

**Appendix E**

**DNA Database Forms**

## DNA DATABASE SAMPLE DESTRUCTION FORM

The following samples have been destroyed since they were drawn from individuals who have not committed a statutory crime covered by North Carolina General Statute 15A-266. These samples have been erroneously drawn by prison officials and this information has been confirmed by DOC personnel.

These samples have been destroyed by the Special Agent in Charge and witnessed by the individual signing below:

Offender Name	Social Security No.	FBI No.	DOC No.	Initials

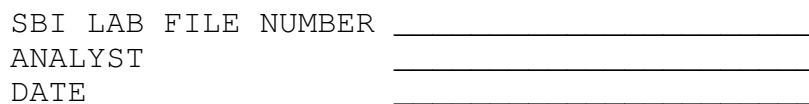
Special Agent in Charge \_\_\_\_\_

Witness: \_\_\_\_\_

Date of Destruction: \_\_\_\_\_

## THE NEXT BAR CODE NUMBERS

[illegible]

[illegible]


**K562 Lot #**\_\_\_\_\_

**Thermocycler #**\_\_\_\_\_

**Area and Equipment Decontaminated**\_\_\_\_\_

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Date:  
Name:  
DOB: SS#:  
FBI#: DOC#:  
Agency: Phone#:  
Problem:

---

Date:  
Name:  
DOB: SS#:  
FBI#: DOC#:  
Agency: Phone#:  
Problem:

---

Date:  
Name:  
DOB: SS#:  
FBI#: DOC#:  
Agency: Phone#:  
Problem:

---

Date:  
Name:  
DOB: SS#:  
FBI#: DOC#:  
Agency: Phone#:  
Problem:

---

Date:  
Name:  
DOB: SS#:  
FBI#: DOC#:  
Agency: Phone#:  
Problem:

## MEMORANDUM:

FROM : Buddy Early Phone - 919-662-4500 ext 2533  
SBI DNA Database Unit Manager FAX - 919-662-4462

TO : Forsyth County Sheriff's Department

SUBJECT : DNA Database Kits

DATE :

Attached are the SBI DNA Database Kits you requested.

It is important that these kits be used ONLY for the collection of DNA Database samples from CONVICTED FELONS. Please note that the kits have an expiration date on them and that the expiration date may have passed by the time the kit is to be used.

**DO NOT THROW OUT KITS WITH EXPIRATION DATES THAT HAVE PASSED.** The expiration date applies only to the blood tube.

The blood collection tubes have a vacuum in them that sucks the blood out of the vein. A blood tube past its expiration date means only that the manufacturer can not guarantee that the vacuum is still present to draw out the blood. If you use an expired tube and blood is drawn into the tube, the tube did its job. Your other option is to use a new, unexpired PURPLE top tube from medical stock in your jail.

Please remember that **DNA DATABASE KITS MUST NOT BE USED TO COLLECT BLOOD FROM SUSPECTS IN CRIMINAL CASES.** Blood samples from suspects are to be collected using the SBI Suspect Evidence Collection Kit that can be obtained from any SBI District Office or the Molecular Genetics Section of the Crime Laboratory.

Thank you.

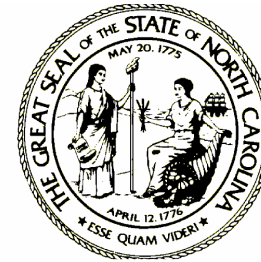


## DNA DATABASE SAMPLE INVENTORY FORM

SBI DNA DATABASE UNIT

P.O. BOX 2000

Garner, North Carolina 27529-2000



Correctional Facility: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Inmate Name	Social Security Number	Date of Birth	Sex	Race

CHAIN OF CUSTODY		
Received By:	From:	Date:
Received By:	From:	Date:
Received By:	From:	Date:





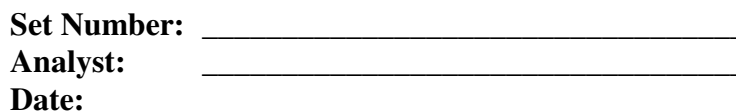
Set Number: \_\_\_\_\_  
Analyst: \_\_\_\_\_  
Date: \_\_\_\_\_

