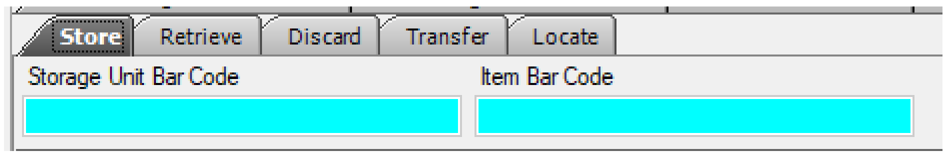
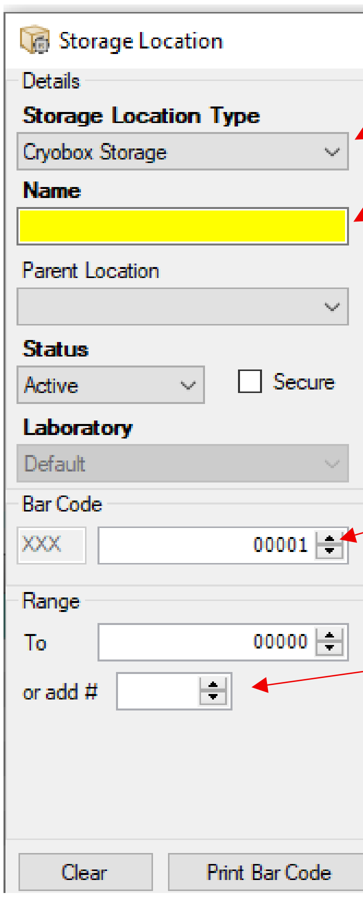
Post-Processing

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.
    d. Original samples from differential extractions as well as extracts and samples created through the knowns process will need to be transferred to the "consumed in testing" storage location, so they do not remain in the custody of the processing analyst.
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).



