

*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 should be referred to in the images used for reference. 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. Itemize samples and print barcode labels (for DNA samples). Refer to the image below regarding the following steps.
  1. Fill in Evidence No.
    - #5-L1 = sample retained from the submission/item for Further Analysis
    - #5-L1\* = sample from #5-L1 being forwarded for DNA testing
    - #5-L1 = sample being forwarded for DNA testing with a possible consumption issue
  2. Fill out Description = type of sample being retained and location  
  
For DNA samples (follow above steps)
  3. Select appropriate barcode label and number of labels to be printed
  4. Select Evidence Type = Type of examination
    - DNA-Non-Differential = touch, blood, hairs
    - DNA-knowns = blood FTA cards, Buccal FTA cards
  5. Notes = size/amount of sample being forwarded to DNA, relevant results of examination and CONSUMPTION ISSUE (if needed)

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**New Evidence Submission for Local Case #: TEST CASE**

**Agency** Yourtown Police Department  
**Badge Rep** Doe, Jane  
**Source**  
**Inherit** 005 Bag with victim's clothing  
**Container**  
**Evidence No** 005-S1\*  
**Intended Disp**  
**Other ID**  
**Origin**

**Kit** cutting from clothing  
**Description** zebra 300  
**Bar Code** DNA - non-differential  
**NCIC** 1 sq. cm cutting, positive RSID blood  
**Notes**  
**Extraction type**  
**Submit to Biology**

**Initial Transfer**  
**From** Doe, Jane  
**Time** 07/30/13 02:27 PM  
**VIA**  
**Note**  
**Lock**

**Apply** **Clear** **Close** **Print Request Barcode**

6. Click Apply

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
  - o DNA-Non-Differential = Non-Differential samples
  - o DNA-Consumption = Consumption issue samples
  - o DNA-Knowns = FTA blood cards and/or FTA buccal cards

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**New Request for Analysis**

**Requesting Party Information**

Agency: Yourtown Police Department

Request Date: 07/26/13

Badge Rep: Doe, Jane

**Request Information**

Lab: DESPP - Division of Scientific Services

Section: DNA

Service: DNA - Non-differential

Analyst:

Due Date: // Reason: Priority:

**Notes**

Requester:

Assignor:

☒ Print Request Barcode

OK Cancel SOP

6. Click OK
7. Related Evidence = Samples being forwarded to DNA
  - Select evidence from Available Evidence
  - Click the down arrow

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| Case #    | Sub #  | Other ID | Description                |
|-----------|--------|----------|----------------------------|
| TEST CASE | 004    |          | M.E. Blood Sample          |
| TEST CASE | 004-A1 |          | test5                      |
| TEST CASE | 005    |          | Bag with victim's clothing |
| TEST CASE | 006    |          | DELL Desktop Computer      |

| Case #    | Sub #   | Other ID | Description           | # of Results |
|-----------|---------|----------|-----------------------|--------------|
| TEST CASE | 005-S1* |          | cutting from clothing | 0            |

8. Click OK
9. No Barcode is needed to be printed.
  - o Select "Cancel"

Please specify the number of Request bar code labels to print.  
Your bar code labels will be printed when  
you click the OK button below.

Label Definition: Request Barcode

Selected Printer: ZDesigner GK420t

Number of Labels to Print: 1

OK Cancel

- D. Transfer evidence to storage locations and print out Evidence Transfer Receipts
  1. Transfer evidence to appropriate storage location

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- 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)
  - #1-L1\*
  - physically into boxes labeled DNA Sample
  - Freezers located in closet in hallway across from IT closet
- Freezer Storage – DNA Sample (Samples with consumption issue)
  - physically into boxes labeled DNA Consumption Sample
  - Freezers located in closet in hallway across from IT closet

2. Select print 1<sup>st</sup> Transfer Receipt

**Evidence Transfer**

From: Timm, Leila D.

Time: 07/30/13 02:33 PM VIA [dropdown] Note [dropdown]

To: Freezer Storage - DNA Sample

Time: 07/30/13 02:33 PM VIA [dropdown] Note [dropdown]

Then To: [dropdown]

Changes made to the Transfer information above will apply only to newly selected evidence.

