

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
Evidence Type 1 sq. cm cutting, positive RSID blood
NCIC
Notes
Extraction type
Submit to Biology

Requested Service **Reason** **Date**

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

☐ Lock Via ☐ Lock Apply ☒ 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 3

Request Information

Lab: DESPP - Division of Scientific Services

Section: DNA 4

Service: DNA - Non-differential 5

Analyst:

Due Date: // Reason: Priority:

Notes

Requester:

Assignor: 6

☒ 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 1st Transfer Receipt

Evidence Transfer

From: Timm, Leila D.

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

To: Freezer Storage - DNA Sample

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

Then To: [text box]

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

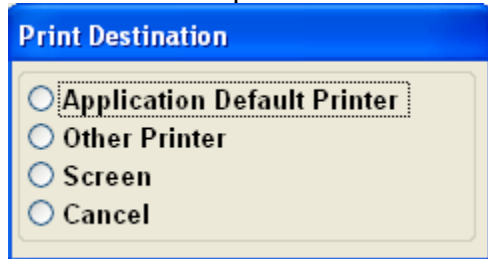
☐ Returned
☐ Chain of Custody Reports

3. Click Apply

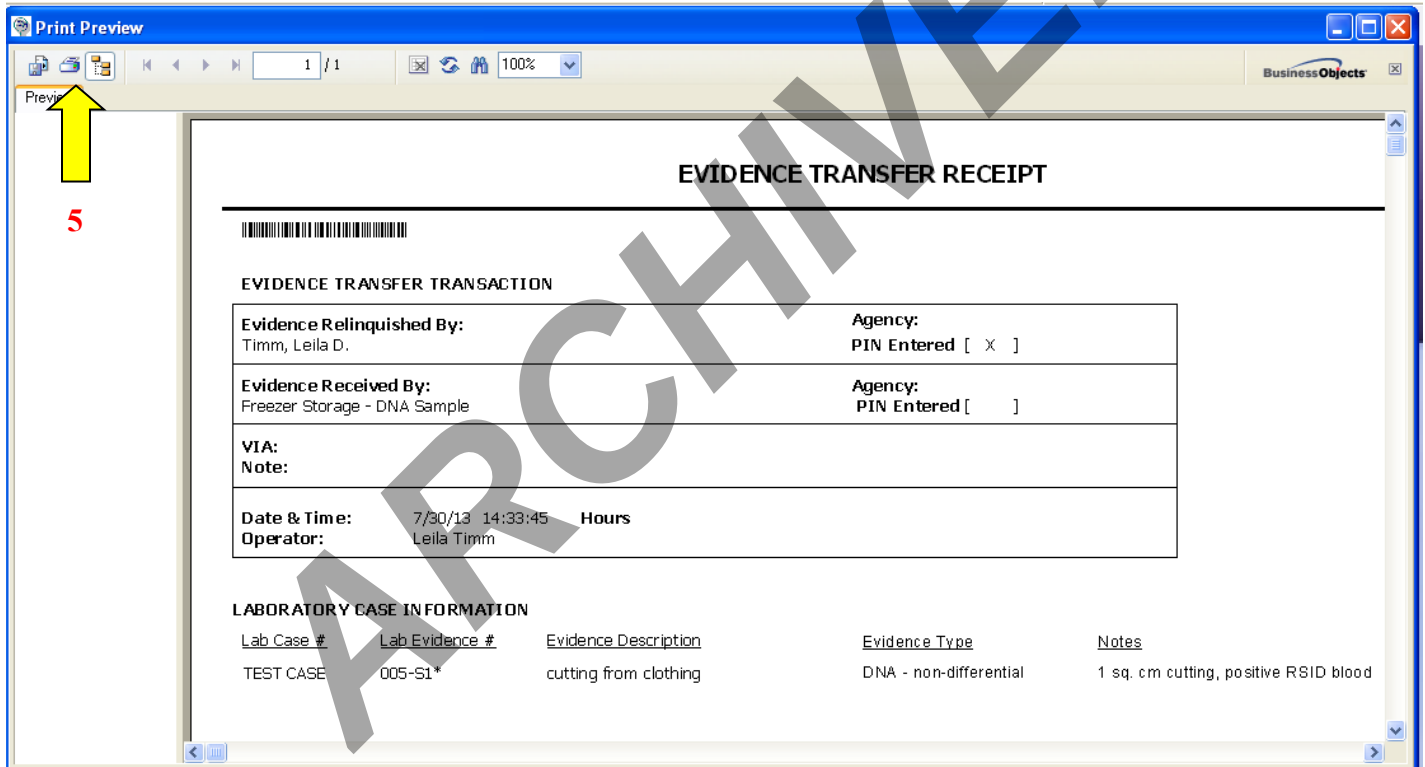
4. Print out Evidence Transfer Receipts

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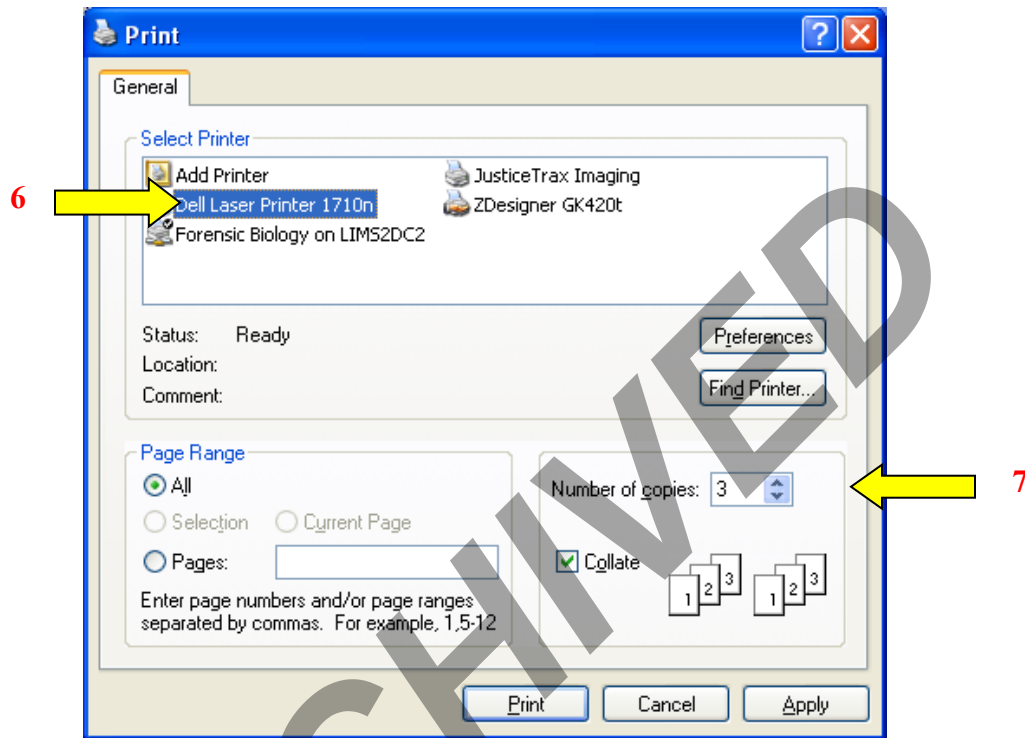
- Choose screen as print destination



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



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 and a copy of QR-LP-16 should be made and placed into the FB/DNA case jacket folder and provided to Case Management.