Version: 13.0 Effective: 5/5/2025

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SECTION 01: EVIDENCE ROOM OPERATIONS

HOURS OF OPERATION AND STAFFING

Hours of Operation: Monday – Friday, 8:00 a.m. – 4:30 p.m. (excluding State Holidays)
Note: In some instances, prior arrangements can be made to accept evidence outside of these hours.

The evidence room is staffed by:

- Two **Criminal Justice Technicians** whose primary job duties include performing evidence room functions and CODIS accessioning.
- One **Criminal Justice Specialist** whose primary job duties include performing evidence room functions, supervising evidence staff, and managing the evidence program.
- **Forensic Technicians** that primarily support their respective forensic disciplines but may provide support to the evidence room in various capacities.

The evidence room will be staffed by at least one person during the hours of operation; exceptions will be made for times when all personnel are in a meeting or during times of short staffing. When the evidence room needs to be closed during the normal hours of operation, the windows will be secured and a sign will be placed on the outside doors listing the timeframe of the closure and a contact number to call in case urgent assistance is needed.

The AST Anchorage ABI Evidence Custodian that shares office space with the lab may cover the evidence room in terms of accepting deliveries. They may sign for packages from USPS, FedEx, and UPS but will direct any in-person evidence submissions for the lab to be secured in the lab lockers. They will not accept evidence on behalf of the lab. They may also assist with aspects of opening and closing the evidence room aside from checking the laboratory lockers and moving temperature sensitive packages or items.

OPENING AND CLOSING THE EVIDENCE ROOM

Opening the Evidence Room: Around 8:00 a.m. an evidence staff member will open the evidence room by following these steps:

- Turn on the main lights: there is a single switch located at each end of the room
- Open the intake windows: <u>push and release</u> the "Open" button
- Turn on the evidence vault lights (inside the evidence vault)
- Unlock the fridge and freezer doors
- Remove any packages from the fridge that need processing or to be mailed out
- Check the outgoing mail bin/carts outside the evidence room and bring any outgoing mail into the evidence room
- Check the laboratory lockers for overnight submissions (Refer to Via Lockers)

Closing the Evidence Room: Around 4:30 p.m. an evidence staff member will close the evidence room by following these steps:

- Secure any known or potentially temperature sensitive evidence in the fridge
- Secure the intake windows: <u>push and hold</u> the "Close" button
- Ensure that both garage doors are closed

- Ensure that all man doors are closed (including the service receiving area)
- Turn off the fridge and freezer lights and lock the doors
- Turn off the evidence vault lights
- Turn off the main lights

ACCESS AND COMMUNICATIONS

Evidence Room Access: Access to the evidence room is limited to laboratory staff and AST Anchorage ABI Evidence Custodians. Any person entering the evidence room that does not have access must be escorted or supervised by personnel that does have access. Evidence vault access is limited to evidence personnel, AST Anchorage ABI Evidence Custodians, supervisors, top management, and maintenance staff.

Evidence and Service Receiving: Badge access to the evidence and service receiving areas through the entrances on the north side of the building is restricted to select laboratory staff members and AST Anchorage ABI Evidence Custodians. Select personnel with the Alaska Department of Public Safety have badge access which is maintained by top management. Other law enforcement agencies do not have badge access.

Unknown individuals without a business need to access these entrances should not be permitted and should be directed to the laboratory's main lobby; this includes civilians claiming personal property from AST Anchorage ABI. Any personnel needing access to DPS Supply should go to the laboratory's main lobby or call the DPS Supply phone number.

Airphone Door System: Parcel carriers, couriers, and law enforcement agency representatives delivering packages or items to the lab will need to gain access to the Evidence and Service Receiving areas. There are four AIPhone system monitors in the evidence area; when a person delivering to the lab presses the button outside one of the receiving areas, the AIPhone will ring and display a video from the camera outside. Press the **Talk** button to greet the person and ask their identity and intent; if they are ok to come in, press the **Key** button which will unlock the door that they are calling from. Press the **Off** button to turn off the speakerphone. In the event this system stops functioning properly, notify lab maintenance and the Evidence Supervisor immediately.

Phone: The main evidence room phone number is **907-269-8120**. Law enforcement agency representatives and attorneys will call this number to request reports or ask case or evidence related questions. Evidence personnel answering the phone may answer these questions to the best of their ability and forward technical questions and requests for reports to the appropriate discipline supervisor, technical lead, or designee.

E-Mail: The evidence room has a shared inbox for correspondence related to evidence activities. This e-mail address is: **dps.evidence.scdl@alaska.gov**. All evidence staff members have access to this e-mail account, which makes it the preferred method for outside agencies to communicate with evidence personnel. This inbox is also used for other laboratory employees to forward relevant information or complex requests to evidence staff. If an evidence staff member receives an e-mail in their personal account that is relevant information for all evidence personnel, they should forward the e-mail to the shared inbox or reply to the sender and copy the shared inbox. Evidence staff should review this inbox frequently to ensure that they are staying up to date on situations involving evidence or cases.

Teams: There is a channel in Teams titled **Evidence**. This is the preferred method for other laboratory employees to communicate with evidence staff for simple requests, notifications, and inquiries. There is a chat group titled **Evidence Chat** that is specifically for communication amongst evidence staff. This is the preferred method for notifications, questions about procedures or situations, and general communication.

INCOMING DELIVERIES

Evidence staff members are responsible for accepting all incoming mail and other deliveries. Evidence staff members shall ensure that incoming deliveries are correctly addressed, to the best of their ability, prior to acceptance. Evidence staff members should ensure that all packages are accounted for before signing for shipments.

Evidence Packages: will be staged in the evidence intake area within the Evidence Room.

CODIS Samples: will be stored in the designated location within the Evidence Room.

Regular Mail: will be stored in the incoming mail bins directly outside of the Evidence Room.

Non-Evidence Packages: the recipient will be notified of the delivery via Teams. The notification should be posted in the respective discipline channel with the addressee tagged in the message; this ensures that the entire discipline is aware in case the addressee is not available. If it is unclear who the recipient is, the notification should be posted in the General Channel.

In addition to tagging the addressee (if known), the notification must include the current location of the package(s) so that they can be retrieved. It is helpful, but not required, to include the name of the sender and how many packages were delivered.

For deliveries addressed to individuals or groups that are stationed in the building but are not laboratory employees (i.e. DPS Supply), notifications should be sent either directly via Teams or e-mail or sent in the respective chat group if applicable.

SAFETY AND HOUSEKEEPING

Follow General Lab Health and Safety Principles as outlined in the Laboratory Operations Manual.

Janitorial services are not performed in the evidence office area, evidence lab space, evidence garage, evidence viewing room, and service receiving area. Maintaining these areas is the responsibility of all evidence personnel.

SECTION 02: GUIDELINES FOR EVIDENCE SUBMISSION

EVIDENCE SEALS AND PACKAGING

Evidence Seals: A secure seal is necessary for chain of custody. An acceptable agency seal is one that prevents the ready escape of the evidence and will be clearly damaged or altered if broken or attempted to open. Intact manufacturer seals do not need to be re-sealed with additional tape. Non-laboratory personnel sealing the evidence must place their initials, at minimum, across the seal. Evidence items may be sealed by using evidence tape, packing tape, self-sealing evidence bags, or by heat sealing.

Refer to the Laboratory Operations Manual for more guidance on proper seals.

Evidence Packaging: Each item of evidence submitted to the lab will be sealed in its own proper container with the agency case number and item number, at minimum, clearly visible on the packaging. Additionally, the agency's name and a brief description of the item is preferred. Item packaging should be of appropriate size and strength to contain the item. Each item must be packaged separately and, ideally, should be at least 5" x 7" or a standard business envelope.

The type of evidence and the analysis requested dictate the proper container, for example:

- Boxes for guns, knives, and other heavy or sharp items
- Breathable containers for evidence needing DNA analysis (paper bags, envelopes, cardboard boxes, Tyvek or glassine bags and envelopes)
- State issued Sexual Assault Kits and Blood or Homebrew Collection Kits do not need additional outer packaging
- For items too large to package, such as doors and bicycles, the area for examination will be covered and protected

Evidence items received without a proper seal and/or packaging shall be remedied. Whenever possible, improper seals and/or packaging should be remedied by selling the evidence in laboratory provided packaging.

Evidence tape may be used to correct an improper seal if the item is a sexual assault kit, a blood or homebrew kit, or the item is too large to fit in laboratory provided packaging. Whenever possible, new evidence tape seals should be placed in an alternate area from the original evidence tape seal; otherwise, they should be placed in a manner that does not obscure the original seal.

The new seal shall be initialed, dated, and marked with "SCDL". Evidence submission corrections shall be documented in the LIMS. See Documenting Discrepancies and Corrections and Approved Deviations: Evidence Packaging/Seal Corrections.

DNA Items: When the lab receives an item that has the Forensic Biology (DNA) analysis box checked on the Request for Laboratory Services (RLS); Evidence staff shall ensure that the item is packaged in a breathable container to mitigate mold growth and DNA degradation. If the item is not packaged in a breathable container, it shall be rectified either by the submitting agency representative or by the evidence staff member. The original item packaging may be vented or completely opened prior to repackaging in laboratory provided breathable packaging. If evidence staff notice that an item is already moldy upon receipt, it shall be documented in the Notes field of the evidence item in the LIMS in addition to rectifying non-breathable packaging.

Drug Items or Currency: If seals are not intact on evidence packages containing controlled substances or currency, the Technician will document the condition of the package in the LIMS. A witness shall attest to the condition of the package in the case activities of the LIMS.

