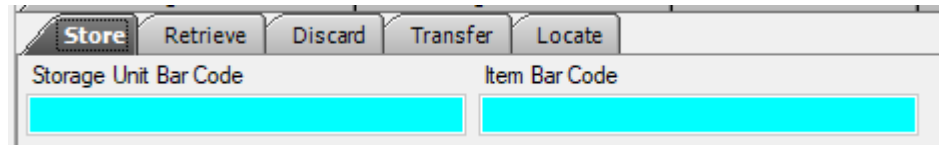


*Approved by Director: Dr. Guy Vallaro***Post-Processing****1. Transfer samples to an already existing cryobox:**

- 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.
- 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).

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The screenshot shows a web form titled "Storage Location" with a "Details" section. The form includes the following fields and controls:

- Storage Location Type:** A dropdown menu currently showing "Cryobox Storage".
- Name:** A text input field with a yellow highlight.
- Parent Location:** A dropdown menu.
- Status:** A dropdown menu showing "Active" and a checkbox labeled "Secure".
- Laboratory:** A dropdown menu showing "Default".
- Bar Code:** A section containing a "XXX" label, a text input field with "00001", and a spinner button.
- Range:** A section containing a "To" label, a text input field with "00000", and a spinner button.
- or add #:** A text input field with a spinner button.
- Buttons:** "Clear" and "Print Bar Code" at the bottom.

Red arrows point from five text boxes to specific fields in the form:

- From "Select Cryobox Storage in the dropdown" to the "Storage Location Type" dropdown.
- From "Name the cryobox with sequential numbers following the format 'Cryobox #####'" to the "Name" text field.
- From "If you highlighted the freezer, this should auto-populate, if not select the location" to the "Parent Location" dropdown.
- From "Choose the next sequential cryobox barcode #" to the "00001" text field in the "Bar Code" section.
- From "If multiple boxes will be made at once, add the amount to be created" to the "or add #" text field.

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

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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

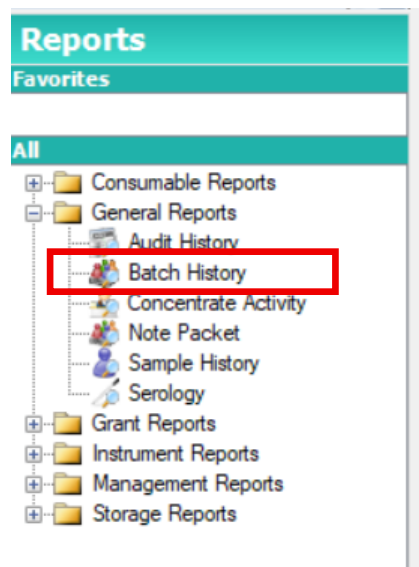
Roles : 5

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.
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.

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

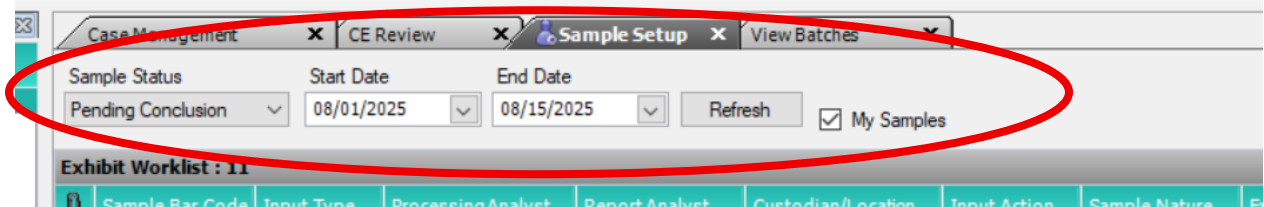
- c. Select all related batches and click **View**. Print the file to PDF to the appropriate folder on the U drive (U:\Batch Paperwork Files\STACS). The generated file will be named as either:
 - i. **LysisBarcode_BatchHistoryReport** or
 - ii. **LysisBarcode1; LysisBarcode2_BatchHistory Report** (if 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.

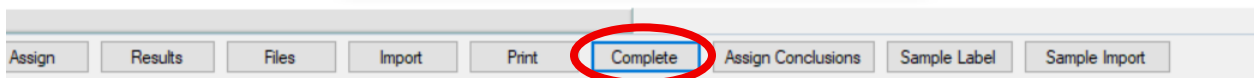
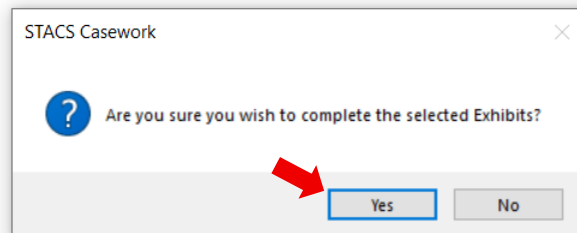
Approved by Director: Dr. Guy Vallaro

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.

