

## TR SOP-19 Reports

Document ID: 1021

Revision: 1

Effective Date: 8/15/2014

Status: Retired

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*Approved by Director: Dr. Guy Vallaro*

### **TITLE: Reports (Trace Section)**

#### **A. PURPOSE:**

To define the method(s) in which results will be reported

#### **B. RESPONSIBILITY:**

Trace Evidence Examiner

#### **C. SAFETY:**

None

#### **D. PROCEDURE: Report Writing**

1. The trace examiner will conduct examinations or comparisons conducted and generate a report, which reflects the results of the examinations. This will be done as outlined in GL-11 (Control of Records) and GL-18 (Case Reviews- Technical and Administrative Reviews).
2. Specific wording for each Trace Discipline may be found in the corresponding Trace Procedure. See the Table of contents for a list of Trace Section Disciplines.
3. The original report will be given to the Evidence Receiving Area to be maintained in the Main Case File.
4. A copy of the original report will be given to the submitting agency.
5. Reports may include photographs.
6. Photographs will be Archived on the "U" drive, filed by case number.
7. Pertinent documents will be placed in the case jacket.

Documents may include:

- a. Casework Checklist Review (FB-QR-12)
- b. Evidence Receipt(s)
- c. Request for Examination of Physical Evidence Form(s)
- d. Worksheets – (Quality Records)

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

*Documents outside of Qualtrax are considered uncontrolled.*

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- e. Analytical data
  - f. A copy of the draft report and final report
  - g. related documents from other sections
  - h. Conversation/Message Form(s) / other types of communications
  - i. LIMS transfer sheets
  - j. Other sheets as determined by the examiner – (sheets will be 8.5 x11 inch page)
8. If samples are being forwarded for further examination, also forward the corresponding paperwork to the appropriate section/unit.
9. Supplemental Reports (additional evidence) and Revised reports (corrections) will be identified within the report header. A letter will accompany the Revised Report referencing the original report.
10. The examiner will draft a report using the JTRAX report writing system. The examiner and the cosigner will follow the appropriate course of action to move the report thru the JTRAX report writing system. (SOP-GL-4 (LIMS/Justice Trax) will be used as a guide)
11. The examiner and the cosigner will complete the LIMS computer system milestones according to SOP-GL-4 (LIMS/Justice Trax) once the case review has been completed.
12. The report may include the following information, unless otherwise omitted for appropriate reasons as determined by the examiner on a case by case basis with the approval of their supervisor.
- a. a title
  - b. the name and address of the laboratory, and the location where the tests were carried out, if different from the address of the Laboratory
  - c. a unique identification of the test report (lab number)
  - d. name and address of the submitting agency
  - e. identification of the test method
  - f. a description of the item(s) tested
- g. deviation from the normal test method – (prior notice will be given to the submitting agency)
- h. results obtained (including but not limited to descriptive results, similarities, differences, inclusions, exclusions)
- i. opinions and interpretations based on the evidence and the training and experience of the examiner
- j. additional information as determined by the examiner
- k. In the event no conclusion can be determined – the report will reflect the reasons.

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- l. Disposition of samples
- m. Disposition of evidence
- n. The signatures of the Analyst and Technical Reviewer, located above these designations
- o. The Analyst's and Technical Reviewer's names and titles
- p. The following line: "This report reflects the test results, conclusions, interpretations and/or the findings of the Analyst and Technical Reviewer as indicated by their signatures below" will be added to all laboratory reports above the signature line.