The following will be used as guidance for entry of cartridge case evidence into the BrassTrax Kiosk (CT-MRDNBR2) or the BrassTrax Mobile Unit (CT-MRDNBR3).

1. Log into the BrassTrax computer and biometric fingerprint will be requested for access. Note: In the mobile unit, use the wireless keyboard/mouse and turn on the monitor. The laptop should remain in the server rack.

2. Open up the BrassTrax software using the Windows icon in the bottom corner. The user's password will need to be re-entered to access.

3. BrassTrax operators will use the NIBIN BrassTrax Acquisition Unit to upload the following information:
   a. Creating case records (Standard 5.2.1.4)
      i. The procedure outlined in the BrassTrax HD3D users guide will be utilized to create a new case record and to enter the case information.
      ii. Case ID – Police agency case number
      iii. Event Type – The event type should be the offense associated with the case.
      iv. Occurrence Date – The date of offense provided for the case
      v. Case Supervisor – no entry needed
      vi. Originating Agency – The police agency submitting the evidence.
      vii. Originating Agency Contact – The name of the lead investigator listed in the case. In the contact field include the email NIBINCT.gov along with the email contact for who at the police agency should get the results.
      viii. Originating Agency Reference – no entry needed
      ix. High Profile – Shall be used at the discretion of the requestor; only use if an expedited result is needed.
      x. Comment – Any additional comments about the case can be entered at the discretion of the user.

   b. Creating cartridge case exhibit records
      i. The procedure outlined in the BrassTrax HD3D users guide may be utilized to create a new cartridge case exhibit and to enter the exhibit information. (Manual available in "Help")
      ii. Prior to entry, designate a unique identifier for each casing to acquire.
      ii. Exhibit number of evidence being acquired:
      a) Cartridge cases from an unknown firearm will use the case submission number or the number designated by the requestor
      b) Test fired cartridge cases will include the submission number of the firearm, the test fire number, and "TFCC".
      iii. The following fields will be added in the cartridge case exhibit screen:

a) Caliber
b) Make of ammunition
c) Firing Pin shape
d) Firearm exhibit number (if applicable)
e) Composition (composition of cartridge case: nickel-nickel, brass-nickel, etc.)
f) Breech face class characteristics
g) Reception date is date of acquisition
h) Category:
   1. Crime Evidence (items collected from a crime scene)
   2. Test Fire – Returned (use for firearms which will be returned to their rightful owner, or otherwise released from law enforcement custody)
   3. Test Fire – Terminated (use for all other firearms). If test fires are obtained from a firearm submitted in the case, the event type for the cartridge case exhibit will be changed to "test fire".

c. Creating firearm exhibit records (skip if not a test fired cartridge case)
   i. Firearm exhibit number - Use the submission number of the weapon or the number designated by the agency.
   ii. The following fields will be added in the firearm exhibit screen:
      a) Caliber
      b) Make
      c) Model (if known)
      d) Type
      e) Serial Number:
         1. If obliterated and later restored, the serial number field shall be updated or a comment added by the forensic laboratory.
         2. If the serial number is obliterated, enter "Obliterated" or "Oblit."
         3. If the firearm does not have a serial number, enter "N/A" or "none."

d. Acquisition Parameters
   i. Centerfire Cartridge Cases/Shotshells
      a) The analyst will acquire the following regions of interest:
         1. Breech Face
         2. Full Headstamp
         3. Firing Pin
         4. Ejector marks (at the discretion of the analyst)
   ii. Rimfire Cartridge Cases

a) The analyst will acquire the following regions of interest:
1. Full Headstamp
2. Firing Pin

iii. Other Acquisition Parameters

a) The person conducting the acquisition will follow the BrassTrax HD3D acquisition protocols outlined in the BrassTrax HD3D users guide to orient the cartridge case/shotgun shell and capture the digital images. (Manual available in "Help")

b) If a cartridge case/shotgun shell is oriented outside of the above parameters, a remark shall be made in the comment field stating the reason for the deviation.

c) In the event that reference collection parts (e.g. firing pin, slide, etc.) are used to obtain test fired cartridge cases/shotgun shells, the images of the respective areas need not be captured. A remark shall be made in the comment section describing which parts were replaced.

3. Once the evidence has been acquired into the BrassTrax Acquistion Unit, the green check mark will be selected and then click on "submit case" and then hit "OK".

4. Select "Tools" from top menu and then choose "Synchronize". This step will upload the images and associated case data from all pending cases to be reviewed for correlation. It is advised to check the "Synchronize Process" located on the bottom toolbar to make sure that the data was transmitted. If it fails, repeat the "Synchronize" process again.

5. Upon completion of the NIBIN Acquisition, the possible candidates generated after correlation will be reviewed by the NNCTC or other approved Contractor. An email will be sent to the NIBINCT.gov email and other contact email provided with the results of the correlation.

Additional Guidance for Mobile Unit:

1. Preparation for transportation:
    a. Make sure that the cartridge holder has been removed from the acquisition unit and is present in the pelican case. If not, sign into the laptop and BrassTrax software and open the access door to remove the holder and place it in the case. Do not manually open up the BrassTrax door.
    b. Log off from the laptop, but do not power down any of the BrassTrax equipment.
    c. Prior to start of commute, the NIBIN Acquisition Unit vibration platform must be locked to prevent movement during transit. This is accomplished by tightening the two side screws on the platform.
    d. Place the stereomicroscope into the lower cabinet.
    e. Place the wireless keyboard and mouse into the upper cabinet.

   f. Remove the wheel chocks and place inside the van.
   g. Unplug the shoreline from the outlet and unscrew from the van's connection. The equipment will maintain operations using the UPS power supply for approximately 2 hours. Shoreline should be stored inside the van during transport.
   h. Verify that the back and side doors are locked.
2. Arrival at destination:
   a. Remove the wheel chocks from inside the van and place on back wheels of box.
   b. Remove the shoreline and plug it to the van's connection and 110V outlet. Verify that both ends of the plug have its power light illuminated. The light switches should be tested to verify that the interior of the van is receiving power.
   c. Loosen the side screws on the Acquisition Unit's must be unlocked to allow the vibration bumpers to activate. This is accomplished by loosening the two side screws on the platform.
   d. Remove the stereo microscope from the cabinet and place on counter.
   e. Remove the keyboard and mouse from the upper cabinet. Using the wireless keyboard, sign into the laptop and into BrassTrax. The laptop should not be removed from the server rack.
   f. Remove the cartridge case holder from the pelican case.
   g. Using the above instructions, create a Control Test case and acquire the image of the 9mm cartridge case that is in the pelican case. This is a control check to see if the system is working.
   h. If the control 9mm casing was acquired and synced with no issues, the operator may proceed with other case acquisitions.
   i. If any issues are encountered, the laboratory should be contacted at 203-639-6400 or 203-427-4098 and request to speak to the Firearms Unit.
3. At the end of the day/acquisitions completed:
   a. Turn off all lights.
   b. Leave the van plugged in.
   c. Lock the doors and arm the alarm.
   d. Place keys in a safe location.

Note: A checklist will be located in a binder on the van for use during transportation, set-up and daily checks.