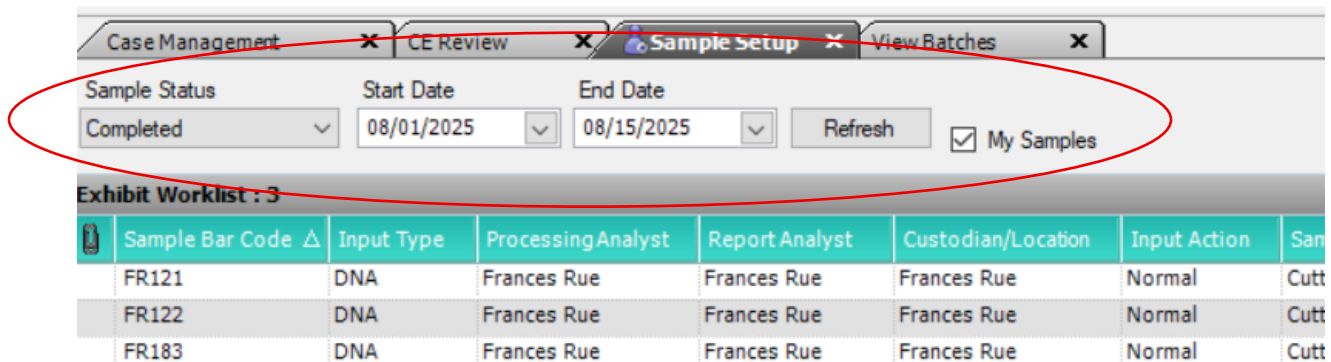
Preparing a Case for Review:**A - Assign Conclusions**

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.



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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.



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Case Management x CE Review x Sample Setup x View Batches x

Sample Status: Completed Start Date: 08/01/2025 End Date: 08/15/2025 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	E
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	S
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: Load

Samples : 11

Selected	Lab Case Number	Exhibit Number	Sample	Batch Bar Code	Re-Hydration R
<input type="checkbox"/>	DSS-25-001542	001-001-01	FR121	Not Defined	E2L-250804-04
<input type="checkbox"/>	DSS-25-001542	001-001-01	FR121	Not Defined	E2L-250804-04
<input type="checkbox"/>	DSS-25-001542	001-001-01	FR121C1	Not Defined	E2Z-250804-18
<input type="checkbox"/>	DSS-25-001542	001-001-01	FR121C1	Quant TRIO	QTR-250804-35
<input type="checkbox"/>	DSS-25-001542	001-001-01	FR121C1	Globalfiler	GFA-250804-42
<input type="checkbox"/>	DSS-25-001542	001-001-01	FR121C1	Globalfiler	HYB-250804-53
<input type="checkbox"/>	DSS-25-001542	250101C1	FR080425_3	Not Defined	E2Z-250804-18
<input type="checkbox"/>	DSS-25-001542	250101C1	FR080425_3	Globalfiler	GFA-250804-42
<input type="checkbox"/>	DSS-25-001542	250101C1	FR080425_3	Globalfiler	HYB-250804-53
<input type="checkbox"/>	DSS-25-001542	001-001-01	FR121C1	Globalfiler	E2Z-250804-18
<input type="checkbox"/>	DSS-25-001542	250101C1	FR080425_3	Globalfiler	E2Z-250804-18

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_Trainin

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.

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.

