

CC - Appendix Sub-item Labeling Standards

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

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

B. Responsibility:

CCEEU Examiners

C. Definitions/Abbreviations:

Refer to CC SOP-26 - Definitions and Abbreviations.

D. Procedure:

1. When processing evidence submitted to the CCEEU and an item(s) of digital media is located with that submission that is not uniquely referenced on the submission barcode label, may be identified with a unique reference abbreviations. If an item has multiple components, these may be referenced in the description together. (001-001 Cell phone S1_MP1, SIM card S1_SC1 and flash card S1_FC1)
2. The following table lists the abbreviations to be assigned to the corresponding digital media:

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. If the item(s) of digital media will be separated from the parent item and will take a separate path during the analysis (i.e. tower and hard drive separated and tower will stay in evidence room), the item will be sub-itemized in Justice Trax using guidance from GL4 "LIMS".
4. 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 CCEEU.

Since the parent item barcode label does not uniquely identify the two (2) cell phones, the phones will be described as S3_MP1 and S3_MP2 in the case notes. If the cell phones will be analyzed at different times and locations, they will be itemized in Justice Trax as 003-001 and 003-002 using the description language of S3_MP1 and S3_MP2. The naming convention for the item description can 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 - 003-001 if itemized in Justice Trax and/or S3_MP1

The analyst's initials

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

The sub-item number - 003-002 if itemized in Justice Trax and/or 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 CCEEU.

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" and if the hard drive travels a different path from the exterior case, it will also be itemized in Justice Trax as 006-001 (description S6_HD1)

The analyst's initials