

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

1. To describe the process for recording information electronically in the LIMS system. The LIMS system provides the examiner with the capability of entering information about the examination of firearm evidence directly into the LIMS computer system. The system allows for the filing, storage, and retrieval of that information. A firearm analytical module exists in the LIMS system specifically for this purpose. The information is stored with the case information, and is part of a searchable database.

B. Responsibility:

1. It is the examiner's responsibility to be familiar with the LIMS system and the Firearms Module. The examiner must understand how to enter all of the pertinent information relating to the firearm examined.

C. Procedure:

1. Open a case within the LIMS system by searching for the case by case number.
2. Open the "Requests" tab and find the firearm assignment listed as "NIBIN" under "Services." Right click on "NIBIN" and select the "Edit Findings" option on the drop down menu. The NIBIN request and all of the firearms related evidence in the case will now be visible in a flow chart form. Information which the examiner wishes to report out to the submitting agency can be entered, stored, and associated with that particular case in the LIMS system.
3. To enter specific information about a submission number, find the submission on the flow chart. Right click the submission, select "Add Result", use the drop menu to select what type of results you wish to add (Submissions Result, Comments, Conclusions, etc.), and then type the information in the large white box below. Click "Apply" to save all changes.
4. To enter information about a firearm, find the firearm submission on the flowchart, right click the submission, select "Firearms", and input the information into the "Firearms Analytical Module's" highlighted boxes. Click "Apply" to save all changes.
5. The information entered into the "Firearm Analytical Module" can also be included in the final report by right clicking on "NIBIN" in the flowchart, selecting "Add Results," and selecting "Operability" in the drop down menu. It is not necessary to write anything in the large white box below, just click "Apply" to save all changes.
6. If needed, the information entered into the LIMS system can be printed.

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D. Equipment:

1. LIMS computer system

E. References:

1. Laboratory Quality manual

F. Appropriate Appendices:

1. Appendix 1 -- Worksheets

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