

*Approved by Director: Dr. Guy Vallaro*

## Appendix 2: Instructions for the creation of sub-items in Justice Trax for DNA samples

Note: The latent print designation for the evidence number and samples collected should refer to GL-4 LIMS for the correct designation to be used.

- A. Assign FB Sample Prep request to yourself; pull the FB case jacket to have available upon completion of the case.
- B. Collect and itemize samples. Print barcode labels for DNA samples.
  1. Reminder that GL-4 contains guidance on sub-itemization. Examples may include the following:
    - #005-001 = sample retained from the submission/item for Further Analysis
    - #005-001\* = sample from #005 being forwarded for DNA testing
    - #005-001 = sample being forwarded for DNA testing with a possible consumption issue
  2. When filling out “Description” indicate type of sample being retained (if swabbing is of a developed latent print, the description may include the latent print designation ex. L1).
- C. Add a DNA request(s), relate evidence and print out request barcode(s)
  1. Check FB request for Requesting Party Information
  2. Add request
  3. Select Requesting Party Information
  4. Select Section = DNA
  5. Select Service Type = Type of examination
    - DNA-Non-Differential = Non-Differential samples
  6. Click OK
  7. Related Evidence = Samples being forwarded to DNA
    - Select evidence from Available Evidence
    - Click the down arrow
      - 8. Click OK
  9. No Barcode is needed to be printed.
    - Select “Cancel”
- D. Transfer evidence to storage locations and print out Evidence Transfer Receipts
  1. Transfer evidence to appropriate storage location
    - Freezer Storage (Samples which are not being tested)
      - physically into Further Analysis boxes
      - Freezer for current years located in Photo Room
    - Freezer Storage – DNA Sample (Samples that need to be tested for DNA)
      - #005-001\*
      - physically into boxes labeled DNA Sample

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- Freezers located in closet in hallway across from IT closet
2. Select print 1<sup>st</sup> Transfer Receipt
  3. Click Apply
  4. Print out Evidence Transfer Receipts
    - Choose “screen” as print destination
  5. Once the transfer sheet opens on the monitor, Click Print Icon
  6. Choose Printer
  7. Select Number of copies
    - For Further Analysis samples to Freezer Storage = 1
    - For DNA sample(s) to Freezer Storage – DNA Sample = 3
    - For Shared Case Jackets ( DNA sample(s) to Freezer Storage – DNA Samples) = 2
  8. Click Print
  9. DNA sample(s) to Freezer Storage – DNA Evidence Transfer Receipt copies
    - FB case jacket
    - DNA case jacket with DNA sample evidence barcode(s) and request barcode(s) attached
    - Case Management (included with DNA copy)
- D. At the completion of the Administrative Review, copies of the latent print worksheets QR-LP1a, QR-LP-12, QR-LP1c or QR-LP13 and a copy of QR-LP-16 should be made and placed into the FB/DNA case jacket folder and provided to Case Management.