

*Approved by Director: Dr. Guy Vallaro*

**A. Purpose:**

1. To expedite the entry of cartridge case evidence into the NIBIN database. Due to the timely nature of the examinations being requested, the expedited entry of cartridge case evidence can provide the submitting agency with possible linkages to other cases. Screening cartridge case evidence in advance will allow an analyst to make the determination whether or not to enter one or more cartridge cases into the NIBIN database. This allows the analyst to begin the correlation process before the case is fully examined and completed.

**B. Responsibility:**

1. It is the analyst's responsibility to mark the cartridge case/s chosen for entry into the NIBIN database, to repackage the evidence, and to store it in the Firearm and Toolmark Section of the laboratory.
2. Only the type cartridge case evidence noted in FA-IV-8 "NIBIN" will be entered into the NIBIN database.

**C. Safety:**

1. The analyst will consider the use of gloves, and other types of personal protective equipment, when examining evidence that may have come into contact with bio-hazardous materials.

**D. Procedure:**

1. Initial the outer packaging of the evidence submission.
2. Use a stereo microscope to screen all of the cartridge cases submitted under one case number. Evaluate the caliber, the class characteristics of the breech face marks, and the class characteristics of the firing pin impressions to determine which item(s) should be entered into NIBIN. If class characteristics vary, an exemplar from each group should be entered into NIBIN. The above evaluations will be noted on the NIBIN worksheet located in S:\Controlled SOPs\Firearms TM SOPs\Firearms\APP WORSHEETS QR FA
3. Scribe the submission number, the case number, and the analyst's initials into the selected cartridge case.
4. Enter the cartridge case evidence into the NIBIN database following the procedures outlined in FA-IV-8 "NIBIN".

5. When the acquisition is completed, return the evidence to its original packaging. Seal and store the evidence in the evidence storage location of the Firearm and Toolmark section of the laboratory.
6. Make a notation in the LIMS system of the submission number and date the NIBIN entry was made.
7. If a candidate for comparison **is** found, the evidence from the cases can be microscopically compared and the case can be completed.
8. If a candidate for comparison **is not** found, the case can remain in the evidence storage location until either the case is completed, or a NIBIN report is issued stating that:

Images of a cartridge case submitted in the case were entered into the NIBIN database and no candidates for comparison have been identified.

If a candidate for comparison is located in the future, the agency will be contacted to have the evidence returned. At such a time, the Firearm and Toolmark section will complete an examination of all the items submitted.

The remaining evidence has not been examined and is being returned.

**E. Equipment:**

1. Stereo microscope
2. IBIS BRASSTRAX-3D Acquisition Station

**F. References:**

1. IBIS BRASSTRAX-3D v2.3 Training Guide

**G. Appropriate Appendices:**

1. Appendix 1 -- Worksheets