Appendix E

Case File Forms

DNA Case Work Unit

DEPARTMENT OF INVESTOR	
PAGE NUMBER SBI LAB FILE NUMBER ANALYST DATE	

PHONE REQUEST TO DISCONTINUE ANALYSIS OR RETURN A CASE UNWORKED

Date of contact
(phone message, note, DCI message, etc.)
Name of contact person
The same of sectors and sectors are sectors.
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

DEPARTMENT OF JUSTICE	
PAGE NUMBER SBI LAB FILE NUMBER ANALYST DATE	

TELEPHONE REQUEST FOR DNA COMPARISON

Requesting Officer :
Requesting Agency :
Agency Address :

Agency File Number :
Phone Number :

Date Of Request :
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.



DNA SAMPLE SUBMISSION DATA FORM

ITEM#	DESCRIPTION OF EVIDENCE AND PACKAGING CONTAINERS

ITEM#	DESCRIPTION OF EVIDENCE AND PACKAGING CONTAINERS	
[] Suspect Standar [] Unsolved/unide [] Transfer of susp [] Mixture of victs First Reader	entified forensic unknown pect's DNA to victim or im/suspect or unknown pector un	aded to CODIS: on profile - Item # scene (forensic unknown) - Item # profile - Item # (as much of victim profile as possible has been removed) Second Reader s marked for upload to CODIS by: os Review/Corrections Sheet Analyst:
Technical reviewe	ar's commants.	Case #: Analyst's response to Tech Review
Report:	er s comments.	Analyst's response to Tech Review
Notes:		
1,000		

TR initials	Tech Rev changes confirmed
Administrative Reviewer's comments: Report:	Analyst's response to Adm. Review
Notes:	
	Adm Rev changes confirmed

Page 1		
	Total No. Of Pages Attached	

North Carolina State Bureau Of Investigation Crime Laboratory Division MOLECULAR GENETICS SECTION

CASE NOTES COVER SHEET



SBI LAB FILE NUMBER	
ANALYST	
DATE ANALYSIS STARTED	
DATE ANALYSIS COMPLETED	

ADMINISTRATIVE REVIEW		
(Initials)	(Date)	
TECHNIC	CAL REVIEW	
See last page of the	he attached notes	



DEPARTMENT JUSTICE 1937 1937 1947 1947 1957 1957 1957 1957 1957 1957 1957 1957 1957 1957 1957 1957 1957 1957	
PAGE NUMBER	
SBI LAB FILE NUMBER	
ANALYST	
DATE	

DNA Extraction Worksheet

<u>NOTE</u>: 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.

DEPARTMENT OF WILES	
PAGE NUMBER	
SBI LAB FILE NUMBER	
ANALYST	
•	
DATE	

Phenol/Chloroform lot #_____

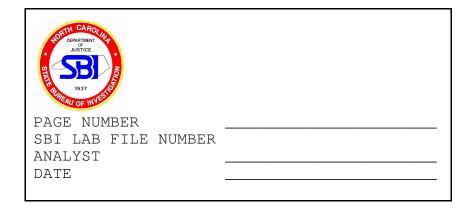
Notes:

DEMATMENT OF INVESTIGATION OF INVESTIGAT	
PAGE NUMBER	
SBI LAB FILE NUMBER	
ANALYST	
DATE	

Quant Blot Sample Location Worksheet

	1	2	3	4	5	6
A	A	Cal 1				
В	В	Cal 2				
С	C					
D	D					
E	E					
F	F					
G	G					
Н	Н					

Notes:



Ouantiblot kit lot #	ECL kit lot #	

SAMPLE AMPLIFICATION WORKSHEET: PowerPlex 1.1

All amount in μ l (DNA + water = 13.5)

Sample	DNA amt	Н2О	Sample	DNA amt	Н2О
K562		13.25			
	2				
Neg. Control	-0-	13.5			
MJB					

DEPARTMENT OF MUSICE	
PAGE NUMBER	
SBI LAB FILE NUMBER	
ANALYST	
DATE	

		Master Mix	Components:		
Component		Lot#		Amount used	
10 X Buffer				2.5 ul/sample	
10X Pplex 1.1 Pr	imer			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 μ l master mix to 13.5 μ l sample + dH2O. Total reaction volume is 25 μ l.

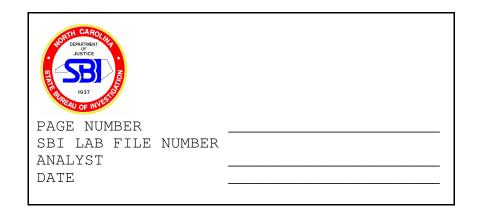
Thermocycler#	K562 Lot #	
ΠΕΙΠΙΟΟΥΟΙΕΙΉ	NSUZ LUL π	

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		18.25			
	. 2				
	5				
Neg. Control	-0-	18.5			
МЈВ					



		_
		_

Master Mix Components:

Component	Lot#	Amount used
10 X Buffer		2.5 ul/sample
10X PPlex Primer		2.5 ul/sample
BSA		1.0 ul/sample
Taq*		0.5 ul/sample
Add 6.5 µl master mix t	o 18.5 µl sample + dH2O. Tota	l reaction volume is 25 μl.
Thermocycler#	K562 Lot #	
Area and Equipment Do		