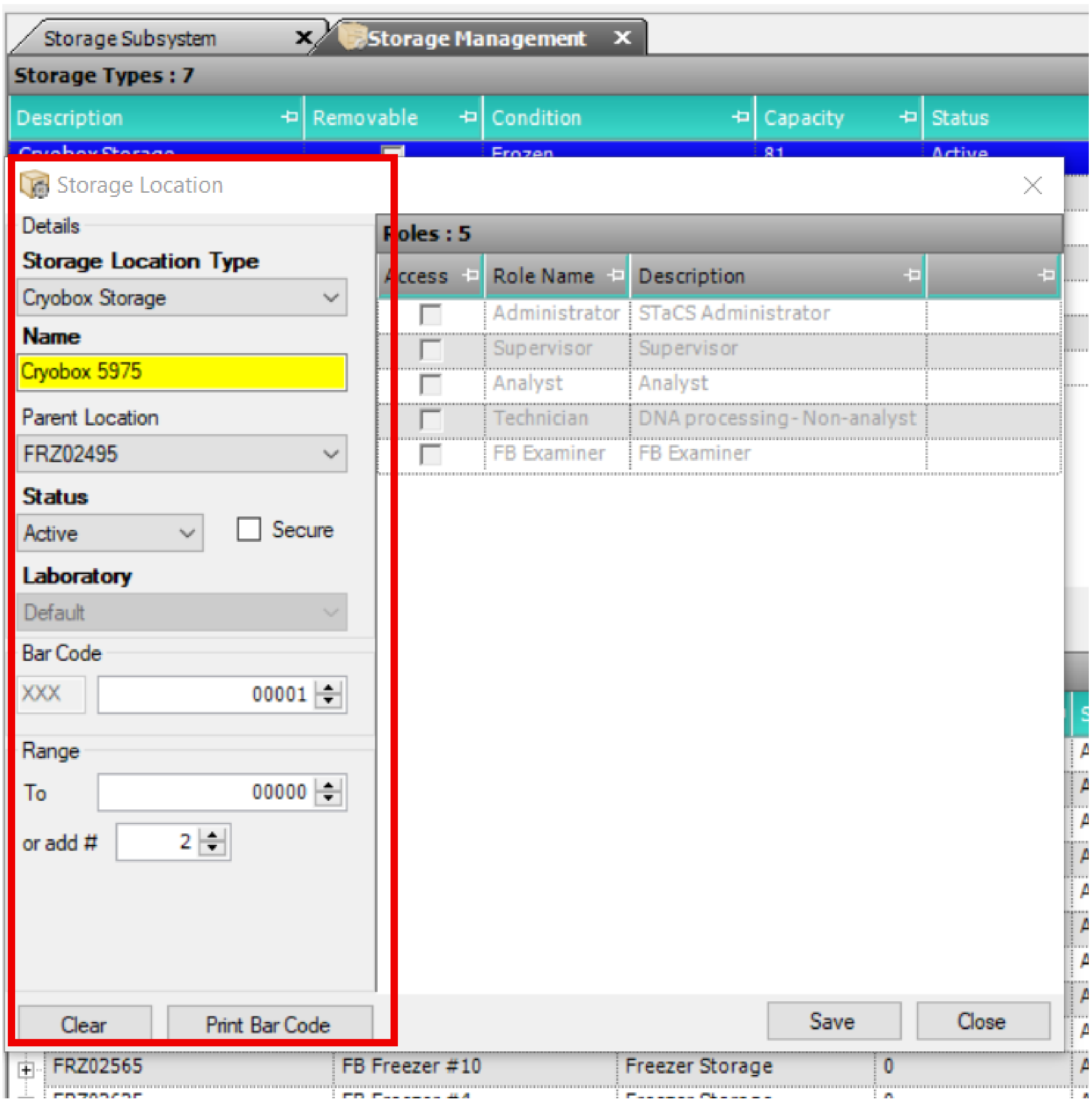
Select Cryobox Storage in the dropdown

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 #

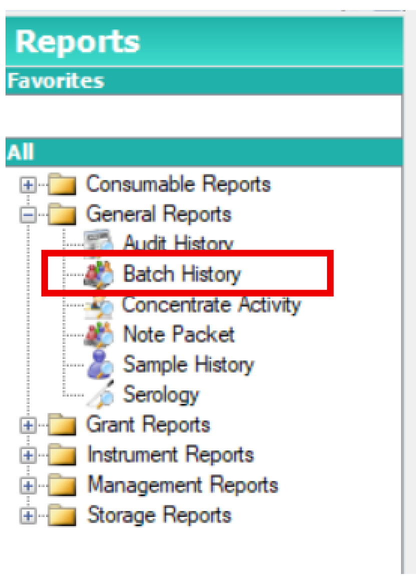
If multiple boxes will be made at once, add the amount to be created



3. In **Justice-Trax**, mark the STACS request as **'Findings Entered'** to close out the STACS request.
4. Create a new request named "DNA – STACS – Report Only" and assign to the owning analyst.

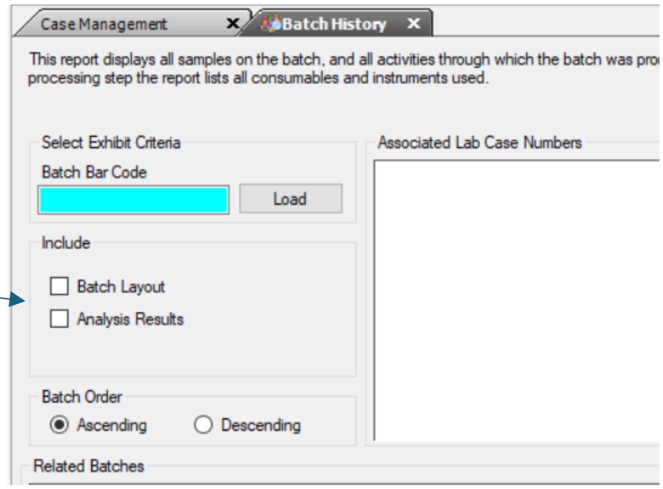
Batch Review

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)
        iii. For knowns batches, name by PPP batch name or Extraction batch name.
    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**. If this does not show all the related batches, try using either the quantitation batch barcode or the injection batch bar code.

Check the two boxes contained in the "include" section for batch layout and analysis results



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) or
   iii. **For knowns, PPP batch name or Extraction batch name.**

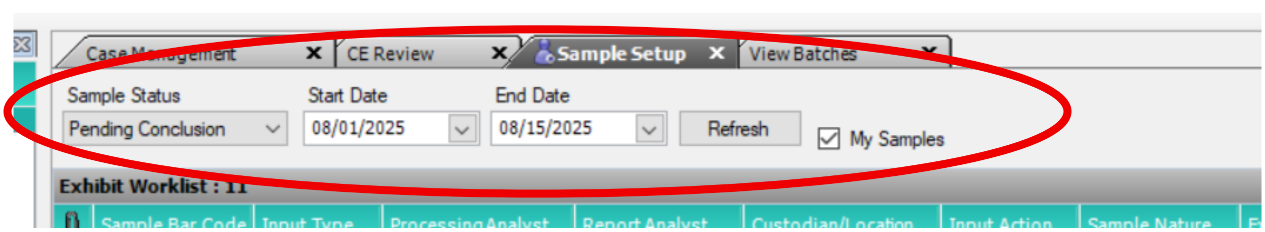
3. **Analyze your project as usual and save all egrams and associated QRs in this folder.**
4. Batch reviews will be documented through the **DNA QR-4A or QR-4F**, as applicable.
5. Both the Analyst and Technical reviewer will go into **Processing→Utilities→View Batches**, and search for the CE batch. Click on '**content**', click on '**batch comment**' and for analyst add comment that indicates that controls, allelic ladders, and ILS performed as expected. If they did not perform as expected, indicate here what occurred (i.e. two peaks seen in RB control or Ladder X failed, use Ladder Y to analyze run). The TR will add a comment that "analyzed data was technically reviewed" If anything else needs to be added by the TR, add here. Any re-work or edits will continue to be documented on a DNA QR-347.
6. If a batch is being owned by multiple analysts, all analysts/TRs will add comments to the above section. They will be date and time stamped with the individuals initials and will be easy to follow.
7. 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.
8. Finalized and reviewed batch paperwork will be compiled into a single PDF for cohesiveness and retained in the batch paperwork folder created.