Small Items: Items that are smaller than 5"x7" or are not in a standard business (mailing) envelope should be repackaged; except:

- items that will be stored in convenience packaging on locations **B17** or **F32**
- test fires in a standard ATF test fire envelope

SUBMISSION FORMS

All evidence submitted to the laboratory for analysis must be accompanied by a current laboratory **submission form**:

- **Request for Laboratory Services (RLS):** Used for submitting evidence items to the lab for analysis or untested sexual assault kits for storage. (Revision date 05/05/2025)
    - RLS forms from 2019 or 2024 may be accepted ONLY if the items being submitted are not firearms or casings/projectiles.
        - The customer should still be notified of and provided with the newest version of the form.
        - If an RLS form version prior to 2025 is used for a firearm related submission the technician shall contact the customer for a replacement RLS using the current version. If the customer refuses or is unable to provide a new RLS, the technician shall inform them of the NIBIN testing policy and receive acceptance. This communication will be documented in the case activities.
    - If an RLS form version prior to 2019 is used, regardless of the submission type, the technician shall contact the customer for a replacement RLS on the current version of the form.
- **NIBIN Request Form:** Used for submitting items for NIBIN only. May be used in lieu of the RLS. (SP Version: 3.0 or 4.0)
- **Request for Storage of Previously Tested Sexual Assault Kit (RSP):** Used for submitting *previously tested* sexual assault kits to the lab for storage. (Revision date Dec/08/2020)

The RLS is available on our website, but due to technological issues it can be difficult to access. There are instructions on how to download the RLS on the website, but the RLS may be e-mailed to any submitting agency that needs it. *The form must be opened in Adobe Acrobat for it to function as intended.* Submission forms filled out by hand are not acceptable.

Information from the submission form is entered into the case in the Laboratory Information Management System (LIMS). The submission form should be filled out as completely and accurately as possible. Instructions for filling out the RLS are also available on our website.

HELPFUL INFORMATION

- Each item of evidence on the RLS or RSP must be listed separately; there cannot be more than one item listed in each box.
    - The NIBIN Request Form does allow for multiple items to be listed in one box.
- More than one analysis type may be selected for each item
    - There are no analysis types on the NIBIN Request Form
- RLS: The DNA Supplemental Forms for Forensic Biology Analysis are required. If Forensic Biology is selected, there *will* be a supplemental form.
- RLS & RSP: To add additional items, individuals, or offenses click the red “Add” button next to the respective section.
- RLS & RSP: To remove items, individuals, or offenses, click the black “X” button next to the respective section.
- The RLS cannot be printed until all required information is entered.
    - Revision date 02/01/2024 and later will allow printing without selecting an analysis type, even though it is a required field.

SECTION 03: RECEIVING AND ACCEPTING EVIDENCE

It is the responsibility of all laboratory staff to ensure, insofar as possible and reasonable, that evidence does not experience loss, cross-contamination, or deleterious change while in the possession of ASCDL.

IN PERSON

The agency representative will present each of the evidence items as the evidence staff member confirms the items are listed on the submission form. Use the agency case number and the agency item number to identify each item of evidence being received. The agency representative will then relinquish the items to the evidence staff member. The evidence staff member shall visually inspect the evidence items to ensure proper seals and packaging.

Track each item that is accepted on the submission form to ensure that all evidence is accounted for. When all items on the submission form have been accepted by the evidence staff member, ensure that the agency representative has signed the chain of custody section of the submission form. The evidence staff member shall also sign the chain of custody section of the submission form, notate the time of acceptance into the laboratory, and ensure that the date of acceptance has been notated. In most circumstances, this acceptance is identified as EVIDINTAKE and will be documented in the electronic chain of custody when cases are created in the LIMS. The name of the agency representative that signed the RLS shall be selected as the agency representative in the initial chain of custody.

These steps are repeated until all agency cases presented by the submitting agent have been accepted into the laboratory evidence room. If there is a discrepancy at any time during this process, the submitting agent should correct it at that time or the item should not be accepted by the evidence staff member. Some discrepancies may be corrected by the evidence staff member, depending on the circumstances, and shall be documented in the LIMS. Refer to Documenting Discrepancies and Corrections.

If a submitting agency has their own chain of custody documentation that needs to be signed, the information on that documentation must be verified to match what is on the submission form. If there is a discrepancy it will be corrected by the submitting agency representative prior to evidence staff signing it.

Every effort will be made to enter temperature sensitive evidence into the LIMS on the date it is received. If it is not possible, temperature sensitive evidence will be stored in the vault refrigerator or freezer overnight and on weekends.

Instructions:

- Verify current version of submission form.
- Ensure that all pages of the submission form are received.
- Verify that the agency name, case number, item numbers, and descriptions on the submission form match the items being submitted.
- Ensure that all items listed on the submission form are received.
    - If more than one item is listed, the evidence staff member should place a mark on the submission form next to each item as it is verified.
    - If anything is listed but not presented, the submitting agent will cross out the item and initial and date the change.

    - If anything is presented but not listed, it will not be accepted. The submitting agent may create a new submission form on a SCDL laptop, at the discretion of evidence personnel.
    - Separate any items that are bundled/attached (rubber bands, staples, etc.).
- Verify that the analysis type being requested makes sense for the item submitted.
- Ensure that items are properly packaged and properly sealed.
- Ensure that the agency representative has signed or initialed and printed their first initial and last name in the chain of custody (COC) portion of the submission form.
- Evidence personnel shall **sign and notate the time of acceptance** in the COC portion of the submission form.
- Ensure that the date of acceptance is recorded on the COC portion of the submission form – either party can write it in.
- Make a copy of all submitted submission forms: the lab keeps the originals; the agency representative gets the copies.
    - If the agency representative does not want a copy, then it does not have to be made.
- Place items with their submission forms in the evidence intake area for processing.

VIA LOCKERS

Lockers are used to drop off items at the lab for analysis in the rare circumstance when an agency representative comes to submit evidence and evidence staff is not available to accept the items, or after hours by Alaska State Troopers who have access. On the COC portion of the submission form, the agency representative should sign, date, and notate the locker number used.

At minimum, lockers should be checked every morning and whenever the evidence room reopens after temporary closure (such as lab meetings).

After removing items from a locker, verify the submission following the steps listed under Via Delivery. *Note: Some steps may not be applicable.*

VIA DELIVERY

When evidence is received via carrier (USPS, FedEx, etc.), label the package with the date and time the package was accepted. In most circumstances, this acceptance is identified as EVIDINTAKE and will be documented in the electronic chain of custody when the case is created in the LIMS. Because the name of the individual that sent a package is not always known, "*Agency, Rep" shall be selected as the agency representative in the initial chain of custody. Unopened packages will be stored in the evidence vault refrigerator overnight and on weekends if they cannot be entered into the LIMS on the date received.

When ready to process the package, open the shipping container and find the submission form(s) submitted with the evidence item(s). Remove the evidence items one at a time from the shipping container and correlate each evidence item with a specific submission form from the shipping container. The evidence staff member processing the package shall evaluate item seals and packaging and inventory all evidence items to ensure all evidence is present and properly listed on the submission form. When all items on a submission form are accounted for and are correct, the evidence staff member that processed the package shall initial and date in the chain of custody section of the submission form for all cases in the package.

If there is a discrepancy at any time during this process, refer to Documenting Discrepancies and Corrections.

Instructions:

- Take a package to your workstation. Open and process one package at a time.
- Remove the tracking information with the date and timestamp and set aside.
- Carefully remove all contents from the package.
- Verify current version of submission form.
- Ensure that all pages of the submission form are received.
- Verify that the agency name, case number, item numbers, and descriptions on the submission form match the items being submitted.
- Ensure that all items listed on the submission form are received.
    - If more than one item is listed, the evidence staff member should place a mark on the submission form next to each item as it is verified.
    - If anything is listed but not received, cross out the item and initial and date the change. Reach out to the agent to let them know that the item was listed but not received and ask if they will be sending it in the future.
    - If anything was received but not listed, notify the submitting agency. Enter the item with information available to capture the chain of custody. Item should be checked in to EVIDINTAKEPEND while awaiting response from the agency.
    - Separate any items that are bundled/attached (rubber bands, staples, etc.).
- Verify that the analysis type being requested makes sense for the items submitted.
- Ensure that items are properly packaged and properly sealed.
- The submission form does not need to be signed by the submitting agency; the tracking number of the shipment provides for the chain of custody.
- The evidence staff member that verified the package contents shall **date and initial** the COC portion of the submission form.

VIA COURIER

When items are sent to the lab via Alaska Air Cargo (Goldstreak), a courier is dispatched to retrieve the shipment. When the lab is notified that there is a shipment to pick up, a lab staff member will call Alaska Northern Courier (907-349-7699) to request a courier pick up from the airport and deliver to the State Crime Lab. The lab staff member will provide them with the airway bill number of the shipment. When it arrives, notate the date and time of receipt on the package and retain the airway bill number for chain of custody.

For instructions on sending items from the lab using Goldstreak, refer to Goldstreak (Alaska Air Cargo).

VIA COURT SERVICES OFFICER (CSO)

Court Service Officers (CSOs) with the Alaska State Troopers will occasionally bring evidence to the lab via state plane. CSOs are prohibited from handling or having authority over evidence per Department of Public Safety policy and therefore will bring evidence items that are packaged by the submitting post’s evidence custodian as if it were being shipped to the lab. Notate the date and time the package was received. A unique tracking number will be designated by the post; retain the tracking number for chain of custody.

SPECIAL EVIDENCE SUBMISSION CIRCUMSTANCES

AST ANCHORAGE ABI EVIDENCE CUSTODIAN

The AST Anchorage ABI Evidence Custodian that shares workspace with the lab will submit evidence to the lab on behalf of the Troopers. These are typically items that they have in their evidence storage and once they receive a submission form from the Trooper, they will sign it over to the lab for testing. These submissions are treated the same as In Person submissions, with the exception that the AST Anchorage ABI Evidence Custodian typically sets the items on the intake table or a cart for evidence personnel to review and accept. A copy of the submission form will still be provided to the AST Anchorage ABI Evidence Custodian either by making a physical copy or by e-mailing them the scanned submission form upon case entry.

