A. Purpose:

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. This quality check shall also be completed when the hardware or software is upgraded by Forensic Technology, Inc. (FTI).

B. Responsibility:

The assigned analyst is responsible for entering the standard cartridge case specimen into the NIBIN database by the 5th day of each month. The analyst is also responsible for reviewing, printing, and filing the correlation results and case information page in the NIBIN Monthly Control Log. In the event of a hardware/software upgrade, this check is to be done as soon as possible following the completion of the upgrade.

C. Procedure:

1. Following the procedure outlined in FA SOP-22 NIBIN, create a Case ID.
    a. Case Number: Bench Test 1/1/2015 (insert date of monthly check)
    b. Originating Agency: CT-SP Forensic Science Lab Meriden
    c. Agency Contact: Analyst conducting monthly check
    d. Event Type: Other
    e. Supervisor: Analyst conducting monthly check
    f. Occurrence Date: date of monthly check
2. Following the procedure outlined in FA SOP-22 NIBIN, create an Exhibit.
    a. Exhibit Number: 001 or 1
    b. Caliber: 9mm
    c. Make: Remington
    d. Firing Pin Shape: Circle
    e. Composition: Nickel-Nickel
    f. Category: Crime Evidence
3. Acquire images of the standard cartridge case; then Submit and Synchronize.

4. 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.
   a. 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.
5. Print the images of the entry and the Correlation Results, initial and date the pages, and store them in the NIBIN Monthly Control Log.
   a. At the end of a calendar year, the printed images and correlation results will be scanned and saved on a network drive that is regularly backed up.
6. Delete the correlation once it has been reviewed.
7. In order to minimize the number of Bench Tests circulating in the database, the following steps shall be taken.
   a. After the start of a new calendar year, the monthly entries of two years prior shall be deleted from the database, with the exception of January of that year.
   b. For example: In 2019, the entries of February through December 2017 will be deleted. New monthly entries for 2019 will correlate against all entries for 2018 and the January entries for January 2013 through 2017.

D. Equipment:

1. Standard cartridge case specimen (located in NIBIN room)
2. BrassTrax 3DHD acquisition station
3. MatchPoint+ viewing station

E. References:

1. FA SOP-22 NIBIN
2. BrassTrax users guide (current edition)
3. MatchPoint+ users guide (current edition)