
NCSBI MOLECULAR GENETICS SECTION

Administrative Orders Manual

Order 01-EVI-01

Effective Date: March 19, 2001

Revised Date: December 3, 2002

SUBJECT : Evidence Sample Submission For DNA Testing



Resubmissions of evidence are always screened by the Evidence Control Unit at the time the case is being logged in. It makes no sense for a body fluid identification analyst to receive a submission of evidence and write a report, only to make a stain from a liquid blood sample and then transfer it along to a DNA analyst, or to simply transfer a saliva standard to a DNA analyst.

Effective this date, I have requested that the Evidence Control Unit examine the record in the LIMS system for each resubmission consisting solely of known standards; and follow this procedure:

When ONLY blood, saliva, or a Suspect Evidence Collection Kit is received in evidence

1. Query the LIMS system to determine if a DNA analyst has received evidence in this case previously.
2. If there is a DNA analyst associated with the case, then any known blood and saliva standards or the Suspect Kit submitted should be logged in to them directly.
3. If no record exists of a DNA analyst receiving evidence in the case, the known blood and saliva standards will be assigned to a Body Fluid Identification analyst.
4. If a resubmission of suspect standards includes hair evidence, then the analyst from this section who receives the evidence will have to search the LIMS database to ascertain if the evidence needs to be transferred to an analyst in the Trace Evidence Section.

In situations where a DNA analyst receives known standards from a source other than a member of the Body Fluid Identification Unit, the DNA analyst will utilize the same forms that are used by the Body Fluid Identification Unit to document the receipt, and work conducted on these samples. They will be part of their case notes and will be reviewed by DNA technical and administrative reviewers as part of the DNA file, since the DNA analyst will not actually perform any body fluid identification testing.

Copies of the forms that will be utilized are attached to this order. The originals can be found in the forms directory on your computer or on the CD which contains the section manuals. The first form will be used when a Suspect Evidence Kit is submitted. The second form can be used when only a liquid blood sample has been submitted. The

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final form will be used when only a saliva standard is submitted. DNA analysts will fill in the block describing the evidence and check the box below that notes no examination was conducted. Next to that line they will note that no body fluid identification testing was conducted and draw a line through all the analysis procedures in the lower box on the left side of the page.

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PAGE NUMBER _____
SBI LAB FILE NUMBER _____
ANALYST _____
DATE _____

SBI SUSPECT EVIDENCE COLLECTION KIT

Item # _____ a SBI Suspect Evidence Collection Kit (sealed [] unsealed []) containing items identified as collected from

_____.

Item # _____ A ziplock bag containing a bubble pack container containing a ___ ptt, ___ rtt, _____ (other) containing a liquid blood sample.
Stain made from the purple top tube YES [] NO [] Item # _____
Stain submitted for DNA testing [] Stain returned to Agency []
Neither the liquid blood sample nor bloodstain were analyzed.

Item # _____ An envelope (sealed [] unsealed []) identified as containing a known saliva sample.
Saliva sample was not analyzed.

Item # _____ An envelope (sealed [] unsealed []) identified as containing a known pubic hair sample.

Item # _____ An envelope (sealed [] unsealed []) identified as containing a known head hair sample.

Item # _____ An envelope (sealed [] unsealed []) identified as containing pubic hair combings.

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SBI MOLECULAR GENETICS SECTION – LAB NOTES

ITEM NO. _____

PACKAGING:

- SEALED BROWN PAPER BAG
- SEALED ENVELOPE
- SEALED ZIPLOCK PLASTIC BAG
- HEAT SEALED PLASTIC BAG
- OTHER _____

Containing a plastic bubble pack bag containing ____ ptt, ____ rtt, _____ (other) containing a liquid blood sample.

Identified as collected from: _____

Stain made from _____ Item # _____

Stain submitted for DNA testing Stain returned to Agency

Neither the liquid blood sample nor the bloodstain were analyzed.

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ANALYST _____

DATE _____

SBI MOLECULAR GENETICS SECTION - LAB NOTES

ITEM NO. _____ CONTAINING: _____

PACKAGING:

SEALED BROWN PAPER BAG _____

SEALED ENVELOPE _____

OTHER _____

RESULTS OF TESTING:

- Sample Submitted For DNA Testing
- Sample Not Submitted For DNA Testing

NOT EXAMINED

- Identity not in question
 - Per officer's instructions (date:___)
 - All standards not available
 - _____

ATTACH PHOTOS, DRAWING, AND SKETCHES HERE

BLOOD TESTING:
 _____ Phenolphthalin
 Pos Control _____ Neg Control _____
 _____ Takayama
 Pos Control _____ Neg Control _____
 Enter Results as + (Pos), - (Neg), or Inc

SPECIES ORIGIN TESTING:
 ABACard Heme Trace Anti-human hemoglobin
 _____ - Test Sample
 Kit Lot No. 33200201
 Enter Result as + (Pos), - (Neg), or Inc

AMYLASE TESTING FOR INDICATIONS OF SALIVA:
 _____ - Test Sample
 _____ - Known Control
 _____ - Reagent Blank
 _____ - Substrate Control
 _____ - Absorbance Reading (Optional)

SEMEN TESTING:
 _____ - Test Sample
 _____ - Known Control
 _____ - Substrate Control
 _____ - Reagent Blank
 Enter results on scale from + to +++
 Est. Quantity of sperm _____

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p30 TESTING:

ABACard p30

_____ - Test Sample

Kit Lot No. _____

Enter Results as + (Pos), - (Neg), or Inc

forms/casenotes/bodyfluid/labnotes1.wpd