STATE MEDICAL EXAMINER'S OFFICE (SMEO/ME)

The State Medical Examiner's Office will periodically submit items from an autopsy. These are typically Mikrosils or DNA/tissue samples. Mikrosils are considered rush cases and need to be entered as soon as possible after they arrive. The ME representative brings their own chain of custody document that the evidence staff member must sign; this document also reflects the item number listed on the RLS. A copy of this document must be made and scanned in with the RLS upon case entry. If the law enforcement agency case number associated with the ME's case (from their chain of custody document) already exists in the LIMS, add the ME as an additional agency in the existing laboratory case. If it does not exist in the LIMS, add the law enforcement agency and case number as an additional agency in the new laboratory case. If the ME and law enforcement agency cases are not entered under the same laboratory case number, they should be related in the LIMS.

ANCHORAGE POLICE DEPARTMENT (APD)

APD is the only agency that currently comes to the lab on a regular schedule. APD Evidence Technicians drop off and pick up evidence twice per week. They will usually call when they are on the way. APD Evidence Technicians will present one submission form at a time and read off the case number and item number for each item while the lab evidence staff member verifies the information the submission form.

NIBIN (APD)

APD Evidence Technicians will bring firearms for NIBIN to the lab during their scheduled Tuesday and/or Thursday lab run. Crime casings and test fires for NIBIN may be submitted at any time and are considered rush cases.

Items are submitted using the NIBIN Request Form and follow the same verification process for receiving evidence In Person. For instructions on entering NIBIN items, refer to NIBIN Case Entry (Anchorage Police Department).

The APD NIBIN Technician or designee will pick up completed NIBIN items to return to APD. This is scheduled for Wednesday afternoons but may vary depending on schedules and workload.

NIBIN (BULK TEST FIRES)

Alcohol, Tobacco, & Firearms (ATF) will occasionally submit test fires to the lab from confiscated/forfeited firearms; these may be submitted as a single item containing multiple test fires. An inventory spreadsheet must be submitted with the submission form to be scanned into the LIMS during case entry.

APPROVED DEVIATIONS

MEDICAL EXAMINER ITEM NUMBERS

The barcodes that are printed for SMEO items list their case number, the name of the deceased, and a barcode number. The SMEO does not use the barcode number on the label as their item number; instead, they use a number indicated on the paper chain of custody form that they bring to transfer evidence. This item number is not required to be on the evidence item.

The evidence staff member accepting the item shall verify that the item number on the SMEO chain of custody matches what is on the RLS. A copy of this chain of custody shall be retained for SCDL records and scanned in with the RLS.

SART EXAM CDS

When a compact disc (CD) from a sexual assault exam is sent to the lab, but is not listed on the submission form, the evidence staff member does not need to request a submission form from the agency. These CDs are not needed for Forensic Biology analysis and should not be sent to the lab.

The evidence staff member should enter the item in the LIMS per standard procedure to maintain chain of custody and the CD's item number designation should be maintained. If the CD does not have an item number, it should be given the item number designation "CD" in the LIMS. The item description should be "CD from SART Exam".

If a SART Exam CD is submitted to the lab and is listed on the submission form, it shall be entered following normal procedure.

EVIDENCE PACKAGING/SEAL CORRECTIONS

HEAT-SEALED DRUG ITEMS

When the lab receives drug items that have been heat-sealed, they shall be repackaged in a self-sealing evidence bag prior to being transferred to the storage vault. This type of correction does not need to be documented in the Evidence Submission Correction Form and the customer does not need to be notified.

If there are additional issues with the drug item's packaging and/or seal (i.e. if the drug item is heat-sealed and the seal is not signed) then the correction shall be documented per standard procedure and the customer notified.

DRUG ITEMS FOR DNA ANALYSIS

At the discretion of the DNA Supervisor, drug items submitted for DNA analysis in non-breathable packaging may not be repackaged. This decision shall be documented in the Case Activities.

BAGGED SEXUAL ASSAULT KITS

Sexual assault kits received in old-style bags shall be repackaged in laboratory provided breathable packaging for long-term storage. This type of correction does not need to be documented in the Evidence Submission Correction Form and the customer does not need to be notified.

If there are additional issues with the item's packaging and/or seal (i.e. if the item is sealed but the seal is not signed) then the correction shall be documented per standard procedure and the customer notified.

LONG-TERM STORAGE ITEMS

The laboratory may repackage and reseal items retained in long-term storage if the seals or packaging fail over time; this would typically be discovered during inventory.

Evidence Staff may make these corrections by applying a new evidence tape seal or repackaging the items. The new seal shall be marked per standard procedure with the addition of the word "repair". This type of correction does not need to be documented and the customer does not need to be notified.

AGENCY INFORMATION FOR CASE NUMBERS AND ITEM NUMBERS

The following information describes how the laboratory expects to receive the formatting of certain agency case and item numbers.

If there is a minor discrepancy (such as an extra "0") on the RLS that can be verified by looking at the item's tag, the evidence staff member may correct the submission form without verification from the submitting agency.

In some instances, the laboratory will still need to contact the agency to verify if a case or item number is correct. If the item number on the submission form is the proper format but is vastly different than the item number on the item or if there is any uncertainty the evidence staff member shall contact the submitting agency for clarification. Evidence staff should document these corrections in the case activities.

Refer to Documenting Discrepancies and Corrections for additional guidance.

ALASKA DEPARTMENT OF PUBLIC SAFETY AND OTHER AGENCIES USING ARMS

ARMS **case numbers** are formatted as follows:

AAYY######

AA is the unique alphabetic prefix associated with the agency.

YY is the last two digits of the calendar year in which the case was created.

is the six-digit number assigned consecutively by ARMS, beginning with the number one (000001) assigned to the first case created in the calendar year.

Below is a table outlining some of the ARMS agencies and their designated prefixes:

Agency Prefix	Agency Name
AK	Alaska Department of Public Safety
DP	Dillingham Police Department
FA	Fairbanks Airport Police
HM	Homer Police Department
PA	Palmer Police Department
SO	Soldotna Police Department
UF	University of Alaska Fairbanks

ARMS **item numbers** are formatted as follows:

PYY######

P is the alphabetic prefix on all ARMS property items.

YY is the last two digits of the calendar year in which the item was created.

is the six-digit number assigned consecutively by ARMS.

ANCHORAGE AIRPORT POLICE/FIRE DEPARTMENT (AAPD)

On the barcodes used by these agencies, the case and item numbers are listed near the top of the label as "Item #" where the number is a hybrid of the case number and, typically, a triple-digit evidence item number.

The number format for this evidence system is:

AAPYY-#####-###

AAP = Anchorage Airport Police

YY is the last two digits of the calendar year in which the case was created.

is the number assigned consecutively.

is the evidence item number assigned consecutively.

For the **case number**, we ignore the "-###". It should be formatted on the RLS and entered in the LIMS as follows:

AAPYY-#####

For the **item number**, we only enter the suffix after the case number

###

ANCHORAGE POLICE DEPARTMENT (APD)

APD **case numbers** are formatted as follows:

YY-######

YY is the last two digits of the calendar year in which the case was created.

is the number assigned consecutively. The number of digits may vary.

APD does not recognize leading zeros. As such, if the submission form has leading zeros in the case number that were missed being crossed out by APD, they should be crossed out by evidence staff. Leading zeros on evidence tags may be ignored.

APD **item numbers** are formatted as follows:

or HT#######

APD uses labels where the item (or "tag") number is pre-printed, and the case number is handwritten. Item numbers are either six numerical digits only, or seven numerical digits following an alphabetic prefix of "HT".

SITKA, BETHEL, AND NORTH SLOPE BOROUGH POLICE DEPARTMENT

On the barcodes used by these agencies, the case numbers are listed at the top of the label as "Event Item #" where the number is a hybrid of the case number and a single- or double-digit item number.

The "Event Item" for agencies that use this evidence system are formatted as follow:

YY#####-##

YY is the last two digits of the calendar year in which the case was created.

is the number assigned consecutively.

-## is the evidence item number assigned consecutively. The number of digits may vary.

For the **case number**, we ignore the "-##". It should be formatted on the RLS and entered in the LIMS as follows:

YY#####

For the **item number**, there are two acceptable formats:

- The barcode number at the bottom of the agency label which we have asked that the agency use. It is formatted as follows:

YY######

- The entire “Event Item” formatted as follows:

YY#####-##

Whichever format is listed on the submission form shall be entered in the **Evidence No** field in the LIMS. The other format shall be entered in the **Other ID** field in the LIMS.

SECTION 04: LABORATORY INFORMATION MANAGEMENT SYSTEM - CASE ENTRY

After verifying that all information on the submission form matches the evidence item(s), use the submission form to enter the case information into the LIMS.

CREATING A CASE

Open JusticeTrax LIMS-plus Web, hover over **File** and select **New Case**. Select the submitting agency from the **Agency** drop-down list. If the submitting agency is not listed, inform the **Evidence Supervisor** to have it added.
Note: Clicking on the "star" button on the right side of the drop-down field will show a shorter list of frequently used "favorite" agencies.

Enter the **Agency Case No.** and click **Select**.
Note: The "Use Agency File # Mask" box is checked by default to display the proper known format of the selected agency's case number. This box may need to be unchecked in some circumstances, such as resubmission of an older case. If the agency case number format on the submission form differs from the Mask, notify the Evidence Supervisor.

- If the agency case number is <u>not</u> found, a pop-up will appear stating that it was not found. Verify the agency case number and perform additional searches if needed; otherwise click **New Case +**. A case will open with a temporary case number. Select the number of laboratory case barcodes to print and then click **Submit**. A pop-up will appear asking if a system generated case number is desired. In most cases, click **Yes**.
  Note: Clicking "No" allows manual entry of a case number which is used when creating a case that already has a crime lab case number but is not in the current version of LIMS.

- If the agency case number <u>is</u> found, a window listing the search results will open. Verify the agency case number, select it from the list, and click **Edit Case**. The case will open. Make sure the **Case Info** tab is open, select the number of laboratory case barcodes to print, and click the yellow barcode button to the right.

Sometimes agencies update the format of their case numbers, or a previous data entry error occurred during case creation; the LIMS does not recognize agency case numbers as the same unless they are identical.