ELECTROPHORESIS WORKSHEET

PowerPlex 1.1

DEPARTMENT OF JUSTICE 1937 1937	
PAGE NUMBER	
SBI LAB FILE NUMBER	
ANALYST	
DATE	

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

Lane	Sample #	Description	Lane	Sample #	Description
1	XXXXX	XXXXXXXXXXX	16		
2	XXXXX	XXXXXXXXXX	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	XXXXXXXXXXXX
15			30	XXXXX	XXXXXXXXXXXX

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

DEPARTMENT OF INVESTIGATION OF INVESTIGA	
PAGE NUMBER	
SBI LAB FILE NUMBER	
ANALYST	
DATE	

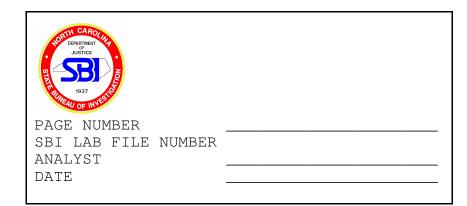
ELECTROPHORESIS WORKSHEET PowerPlex 2.1

Conditions:

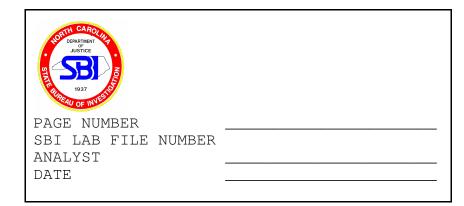
Approximately 45 minutes @ 40W for Short Plates Approximately 1hour 30 minutes @ 55W for Long Plates

Lane	Sample #	Description	Lane	Sample #	Description
1	XXXXX	XXXXXXXXXXX	16		
2	XXXXX	XXXXXXXXXX	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	XXXXXXXXXXXX
15			30	XXXXX	XXXXXXXXXXXX

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



Item #/Description	CSF	TPOX	THO1	vWA	D16	D7	D13	D5	Amelogenin
- (negative amp. control)									
+ control (K562) -observed - expected	9, 10	8, 9	9.3	16	11, 12	9, 11	8	11,12	female
MJB - Ext. Control -observed									
- expected	10, 12	8, 11	8, 9.3	17	12	8, 10	8, 9	11	male



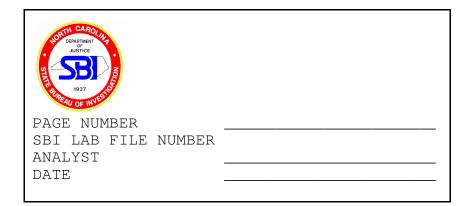
NR= No Reaction INC= Inconclusive

Item #/Description	FGA	TPOX	D8	vWA	Penta E	D18	D21	T HO1	D3
- (negative amp. control)									
+ control (K562) -observed									
- expected	21,24	8,9	12	16	5,14	15,16	29,30,31	9.3	16
MJB - Ext. Control -observed									
- expected	20,23	8,11	11,13	17	10,19	13,16	29,30	8,9.3	15,17

DEPARTMENT OF INVESTOR	
PAGE NUMBER	
SBI LAB FILE NUMBER	
ANALYST	
DATE	

NR= No Reaction INC= Inconclusive

DEPARTMENT OF INVESTOR	
PAGE NUMBER	
SBI LAB FILE NUMBER	
ANALYST	
DATE	

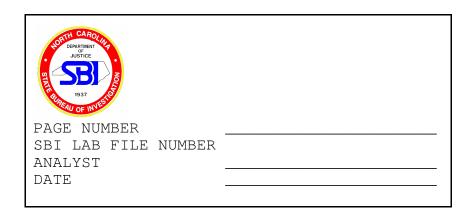


STR WORKSHEET

Item #/Description	CSF	TPOX	THO1	vWA	D16	D7	D13	D5	Amelogenin
Item #/Description	FGA	TPOX	D8	vWA	Penta E	D18	D21	т но1	D3

DEPARTMENT OF INVESTOR	
PAGE NUMBER SBI LAB FILE NUMBER	
ANALYST	
DATE	

NR= No Reaction INC= Inconclusive



STR POPULATION FREQUENCY DATA USED IN THIS CASE

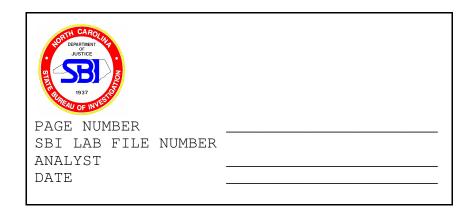
The North Carolina STR population database used by this analyst in this case can be found in:

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.



Storage Location		

INVENTORY LOG OF DNA SAMPLES RETAINED

ITEM NUMBER DESCRIPTION OF SAMPLE	DNA EXTRACT ESTIMATE OF VOLUME	STAINED MATERIAL ESTIMATE OF QUANTITY

DEPARTMENT JUSTICE 1937 1937 1937	
PAGE NUMBER	
SBI LAB FILE NUMBER	
ANALYST	
DATE	

DEPARTMENT JUSTICE 1937 1937 1947 1957	
PAGE NUMBER	
SBI LAB FILE NUMBER	
ANALYST	
DATE	

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:

PACE NUMBER	DEPARTMENT OF JUSTICE		
SBI LAB FILE NUMBER ANALYST DATE	LYST	MBER	

Date of Review

Signature of Reviewer