A. Purpose:

To describe the steps for screening cartridge case evidence and entering it into the National Integrated Ballistic Information Network (NIBIN) computer database. This allows the analyst to provide a submitting agency with possible linkages to other cases.

B. Responsibility:

Forensic Science Examiners and other laboratory-authorized individuals who have been trained by ATF, Forensic Technology, Inc., and/or a NIBIN Authorized Trainer to use the equipment.

C. Safety:

PPE shall be used at the analyst's discretion.

D. Procedure:

1. Write the laboratory case number and the analyst's initials on the outer packaging of the evidence submission(s).
2. Scribe the case number, the submission number designation, and the analyst's initials onto all of the items in the package(s).
3. Using a stereo microscope, evaluate the fired cartridge cases to determine which item(s) should be entered into NIBIN. The following class characteristics should be considered:
   a. Caliber
   b. Breech face marks
   c. Firing pin impressions
4. If class characteristics vary, an exemplar from each group should be entered into NIBIN.
5. The QR FA-10 NIBIN, QR FA-12 Cartridge Case, QR FA-13 Blank Note Page, or QR FA-14 Fillable Blank Note Page worksheets may be used for documentation of the evidence.
6. Enter the cartridge case evidence into NIBIN following the procedures outlined in FA SOP IV-8 NIBIN.
7. When the acquisition is completed, return the evidence to its original packaging.
8. Refer to the procedures outlined in FA SOP IV-8 NIBIN for correlation review, generating hits, and case reports.

E. Equipment:

1. Stereo microscope
2. BrassTrax HD3D acquisition station

F. References:

1. FA SOP-IV-8 NIBIN
2. BrassTrax HD3D training guide