Case Management x

Analyst: Cheryl Carreiro

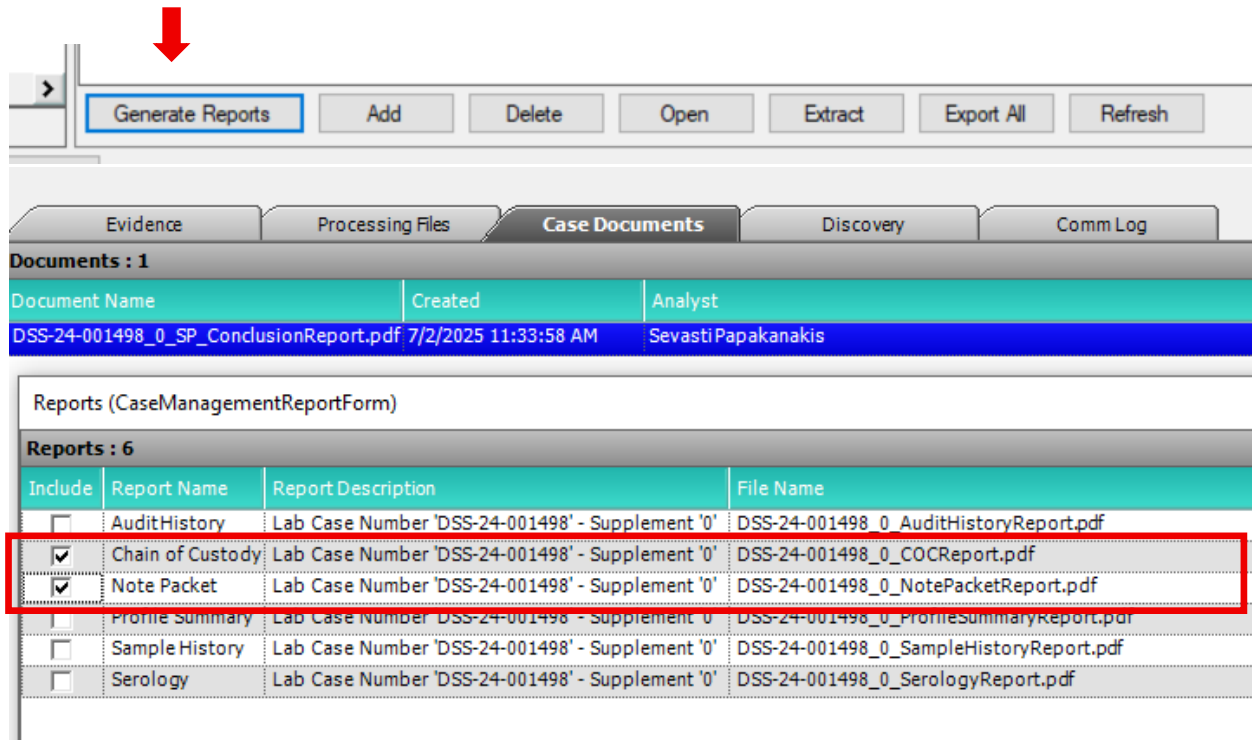
Assigned Cases : 8 Active Completed

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

Evidence Processing Files Case Documents

Documents

Document Name	Created	Analyst

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Generate Reports Add Delete Open Extract Export All Refresh

Evidence Processing Files **Case Documents** Discovery Comm Log

Documents : 1

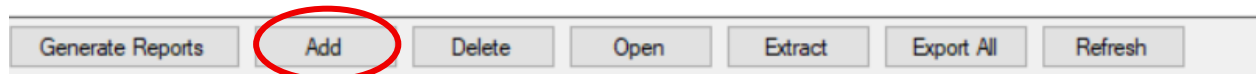
Document Name	Created	Analyst
DSS-24-001498_0_SP_ConclusionReport.pdf	7/2/2025 11:33:58 AM	Sevasti Papakanakis

Reports (CaseManagementReportForm)

Reports : 6

Include	Report Name	Report Description	File Name
<input type="checkbox"/>	AuditHistory	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"/>	Prior Summary	Lab Case Number 'DSS-24-001498' - Supplement '0'	DSS-24-001498_0_PriorSummaryReport.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. **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.



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

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:

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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_COCReport.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.
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.

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**.
2. Save your drafted word report in the following folder: U:\CASEREPORTS\STACS Reports\CASEREPORTS YEAR\DRAFTS

Analyst: Cheryl Carreiro

Assigned Cases : 15

Lab Case Number	Supplement	Status	Priority
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 7:58:44 PM
CLC-250312-0950_0_COCReport.pdf	7/8/2025 7:59:00 PM
CLC-250312-0950_0_NotePacketReport.pdf	7/8/2025 7:59:00 PM

Generate Reports Add Delete

Import Refresh **Send to Case Review**

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

State of Connecticut Department of Emergency Services and Public Protection
Division of Scientific Services

Documents outside of the QMS are considered uncontrolled.

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The screenshot shows a software window titled 'Case Management' and 'Case Review'. It has a 'Lab Case Number' input field and a 'Load' button. Below this, a section titled 'Your Cases Pending Review : 2' contains a table with two rows of pending cases. At the bottom, there are buttons for 'Send for Review', 'Checklist' (highlighted with a red circle), 'Comment', and 'Mark Complete'.

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

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**.

