

Appendix E

Case File Forms

DNA Case Work Unit



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ANALYST _____
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PHONE REQUEST TO DISCONTINUE ANALYSIS OR RETURN A CASE UNWORKED

Date of contact - _____
(phone message, note, DCI message, etc.)

Name of contact person - _____

Agency of contact person - _____

SUMMARY OF MESSAGE-

If applicable -

Attach a copy of phone message, DCI message received here
Attach message with staples or tape



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TELEPHONE REQUEST FOR DNA COMPARISON

AGENT'S NAME WHO TOOK THE REQUEST _____

Requesting Officer	:	_____
Requesting Agency	:	_____
Agency Address	:	_____ _____
Agency File Number	:	_____
Phone Number	:	_____
Date Of Request	:	_____
Date Of Offense	:	_____
Type Of Case	:	_____
County	:	_____
VICTIM (s)	:	_____ _____
SUSPECT (s)	:	_____ _____

SPECIFIC REQUEST

NOTE: Submit a copy of this form to Evidence Control at the time of the request so that an entry can be made in the evidence files.



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DNA SAMPLE SUBMISSION DATA FORM

ITEM #	DESCRIPTION OF EVIDENCE AND PACKAGING CONTAINERS



SBI LAB FILE NUMBER

ANALYST

DATE ANALYSIS STARTED

DATE ANALYSIS COMPLETED

ADMINISTRATIVE REVIEW

(Initials)

(Date)

TECHNICAL REVIEW

See last page of the attached notes





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DNA Extraction Worksheet

NOTE: *Extractions for Question and Known Samples are separated by time or space.*

Question Samples	Date/ Time	Extraction Type	Final Volume	Area and Equip. Decon.

Known Samples	Date/Time	Extraction Type	Final Volume	Area and Equip. Decon.



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Phenol/Chloroform lot # _____

Notes:



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Quant Blot Sample Location Worksheet

	1	2	3	4	5	6
A	A	Cal 1				
B	B	Cal 2				
C	C					
D	D					
E	E					
F	F					
G	G					
H	H					

Notes:



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Master Mix Components:

<u>Component</u>	<u>Lot#</u>	<u>Amount used</u>
10 X Buffer	_____	2.5 ul/sample
10X Pplex 1.1 Primer	_____	2.5 ul/sample
10X D16S539 Primer	_____	2.5 ul/sample
10X Amelo. Primer	_____	2.5 ul/sample
BSA	_____	1.0 ul/sample
Taq*	_____	0.5 ul/sample

Add 11.5 µl master mix to 13.5 µl sample + dH2O. Total reaction volume is 25 µl.

Thermocycler# _____ K562 Lot # _____

Area and Equipment Decontaminated Before Use

SAMPLE AMPLIFICATION WORKSHEET: PowerPlex 2.1

All amount in µl (DNA + water = 18.5)

Sample	DNA amt	H2O	Sample	DNA amt	H2O
K562	. 2 5	18.25			
Neg. Control	-0-	18.5			
MJB					



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Conditions: **Approximately 45 minutes @ 40W for Short Plates**
 Approximately 1hour 30 minutes @ 55W for Long Plates

Lane	Sample #	Description	Lane	Sample #	Description
1	XXXXX	XXXXXXXXXXXXXX	16		
2	XXXXX	XXXXXXXXXXXXXX	17		
3			18		
4			19		
5			20		
6			21		
7			22		
8			23		
9			24		
10			25		
11			26		
12			27		
13			28		
14			29	XXXXX	XXXXXXXXXXXXXX
15			30	XXXXX	XXXXXXXXXXXXXX

Allelic Ladder lot # _____
 Amelogenin ladder lot # _____
 Load dye lot # _____
 Tracking dye lot # _____



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ELECTROPHORESIS WORKSHEET
PowerPlex 2.1

Conditions: **Approximately 45 minutes @ 40W for Short Plates**
 Approximately 1hour 30 minutes @ 55W for Long Plates

