

CC SOP-31 - Sub-item Labeling Standards

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Page 1 of 2

*Approved by Director: Dr. Guy Vallaro***A. Purpose:**

To uniquely identify sub-items of digital media submitted to the CCEEL.

B. Responsibility:

CCEEL Examiners

C. Definitions/Abbreviations:

Refer to CC SOP-26 - Definitions and Abbreviations.

D. Procedure:

1. When processing evidence submitted to the CCEEL and an item(s) of digital media is located with that submission that is not uniquely referenced on the submission barcode label, that item(s) will be sub-itemized.
2. The following table lists the abbreviations to be assigned to the corresponding digital media when a sub-item needs to be created:

DC	Digital Camera	ND	Not Defined
FC	Flash Card	OD	Optical Disk
FD	Floppy Disk	SC	SIM Card
HD	Hard Drive	TAB	Tablet Computer
MD	Media Device	TD	Thumb Drive
MP	Mobile Phone	ZD	Zip Disk

3. The following are examples explaining the process of creating create sub-items.
 - a. A sealed paper bag with a Laboratory barcode label indicating "Submission #003" and containing "two (2) cell phones" is taken in to be examined by the CCEEL.

Since the barcode label does not uniquely identify the two (2) cell phones then two (2) sub-items need to be created. The naming convention to be used would be S3_MP1 and S3_MP2. The "S" represents the Laboratory Submission Number and the MP represents each unique cell phone. The underscore separates the two.

Each phone will have transcribed on it:

Phone #1 - The Laboratory Case Number - e.g. ID-00-123456
The sub-item number - "S3_MP1"

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The analyst's initials

Phone #2 - The Laboratory Case Number - e.g. ID-00-123456

The sub-item number - "S3_MP2"

The analyst's initials

- b. A sealed paper bag with a Laboratory barcode label indicating "Submission #006" and containing "one (1) hard drive" is taken in to be examined by the CCEEL.

Even though the barcode label does uniquely identify the hard drive a sub-item needs to be created to comply with the acquisition syntax.

The hard drive will have transcribed on it:

The Laboratory Case Number - e.g. ID-00-123456

The sub-item number - "S6_HD1"

The analyst's initials

- c. A sealed paper bag with a Laboratory barcode label indicating "Submission #014" and containing "two (2) cell phones and one (1) hard drive" is taken in to be examined by the CCEEL. Since the barcode label **does not** uniquely identify the two (2) cell phones or the hard drive, then three (3) sub-items need to be created.

The items of evidence will have transcribed on them the following:

Phone #1 - The Laboratory Case Number - e.g. ID-00-123456

The sub-item number - "S14_MP1"

The analyst's initials

Phone #2 - The Laboratory Case Number - e.g. ID-00-123456

The sub-item number - "S14_MP2"

The analyst's initials

Hard Drive - The Laboratory Case Number - e.g. ID-00-123456

The sub-item number - "S14_HD1"

The analyst's initials