## ***DATABASE STR EXTRACTION WORKSHEET***

	SPECIMEN NUMBER	SEX	RACE
	negative extraction control		
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

Phenol Chloroform Lot# \_\_\_\_\_

Area and equipment Decontaminated \_\_\_\_\_



**Master Mix Components: (all units in  $\mu\text{l}$ )**

**Add 4.0  $\mu$ l master mix to 8.5  $\mu$ l sample + dH<sub>2</sub>O. Total reaction volume is 12.5  $\mu$ l.**

**(All amounts in  $\mu\text{l}$ )**

**K562 Lot #** \_\_\_\_\_ **Thermocycler #** \_\_\_\_\_

**Area and Equipment Decontaminated**\_\_\_\_\_



# ROBOT AMP SET UP

Set # \_\_\_\_\_

## POWER PLEX SYSTEMS

1.1 \_\_\_\_\_

2.1 \_\_\_\_\_

Lot #	Component	Amount Per Sample	# of Samples	Totals	Lot #	Component	Amount Per Sample	# of Samples	Totals
	10 X Gold Star Buffer	1.25µl	100	125µl		10 X Gold Star Buffer	1.25µl	100	125µl
	10X PP 1.1 Primer	1.25µl	100	125µl		10X PP 2.1 Primer	1.25µl	100	125µl
	D16 Degenerate Primer	1.25µl	100	125µl					
	Ampli Taq Gold	.225µl	100	22.5µl		Ampli Taq Gold	.225µl	100	22.5µl
	Sterile H2O	8.025µl	100	802.5µl		Sterile H2O	9.275µl	100	927.5µl

For **PCR Setup** protocol dilute 125 µl K562 DNA  
in 875 µl TE

For **PCR setup\_1 plate at MP2** protocol use **0.13µl** K562

Total Master Mix volume = <b>1200 µl</b>
--

Area Decontaminated by: \_\_\_\_\_ Analyst: \_\_\_\_\_ Date: \_\_\_\_\_ Thermocycler # \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



Replica Plate Made By: \_\_\_\_\_

Number: \_\_\_\_\_

\_\_\_\_\_

## ELECTROPHORESIS WORKSHEET

PowerPlex \_\_\_\_\_

Conditions: PP1.1 45 watts for 1:30

PP2.1 45 watts for 1:45

### Gel

Lane	Sample #	Description	Lane	Sample #	Description
1	XXXXXX	XXXXXXXXXXXXXXXXXX	20		
2	XXXXXX	XXXXXXXXXXXXXXXXXX	21		
3			22		
4			23		
5			24		
6			25		
7			26		
8			27		
9			28		
10			29		
11			30		
12			31		
13			32		
14			33		
15			34		
16			35		
17			36		
18			37	XXXXXX	XXXXXXXXXXXXXXXXXX
19			38	XXXXXX	XXXXXXXXXXXXXXXXXX

Tracking dye lot # \_\_\_\_\_


[illegible]

[illegible]

# LOCAL JAIL SAMPLE SUBMISSION LOG FORM

[illegible]

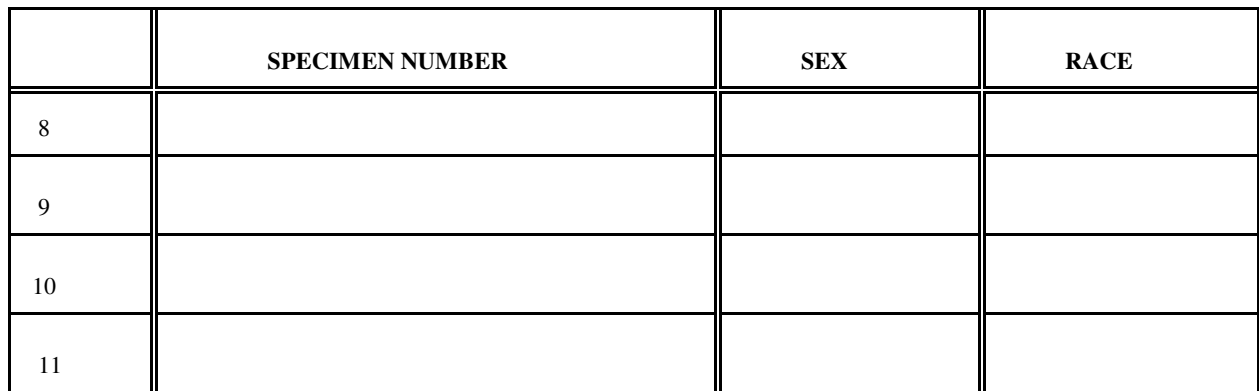
Bar Code #	Offender Name	Local Jail Name	Date Received