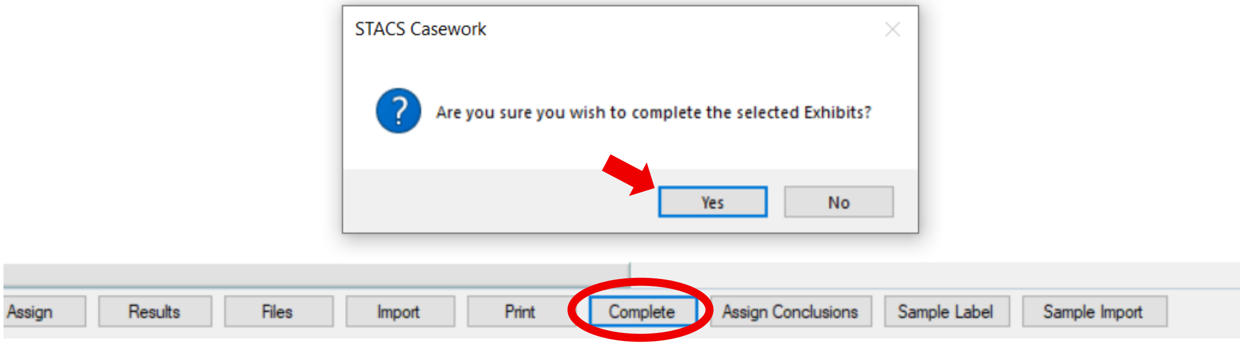
9. The analysts will electronically sign the last page of the document in order to lock it for any future editing.
10. Sample electropherograms and Contributor Estimation Worksheets do not need to be included in the Batch Scan. These will be extracted by case and added into the "case documents" for each case as well as saved on the U drive (see sections B2-B9 below for question samples).
11. For known samples, extract each egram as its own file and rename with the case #. Save those files in the Batch Paperwork files folder for that run and email all of the analysts on that batch to alert them that knowns paperwork is ready and they can import into STACS.
12. 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 and that it is locked for editing.

Preparing a Case for Review:

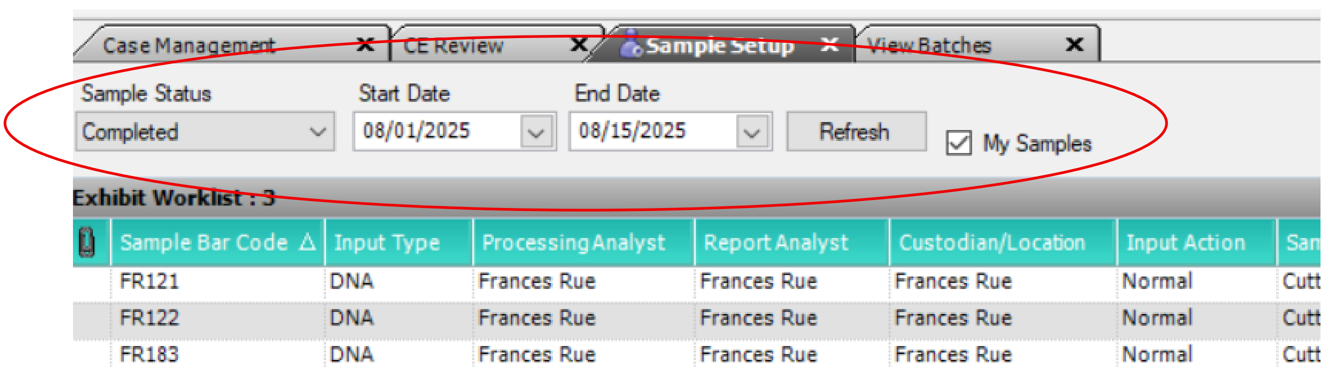
A - Assign Conclusions

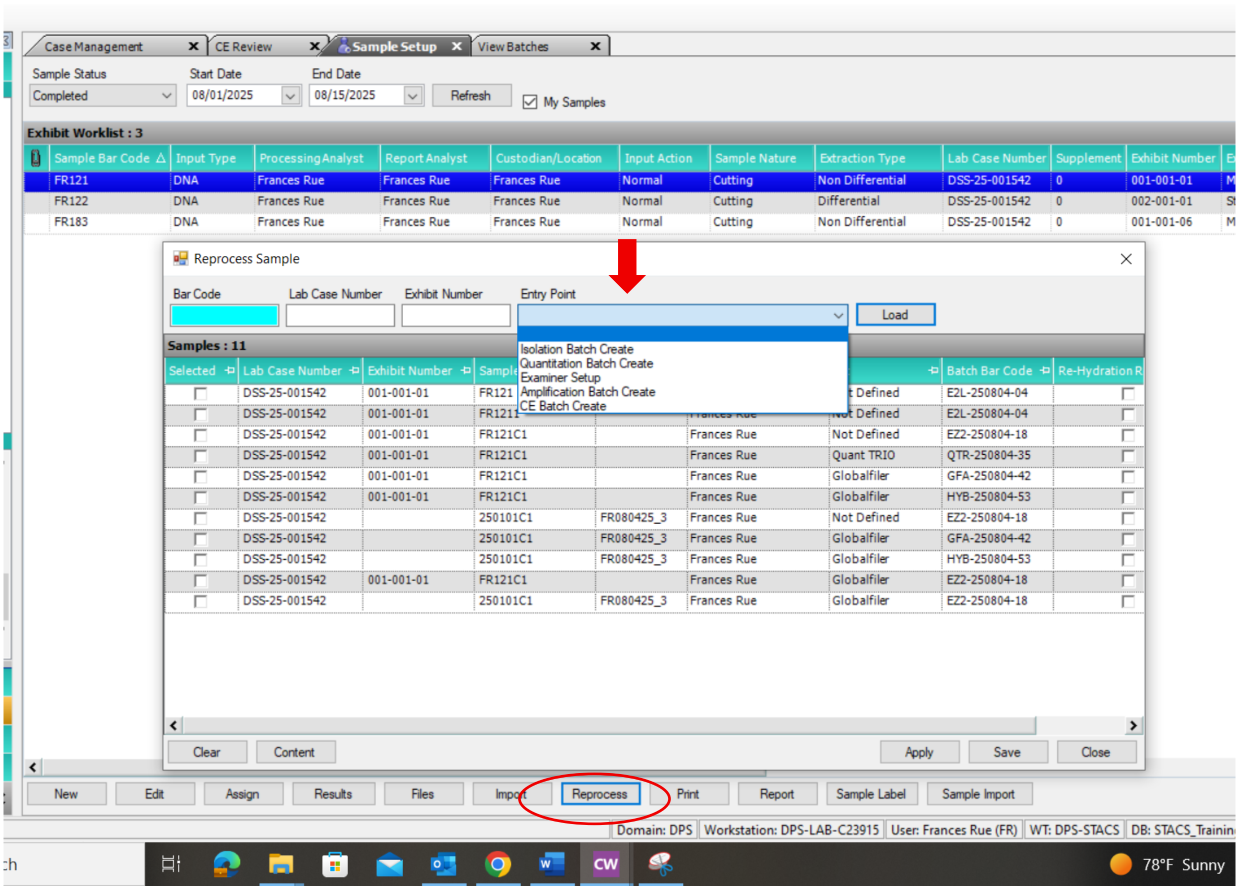
1. The reporting template in STACS will not be used. However, the case/exhibit(s) must still be assigned a conclusion for the case to proceed to review.
2. Only exhibits that have completed testing and have undergone CE Review, are marked as Pending Conclusions, and able to proceed with assigning conclusions.
3. In **Processing → Receipt→ 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.