If the Request for Laboratory Services Form (RLS) says that evidence has previously been submitted to the laboratory, but an existing case was <u>not</u> found; the agency case number shall be searched via **Search > Agency Info.** using the last 4 digits and checking the box next to **Contains.** All other fields can remain blank. If no match is found, create the case. If a match is found, use the existing case. This method of searching will prevent the laboratory from having multiple laboratory case numbers for one agency case number.

Laboratory case barcodes shall be affixed to each page of the submission form and any additional submission paperwork. The laboratory case barcode should be placed in the designated box in the upper left corner of the submission form and, if present, the supplemental form. On the pages of the submission form without a designated box, the laboratory case barcode shall be placed in a manner that does not obscure any information.

Exception: laboratory case barcodes are not affixed to NIBIN Request Forms since they usually relate to multiple lab case numbers.

ENTERING CASE INFORMATION

CASE INFO TAB

The **Case Info Tab** displays some information about a case such as when it was created and by whom; how many requests, items, and case activities it has, related cases; and sometimes a case message or synopsis. This is also the tab to select when printing lab case number barcodes.

CASE ACTIVITIES

A case activity should be created when:

- there is a verbal or written communication with the customer about the case.
- a correction is made to the RLS by evidence personnel (see Documenting Discrepancies and Corrections).
- verifying and/or updating case information.
- the request is pended awaiting information from the submitter to proceed with case entry.
- there is an unusual circumstance that requires explanation.
- notating document identifiers for a Quality Assurance Review, Chain of Custody Edit, or Deviation Request.

To add or view a case activity, right click in the top white portion of the screen and select **Case Activities** from the drop-down menu.

The following table lists lab level activities and their intended use. This table only encompasses activity types that are routinely used by Evidence Staff. Refer to the Laboratory Operations Manual for the complete table of case activities.

Activity Name	Intended Use
Comm-Case Information Update-All	When updating existing information recorded in the LIMS. For example: a subsequent submission for a case comes in and there is a discrepancy between the individual's information in the LIMS and the new submission form. This case activity would be used to document which information is correct, how the information was verified, and any related corrections made to the submission form and/or the LIMS.
Comm-Evidence Section Comments-All	When documenting actions that were taken without verbal or written communication. For example: While entering a case it is noticed that an individual's DOB is the same date as the offense. The evidence staff member verifies the correct DOB in APSIN and would document that verification and correction to the submission form using this case activity.
Comm-Other-All	Verbal or e-mail communication with an agency regarding discrepancies or other information that impacts more than one discipline (item has multiple requested analysis types).
Comm-Other-Bio	Verbal or e-mail communication with an agency regarding discrepancies or other information that impacts the Biology discipline (item has only Forensic Biology requests).
Comm-Other-Chem	Verbal or e-mail communication with an agency regarding discrepancies or other information that impacts the Chemistry discipline (item has only Chemistry requests).

Comm-Other-Phys	Verbal or e-mail communication with an agency regarding discrepancies or other information that impacts the Physical discipline (item has only Physical requests).

RELATED CASES

If the Request for Laboratory Services Form (RLS) says that the evidence is related to another case; the agency case number(s) provided shall be searched via **Search > Agency Info.** All other fields can remain blank. If no match is found, no action is needed.

If a match is found, relate the cases by clicking on the **Add +** button at the bottom of the screen. Select the laboratory case number associated with the related agency case from the Recent Cases List or enter the laboratory case number and click **Search**. A new window will appear. In the **Notes** field, briefly describe the reason for the case relation (i.e. per RLS received 2024/06/21). Click **Save**.

AGENCY TAB

After creating the case, open the **Agency Tab** to verify that the agency name and case number are correct. If needed, these fields may be edited by right-clicking on the agency name and selecting **Edit** from the drop-down menu.

Multiple agencies can be added here by clicking the **Add +** button in the top left corner. If an agency needs to be removed, notify the **Evidence Supervisor**.

ASSIGNING AGENCIES TO A CASE

PRIMARY AGENCY

The agency name and agency case number used to create the laboratory case will automatically be marked as **Primary** in the LIMS. The primary agency designation will be used to indicate which listed law enforcement agency has ownership of the investigation.

Occasionally, the agency with ownership of the investigation may change (e.g., a case is originally submitted by Anchorage Police Department but then the Federal Bureau of Investigation takes over the investigation).

The laboratory staff who first becomes aware of an investigation transferring to another agency is responsible for changing the primary agency designation on the agency tab in the LIMS. This change should be documented in the case activities using the activity type “Comm-Case Information Update-All”.

DESIGNATING POSTS (DPS ONLY)

The Alaska Department of Public Safety (DPS) submitting agency is divided into individual posts. When a DPS case is being created in the LIMS, the associated agency case number shall be searched using the agency: Alaska Department of Public Safety. After the case has been created in LIMS, the associated DPS post agency (e.g., DPS – Fairbanks) shall also be added to the case and marked as **Primary**. The DPS agency case number should be entered for all DPS post agencies added to the case.

Exception: if the submission is from an Alaska Department of Public Safety Village Public Safety Officer (VPSO), the primary agency will remain “Alaska Department of Public Safety”. Technicians shall verify where the item(s) should be returned to with either the submitter or with AST Anchorage ABI evidence. The DPS post responsible for receiving the returned evidence shall be added as an additional agency in the agency tab and be selected as the Intended Disposition for each applicable item in the case.

Special consideration should be given to Alaska Department of Public Safety (DPS) cases to ensure that the correct reporting unit (post) is entered and marked **Primary**. This is especially important for cases with sexual assault kits to ensure the information in the LIMS reflects what was entered into the State Sexual Assault Kit tracking system (Track-Kit). The reporting unit/post can often be determined by looking up the case agent in the DPS Directory. If there is uncertainty regarding the correct post to select, ask the **Evidence Supervisor** or the **AST Anchorage Evidence Custodian.**

DISTRICT ATTORNEY/PROSECUTOR OFFICE

The LIMS is configured to automatically assign the associated District Attorney and/or Prosecutor Office based on the law enforcement agency being added. This provides access to the case via LIMS-Plus Portal.

OFFENSE TAB

To enter the offense(s), open the **Offense Tab** and click on the **Add +** button. Choose the applicable offense from the drop-down list and click **Select**. Enter the offense date provided on the submission form. The location city should auto populate based on the primary agency; notify the **Evidence Supervisor** if it does not.

When finished, click **Save**. If there are multiple offenses, click **Add +** again and follow the above steps for each listed offense.

If a Sexual Assault Kit is submitted but "Sexual Assault" or "Sexual Assault of a Minor" is not listed as an offense on the submission form; it should be added as an offense in the LIMS.

The offense(s) on the submission form should fall under one of the broad categories listed in the table below. Questions about offenses should be directed to the **Evidence Supervisor**.

LIMS Offense List	Definitions/Abbreviations & Other Offenses on Submission Form
Assault	Assault, Attempted Homicide, Domestic Violence, Reckless Endangerment
Agency Assist	Not being used
Controlled Substances	MICS, Drugs, Possession, Selling/Distributing, Promoting Contraband
Criminal Mischief	Threats, Trespassing, Eluding
Death Investigation	Suicide, Overdose, Undetermined Cause
DUI	DUI/OUI, DWI
Felon In Possession	Felon In Possession (of a weapon), FIP
Fraud	Fraud, Forgery
Homicide	Homicide, Murder, Manslaughter
Importation of Alcohol	Importation/Sale of Alcohol in Dry Area
Kidnapping	Kidnapping/Attempted Kidnapping
Manufacture of Alcohol	Manufacture of Alcohol (homebrew)
Misconduct Involving a Weapon	MIW, Warrant (for NIBIN submissions)
Missing Person	Missing Person
Motor Vehicle Fatality	Vehicle accident resulting in death
None	Confiscated/Forfeited/Unclaimed/Found
Offender Database	CODIS – not for evidence room use
Officer Involved Shooting	OIS
Proficiency Test	Not for casework
Property Crime	Burglary, Stolen Vehicle, Theft, Destruction of Property/Vandalism, Breaking & Entering
Robbery	Robbery, Armed Robbery
Sexual Assault	Sexual Assault, Rape, any assault that is sexual in nature
Sexual Assault of a Minor	SAM - Same as above but involving a minor
Wildlife	Any offense related to wildlife

INDIVIDUALS TAB

To enter case related individuals, open the **Individuals Tab** and click on the **Add +** button. All known individuals in a case are entered using the information provided on the submission form: Name, Type, Gender, Date of Birth (DOB), and APSIN number. Any information that was not provided on the submission form should be left blank in the LIMS.

INDIVIDUAL TYPES

Type	When to Use
Alias	Alternate identification information for an individual: such as a nickname, street name, maiden name
Elimination	Eliminate this individual as a source of DNA/Fingerprints
PTB (Presumed to Be)	Decedent's identity is thought to be known but confirmation is needed
Relationship	Consent partner or relative
Unknown	Individual's involvement is not known
Suspect	The perpetrator of the incident
Victim	The individual affected by the incident
Witness	An individual that saw the incident or something related to it
Other	Individual's involvement does not fall into any of these categories
ABIS Hit	Latent Print Use Only
Arrestee, CODIS Match, Cvtd Offender, Juv. Offender	CODIS/Forensic Biology Use Only

If there is a discrepancy or uncertainty about an individual's information, evidence personnel may use APSIN to verify. When using APSIN to verify information; put in a case activity stating what information was verified and how. If subsequent submissions provide more information than is currently listed, add the new information (such as a middle initial). Otherwise, there is no need to change the individual's information with each submission.