**Evidence to Transfer**

| Lab Local Case | Container | Sub. #  | Description           | From           | Time           |
|----------------|-----------|---------|-----------------------|----------------|----------------|
| TEST CASE      |           | 005-S1* | cutting from clothing | Timm, Leila D. | 07/30/13 02:33 |

☒ 1st Transfer Receipt  
☐ 2nd Transfer Receipt

Apply Clear Close

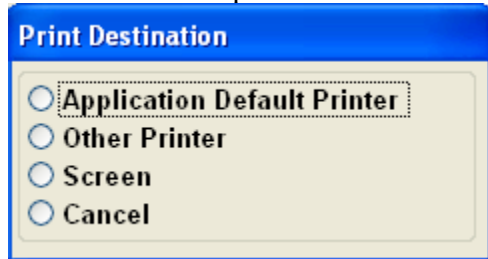
☐ Returned  
☐ Chain of Custody Reports

3. Click Apply

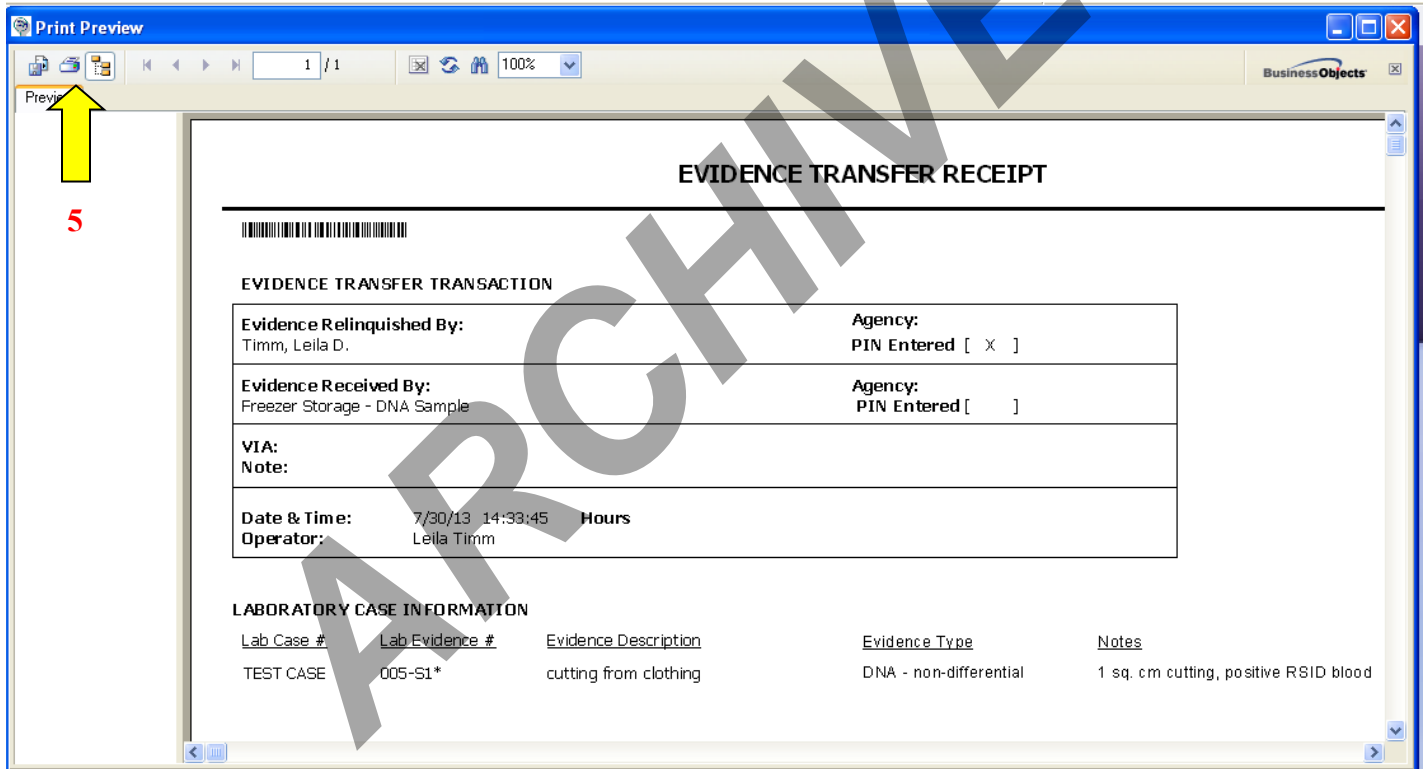
4. Print out Evidence Transfer Receipts

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- Choose screen as print destination

