



Questions have recently been raised as to how we will account for retained evidence which has never been entered in LIMS, or in which we need to sub-item evidence in LIMS which needs to be retested. We will follow the following procedures in these cases.

**IF YOU HAVE AN OPEN ASSIGNMENT IN LIMS ON THE CASE IN QUESTION:**

If an agent has an assignment (and therefore a report is pending), the evidence that was retained (whether entered into the LIMS system or not) may be created or "resubmitted" by the agent. Do this by going thru the assignment que. Double click on the case. A "notes" page will appear. Close this page and a screen with each item of evidence currently listed in the agent's assignment will be on there. If this is a new piece of evidence (ie; old retained blood stain, etc.), click on any piece of evidence. In the upper left hand corner, a box is checked to say "sub-item". Un-check the box. Now the gray box will have a line at the top saying "new evidence". Type in the specifics for the item (and the agency's original number).

**IF YOU HAVE A RE-SUBMISSION OR NEED TO DO ADDITIONAL TESTING ON A CASE ALREADY LOGGED INTO LIMS:**

If the evidence was retained, but more testing must be performed on it because of a re-submission (ie: only 1.1, now need 2.1, etc), go to the notes page again. Again click on any evidence. When the gray box appears, click on the "re-submitted" box. All the evidence in LIMS up to that time will appear in a white box overlaying the gray box. Click on the evidence that applies. Now this evidence will be listed in your assignment que. When checking the chain of custody, the items in both of these scenarios will start with YOU. It will not say freezer or ECU or anything else. The reviewer needs to be aware of this. You also need to list the Agency item numbers on the SBI-5 and write where you retrieved them from and the date. **THIS WILL NOT BE A DISCREPANCY!!** You'll need to list the items on your report below a header describing where the evidence originated.

**IF YOU NEED TO RETEST AN OLD CASE THAT HAS NEVER BEEN IN LIMS:**

If you have a working old retained evidence that has never been in the LIMS system, you'll need to fill out an SBI-5 for ECU to use to enter it into the system. Basically, if at least

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one piece of the evidence has not passed thru ECU's hands in this particular assignment, you'll have to get ECU to create the case for you. If they have created a report for you, you can enter the rest of the evidence yourself!! This will cut down on your wait for ECU to do it and also the extra work ECU has to do.