UNIFORM NAMING CONVENTIONS

Indicated on Submission Form as:	Enter in the LIMS as:	When to Use
Unknown Suspect or Victim	**Last Name:** Unknown **Individual Type:** Suspect or Victim Other fields left blank	The suspect or victim was not seen or has not been located and therefore cannot be identified.
Anonymous Victim	**Last Name:** Anonymous **Individual Type:** Victim Other fields left blank	When a victim was involved in a SA Exam but does not want to file a police report at this time.
Presumptive Identification	Enter Information from submission form **Individual Type:** PTB	When human remains have been discovered and their identity is thought to be known but confirmation is needed.
Unidentified Remains	**Last Name:** Unidentified **Individual Type:** Unknown or Victim	When human remains have been discovered and their identity has yet to be determined. Different from PTB in which there is an investigative lead.

ALIASES

When entering an individual that has an alias that involves other alternate identifying information, enter the individual's current legal name and information. Then create another individual using the type "Alias" and enter their alternate information. Use the AKA field to designate which individual the alias is associated with.

For documenting a person's married name, maiden name, or nickname/street name, simply use the AKA field to notate the alternate name.

EVIDENCE TAB

To enter evidence items, open the **Evidence Tab** and click the **Add +** button. Make sure that the **Submit. Agency** is correct (this may default to a different agency when multiple agencies are listed in the Agency Tab). The submitting agency is the agency that is requesting analysis and may differ from the agency relinquishing the items.

Fill out the following fields (*when applicable):

Source*	Select the source individual from the drop-down list for blood kits, sexual assault kits, known DNA reference samples, known 10-print/palm cards, and items for beverage alcohol analysis. ***Note: If the item contains known samples for more than one individual, or the item is a mix of known and unknown samples (usually with swabs); do not associate a Source to the item.***
Evidence No	Enter the evidence item number from the submission form
Intended Disposition	This is where the item will go when testing is complete. Evidence personnel will select an agency from this list during evidence intake, but the analyst may change the intended disposition when testing is complete. ***Note: For sexual assault kits and known DNA samples (buccal swabs and blood cards) the intended disposition should be "Retained at Lab".***
Other ID*	This field may be used for an alternate evidence item number, which sometimes occurs when multiple agencies are involved or when an agency changes how they number their evidence.
Description	Evidence shall be described in the LIMS utilizing the submission form as a guide. In general, the item description should be entered exactly as it appears on the submission form. Evidence personnel may correct any obvious typographical errors. If the item tag has a more complete description than the submission form and that information is relevant for case managers, the additional descriptive information may be entered in parentheses.
Evidence Type*	For sexual assault kits: select Victim SA Kit, Pediatric SA Kit, or Suspect SA Kit depending on the kit type.

ENTERING SEXUAL ASSAULT KITS (SAKS)

Sexual Assault Kits received at the laboratory require additional information to be collected to meet State statutes. For kits, the item of evidence should be entered as normal, to include the source, and then the "Evidence Type" is selected. When Pediatric SA Kit, Suspect SA Kit, or Victim SA Kit is selected, the data extension field (three dots to the right of the evidence type field) becomes active. Open the data extension field.

The following fields, which are outlined in orange in the LIMS, will be filled out by evidence personnel during intake:

Tracking Barcode	If the kit has a tracking barcode, scan or type it into this field. If the barcode is obscured, the barcode ID may be typed in manually. If the kit does not have a tracking barcode, notify the Track-Kit Program Coordinator. Note: Track-Kit barcode numbers begin with A, P, or OS and are followed by 5 numeric digits.
Medical Facility	The facility where the exam took place which should be listed on the front of the SAK. For victim (adult & pediatric) kits, select the appropriate facility from the dropdown list. If the facility does not appear to be included in the dropdown list: refer to the Medical Facility - JT Crosswalk. If the facility is not included in the dropdown list or the crosswalk: select “Other medical not listed (specify in additional field)” from the dropdown, enter the facility name as provided on the kit in the “Other Medical Facility” field, and notify the Evidence Supervisor. If no facility is listed, leave the field blank. For suspect kits this will likely be the law enforcement agency/post. Select the option “Law Enforcement conducted exam” for all suspect kits unless a medical facility is clearly designated.
Exam Start Date	The exam date should be listed on the front of the SAK. If the exam spans multiple days, use the date that the exam began.
Exam (Date) Comments	If the exam date spans multiple days, enter the date range in the comments field. If no exam date is listed on the kit or reflected on the submission form, enter the comment “No exam date provided”.
Disposition Reason	Select the reason for the kit’s arrival at the lab. This will be what the requesting agent selected on the submission form. If **Forensic Biology (DNA)** is selected, the Disposition Reason will be **Analysis**.

Click **OK** when finished.

*Disposition Status will be filled out by the Biology Section, if needed, to identify if a disposition reason in the Disposition Notes field has been verified.
*Disposition Notes will be filled out by the Biology Section, if needed, to identify the reason a kit is not viable for analysis.

ANONYMOUS SA KITS

A sexual assault cannot be anonymous if:

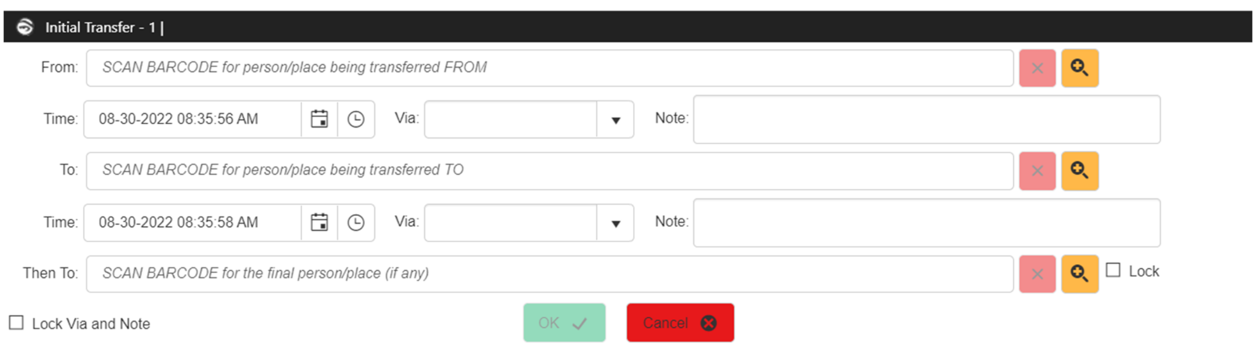
- The victim was identified on the submission form or on the SA Kit
- The victim is a minor
- The victim decides they want to remain anonymous after the exam begins (law enforcement already notified)

If a kit is notated as anonymous but the victim's personally identifiable information is listed on the **submission form**: create the case with all information provided on the submission form. Enter the Disposition Reason as "Anonymous" and do not create a Request. The DNA Supervisor will change the Disposition Reason and create the request upon review.

If a submission form is notated as anonymous but the victim's personally identifiable information is listed on the **kit**, even if there was an attempt to redact it, or if the victim's DOB indicates that they are under age 18: create the case as a standard anonymous case, do not enter personally identifiable information, and notify the DNA Supervisor.

INITIAL CHAIN OF CUSTODY

After entering the evidence information for the first item in a case, enter the initial chain of custody information. Click on the yellow pencil button on the bottom right of the window; this will open an **Initial Transfer** window.



From	This field captures who gave the item to the lab.
Time	This field captures the date and time the item was received by the lab and can be manually changed by evidence personnel.
Via	This field captures how the item arrived at the lab (In Person, USPS, FedEx, etc.).
Note	This field captures additional information related to the "From – To" transfer, such as a tracking number.
To	This field captures that the item was accepted into the lab (usually EVIDINTAKE).
Time	This field captures the date and time the item was removed from the intake area (EVIDINTAKE).
Via	This field is not used for transfers within the lab.

Note	This field captures additional information related to the "Then To" transfer, if applicable
Then To	This field captures who took the item from EVIDINTAKE and entered it into the LIMS.

Click on the yellow looking glass to the right of the From field. Select **Agency Representative** from the drop-down list. Select the name of the agency that delivered the item from the **Agency** drop-down list; this is not always the same as the submitting agency from the submission form. *Note: "DPS – [Post]" cases will always use "Alaska Department of Public Safety" in the chain of custody.*

From the **Rep** drop-down list, select the name of the person that signed the submission form. If the agency representative is not in the LIMS, refer to Adding or Editing an Agency Representative. If the item was received via package, select ***Agency, Rep**.

Change the date and time to match the COC portion of the submission for in-person submissions or the date and time written on the package for package submissions. Select the applicable arrival method from the Via drop-down list. If the item arrived In Person: type the name of the evidence staff member that signed the submission form into the Note field.

If the item arrived via Package: scan or type the tracking number into the Note field. The tracking number should be entered with no spaces so that it can be found easily when searched. When scanning, make sure to delete any extra numbers that populate preceding the actual tracking number. If the item arrived without a tracking number: in the Note field type "No Tracking Number".

In the To field, scan the EVIDINTAKE barcode. Below the To field is another set of Time, Via, and Note fields. Do not alter or add anything to these. In the Then To field, the evidence staff member will scan their barcode and enter their PIN.

Ensure that all information is correct, then click **OK** (the initial chain of custody can still be edited by clicking on the yellow pencil button again). Double check all information for the item and click **Save**. This will create the item and print a barcode. Once an item is saved, details about the item may still be edited in the Evidence Tab, but any edits to the Chain of Custody must be directed to the **Evidence Supervisor**.

If there are more items to enter for the same case, go back through the fields and enter/edit the information for the next item. The initial chain of custody information saves what was last entered, so if the other items arrived the same as the first item, there is no need to enter or edit the initial chain of custody.

Refer to the Laboratory Operations Manual for more information on Chain of Custody.

OTHER INITIAL CHAIN OF CUSTODY CIRCUMSTANCES

LOCKERS

When entering the items; the chain of custody will be entered as coming from the agency and ***Agency, Rep** with the "Via" field containing "Locker ###" and the "Notes" field containing the name of the evidence staff member who removed the items from the locker. The date and time for the initial chain of custody will reflect when evidence personnel removed the evidence from the locker and accepted it into the lab. The submission form will be dated, timestamped, and initialed by the person who removed the evidence from the locker and accepted it into the lab and may be entered by any evidence staff member.