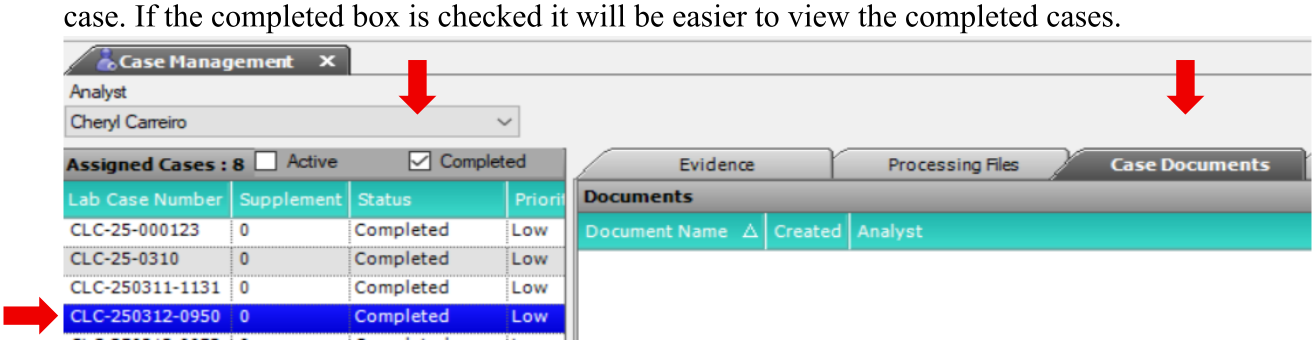
4. The samples will now be moved to a ‘completed’ status. You can now do any reprocessing needed on the samples. To do this, in the ‘**sample status**’ drop-down, choose ‘**completed**’. Highlight the samples that need reprocessing and select the ‘**reprocess**’ button at the bottom.