Set Number: \_\_\_\_\_  
Analyst: \_\_\_\_\_  
e: \_\_\_\_\_

***DATABASE QIAGEN EXTRACTION WORKSHEET***

	SPECIMEN NUMBER	SEX	RACE
	negative extraction control		
1			
2			
3			
4			
5			
6			
7			

[illegible]



[illegible]



# ROBOT AMP SET UP

Set # \_\_\_\_\_

## POWER PLEX SYSTEMS

1.1 \_\_\_\_\_

2.1 \_\_\_\_\_

Lot #	Component	Amount Per Sample	# of Samples	Totals	Lot #	Component	Amount Per Sample	# of Samples	Totals
	10 X Gold Star Buffer	1.25µl	100	125µl		10 X Gold Star Buffer	1.25µl	100	125µl
	10X PP 1.1 Primer	1.25µl	100	125µl		10X PP 2.1 Primer	1.25µl	100	125µl
	D16 Degenerate Primer	1.25µl	100	125µl					
	Ampli Taq Gold	.225µl	100	22.5µl		Ampli Taq Gold	. 225µl	100	22.5µl
	Sterile H2O	8.025µl	100	802.5µl		Sterile H2O	9.275µl	100	927.5µl

K562 amount \_\_\_\_\_

Total Master Mix volume = 1200 µl

Area Decontaminated by: \_\_\_\_\_ Analyst: \_\_\_\_\_ Date: \_\_\_\_\_ Thermocycler # \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# TRAY SETUP/ EXTRACTION SHEET

Tray ID\_\_\_\_\_

Robot Run (Analyst/Date)\_\_\_\_\_

on	A2	A3	A4	A5	A6	A7	A8	A9	A10	A11	A12
	B2	B3	B4	B5	B6	B7	B8	B9	B10	B11	B12
	C2	C3	C4	C5	C6	C7	C8	C9	C10	C11	C12
	D2	D3	D4	D5	D6	D7	D8	D9	D10	D11	D12
	E2	E3	E4	E5	E6	E7	E8	E9	E10	E11	E12 Neg Amp Control
	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12 Neg Amp Control
	G2	G3	G4	G5	G6	G7	G8	G9	G10	G11	G12 K562
	H2	H3	H4	H5	H6	H7	H8	H9	H10	H11	H12 K562

Samples transferred to plate by:\_\_\_\_\_ Date\_\_\_\_\_ Area Decontaminated by\_\_\_\_\_ Qiagen Kit Lot #\_\_\_\_\_

ATL lot #\_\_\_\_\_ Pro K lot#\_\_\_\_\_

Comments:\_\_\_\_\_



REPLICA PLATE MADE BY \_\_\_\_\_ / \_\_\_\_\_  
 SBI LAB FILE NUMBER \_\_\_\_\_ GEL A  
 GEL LOADED BY \_\_\_\_\_  
 DATE LOADED \_\_\_\_\_

## ELECTROPHORESIS WORKSHEET

PowerPlex \_\_\_\_\_

Conditions: PP1.1 45 watts for 1:30

PP2.1 45 watts for 1:45

### Gel

Lane	Sample #	Description	Lane	Sample #	Description
1	XXXXXX	XXXXXXXXXXXXXX	20	D 2	
2	XXXXXX	XXXXXXXXXXXXXX	21	L	
3	L		22	E 2	
4	A 1	Extraction Control	23	F 2	
5	B 1		24	L	
6	L		25	G 2	
7	C 1		26	H 2	
8	D 1		27	L	
9	L		28	A 3	
10	E 1		29	B 3	
11	F 1		30	L	
12	L		31	C 3	
13	G 1		32	K562	
14	H 1		33	L	
15	L		34	NEG. C.	
16	A 2		35	K562	
17	B 2		36	L	
18	L		37	XXXXXX	XXXXXXXXXXXXXX
19	C 2		38	XXXXXX	XXXXXXXXXXXXXX