COURT SERVICE OFFICERS (CSO)

When entering the items, the chain of custody will be entered the same as a package submission except the "Via" dropdown selected will be "Court Service Officer" and the "Notes" field will contain the AST post's tracking number.

RESUBMISSION OF EVIDENCE

Occasionally an item of evidence that has already been at the lab will be resubmitted for additional testing. This item already exists within the LIMS and already has a barcode and an established chain of custody. When this occurs, hover over **Transfer** on the black option bar and select **Transfer** from the drop-down list. The Evidence Transfer window will open. This window looks the same as the Initial Transfer window shown above, and the chain of custody information will be entered in the same way. Once the chain of custody information for the item is entered, click in the Evidence to Transfer field, and scan the item barcode. A pop-up will appear informing you that the item was previously returned and asking if you're sure you want to proceed. Click **Yes**. When finished scanning, click **OK**.

If the item description on the submission form is different from the existing item description in the LIMS, it should be updated to the new description.

DIRECT PICKUP FROM SHIPPING PROVIDER

In rare circumstances, an evidence shipment may need to be picked up directly from a shipping provider. This would typically occur in a rush case situation and/or when shipping restrictions require it. If this circumstance arises, the **Evidence Supervisor** shall be notified.

In this situation the initial chain of custody would still be [From: the agency representative] but, instead of EVIDINTAKE, would go directly to the laboratory representative that picked up the shipment. The date and time of the submission shall be backdated to reflect the actual date and time the shipment came into the possession of the laboratory representative. The Via and Note fields shall be filled out following normal Initial Chain of Custody procedure.

REQUESTS TAB

To create requests for analysis, open the **Requests Tab** and click the **Add +** button.

Select the requesting agency from the **Agency** drop-down list. Select the requesting agency representative from the **Rep** drop-down list. *Note: This will be the agency rep. listed on the submission form.* Click **Select**. If the agency representative is not in the LIMS, refer to Adding or Editing an Agency Representative.

On the next window, select **ASCDL** from the Lab drop-down list. Select the applicable department from the **Department** drop-down list. Select the applicable service from the **Service** drop-down list (see table below).

RLS Analysis Category	LIMS Department	LIMS Service
Alcohol (Blood or Beverage)	Blood Alcohol	Blood Alcohol or Beverage Alcohol depending on evidence received
Drug Toxicology	Toxicology	Drug Toxicology
Forensic Biology (DNA)	Forensic Biology	Forensic Biology Analysis
Fingerprints	Physical	Latent Print Processing
Footwear Impressions	Physical	Footwear Processing
Firearm/Toolmark	Firearms	General Firearms Analysis (for firearm related items such as casings, magazines, firearms, etc.)
Firearm/Toolmark	Firearms	Toolmark Examination (for non-firearm related items such as knives, crowbars, etc.)
Serial Number Restoration	Firearms	General Firearms Analysis
NIBIN Only	Firearms	NIBIN
Seized Drugs	Controlled Substances	Controlled Substances Analysis

Click **Select**. On the next screen, click on the drop-down list next to “Assigned Analyst”. Select ***Review, Needed** and then click **Save**.

The next window is where the evidence items, individuals, and offenses will be related to the request. Select each applicable item and click the down arrow to add them to the request individually; or click the underlined down arrow to relate all items. After all applicable items are associated to the request, repeat for the Related Individuals and Related Offenses tabs. Click **Save**.

If there are additional report e-mails listed on the submission form, right click on the request and select **CC List** from the drop-down. Click the green **+** button in the bottom left corner. Select the indicated recipient from the **Rep** drop-down list. Keep in mind that the recipient may be under a different agency. If this occurs, change the agency by clicking on the **Agency** drop-down and select the recipient from the **Rep** drop-down. If the recipient is not in the LIMS, refer to Adding or Editing an Agency Representative.

Repeat the steps above for all request types selected on the submission form. Review the submission form carefully to ensure all requests are created and all items are accurately related.

In general, and unless directed otherwise, new requests should always be made for each evidence submission, even if a request of the same type already exists in the LIMS. The discipline case managers will determine if additional requests need to be consolidated with preexisting requests.

Note: If a Sexual Assault Kit is submitted to the lab for storage only (no analysis), a service request will not be created.

ATTACHMENTS TAB

Scan the submission form and any submission paperwork together as one pdf file. To attach the pdf to the case, open the **Attachments Tab**. On the left side of the screen, find **Case Attachments**. Right click on **Case Attachments** and select **Add New**

Attachment from the drop-down list. A new window opens. In the top left corner, click on the **folder icon**. Locate and select the appropriate document. Ensure that the document selected is correct by reviewing in the preview window, then click **Save**.

Occasionally, multiple items for the same case will be submitted at the same time on separate submission forms; all documents for a case that arrived in the same submission event should be scanned together as one attachment.

NAMING ATTACHMENTS

Right click on the attachment that was just uploaded and select **Rename** from the drop-down list. Case attachments are generally named in the following format: "date items were received at the lab – type of document". *Note: in regard to evidence received via **delivery**, the date on the submission form's chain of custody may not be the same as the date in the attachment name.*

Evidence personnel use the date format YYYY/MM/DD (example: 2021/02/19 – RLS). If a subsequent submission for a case arrives or is entered separately but on the same day as the initial submission, the attachment should be named: YYYY/MM/DD – RLS 2

Laboratory employees are only able to delete their own attachments; if a correction is made after adding the attachment during case entry, the employee may delete and re-attach. When making corrections to an attachment that another employee uploaded or after the original physical submission form is no longer accessible; add a new attachment using the original submission date and notate that it is a corrected copy. Example: YYYY/MM/DD – CORRECTED RLS

ITEM BARCODES

Ensure that the case and item numbers match before affixing the barcodes to their corresponding items. In most instances item barcodes should be placed as close as possible to the agency tag or information without obscuring any agency information. In general, item barcodes should not be placed on the back side of items.

Whenever practicable, place the barcode on the original item packaging before repackaging to correct seal or packaging issues. If the item does not have sufficient space for the barcode, the item should be sealed inside a new evidence bag and the barcode affixed to the outside. When repackaging items, agency information should still be visible through the new package, especially if the agency uses a barcode system.

A new item barcode should be printed if any of the information that prints on the barcode is changed. This includes:

- Submitting Agency Name
- Primary Agency Case Number*
- Item Number

**If the Primary Agency Case Number changes due to a change in investigative ownership, a new item barcode does not need to be generated. If multiple investigating agencies are submitting evidence under one laboratory case number, the agency case number on the item barcode may not match the agency case number on the item.*

After printing a new item barcode: line through the old barcode, initial, date, and place the new barcode on the item without obscuring the original barcode or any agency information. *Exception: Barcodes from the retired Themis LIMS may be covered with a new barcode generated in JusticeTrax.*

If the agency case number exceeds the maximum character limit on the barcode, it may be printed using the Evidence Barcode template “Evidence Barcodes 20 length”.

DOCUMENTING DISCREPANCIES AND CORRECTIONS

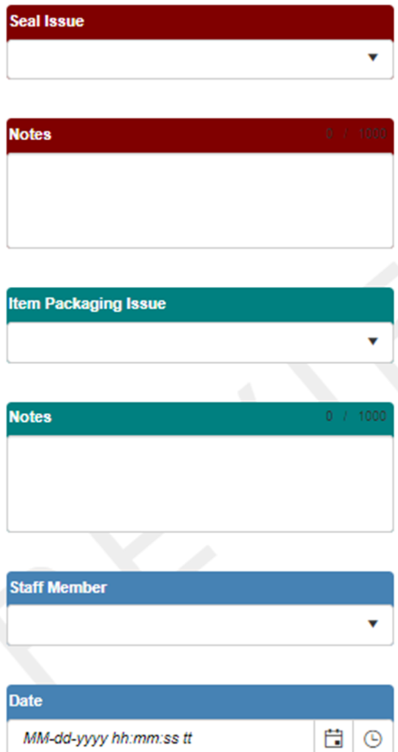
If a discrepancy is identified with the submission form and/or the items submitted and the agency representative is not present, the evidence staff member shall do one or more of the following:

- Make corrections as outlined under Evidence Seals and Packaging or Approved Deviations and notify the submitting agency representative of the correction when applicable.
- Contact the submitting agency for corrections/clarification if needed and obtain appropriate permissions (if applicable) to make corrections.
- Send submission back to the submitting agency if correction/clarification has not been received within 30 days or the corrections needed cannot be done by lab staff.

Any discrepancies on the submission form shall be rectified prior to completing case entry. Do not use white out or scribble to completely obscure the original information. Line through the incorrect information once, make the correction, and then initial and date the change.

Corrections to the submission form should be recorded in Case Activities. Refer to Case Info Tab for appropriate case activity types to use. If the correction is outlined in Approved Deviations: Agency Information for Case Numbers and Item Numbers, the case activity need only state that the correction was made per [name of the manual, version, and section or page number].

Corrections to evidence items performed by evidence personnel during evidence intake shall be recorded on the Evidence Submission Correction custom form accessed by clicking the ellipsis (…) for the associated item of evidence:



The table below lists the drop-down options for this form and use examples:

Seal Issue	Use Example	Item Packing Issue	Use Example
Broken	Evidence tape seal broken.	Case Number Issue	Agency case number is not present or is incorrect and had to be written or corrected by evidence staff.
Inadequate	Evidence tape is present, but you can still get into package without breaking it.	Inadequate	Biological material not in a breathable bag.
Not Sealed	Container not sealed.	Item Number Issue	Agency item number is not present or is incorrect and had to be written or corrected by evidence staff.
Not Signed	Evidence tape seal present but it is not signed.	Integrity Failure	Although evidence tape is intact, the packaging itself has a hole in it.
Multiple Reasons	More than one of the options are needed.	Multiple Reasons	More than one of the options are needed.
Preventative	Seal is in the process of failing or has the potential to fail.	Preventative	Packaging is in the process of failing or has the potential to fail.
Other	Seal issue not covered by other options.	Other	Packaging issue not covered by other options.