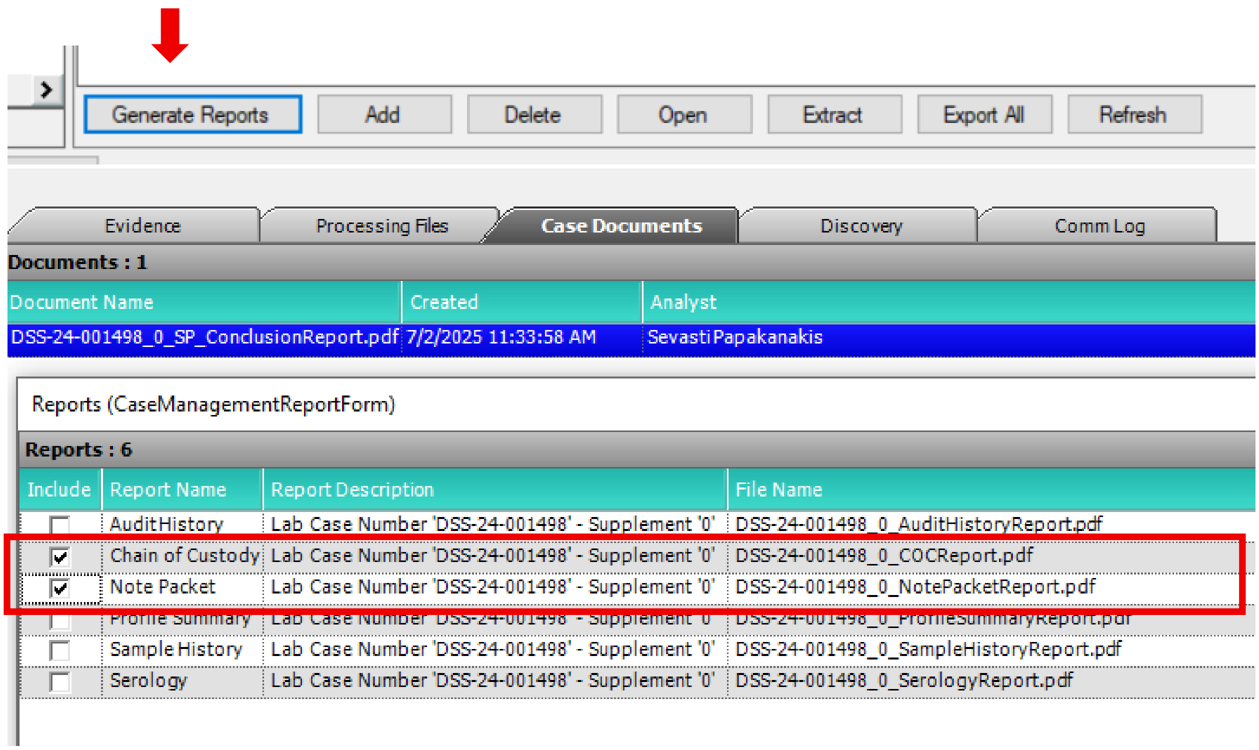




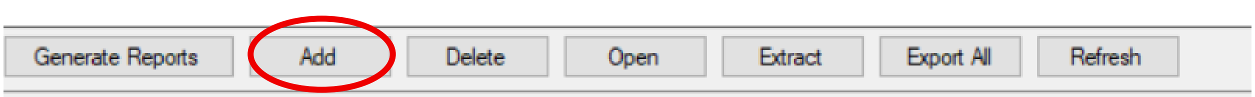
5. A window will pop-up where you can choose which samples to reprocess (including controls) by choosing the '**Entry Point**' that you want the sample to go back to. Press '**save**' and the sample will be available at that step.

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

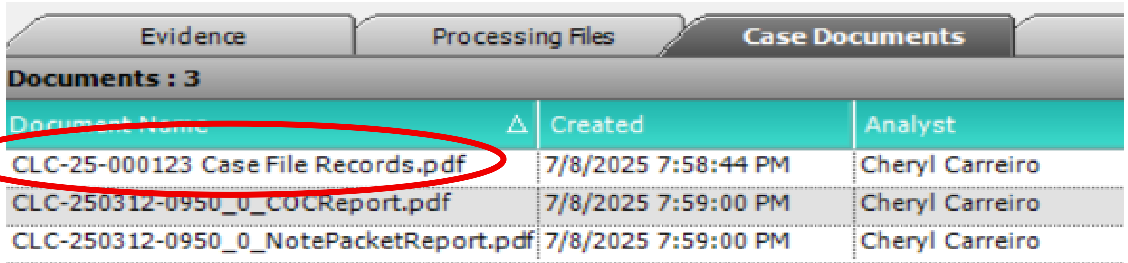




1. Click **Generate Reports (**highlighted above). Select the applicable reports to be added to the electronic case file. At minimum, this will be the Chain of Custody and Note Packet reports. Click **Save**. The files selected will be saved under the **Case Document**s tab.
2. **Save** all external 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.
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 saved.
8. Click open and the file will be added to the Case Documents Tab. See below:

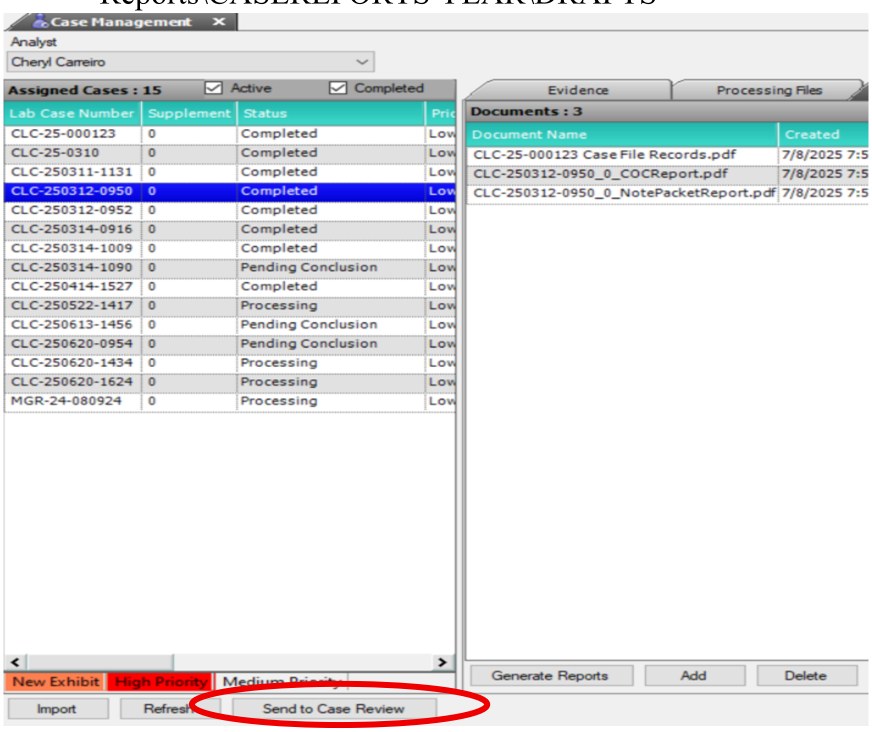


9. Click Close in the bottom right corner of the screen.
10. If your case has knowns listed in the supplement, find the appropriate known paperwork, including the QR-4F and egram and add them to the documents as well.

