

**FA SOP-IV-5 Fired Cartridge - Examination and
Classification**

Approved by Director: Dr. Guy Vallaro

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Page 1 of 2

A. Purpose:

1. To describe the physical examination process of cartridge case evidence. The initial examination of fired cartridge case evidence will be documented in the worksheet or notes. These worksheets or notes will include the physical description of the fired evidence and will serve as a source of documentation of the condition the evidence was received in, and the results of any tests or comparisons performed.

B. Responsibility:

1. The examiner is responsible for the full documentation of the cartridge case being examined, including the condition, the caliber, the marketing information, and the type of cartridge case.
2. The examiner is responsible for recording, by written word, drawing, photo imaging, or all of the above, the observations made on the cartridge case being examined.

C. Safety:

1. The examiner will consider the use of gloves, and other types of personal protective devices, when examining cartridge cases that have potentially come into contact with bio-hazardous materials.

D. Procedure:

1. A worksheet will be filled out appropriately. This may include noting the following:
 - a. The presence of trace material
 - b. The caliber
 - c. The manufacturer/marketer
 - d. The ignition system
 - i. Centerfire
 - ii. Rimfire
 - iii. Other
 - e. The shape of cartridge.

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Page 2 of 2

- f. A description of cartridge and primer.
- g. A description of head stamp.
- h. A description of Firing Pin Impression.
- i. A description of other markings, including:
 - (a) Breech Face Marks
 - (b) Extractor Marks
 - (c) Ejector Marks
 - (d) Resizing Marks
 - (e) Chamber Marks
 - (f) Anvil Marks
 - (g) Magazine Marks
 - (h) Ejection Port Marks
 - (i) Other Marks

E. References:

- 1. AFTE procedures manual
- 2. AFTE glossary
- 3. Laboratory safety manual

F. Appropriate Appendices:

- 1. Appendix 1 – Work sheets