

*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. An outsourcing milestone sticker is adhered to the front of the case jacket.
6. The case is then assigned to the appropriate examiner for evidence examination.

**II. Case Management**

1. After evidence examination, the case file will be returned to the Case Management Unit.
2. The case file will be designated **“Ready For Outsourcing”**.
3. 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.

**III. 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. The “Analyst” assigned to the new outsource request is **“DNA, “Vendor Lab”/Outsource”**.
4. Day of transport (or as close to as possible) the samples are transferred into Case Management personnel’s or designee’s custody. They are then transferred to Mail Transport in JusticeTrax.
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.