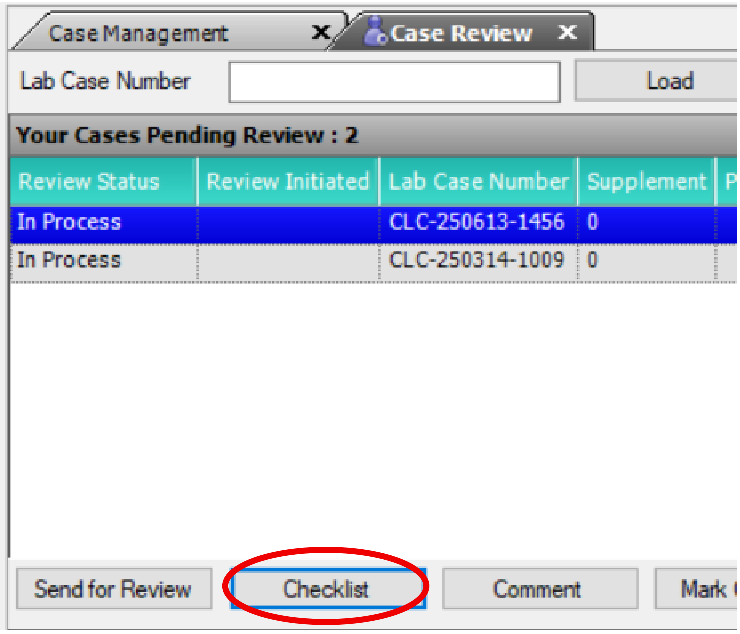
<u>Case Reviews</u>

<u>Analyst</u>

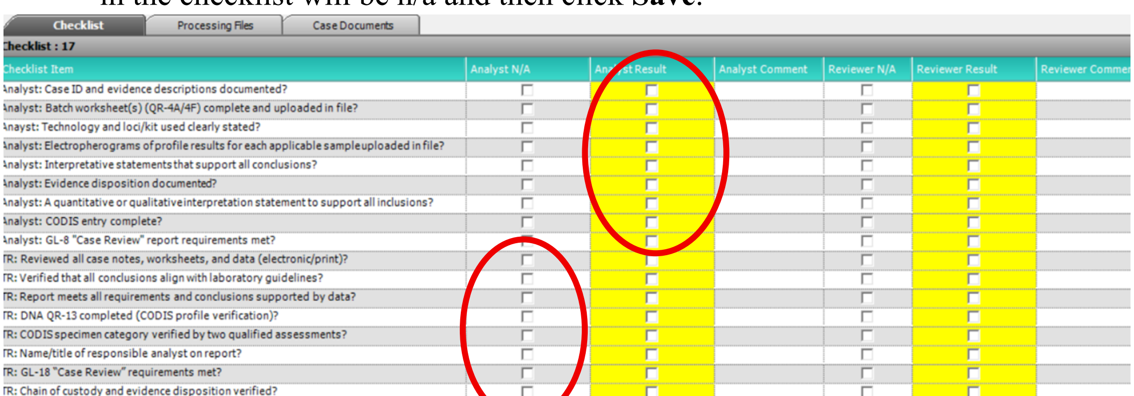
1. Once the electronic casefile is prepared and the report is drafted (outside of STACs for now), click **Send Case to Review**.
2. Save your drafted word report in the following folder: U:\CASEREPORTS\STACS Reports\CASEREPORTS YEAR\DRAFTS



3. Proceed to **Processing → Receipt → Case Review**.
4. In the **"Your Cases Pending Review"** window, select the case and click **"Checklist"**.

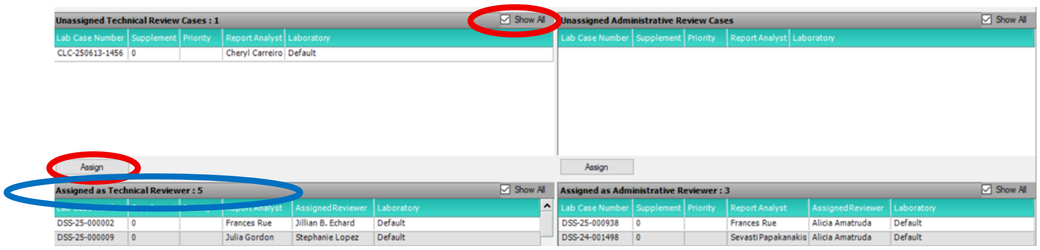


5. Fill out the Analyst Result column as appropriate (i.e., result or n/a). Anything for "TR" in the checklist will be n/a and then click **Save**.



