

Approved by Director: Dr. Guy Vallaro

I. Administrative

- 1.1 Cases vetted by CT DSS DNA Outsource Group Representative or designee, if applicable.
- 1.2 If necessary, an initialed case memo is put in case file regarding evidence that is to be processed and if it is CODIS eligible.
- 1.3 Case file will then go to CT DSS FB Outsource Group Representative or designee.
- 1.4 A request in LIMS is made designated "FB – sample prep".
- 1.5 The original DNA request, if present in LIMS, is unassigned and canceled. Do not cancel DNA requests for known samples.
- 1.6 A record of reagents used, if applicable (typically green in color), will be placed in the case file.
- 1.7 A milestone sticker is adhered to the front of the case jacket.

II Examiner

- 2.1 Receive case file that has gone through administrative procedures above.
- 2.2 Locate evidence in storage area using LIMS and assign case
- 2.3 Photocopy all outer packaging if not already photocopied.
- 2.4 Follow Laboratory Procedures in examining evidence and preparing samples for DNA extraction.
- 2.5 Create sub-items in LIMS and transfer the sub-items to the appropriate storage area.
- 2.6 Print the transfer receipt from LIMS and secure sheet on the outside of the case jacket.
 - 2.6.1 This transfer receipt should only have on it the samples that are going to outsourcing.
- 2.7 If there are additional samples that were retained and are not being outsourced, transfer those items to "Freezer Storage".
- 2.8 Transfer the outer packaging and any other physical evidence remaining into appropriate storage area or lock in personal storage locker.
- 2.9 In LIMS; Edit Findings.

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- 2.10 A memo is drafted (located on S drive) titled "Outsourcing Memo Template" to the submitting agency notifying them that their case is being outsourced.
- 2.11 Print the memo and make 2 copies. Original for Evidence Receiving, 1 copy in case file and 1 copy to submitting agency with returned evidence. Ensure analyst's initials are on top of copy for case file.
- 2.12 A Case Management Personnel will return the original memo and one copy for the submitting agency to the FB analyst who will return all evidence to Evidence Receiving.
 - 2.12.1 When evidence is returned, the original memo will be given to an Evidence Control Officer for filing and the copy of the memo will be given to the submitting agency upon picking up their evidence.
- 2.13 Secure original memo and copy for submitting agency on outside of case jacket.
- 2.14 Place case file in "**OUTSOURCING PAPERWORK**" bin where Case Management personnel or designee will pick up the file(s). If applicable, create outsource paperwork.

III. Case Management

- 3.1 The case file will be placed by Case Management into a bin labeled "**READY FOR OUTSOURCING**".
- 3.2 Case Management personnel will locate sealed ziplock bags containing samples and will proof tube labels and compare them to the outsourcing spreadsheet listing samples to be shipped. No initials will be made on outsource paperwork to be shipped.

IV. SHIPPING SAMPLES

- 4.1 If applicable, attach outsourcing forms to ziplock bag confirming that samples have been checked. If a discrepancy is found a supervisor will be contacted.
- 4.2 In LIMS, a Case Management personnel will create an outsourcing request and confirm that the original DNA request was cancelled (except for any known requests).
- 4.3 To the new outsource request, the "Analyst" assigned to that request is "DNA, "Vendor Lab"/outsource lab"
- 4.4 Day of transport (or as close to possible) the samples are transferred into Case Management personnel's custody and into a storage area if necessary. They are then transferred to Mail Transport.
- 4.5 Package will be shipped by FED EX.
- 4.6 The FED EX tracking sheet will be printed verifying receipt of evidence.