

Approved by Director: Dr. Guy Vallaro

I. Administrative

1. Cases vetted by CT DSS DNA Outsource Group Representative or designee, if applicable.
2. Case file will then go to CT DSS FB Outsource Group Representative or designee.
3. A request is made in JusticeTrax designated “**FB – sample prep**”.
4. The original DNA request, if present in JusticeTrax, is unassigned and canceled. Do not cancel DNA requests for known samples.
5. A record of reagents used, if applicable (typically green in color), will be placed in the case file.
6. An outsourcing milestone sticker is adhered to the front of the case jacket.

II. Examiner

1. Receive case file that has gone through administrative procedures above.
2. Locate evidence in storage area using JusticeTrax and assign case.
3. Photocopy all outer packaging if not already photocopied.
4. Follow Laboratory Procedures in examining evidence and preparing samples for DNA extraction.
5. Create sub-items in JusticeTrax and transfer the sub-items to the appropriate storage area.
6. Print the transfer receipt from JusticeTrax for outsourcing samples and place into case jacket.
7. If there are additional samples that were retained and are not being outsourced, transfer those items to the appropriate long-term storage area. A transfer receipt from JusticeTrax can be printed and placed into the case jacket.
8. Transfer the outer packaging and any other physical evidence remaining into a designated storage area or lock in personal storage locker.
9. To complete the request in JusticeTrax; select “**Edit Findings**”. Once selected, the request will be released.
10. The Analyst will return all evidence to Evidence Receiving.
11. Place case file in designated area within Case Management Unit.

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III. Case Management

1. The case file will be designated “**Ready For Outsourcing**”.
2. Case Management personnel will locate samples and will proof-read tube labels versus the outsourcing spreadsheet listing samples to be shipped. No initials will be placed on outsource paperwork to be shipped.

IV. Shipping Samples

1. If applicable, attach outsourcing forms to zip-lock/paper bag confirming that samples have been checked. If a discrepancy is found, it will be rectified prior to shipping any samples.
2. In JusticeTrax, Case Management personnel or designee will create an outsourcing request and confirm that the original DNA request was cancelled (except for any known requests).
3. To the new outsource request, the “Analyst” assigned to that request is “**DNA, “Vendor Lab”/Outsource lab**”.
4. Day of transport (or as close to possible) the samples are transferred into Case Management personnel’s or designee’s custody. They are then transferred to Mail Transport.
5. The package containing samples will be sealed with packing tape and then wrapped in paper. The package will be shipped by FED EX.
6. The FED EX tracking sheet will be printed verifying receipt of evidence.