Review**.

6. All cases available for TR assignment will be in the “Unassigned Technical Review Cases” window. Ensure that ‘Show All’ is checked off. Without it, an analyst may not be able to view their own cases.

7. Assign the TR by selecting the case in the “Unassigned Technical Review Cases” window and click **Assign**.
8. Select the Technical Reviewer from the list that appears.

### Technical Reviewer

- Assigned reviews will be found in the **Assigned as Technical Reviewer** window (circled in blue above).
- Double-click on the assigned case or select and click “**Checklist**”.
- The pop-up Checklist window will contain all documents necessary for review as well as the review checklist. There are tabs for **Processing Files** and **Case Documents**

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4. Complete the Reviewer Results column in the checklist. Fill out the TR Result column as appropriate (i.e., result or n/a). Anything for “Analyst” in the checklist will be n/a.
5. Click **Save**.

Checklist Item	Analyst N/A	Analyst Result	Analyst Comment	Reviewer N/A	Reviewer Result	Reviewer Comment
Analyst: Case ID and evidence descriptions documented?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Analyst: Batch worksheet(s) (QR-4A/4F) complete and uploaded in file?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Analyst: Technology and loci/kit used clearly stated?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Analyst: Electropherograms of profile results for each applicable sample uploaded in file?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Analyst: Interpretative statements that support all conclusions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Analyst: Evidence disposition documented?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Analyst: A quantitative or qualitative interpretation statement to support all inclusions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Analyst: CODIS entry complete?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Analyst: GL-8 "Case Review" report requirements met?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
TR: Reviewed all case notes, worksheets, and data (electronic/print)?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
TR: Verified that all conclusions align with laboratory guidelines?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
TR: Report meets all requirements and conclusions supported by data?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
TR: DNA QR-13 completed (CODIS profile verification)?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
TR: CODIS specimen category verified by two qualified assessments?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
TR: Name/title of responsible analyst on report?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
TR: GL-18 "Case Review" requirements met?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
TR: Chain of custody and evidence disposition verified?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

6. If the case is ready for Administrative Review, reopen the checklist and select **Approve**.

Comment Conclusions Report LCN Folder Approve Reject

7. This will mark the case as Pending Administrative Review.
8. The Milestone in Justice Trax should be moved to “Technically Reviewed”.
9. In STACS the case can now be found in the “**Unassigned Administrative Review Cases**” window.
10. **However**, if corrections are needed at the TR step, do not click off the associated line in the checklist. Add a comment indicating the correction needed right next to the unchecked line and select **Reject** which is right next to **Approve**. Do not roll the milestone in Justice Trax at this time.
11. A window will pop up so that the TR can make any additional comments for the analyst (if needed).
12. Cases requiring edits will be apparent to the analyst in the “**Your Cases Pending Review**” window, via an orange highlight. See below.

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The screenshot shows a software window titled 'Case Management' with a sub-tab 'Case Review'. Below the title bar is a search bar for 'Lab Case Number' with 'Load' and 'Clear' buttons. The main area displays a table titled 'Your Cases Pending Review : 6'. The table has columns: Review Status, Review Initiated, Lab Case Number, Supplement, Priority, Agency, Sample Create Date, Assigned Technical Reviewer, Technical Reviewer Date, Assigned Administrative Reviewer, and Administrative Reviewer Date. The rows show various review statuses like 'Technical Review', 'Administrative Review', 'In Process', and 'Requires Tech Revision'. At the bottom, there are buttons: 'Send for Review', 'Checklist', 'Comment', 'Mark Complete', and 'Remove'.

Review Status	Review Initiated	Lab Case Number	Supplement	Priority	Agency	Sample Create Date	Assigned Technical Reviewer	Technical Reviewer Date	Assigned Administrative Reviewer	Administrative Reviewer Date
Technical Review	03/11/2025	DSS-25-000002	0		Collaborative Testing Services		Jillian B. Echard	03/11/2025		
Administrative Review	07/02/2025	DSS-25-000938	0		New Britain Police Department		Sevasti Papakanakis	07/02/2025	Alicia Amatruda	07/02/2025
In Process		DSS-23-007476	0		Office of the Chief Medical Examiner					
Technical Review	07/02/2025	DSS-21-001617	0		CSP - Troop G		Alicia Amatruda	07/02/2025		
Requires Tech Revision	07/03/2025	DSS-25-000942	0		CSP - Troop C		Sevasti Papakanakis	07/03/2025		
In Process		DSS-25-000961	0		Fairfield Police Department					

13. The analyst can select the case again, and once corrections are made, the analyst then will click **Send for Review** once again to push the case through the system to the TR.
14. If corrections are acceptable, the TR will check off the missing lines on the checklist and add initials/date right next to the line to document the correction check. See image below.
15. At this point the **Justice Trax milestone** can be moved to “**Technically Reviewed**”.

The screenshot shows a table with three columns: 'Reviewer N/A', 'Reviewer Result', and 'Reviewer Comment'. The 'Reviewer Result' column has checkboxes. The 'Reviewer Comment' column contains text entries. A red box highlights the first three rows of the table. A red arrow points from the first row to a box labeled 'Original TR'. A blue arrow points from the second row to a box labeled 'Documented Analyst correction check'. The second row's comment is 'see report edits-CLC07/08/25: ok FR 07/09/25'. The third row's comment is 'Here is my TR comment-CLC07/08/25: ok FR 07/09/25'. The fourth row's comment is 'Extracts still in analyst custody-CLC07/08/25: ok FR 07/09/25'.

Reviewer N/A	Reviewer Result	Reviewer Comment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	see report edits-CLC07/08/25: ok FR 07/09/25
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Here is my TR comment-CLC07/08/25: ok FR 07/09/25
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Extracts still in analyst custody-CLC07/08/25: ok FR 07/09/25
<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	

16. TRs can then select **Approve** as in #6. above..
17. This will move the case to the AR step.
18. Assign the AR by selecting the case in the “**Unassigned Administrative Review Cases**” window and click **Assign**.
19. Select the AR from the list.

*Approved by Director: Dr. Guy Vallaro***Administrative Reviewer**

1. Assigned reviews will be found in the “**Assigned as Administrative Reviewer**” window.
2. Double-click on the assigned case or select and click “**Checklist**”.
3. The pop-up Checklist window will contain all documents necessary for review as well as the review checklist.

Checklist Item	Reviewer N/A	Reviewer Result
Reviewed file and report for typographical and major grammatical errors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cross-outs and obliterations properly annotated?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Case number and initials on each page, as appropriate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Final report signed by analyst and technical reviewer?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COC and evidence disposition recorded?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Report addresses all applicable items?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4. Ensure the Administrative Review toggle is selected in the upper right-hand corner.

☐ Technical Review
 ☒ Administrative Review

5. Complete the Reviewer Results column and click **Approve**.
6. **However**, if corrections are needed at the AR step, do not click off the associated line in the checklist. Add a comment indicating the correction needed right next to the unchecked line and select **Reject** which is right next to **Approve**.
7. A window will pop up so that the AR can make any additional comments for the analyst (if needed).
8. Cases requiring edits will be apparent to the analyst in the “**Your Cases Pending Review**” window, via an orange highlight.
9. The analyst will make the edits and **Send for Review** and push the case through the TR and AR steps again.
10. TR and AR can click **Approve** at each of their steps as above and the case is brought back to the analyst’s Case Management Tab with “completed” marked at the top.
11. At the completion of the case, the Administrative Reviewer can move the milestone in Justice Trax to “Administratively Reviewed”.
12. The case is then released.