Lane	Sample #	Description	Lane	Sample #	Description
1	XXXXX	XXXXXXXXXXXXX	16		
2	XXXXX	XXXXXXXXXXXXX	17		
3			18		
4			19		
5			20		
6			21		
7			22		
8			23		
9			24		
10			25		
11			26		
12			27		
13			28		
14			29	XXXXX	XXXXXXXXXXXXX
15			30	XXXXX	XXXXXXXXXXXXX

Allelic Ladder lot # _____
 Load dye lot # _____
 Tracking dye lot # _____



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NR= No Reaction INC= Inconclusive



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STR POPULATION FREQUENCY DATA USED IN THIS CASE

The North Carolina STR population database used by this analyst in this case can be found in:

Levedakou, EN; Freeman, DA; Budzynski, MJ; Early, BE.; McElfresh, KC; Schumm, JW; Amin, AS; Kim, YK; Sprecher, CJ; Krenke, BE; Silva, DA; McIntosh, TM; Grubb, JC; Johnston, LJ; Sailus, JS; Ban, JD; Crouse, CA.; and Nelson, MS. (2001) Allele Frequencies for Fourteen STR Loci of the PowerPlex™ 1.1 and 2.1 Multiplex Systems and Penta D Locus in Caucasians, African-Americans, Hispanics, and other populations of the United States of America and Brazil. *Journal of Forensic Sciences* 46 (3): 736-761.

And in:

Levedakou, EN; Freeman, DA; Budzynski, MJ; Early, BE.; McElfresh, KC; Schumm, JW; Amin, AS; Kim, YK; Sprecher, CJ; Krenke, BE; Silva, DA; McIntosh, TM; Grubb, JC; Johnston, LJ; Sailus, JS; Ban, JD; Crouse, CA.; and Nelson, MS. (2001) Allele Frequencies for Fourteen STR Loci of the PowerPlex™ 1.1 and 2.1 Multiplex Systems and Penta D Locus in Caucasians, African-Americans, Hispanics, and other populations of the United States of America and Brazil. (**Published Erratum**) *Journal of Forensic Sciences* 46 (6): 1533.

Any alleles detected in case analysis that do not appear in the above publications will be assigned a minimum allele frequency as recommended in the NRC II Report.



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**MOLECULAR GENETICS SECTION STR UNIT
 REVIEW SHEET AND CHECKLIST**

1. Cover Sheet Present	_____
2. Case Report Present	_____
3. SBI-5 Evidence Submission Forms Present	_____
4. Report Matches Dates, Numbers, and Names on the SBI-5 Form	_____
5. Extraction Forms Completed and Reviewed	_____
6. Quantitation Forms Present and Reviewed	_____
7. Lumigraphs Present and Reviewed	_____
8. Amplification Forms Completed and Reviewed	_____
9. Analytical Gel Electrophoresis Forms Completed and Reviewed	_____
10. Analytical Gel Scan Present and Properly Labeled	_____
11. K562 QC Allelic Values Correct	_____
12. Allele calls compared between analyst and reviewer	_____
13. Allele calls compared between concordant loci	_____
14. PopStats Completed and Reviewed	_____
15. Population Database Present	_____
16. All pages numbered and initialed	_____
17. Evidence retention log present (if appropriate)	_____
REVIEW OF RESULTS / CONCLUSIONS:	
1. Careful Visual Inspection of the Gel Scans	_____
1.1 Negative Controls	_____
1.2 Positive Controls	_____
1.3 Ladders Next to Every Sample	_____
2. Verify Alleles for Each Locus	_____
3. Verification of Population Statistics	_____
4. Report is Accurate and Complete	_____
5. Report is on Proper Format	_____
6. Chain of Custody checked in LAP	_____

COMMENTS:

I HAVE REVIEWED THIS REPORT AND CONCUR WITH THESE RESULTS.



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Signature of Reviewer

Date of Review