

**A. Purpose:**

To describe the process of documenting fired cartridge case and fired shotgun shell evidence.

**B. Responsibility:**

Forensic Science Examiners or laboratory-authorized personnel assigned to the Firearms Unit.

**C. Safety:**

Personal protective equipment (PPE) shall be used at the analyst's discretion.

**D. Procedure:**

Using a QR FA-10 NIBIN, QR FA-12 Cartridge Case, QR FA-13 Notes Page, or QR FA-14 Fillable Notes Page, the following information should be documented:

1. The presence of any trace material. Refer to FA SOP-15 Removing Debris for guidance.
2. The caliber or gauge/bore
3. Headstamp information
4. Any information printed on the hull (shotgun shells)
5. Type of ignition system
  - a. Centerfire
  - b. Rimfire
  - c. Other
6. Composition of primer and case body
7. Any artifacts of firing, including:
  - a. Shape of firing pin impression
  - b. Type of breechface marks
  - c. Extractor/ejector marks
  - d. Chamber marks
  - e. Anvil marks
8. Resizing marks
9. Magazine lip marks

*Approved by Director: Dr. Guy Vallaro*

10. Ejection port marks

11. Any other pertinent characteristic(s) found on the item of evidence

**E. References:**

1. GL 2 Safety Manual
2. FA SOP-15 Removing Debris
3. AFTE Glossary