6. In the **"Your Cases Pending Review"** window, click **Send for Review**.

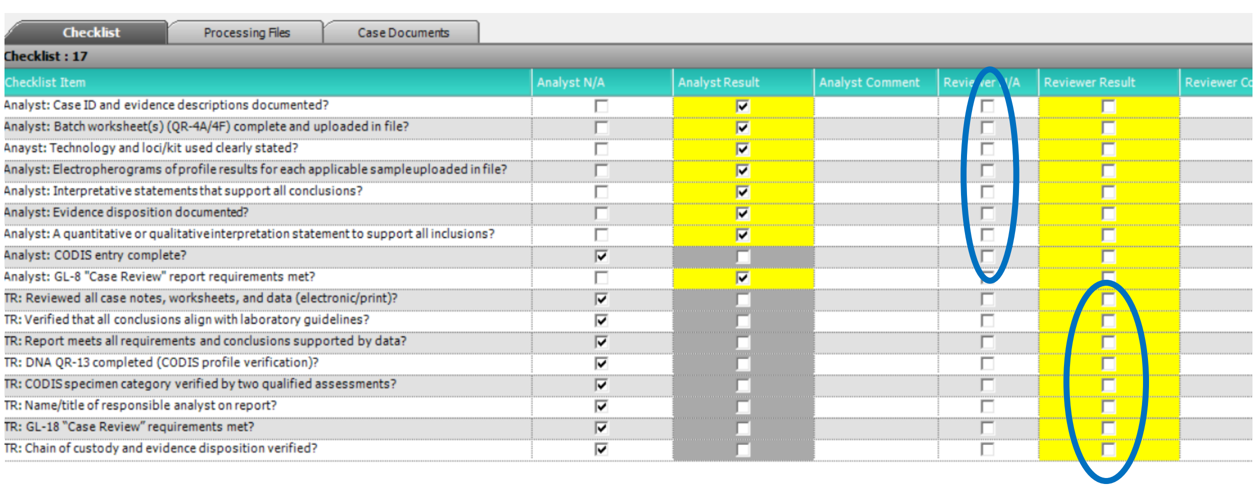
7. All cases available for TR assignment will be in the "**Unassigned Technical Review Cases"** window. Only supervisors will be able to see their own cases. If you are not a supervisor, either ask one to assign your case to the appropriate TR or let your TR know that your case is ready for review and they can assign it to themselves.

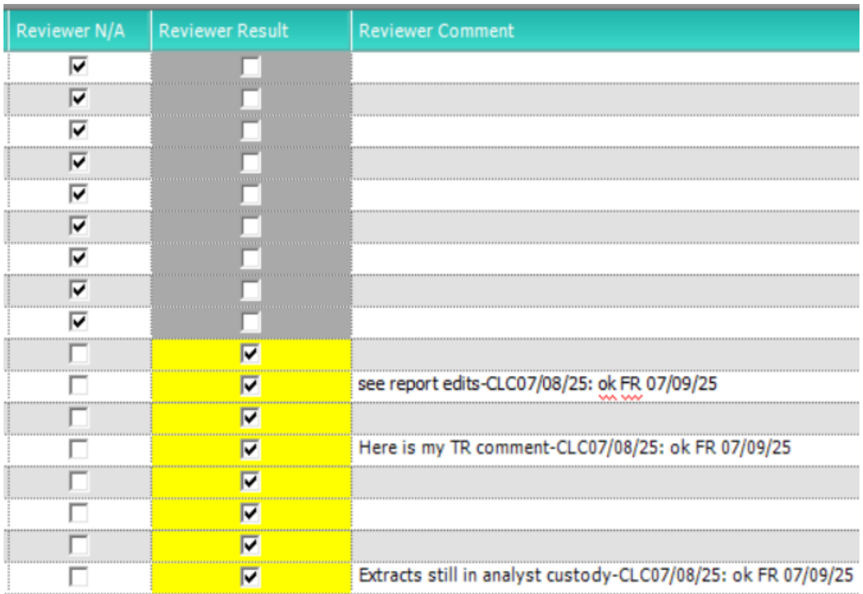


8. Assign the TR by selecting the case in the "**Unassigned Technical Review Cases"** window and click **Assign**.
9. Select the Technical Reviewer from the list that appears.
10. In Justice Trax, enter findings for the DNA report only assignment and draft complete. Assign to appropriate TR.

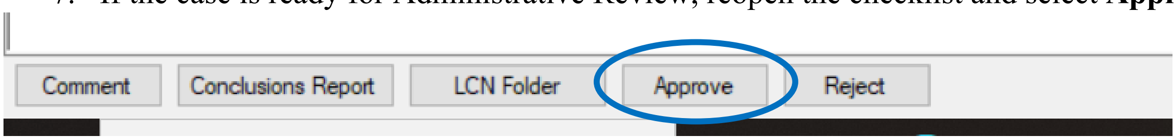
Technical Reviewer

1. Assigned reviews will be found in the **Assigned as Technical Reviewer** window (circled in blue above).
2. Double-click on the assigned case or select and click "**Checklist".**
3. **Find the drafted report in the appropriate folder and TR.**
4. 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**
5. 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.
6. Click **Save**.