PowerPlex 1.1 ladder lot # \_\_\_\_\_  
 PowerPlex 2.1 ladder lot # \_\_\_\_\_  
 Load dye lot # \_\_\_\_\_  
 Tracking dye lot # \_\_\_\_\_



REPLICA PLATE MADE BY \_\_\_\_\_ / \_\_\_\_\_  
 SBI LAB FILE NUMBER \_\_\_\_\_ GEL B  
 GEL LOADED BY \_\_\_\_\_  
 DATE LOADED \_\_\_\_\_

## ELECTROPHORESIS WORKSHEET


Conditions:      PowerPlex \_\_\_\_\_      PP1.1 45 watts for 1:30      PP2.1 45 watts for 1:45

### Gel

Lane	Sample #	Description	Lane	Sample #	Description
1	XXXXXX	XXXXXXXXXXXXXX	20	E 4	
2	XXXXXX	XXXXXXXXXXXXXX	21	L	
3	L		22	F 4	
4	NEG. C.		23	G 4	
5	K562		24	L	
6	L		25	H 4	
7	D 3		26	A 5	
8	E 3		27	L	
9	L		28	B 5	
10	F 3		29	C 5	
11	G 3		30	L	
12	L		31	D 5	
13	H 3		32	E 5	
14	A 4		33	L	

15	L		34	F 5	
16	B 4		35	K562	
17	C 4		36	L	
18	L		37	XXXXX	XXXXXXXXXXXXXXXXXX
19	D 4		38	XXXXX	XXXXXXXXXXXXXXXXXX

PowerPlex 1.1 ladder lot # \_\_\_\_\_  
PowerPlex 2.1 ladder lot # \_\_\_\_\_  
Load dye lot # \_\_\_\_\_  
Tracking dye lot # \_\_\_\_\_



REPLICA PLATE MADE BY \_\_\_\_\_/\_\_\_\_\_  
SBI LAB FILE NUMBER \_\_\_\_\_ GEL C  
GEL LOADED BY \_\_\_\_\_  
DATE LOADED \_\_\_\_\_

# ELECTROPHORESIS WORKSHEET

Conditions:
PP1.1 45 watts for 1:30
PowerPlex \_\_\_\_\_
PP2.1 45 watts for 1:45

## Gel

Lane	Sample #	Description	Lane	Sample #	Description
1	XXXXX	XXXXXXXXXXXXXXXXXX	20	H 6	
2	XXXXX	XXXXXXXXXXXXXXXXXX	21	L	
3	L		22	A 7	
4	NEG. C.		23	B 7	
5	K562		24	L	
6	L		25	C 7	
7	G 5		26	D 7	
8	H 5		27	L	
9	L		28	E 7	

10	A 6		29	F 7	
11	B 6		30	L	
12	L		31	G 7	
13	C 6		32	H 7	
14	D 6		33	L	
15	L		34	K562	
16	E 6		35	L	
17	F 6		36		
18	L		37	XXXXX	XXXXXXXXXXXXXXXXXX
19	G 6		38	XXXXX	XXXXXXXXXXXXXXXXXX

PowerPlex 1.1 ladder lot # \_\_\_\_\_  
PowerPlex 2.1 ladder lot # \_\_\_\_\_  
Load dye lot # \_\_\_\_\_  
Tracking dye lot # \_\_\_\_\_



REPLICA PLATE MADE BY \_\_\_\_\_ / \_\_\_\_\_  
SBI LAB FILE NUMBER \_\_\_\_\_ GEL D  
GEL LOADED BY \_\_\_\_\_  
DATE LOADED \_\_\_\_\_

## ELECTROPHORESIS WORKSHEET

Conditions: PP1.1 45 watts for 1:30 PowerPlex \_\_\_\_\_ PP2.1 45 watts for 1:45

### Gel

Lane	Sample #	Description	Lane	Sample #	Description
1	XXXXX	XXXXXXXXXXXXXXXXXX	20	B 9	
2	XXXXX	XXXXXXXXXXXXXXXXXX	21	L	
3	L		22	C 9	

