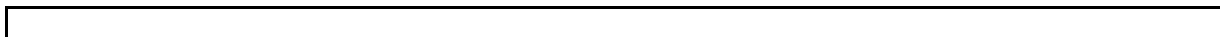




1. BODY FLUID IDENTIFICATION UNIT - Protection of evidence from loss, cross-contamination, and degradation
 - 1.1 All evidence will remain in the possession of the individual who has signed for the evidence. Evidence will be maintained under lock and key, except for when it is being analyzed.
 - 1.2 Only one item of evidence will be analyzed at a time. Analysts should have only a single evidence container open on their work bench at a time.
 - 1.3 Benches and hoods should be cleaned with a 10% bleach solution (or equivalent disinfectant) prior to use, in between cases, and between processing items from the victim and suspect.
 - 1.4 Each analyst in the Body Fluid Identification Unit will process an individual item of evidence over a piece of clean paper to capture any hair, fiber, or other trace evidence which may be dislodged during analysis. Upon completion of analysis, the evidence item will be wrapped in the paper and placed back into its original container. Evidence items like Sexual Assault and Suspect Evidence Collection Kits, and their sub-items will be analyzed over a piece of paper, but it will not be necessary to place the examination paper into the kit upon completion of analysis because no loose trace evidence would be expected from these types of evidence.
 - 1.5 All liquid blood samples will be extracted from evidence packages within 2 days of receipt by an analyst, and will either be refrigerated, or a blood stain will be prepared on both S&S 903 and paper. Liquid blood samples will be stored in the refrigerator for not longer than one week prior to preparation of the stain. All liquid blood samples will be processed in a Class II Type A/B3 Biological Safety Cabinet. After preparation of the blood stain, the blood tubes will be re-stoppered and the tube will placed in a heat sealed container. The blood stain will be packaged in a properly labeled and sealed coin envelope after it is dried.
 - 1.6 Analysts will follow all approved safety precautions including wearing of nitrile gloves and lab coats when processing evidence. Gloves will be changed when the analyst feels they have been contaminated or soiled





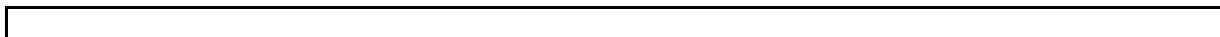
(e.g. material spilled onto glove, a non-clean item is touched), between cases, and between handling evidence items from the victim, crime scene, and suspect. Protective clothing will not be worn outside the laboratory or into office space in the laboratory.

2. BODY FLUID IDENTIFICATION / DNA UNITS - Evidence retention procedures

- 2.1 There is a legal problem with the destruction of unworked evidence, in that its destruction can only be authorized by the District Attorney's Office in writing pursuant to NCGS § 15A-11.
- 2.2 Analysts in the Body Fluid Identification Unit will not retain unworked questioned evidence, pending future submissions. Analysts will make every effort to assist investigators in preserving evidence for future testing by removing cuttings, absorbing stains if appropriate, or giving directions to officers on long term storage of unworked forensic evidence. Any exception to this policy must be approved by the SAC, or his designee, prior to retention of the samples by this laboratory.
- 2.3 Analysts in the Body Fluid Identification Unit will continue to make blood stains from all liquid blood samples received within the laboratory, unless the analyst determines that the sample is too old or degraded to be useful as a standard. The disposition of the evidence section of the laboratory report will indicate that these samples are being retained and may be destroyed after five years from the date of the report. Known standards can be redrawn at a future date via court order by either the prosecution or the defense.
- 2.4 Amplified DNA loses its usefulness in about a month, so it will be temporarily stored for a month and then discarded.

3. BODY FLUID IDENTIFICATION / DNA UNITS - Control swabs

- 3.1 The newest version of the SBI Sexual Assault Evidence Collection Kit contains a control swab. This control was placed in these kits to be used

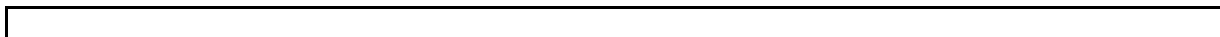




only in PCR analysis procedures as a DNA contamination control. It is not a control for acid phosphatase or semen testing.