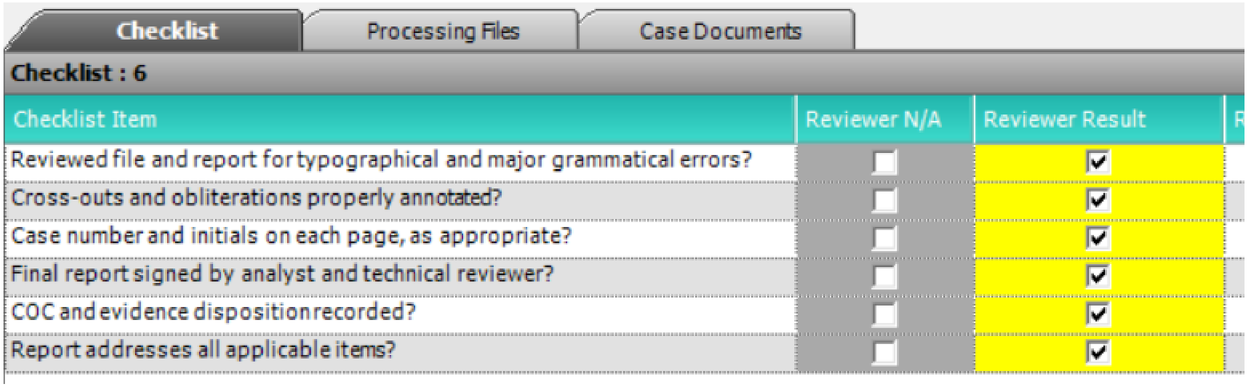
7. If the case is ready for Administrative Review, reopen the checklist and select **Approve**.



8. This will mark the case as Pending Administrative Review.
9.
10. If there is an error on the checklist you can add a comment in the appropriate column. The analyst will see this when they are doing final corrections.In STACS the case can now be found in the "**Unassigned Administrative Review Cases"** window.
.
11. The TR can now assign to the AR, unless they are not a supervisor. See above for how to assign.

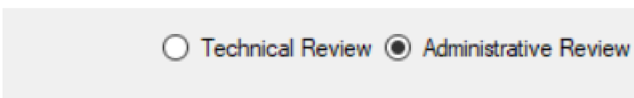
Administrative Reviewer

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.

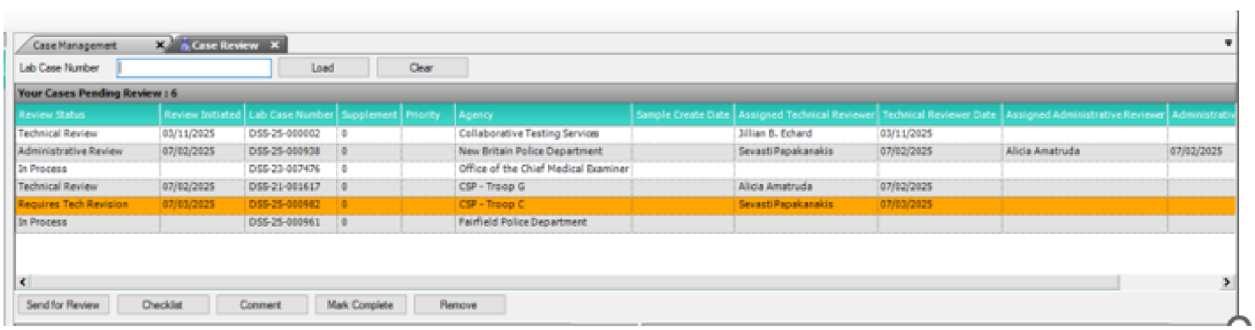


Checklist Item	Reviewer N/A	Reviewer Result
Reviewed file and report for typographical and major grammatical errors?	☐	☑
Cross-outs and obliterations properly annotated?	☐	☑
Case number and initials on each page, as appropriate?	☐	☑
Final report signed by analyst and technical reviewer?	☐	☑
COC and evidence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

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



5. Complete the first set of Reviewer Results column and click **Reject.**
6. A window will pop up for you to add a comment for why you are rejecting the review. Add a comment that says something to the effect of “Ready for Correction Checks and Signature”.
7. Cases requiring edits will be apparent to the analyst in the **“Your Cases Pending Review”** window, via an orange highlight. See below.



Review Status	Review Initiated	Lab Case Number	Supplement	Priority	Agency	Sample Create Date	Assigned Technical Reviewer	Technical Reviewer Date	Assigned Administrative Reviewer	Administrativ
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-25-000982	0		CSP - Troop C		Sevasti Papakanakis	07/03/2025		
In Process		DSS-25-000961	0		Fairfield Police Department					

8. The analyst can select the case again, and once corrections are made and final report signed, the analyst then will click **Send for Review** once again to push the case through the system to the TR. There will be a window that will ask you if you want to send to the TR again, say yes.
9. The report will be moved from the “drafts” folder on the U drive to the “pending signature” older.

10. If the TR or AR made notes on the checklist, the analyst can add their own notes indicating that the corrections were made.
11. 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. The TR will sign the report in the appropriate folder and approve the checklist
12. At this point the **Justice Trax milestone** can be moved to "**Technically Reviewed"**.
13. AR can now finalize their checklist and **Approve** it. The case is brought back to the analyst's Case Management Tab with "completed" marked at the top.
14. At the completion of the case, the Administrative Reviewer can move the milestone in Justice Trax to "Administratively Reviewed".
15. The analyst can now highlight their case in the "Your Cases Pending Review" window and press the "Mark Complete" button. This will create additional documents for your case.
16. Move your report from the "Pending Signature" folder to the "Pending Distribution" folder. This will indicate to the appropriate individuals that the report is ready to be distributed to the appropriate agencies.
17. Once completed, then will move the report from the "Pending Distribution" folder to the "Completed" folder.