4	NEG. C.		23	D 9	
5	K562		24	L	
6	L		25	E 9	
7	A 8		26	F 9	
8	B 8		27	L	
9	L		28	G 9	
10	C 8		29	H 9	
11	D 8		30	L	
12	L		31	A 10	
13	E 8		32	B 10	
14	F 8		33	L	
15	L		34	K562	
16	G 8		35	L	
17	H 8		36		
18	L		37	XXXXX	XXXXXXXXXXXXXXXXXX
19	A 9		38	XXXXX	XXXXXXXXXXXXXXXXXX

PowerPlex 1.1 ladder lot # \_\_\_\_\_  
PowerPlex 2.1 ladder lot # \_\_\_\_\_  
Load dye lot # \_\_\_\_\_  
Tracking dye lot # \_\_\_\_\_



REPLICA PLATE MADE BY \_\_\_\_\_ / \_\_\_\_\_  
SBI LAB FILE NUMBER \_\_\_\_\_ GEL E  
GEL LOADED BY \_\_\_\_\_  
DATE LOADED \_\_\_\_\_

## ELECTROPHORESIS WORKSHEET

Conditions: PP1.1 45 watts for 1:30 PowerPlex \_\_\_\_\_ PP2.1 45 watts for 1:45

Gel



Lane	Sample #	Description	Lane	Sample #	Description
1	XXXXXX	XXXXXXXXXXXXXXXX	20	D 11	
2	XXXXXX	XXXXXXXXXXXXXXXX	21	L	
3	L		22	E 11	
4	NEG. C.		23	F 11	
5	K562		24	L	
6	L		25	G 11	
7	C 10		26	H 11	
8	D 10		27	L	
9	L		28	A 12	
10	E 10		29	B 12	
11	F 10		30	L	
12	L		31	C 12	
13	G 10		32	D 12	
14	H 10		33	L	
15	L		34	K562	
16	A 11		35	L	
17	B 11		36		
18	L		37	XXXXXX	XXXXXXXXXXXXXXXX
19	C 11		38	XXXXXX	XXXXXXXXXXXXXXXX

PowerPlex 1.1 ladder lot #\_\_\_\_\_

PowerPlex 2.1 ladder lot #\_\_\_\_\_

Load dye lot #\_\_\_\_\_

Tracking dye lot #\_\_\_\_\_

# BIOROBOT 3000 MAINTENANCE LOG

MON TH OF \_\_\_\_\_ YEAR \_\_\_\_\_

Daily Maintenance	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30 31	
1. Disinfect/clean work table (70% ethanol)																															
2. Liquids																															
A. Check system liquid level																															
B. Check waste container																															
3. Tip adapters																															
A. Check for secure fit																															
B. Clean adapters (70% ethanol)																															
4. Tip disposal station																															
A. Dispose of used tips as needed																															
B. Disinfect/clean after disposal of tips																															
5. Release wash pumps																															
Weekly Maintenance																															
1. Replace system liquid																															
2. Clean waste container																															
3. Visually inspect dilution syringe & syringe valve for leaks																															
Monthly Maintenance																															
Remove syringes, examine for precipitate build-up and wear																															
1. Syringe #1																															
2. Syringe #2																															
3. Syringe #3																															
4. Syringe #4																															
Maintenance Comments:																															
N= Robot not in use																															

# BIOROBOT 9604 MAINTENANCE LOG

MONTH \_\_\_\_\_

YEAR \_\_\_\_\_

Daily Maintenance	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1. Disinfect/clean work table (with 70% ethanol)																														
2. Clean vacuum manifold																														
A. Store vacuum manifold in dH2O																														
B. Dry thoroughly before reuse																														
3. Liquids																														
A. Check system liquid level																														
B. Check vacuum trap (empty as needed)																														
C. Check waste container																														
4. Peristaltic Pump																														
A. Flush tubing																														
B. Release cassettes																														
5. Tip adapters																														
A. Check for secure fit																														
B. Clean adapters (70% ethanol)																														
6. Tip disposal station																														
A. Dispose of used tips as needed																														
B. Disinfect/clean after disposal of tips																														
7. Clean sample ID area (if used)																														
A. Apply disinfectant, leave on at least 30 seconds																														
B. Clean with dH2O																														
8. Clean sample racks (if used)																														
A. Apply disinfectant (70% ethanol)																														
B. Wipe off with dH2O																														
<b>Weekly Maintenance</b>																														
1. Replace system liquid																														
2. Clean vacuum trap with detergent																														
3. Clean waste container																														
4. Visually inspect dilution syringe valve & syringe for leaks																														
5. Check vacuum trap for contaminants or precipitate buildup																														
6. Clean/disinfect centrifuge																														
7. Clean bar code scanner window with Kim-wipe																														
<b>Monthly Maintenance</b>																														
1. Perform vacuum manifold check																														
2. Perform high speed pipetting system check																														
<b>Maintenance Comments:</b>																														