The screenshot shows a 'Checklist' window with a tabbed interface. The 'Checklist' tab is active, showing a list of 17 items. The 'Analyst Result' column is highlighted with a red circle. The 'Analyst Comment' column is also highlighted with a red circle. The 'Reviewer Result' column is highlighted with a red circle. The 'Reviewer Comment' column is highlighted with a red circle.

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 type="checkbox"/>		
Analyst: Batch worksheet(s) (QR-4A/4F) complete and uploaded in file?	<input type="checkbox"/>			<input type="checkbox"/>		
Analyst: Technology and loci/kits used clearly stated?	<input type="checkbox"/>			<input type="checkbox"/>		
Analyst: Electropherograms of profile results for each applicable sample uploaded in file?	<input type="checkbox"/>			<input type="checkbox"/>		
Analyst: Interpretative statements that support all conclusions?	<input type="checkbox"/>			<input type="checkbox"/>		
Analyst: Evidence disposition documented?	<input type="checkbox"/>			<input type="checkbox"/>		
Analyst: A quantitative or qualitative interpretation statement to support all inclusions?	<input type="checkbox"/>			<input type="checkbox"/>		
Analyst: CODIS entry complete?	<input type="checkbox"/>			<input type="checkbox"/>		
Analyst: GL-9 "Case Review" report requirements met?	<input type="checkbox"/>			<input type="checkbox"/>		
IR: Reviewed all case notes, worksheets, and data (electronic/print)?	<input type="checkbox"/>			<input type="checkbox"/>		
IR: Verified that all conclusions align with laboratory guidelines?	<input type="checkbox"/>			<input type="checkbox"/>		
IR: Report meets all requirements and conclusions supported by data?	<input type="checkbox"/>			<input type="checkbox"/>		
IR: DNA QR-13 completed (CODIS profile verification)?	<input type="checkbox"/>			<input type="checkbox"/>		
IR: CODIS specimen category verified by two qualified assessments?	<input type="checkbox"/>			<input type="checkbox"/>		
IR: Name/title of responsible analyst on report?	<input type="checkbox"/>			<input type="checkbox"/>		
IR: GL-18 "Case Review" requirements met?	<input type="checkbox"/>			<input type="checkbox"/>		
IR: Chain of custody and evidence disposition verified?	<input type="checkbox"/>			<input type="checkbox"/>		

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

The screenshot shows a window titled 'Unassigned Technical Review Cases'. It contains a row of buttons: 'Send for Review' (highlighted with a red circle), 'Checklist', 'Comment', 'Mark Complete', and 'Remove'.

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.

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The screenshot shows two windows side-by-side. The left window is titled 'Unassigned Technical Review Cases' and has a 'Show All' button circled in red. Below it is an 'Assign' button. The right window is titled 'Unassigned Administrative Review Cases' and also has a 'Show All' button. Below these windows are two more windows: 'Assigned as Technical Reviewer' (circled in blue) and 'Assigned as Administrative Reviewer'. Both of these windows have 'Show All' buttons.

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**.

The screenshot shows a 'Checklist' window with three tabs: 'Checklist', 'Processing Files', and 'Case Documents'. The 'Checklist' tab is active. Below the tabs is a table with the following columns: 'Checklist Item', 'Analyst N/A', 'Analyst Result', 'Analyst Comment', 'Reviewer N/A', 'Reviewer Result', and 'Reviewer Comment'. The 'Reviewer N/A' and 'Reviewer Result' columns are circled in blue. The table contains 17 rows of checklist items, each with checkboxes for the Analyst and Reviewer.

Approved by Director: Dr. Guy Vallaro

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"/>	
<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"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Extracts still in analyst custody-CLC07/08/25: ok FR 07/09/25

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

The screenshot shows a horizontal bar with five buttons: 'Comment', 'Conclusions Report', 'LCN Folder', 'Approve', and 'Reject'. The 'Approve' button is circled in blue.

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

- Assigned reviews will be found in the “**Assigned as Administrative Reviewer**” window.
- 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.

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Checklist	Processing Files	Case Documents
Checklist : 6		
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 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	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-25-000038	0		New Britain Police Department		Sevasti Papakanakis	07/02/2025	Alicia Amatuda	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 Amatuda	07/02/2025		
Requires Tech Revision	07/03/2025	DSS-25-000962	0		CSP - Troop C		Sevasti Papakanakis	07/03/2025		
In Process		DSS-25-000961	0		Fairfield Police Department					

Send for Review Checklist Comment Mark Complete Remove

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.

Approved by Director: Dr. Guy Vallaro

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.