The **Notes** fields in the Evidence Submission Correction Form is used to document a brief explanation of the issue and to document the remediation. The evidence staff member performing the remediation is selected from the **Staff Member** drop down. The date that the remediation occurred is recorded in the **Date** field.

The AST Anchorage ABI Evidence Custodian at the lab may assist in corrections to AST cases. Corrections made to evidence items should still be documented in the Evidence Submission Correction form with the note that the corrections were made by the AST Anchorage ABI Evidence Custodian.

Corrections to evidence items that occur after evidence intake shall be recorded in the **Notes** field on the evidence item, not in the Evidence Submission Correction Form.

EVIDENCE INTAKE PENDING (EVIDINTAKEPEND)

If a discrepancy requires clarification from the submitting agency and intake cannot proceed without that information, the case and items should be created with the information that is available. The initial chain of custody should be captured, and the affected item(s) should be transferred to the temporary location: **EVIDINTAKEPEND**. Items in this location are not available to be transferred for analysis.

The evidence staff member entering the case shall document all requests for information (RFI) with the submitting agency in the case activities and update them as responses are received. If the service requests are known and correct, they should be created at the time of case entry and put into "Pending" status.

The **Additional Data** form on the request should be filled out to indicate the **Pending Reason** as "Awaiting More Information from Submitter" and **Pending Comments** may be entered. Refer to the Laboratory Operations Manual for more information on request custom fields.

Once the required information is received, the evidence staff member shall update any previously entered erroneous information and fill in any missing information. If the **Submitting Agency Name**, **Primary Agency Case Number**, and/or **Evidence Item Number** were changed in the LIMS, refer to Item Barcodes.

If the service requests were created previously, they shall be un-pended; the Additional Data form shall be updated to reflect the date that the pending status was removed in the **Pending Release Date** field. The **Pending Reason** and any **Pending Comments** shall remain. If the service requests were not created previously, they shall be created at this time.

The submission form, and any previous versions of that submission form, shall be scanned into the case attachments with the correct copy in front.

- If the items were received in person, the chain of custody section on the corrected RLS shall notate where to find the original chain of custody information (i.e. "see original RLS" or "see p. # of attachment").
- If the items were received via delivery, the technician will initial and date the chain of custody section using the date that the corrections were completed and the items were accepted into the lab.

The item(s) should be transferred to a storage location, or another lab representative, per normal procedure.

SPECIAL CONSIDERATIONS FOR SEXUAL ASSAULT KITS (SAKS)

If a SAK is received without a submission form: follow the steps under the previous section. Fill out the SA Kit Tracking information as usual but leave the **Disposition Reason** blank until the submission form is received.

If a SAK is received inside any additional evidence packaging: it should be documented in the LIMS and then removed and discarded. If the agency case and item numbers were only on the additional evidence packaging; that information shall be transferred to the outside of the SAK.

SA Exam Paperwork

Occasionally, kits are submitted with additional exam paperwork either in an envelope or not. If the paperwork is not in an envelope: do not scan the paperwork. Seal it inside an envelope and attach it (tape or rubber band) to the SAK.

If the paperwork is in an envelope and does not have an agency item number designation, attach it (tape or rubber band) to the SAK.

If the paperwork is packaged, sealed, designated as an item; it shall be entered in the LIMS and remain separate from the SAK.

SECTION 05: DISTRIBUTION OF EVIDENCE

EVIDENCE STORAGE

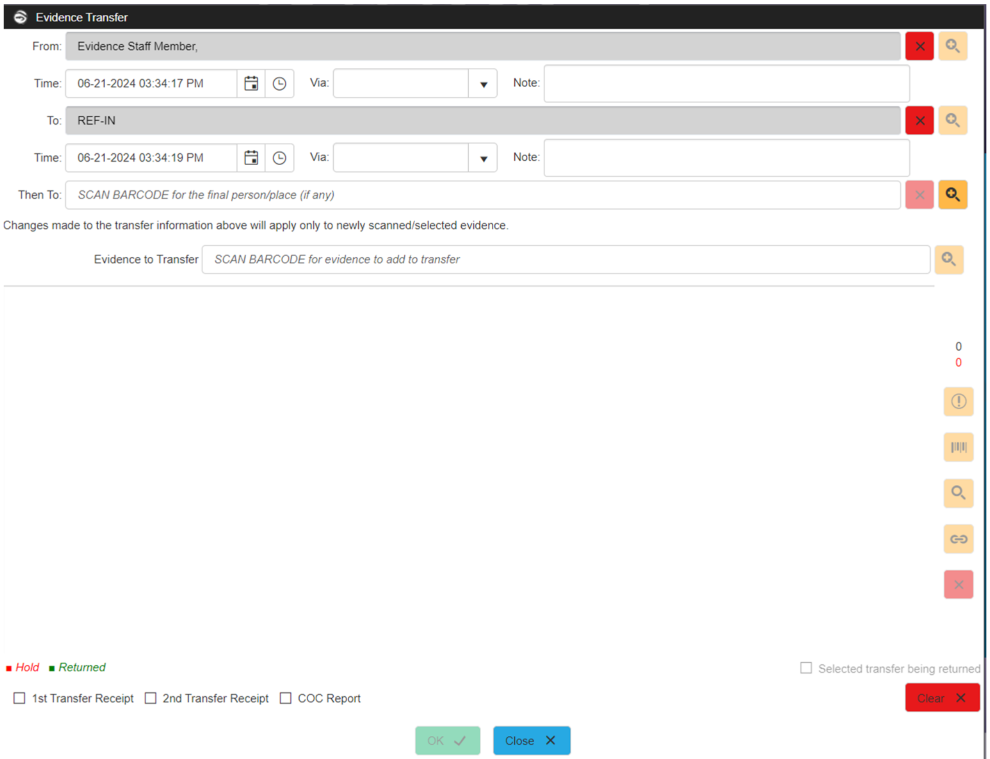
After completing case entry, evidence personnel will transfer the evidence items in their custody to the main evidence vault, a discipline storage location, long term storage, temporary storage (EVIDINTAKEPEND), or another laboratory staff member.

Refer to Evidence Storage Locations for the table outlining what types of items are stored in each location.

It is best practice not to store small or flat items on the top shelves, unless they are stored inside a tote. Top shelves should be used only for larger, lightweight items, or totes containing smaller items.

Evidence which may experience deleterious change without refrigeration (or freezing) shall be placed in an evidence refrigerator (or freezer) as quickly as possible and remain refrigerated (or frozen) until examined or transferred.

Open the transfer window by clicking on **Transfer** and then selecting **Transfer** from the drop-down list. The **Evidence Transfer** window will open:



From: Staff member scans their barcode and enters their PIN when prompted
To: Staff member scans the location barcode, manually selects the storage location, or scans another laboratory staff member's barcode
Then To: Will be left blank in most instances during regular case entry. This field can be used if an item has an additional destination.

For transfers within the lab: the Via field will not be used. The Note field may be used in special circumstances, such as documenting unusual transfer events.

Evidence to Transfer: scan the barcodes for all items going to the selected location. If there are items going to multiple locations, a separate transfer for each location will must be performed. Click **OK.**

<u>Self-Check</u>
Click on **Transfer** again and select **My Items** to ensure that all items were transferred. Perform this check periodically throughout the day, before switching tasks, and after completing large transfers.

If an item of evidence is in a location different from that listed in the chain of custody, the **Evidence Supervisor** shall be notified.

EVIDENCE RETRIEVAL

When an analyst is ready to work items in a case, the applicable request will be assigned to them. They will designate any items that are not to be retrieved or worked following the process outlined in the Laboratory Operations Manual.

The Forensic Technician assigned to the discipline will run the Evidence Retrieval Report to view the items being requested. The Forensic Technician will retrieve the items on a timeline designated within their discipline and transfer them to the discipline incoming location(s). If the discipline Forensic Technician is unavailable, any evidence staff member trained in the task may assist with discipline evidence transfers.

When analysis is completed, the analyst will place the items in the discipline outgoing location. The Forensic Technician will transfer the items from the outgoing location to the main storage vault, long term storage, another discipline's incoming location, or to another lab employee depending on the circumstance.

For specific instructions on evidence retrieval by discipline, see Discipline Evidence Transfer Work Instructions.

RETURNING EVIDENCE

When evidence items are no longer needed by the laboratory, they can be returned to the designated agency. Items are considered "ready to return" when all requests associated with the item are either released or cancelled and the item is not on hold. In rush circumstances, a laboratory analyst or supervisor may authorize items to be returned prior to the request being released.

STAGING EVIDENCE FOR RETURN

The Evidence Ready to Return Report will list all items in vault locations that meet the above criteria. Collect all items listed on the report for the specific agency from the evidence vault. Perform a self-check of all the items pulled for return to ensure that the correct items have been retrieved. If any items on the report appear highlighted in gray, then additional research and confirmation is needed before returning the item(s).

If these items are for an agency that is receiving these items in person, follow the procedure for Returns Via In Person . If these items are to be mailed to the agency, follow the procedure for Returns Via Traceable Delivery .

RETURNS VIA IN PERSON

Evidence items for in person return may be staged prior to pick up by transferring the items **From:** the evidence vault location **To:** the evidence staff member **Then To:** EVIDOUTGOING.

To return items in person to an agency representative at the window, the evidence items selected for return are electronically transferred in the LIMS from the evidence staff member to the agency representative. To do this, the evidence is scanned **From:** the current storage location **To:** the evidence staff member. In the **Via** drop-down box, **In Person** is selected. In the **Then To** field, click on the yellow looking glass (Manually Select). Select **Agency Representative** from the drop-down list. A small "Select - Agency Rep" window will appear; from the **Agency** drop-down select the name of the agency that items are being returned to. From the **Rep** drop-down, select the name of the person who is accepting the evidence.