N = Robot not in use
\*\*NEVER use bleach to clean robot components--may create hazardous fumes!\*\*\*





## DATABASE FILE CHECKLIST FOR SET # \_\_\_\_\_

Worksheet \_\_\_\_\_ Extraction

Amplification Worksheet \_\_\_\_\_

Electrophoresis Sheet(s) and Gel Scans  
for:

Gel A PP1.1 \_\_\_\_\_ PP2.1 \_\_\_\_\_

Gel B PP1.1 \_\_\_\_\_ PP2.1 \_\_\_\_\_

Gel C PP1.1 \_\_\_\_\_ PP2.1 \_\_\_\_\_

Gel D PP1.1 \_\_\_\_\_ PP2.1 \_\_\_\_\_

Gel E PP1.1 \_\_\_\_\_ PP2.1 \_\_\_\_\_

Report Initialed \_\_\_\_\_

Report Initialed \_\_\_\_\_

Starcall Sheet with Second Reads  
Done:

Gel A PP1.1 \_\_\_\_\_ PP2.1 \_\_\_\_\_

Gel B PP1.1 \_\_\_\_\_ PP2.1 \_\_\_\_\_

Gel C PP1.1 \_\_\_\_\_ PP2.1 \_\_\_\_\_

Gel D PP1.1 \_\_\_\_\_ PP2.1 \_\_\_\_\_

Gel E PP1.1 \_\_\_\_\_ PP2.1 \_\_\_\_\_

Samples to be rerun recorded? \_\_\_\_\_

QC samples checked? \_\_\_\_\_

Electronic files moved to appropriate folder on server? \_\_\_\_\_

Electronic files saved to MO disk? \_\_\_\_\_

CMF file made:

Gel A PP1.1 \_\_\_\_\_ PP2.1 \_\_\_\_\_

Gel B PP1.1 \_\_\_\_\_ PP2.1 \_\_\_\_\_

Gel C PP1.1 \_\_\_\_\_ PP2.1 \_\_\_\_\_

Gel D PP1.1 \_\_\_\_\_ PP2.1 \_\_\_\_\_

Gel E PP1.1 \_\_\_\_\_ PP2.1 \_\_\_\_\_

Profiles from set imported into CODIS:

Gel A PP1.1 \_\_\_\_\_ PP2.1 \_\_\_\_\_

Gel B PP1.1 \_\_\_\_\_ PP2.1 \_\_\_\_\_

Gel C PP1.1 \_\_\_\_\_ PP2.1 \_\_\_\_\_

Gel D PP1.1 \_\_\_\_\_ PP2.1 \_\_\_\_\_

Gel E PP1.1 \_\_\_\_\_ PP2.1 \_\_\_\_\_

Specimen Manager updated with gel numbers: \_\_\_\_\_

# GEL REQUESTS



[illegible]

## **DNA DATABASE RERUNS WORKSHEET**

<u><b>Sample #</b></u>	<u><b>Race</b></u>	<u><b>Original Gel #</b></u>	<u><b>Well #</b></u>	<u><b>Re-Amp or Re-Extract (A or E)</b></u>	<u><b>Sample Comments</b></u>	<u><b>Final Gel #</b></u>	<u><b>Date Completed/ Initials</b></u>

Chain of Custody

Delivered to: \_\_\_\_\_ Date: \_\_\_\_\_  
By: \_\_\_\_\_ Date: \_\_\_\_\_

Returned to: \_\_\_\_\_ Date: \_\_\_\_\_  
By: \_\_\_\_\_ Date: \_\_\_\_\_