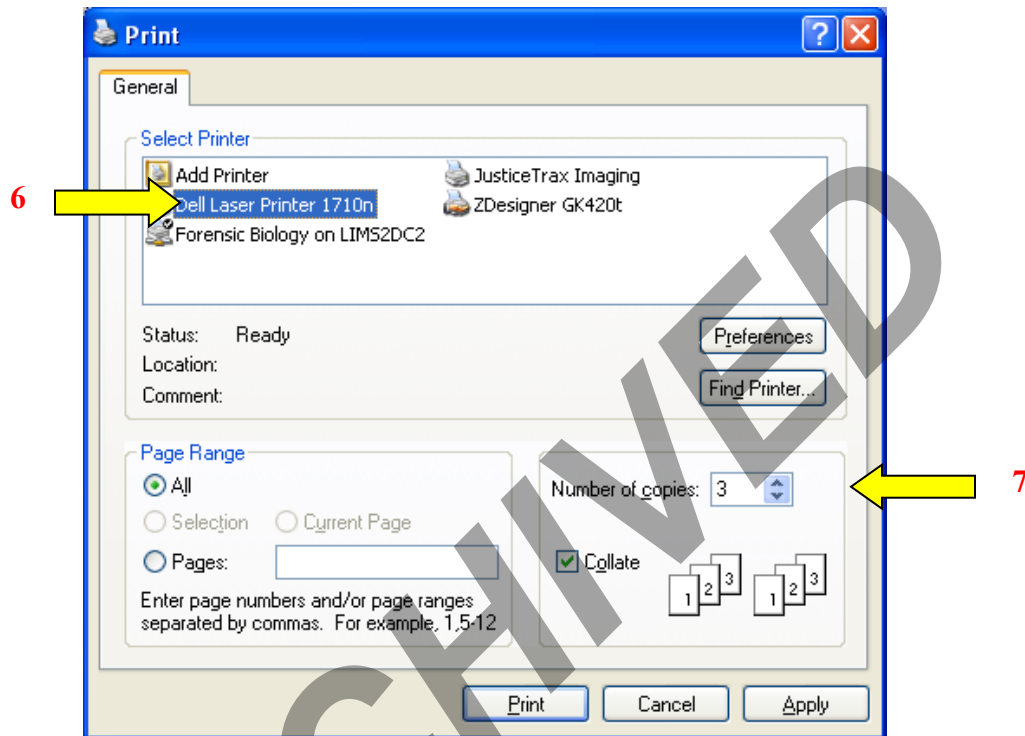


5. Once the transfer sheet opens on the monitor, Click Print Icon

A screenshot of a 'Print Preview' window. The title bar says 'Print Preview'. The window shows a document titled 'EVIDENCE TRANSFER RECEIPT'. On the left side of the window, there is a toolbar with a 'Print' icon (a printer) highlighted by a yellow arrow and the number '5'. The document content includes a barcode, a section titled 'EVIDENCE TRANSFER TRANSACTION' with fields for 'Evidence Relinquished By', 'Evidence Received By', 'VIA:', 'Date & Time', and 'Operator', and a section titled 'LABORATORY CASE INFORMATION' with a table of case details. A large 'ARCHIVED' watermark is diagonally across the center of the image.

| Lab Case # | Lab Evidence # | Evidence Description  | Evidence Type          | Notes                                 |
|------------|----------------|-----------------------|------------------------|---------------------------------------|
| TEST CASE  | 005-S1*        | cutting from clothing | DNA - non-differential | 1 sq. cm cutting, positive RSID blood |

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
  1. FB case jacket
  2. DNA case jacket with DNA sample evidence barcode(s) and request barcode(s) attached
  3. Case Management (included with DNA copy)

**E: Examples of evidence/sample itemization in LIMS**

A. For submissions containing one (1) piece of evidence that will be processed by latent prints: Samples retained from the submission are sequentially itemized as #1-1L1, #1-1L2, #1-1L3, etc., for example:

1. #1-1L1 for a swabbing sides of a bottle  
#1-1L2 for a swabbing of mouth of bottle
2. #1-L1 for swab tips from #1 with location (if a swab box containing a swab(s))

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- B. For submissions containing more than one (1) piece of evidence (i.e. three (3) swab cartons or a gun and a magazine):

Each piece of evidence is sequentially itemized as #1-1, #1-2, #1-3, etc., for example:

1. #1-1 for swabs from location #1  
#1-2 for swabs from location #2  
#1-3 for swabs from location #3
2. #1-1 for the gun  
#1-2 for the magazine

Samples retained from the items are sequentially itemized as #1-1L1, #1-1L2, #1-2L1, etc., for example:

1. #1-1L1 for swab tips from item #1-1 with location #1  
#1-2L1 for swab tips from item #1-2 with location #2  
#1-3L1 for swab tips from item #1-3 with location #3
2. #1-1L1 for a swabbing from the handle/grip of the gun  
#1-1L2 for a swabbing from the trigger of the gun  
#1-2L1 for a swabbing from the magazine

- C. Any portion of a sample which can be split and a portion retained while the other portion is forwarded for DNA analysis, these should be itemized as #1L1\* and #1L1, for example:

1. #1L1\* for the portion of a cigarette butt being forwarded for DNA analysis  
#1L1 for the remaining portion of a cigarette butt retained in Freezer storage

- D. At the completion of the Administrative Review, copies of the latent print worksheets QR-LP1a, QR-LP-12, QR-LP1c or QR-LP13 should be made and placed into the FB/DNA case jacket folder and provided to Case Management.