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A. Purpose:

1. To establish an internal quality control check of the NIBIN (National Integrated Ballistic Information Network) database, the BrassTrax 3DHD acquisition station, and the analysts in the Firearm and Toolmark Unit. On a monthly basis two issues must be addressed: 1) is the cartridge case acquisition and correlation software performing adequately, and 2) are the analysts properly acquiring fired cartridge cases in accordance with Forensic Technology, Inc. best practices. The correlation results from the NIBIN entries are recorded and documented in the NIBIN Monthly Control Log for reference**.**

B. Responsibility:

The assigned analyst is responsible for entering the standard cartridge case specimen into the NIBIN database by the fifth 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 at the BrassTrax 3DHD workstation in the NIBIN room.
2. Using the Rank Sort feature, the analyst will review the Top 20 results and ensure that previous entries entitled "Bench Test xx/xx/xx" are within the Top 20. If no previous Bench Test entries are within the Top 20, this is considered out of acceptable range, and the Unit supervisor should be notified.
3. Print and file the Top 20 correlation results and case information pages in the NIBIN Monthly Control Log.

D. Equipment:

1. BrassTrax 3DHD acquisition station
2. Standard cartridge case specimen
3. MatchPoint+ viewing station

E. References:

1. NIBIN SOP

2. BrassTrax users guide (current edition)
3. MatchPoint+ users guide (current edition)

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