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A. Purpose:

1. To establish an internal quality control check of the NIBIN (National Integrated Ballistic Information Network) database, IBIS BRASSTRAX-3D acquisition station, IBIS MATCHPOINT+ software and the analysts in the Firearm and Toolmark Section of the laboratory. On a monthly basis two issues must be addressed: 1) Is the cartridge case acquisition and correlation software performing adequately, and 2) Is the analyst acquiring the standard cartridge case specimen properly. The correlation results from the NIBIN entries are recorded and documented in the NIBIN Monthly Control Log for reference**.**

B. Responsibility:

1. The assigned analyst is responsible for entering the standard cartridge case specimen into the NIBIN database by the last day of each month. The analyst is also responsible for printing and filing the correlation results and case information page in the NIBIN Monthly Control Log.

C. Procedure:

1. Follow the procedures in FA-IV-8 "NIBIN" to enter the standard cartridge case into the NIBIN database. The standard cartridge case is kept with the IBIS BRASSTRAX-3D acquisition station in the NIBIN area of the Firearm and Toolmark Section.
2. The analyst will check the correlation results to confirm that the previous standard cartridge case entries fall within the top ten correlation results.
3. Print and file the correlation results and case information pages in the NIBIN Monthly Control Log.
4. Notify the section supervisor if the correlation results are out of the accepted range.

D. Equipment:

1. IBIS BRASSTRAX-3D Acquisition Station
2. Standard cartridge case specimen

E. References:

1. IBIS BRASSTRAX-3D v2.3 Training Guide
2. MATCHPOINT+ v2.3 Training Guide

F. Appropriate Appendices:

1. Appendix 3 – Analytical Standards and Controls