

I. Administrative

1. Cases vetted by CT DSS Outsource Group Representative or designee, if applicable.
2. Case file will then go to CT DSS Outsource Group Representative or designee to review for criteria that apply to the types of cases being outsourced.

II. Case Management

1. Cases to be outsourced will be of 2 types:
 - a. evidence already examined and samples are prepped for DNA testing
 - b. evidence examination/sample prep & DNA testing is needed by the Vendor Lab
2. Case Management personnel or designee will locate samples/evidence to be outsourced and will create a spreadsheet as needed by the Vendor Lab. Suggested information to include Lab Case #, Agency, Agency number, submission #, evidence description, analysis requested, consumption issue (yes/no) and known samples (yes/no).
3. Cancel the original FB sample prep and/or DNA requests in JusticeTrax as appropriate. Do not cancel the request for the DNA known samples.
4. For prepped samples: Proofread tube labels versus the outsourcing spreadsheet for accuracy. Check for examiner initials on tubes. Check zip-lock bags for heat seals and initials of the examiner that prepped the samples. If a discrepancy is found, it will be rectified prior to shipping the samples.
5. For evidence to be shipped to the Vendor Lab for examination/sample prep: Proofread the evidence description on the submission form, barcode labels, request for analysis and the Agency description on the evidence. If a discrepancy is found, it will be rectified prior to shipping the evidence.
6. An outsourcing milestone sticker is applied to the front of the case jacket.

III. Shipping Samples

1. In JusticeTrax, Case Management personnel or designee will create an outsourcing request and confirm that the original FB or DNA request was cancelled (except for any known requests).
2. The "Analyst" assigned to the new outsource request is "**DNA, (Vendor Lab) Outsource**".
3. On the 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.
4. A copy of the spreadsheet should be included with the samples/evidence being shipped, as well as sent via email to the Vendor Lab by the Assistant Director of FB/DNA or designee.

Approved by Director: Dr. Guy Vallaro

5. The package containing samples will be sealed with packing tape. The package will be shipped by via a Connecticut approved shipping vendor to the Vendor Lab by a trackable method.
6. Date/initials of the Case Management personnel or designee that shipped the samples is added to the milestone sticker.
7. The shipping tracking sheet can be printed verifying receipt of the evidence, or an email from the vendor Lab to the Assistant Director of FB/DNA or designee that the shipment was received will be maintained in the outsourcing records.

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