4. DNA UNIT - Retention of stains after DNA extraction
 - 4.1 Stained case material from questioned samples from which DNA is extracted may be retained. Analysts will place the stained material in a labeled eppendorf tube and allow it to air dry in a biosafety cabinet. Tubes will then be sealed and stored with the tubes of extracted DNA left over after analysis.
5. BODY FLUID IDENTIFICATION / DNA UNITS - Disposition of human remains
 - 5.1 The Section occasionally receives human remains as standards in cases. We will not store this material in section freezers (beyond that needed for possible retesting), but will return it to investigating officers. The destruction of human remains can ONLY be done pursuant to a court order so it is imperative that we notify officers of this fact.
 - 5.2 When this Section returns human remains to investigating agencies, the Disposition section of the lab report will contain the following statement:

NOTE: Evidence in this case being returned includes human remains which need to be kept frozen to avoid degradation and annoying odors. Human remains may ONLY be destroyed pursuant to a court order, so you should seek an ORDER FOR DESTRUCTION to dispose of these remains as soon after the judicial disposition of this case as possible.
6. BODY FLUID IDENTIFICATION / DNA UNITS - Transfer of evidence to and from other laboratories
 - 6.1 Effectively immediately, all evidence transfers to outside agencies will be made through the Evidence Control Unit. No longer will Section members transfer evidence to LabCorp or any other agency; that function will be done by, or through an evidence control technician. In the unlikely event that an analyst should receive evidence from another laboratory directly, (either for analysis, or after analysis), that evidence will be logged in and disposed of through the



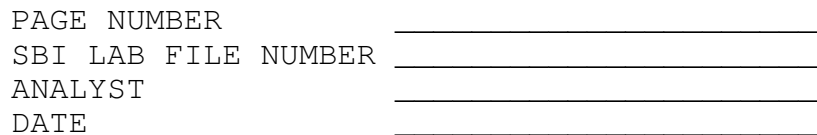


Evidence Control Unit.

- 6.2 The only exception to this rule will be the direct transfer of evidence between an analyst and officer (such as when Evidence Control asks analysts to review and evaluate cases with a large number of items), or if you examine the evidence in the officer's custody - but this will be with the knowledge of, and the paperwork cleared through, the Evidence Control Unit first.
7. **BODY FLUID IDENTIFICATION UNIT - Transfer of evidence to the DNA Unit**
 - 7.1 Analysts in the Body Fluid Identification Unit will use the DNA SAMPLE SUBMISSION FORM (see attachment) when submitting evidence to the DNA Unit. This will effectively document the transfer of evidence within the Section.
8. **DNA UNIT - Inventory log of retained evidence**
 - 8.1 Each analyst retaining DNA or stained material from casework will keep an inventory of what is being maintained using the attached INVENTORY LOG OF DNA SAMPLES RETAINED. The INVENTORY LOG OF DNA SAMPLES RETAINED will be maintained in the case file. This form will be used any time we retain evidence, even for cases where we retain only the known blood stains. Use of the INVENTORY LOG OF DNA SAMPLES RETAINED will greatly assist us in complying with Court Orders for retesting, and improve our evidence accountability.

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INVENTORY LOG OF DNA SAMPLES RETAINED

[illegible]

forms/casenotes/retain.wpd



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

DNA SAMPLE SUBMISSION DATA FORM

ITEM #	DESCRIPTION OF EVIDENCE AND PACKAGING CONTAINERS

DNA profiles for the following items have been entered in CODIS:

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Only the following categories will be uploaded to CODIS:

☐ Suspect Standard - Item # _____

☐ Unsolved/unidentified forensic unknown profile - Item # _____

☐ Transfer of suspect's DNA to victim or scene (forensic unknown) - Item # _____

☐ Mixture of victim/suspect or unknown profile - Item # _____ (as much of victim profile as possible has been removed)

First Reader _____ Second Reader _____

Verification of sample identity and samples marked for upload to CODIS by:

Second Reader _____

forms\casenotes\bodyfluid\strsub2.wpd