Once the Chain of Custody information is entered and correct, click in the **Evidence to Transfer** field and scan each of the evidence items that are to be returned. Once all items are scanned, press the **OK** button which will clear all the items that were scanned. A new window titled **Print Outbound Receipts** will open. Select the box next to **Show Mine Only** and verify that only the items just transferred are showing. Click **Print Selected** at the bottom of the screen. This will download a PDF version of the receipt onto the computer. Print the evidence receipt and ensure that all items transferred appropriately.

If the receipts screen clears and you were not able to print the **Outbound Evidence Receipt**, there are two solutions:

1. Check the Downloads folder on your computer. You should be able to open and print it from there.
2. If the file did not download; go into one of the cases that was included in the return. Right click on one of the items that was returned and select **Show Evidence Receipts**. When the results window appears, select the Outbound transfer for the day of the return and click the **Display** button at the bottom of the window. The receipt will be downloaded and can then be printed.

If all items transferred and are accounted for on the evidence receipt, give the printed receipt and the items to the agency representative and the transfer is complete. If an item did not get transferred, go back through the above steps until all items from the Evidence Ready to Return report for the agency have been transferred out of the laboratory's possession.

SPECIAL CIRCUMSTANCES

UNITED STATES POSTAL INSPECTION SERVICE (USPIS)

In some situations, only the original requesting agent can pick up their items. Verify with the agency representative which items they can take before scanning items out to return.

STATE MEDICAL EXAMINER'S OFFICE (SMEO/ME)

The SMEO cannot pick up items from the lab without their chain of custody document. When the SMEO has several items that are ready to be returned, e-mail the Autopsy Technician Supervisor (brittny.jones@alaska.gov) with the list of items. When they have a technician available, they will come to the lab with the chain of custody paperwork for each case listed. The SMEO representative should read off each case and item number while the evidence staff member accounts for and verifies each item. Both parties will sign the SMEO chain of custody paperwork. When all items are accounted for, the evidence staff member will follow the procedure under Returns Via In Person. The lab does not need a copy of the SMEO chain of custody for returns.

AST ANCHORAGE ABI

Pull the Evidence Ready to Return report for DPS – Anchorage ABI and give it to the AST Anchorage ABI Evidence Custodian at the lab. They will verify whether the items listed will go to Anchorage storage or be routed to a different post. Once verified, proceed with the process under Returns Via In Person. For items identified as needing to be returned to a different post, change the intended disposition of the item to the designated DPS post so that it shows up correctly on the report. Keep in mind that the post may need to be added under the agency tab of the case.

RETURNS VIA TRACEABLE DELIVERY

After all items listed on the Evidence Ready to Return Report for the selected agency have been collected and verified, the evidence staff member shall electronically transfer the items to their custody. To do this, the evidence is scanned **From:** the current storage location **To:** the evidence staff member.

The Laboratory shall return evidence via traceable delivery such as USPS Certified Mail, FedEx, UPS, or Goldstreak. The evidence staff member packaging the evidence is responsible for determining the most appropriate, cost effective, and lawful method of return.

Evidence to be shipped shall be placed in a container of sufficient size and strength to contain the evidence. Select an appropriately sized box to fit all items selected for return. Add packing materials if necessary to stabilize and protect the items during shipment. Items being returned from the freezer should be packaged in a cooler box with ice packs and remain frozen until the shipment is picked up by the carrier.

Once everything is packed in the box, take it over to the postage meter area and place it on the scale. Log in to the Pitney Bowes SendPro Web Application and follow the prompts to print a shipping label. The package will be addressed to the agency using the mailing address on file. If no mailing address is on file for the agency: it may be retrieved from the **Evidence Contacts & Mailing Addresses** list in the **Evidence Channel**, from the submission form, or from the DPS Directory (for DPS cases only). Packages are not routinely addressed to "Evidence" or a specific person.

The following services should be used in most circumstances:

USPS: Choose the shipping service **Priority Mail®** and check the boxes for **Certified Mail®** and **Return Receipt Electronic** OR **Signature Confirmation**.

FedEx: Choose **FedEx Ground**. Check the box for **Direct Signature Required**. Ensure that the **SCDL** account is selected. *Note: A pick-up may need to be scheduled for FedEx shipments. This is done through the FedEx website.*

Print the shipping label and return to an evidence workstation.

In the LIMS, the evidence items selected for return are electronically transferred to the agency by the evidence staff member. To do this, open the transfer window. The evidence is scanned **From:** the evidence staff member. In the **Via** drop-down box, the shipping method is selected and then the barcode on the shipping label is scanned into the **Note** field. Make sure that the tracking number matches the label and delete any extra preceding digits that are added during scanning. Otherwise, manually enter the tracking number.

In the **To** field, click on the yellow looking glass (Manually Select). Select **Agency Representative** from the drop-down list. A small "Select - Agency Rep" window will appear; from the **Agency** drop-down select the name of the agency that items are being returned to. From the **Rep** drop-down, select ***Agency, Rep** since we do not know who will be accepting the package when it is delivered.

Once the Chain of Custody information is entered and correct, click in the **Evidence to Transfer** field and scan each of the evidence items that are to be returned. Once all items are scanned, press the **OK** button which will clear all the items that were scanned. A new window titled **Print Outbound Receipts** will open. Select the box next to **Show Mine Only** and verify that only the items just transferred are showing. Click **Print Selected** at the bottom of the screen. This will download a PDF version of the receipt onto the computer.

If the receipts screen clears and you were not able to print the Outbound Evidence Receipt, there are two solutions:

1. Check the Downloads folder on your computer. You should be able to open and print it from there.
2. If the file did not download; go into one of the cases that was included in the return. Right click on one of the items that was returned and select **Show Evidence Receipts.** When the results window appears, select the Outbound transfer for the day of the return and click the **Display** button at the bottom of the window. The receipt will be downloaded and can then be printed.

Open the PDF and then print a copy to add to the shipment box. A second copy should be printed and retained by the evidence staff member to aid in adding electronic return receipts to cases upon delivery. The evidence receipt should be used when placing the evidence items into the shipping container to ensure that they are all accounted for and transferred appropriately. If all items transferred and are accounted for on the evidence receipt, place the receipt into the shipping box and package for shipment. If an item did not get transferred, go back through the above steps until all items selected from the Evidence Ready to Return report for the agency have been transferred out of the laboratory's possession.

Tape the shipping container closed. Wrap the shipping container in kraft paper and apply reinforced tape to cover all seams. Openings shall be sealed properly with tape to prevent evidence loss, cross transfer, and/or contamination. Affix the shipping label to the package. Place the package in the designated location for pick up.
Note: In some circumstances it may not be practicable or necessary to use kraft paper. However, seams and openings shall still be covered with reinforced tape. For example: using new flat rate or priority boxes or envelopes from USPS or FedEx.

Upon receiving delivery confirmation from Pitney Bowes via e-mail, go to USPS.com and enter the tracking number. Click the drop-down for Return Receipt Electronic and enter your contact information. An electronic return receipt will be e-mailed within a few minutes.

For proof of delivery from FedEx: go to the FedEx website and enter the tracking number. When the tracking results load, click **Obtain Proof of Delivery**. To obtain a document with a signature image, enter the SCDL account number, click **View PDF**. Save the PDF to your computer.

Attach the PDF Return Receipt in the LIMS to each case that was contained in the package. Name the attachment: YYYY/MM/DD – RETURN RECEIPT with the date being when the shipping label was printed (the same date that the items show returned in the LIMS).

Note: If a Laboratory employee becomes aware of evidence which has been lost in transit to or from the Laboratory, the employee shall immediately notify the Evidence Supervisor. If a package does not get a final delivery scan and sufficient time for transit has passed, contact the recipient via e-mail to verify receipt of all items within the package. This e-mail shall be added to the case activities and serve as the delivery confirmation.

SPECIAL CIRCUMSTANCES

AST PALMER/WASILLA

Any items submitted by DPS – Mat-Su West (AST Wasilla) must be returned to DPS – Palmer. This is because Mat-Su West does not have their own evidence storage facility and stores their evidence in Palmer. When opening a case under DPS – Mat-Su West, DPS – Palmer is automatically added. The submitting agency will be DPS – Mat-Su West and the intended disposition will be DPS – Palmer.

Additionally, Palmer Police Department's Evidence Custodian has been granted authority by DPS – Palmer to drop off and pick up evidence on their behalf.

MAT-SU NARCOTICS TEAM

Items are submitted by the DPS - Mat-Su Narcotics Team which is based in Wasilla but also has its own evidence storage. The address listed on the submission form for these cases is a PO Box and evidence submitted by them will be returned to that address.

GOLDSTREAK (ALASKA AIR CARGO)

Occasionally, evidence may be requested for expedited return via Goldstreak. To start the process, obtain an Airway bill (AWB) from the postage station. The lab's information is pre-printed on these forms.

1. Fill out the recipient's name, address, and telephone number under "Consignee's Name and Address".
2. Under "Airport of Departure", write "Anchorage"
3. Under "Airport of Destination", write the city of the recipient
4. Multiple packages can be sent on one AWB, itemize packages and the weight for each. Total at the bottom of the column.
5. Under "Nature and Quantity of Goods" list a brief description of the contents.
6. Lastly, print your name and sign the AWB. Initial in the applicable box for containing dangerous goods.

Note: firearms that are not in a locked case and live ammunition will not be accepted and cannot be sent via Goldstreak.

Follow the steps for Returns Via Traceable Delivery using "Courier" in the Via field and entering the Airway Bill Number in the Notes field. Once the package is wrapped, write the lab's return address and the recipient's address on the outside or use pre-printed labels. Contact Alaska Northern Courier to schedule a pick-up from the crime lab to Alaska Air Cargo. Fill out a courier slip, located next to the Airway bills at the postage station. Under rare circumstances, evidence personnel may take these shipments directly to Alaska Air Cargo.

There is no proof of delivery for this shipment method; confirmation by the recipient will need to be documented via e-mail in the case activities.

RETAINING EVIDENCE

Some items are retained by the laboratory for an extended time in accordance with retention statutes. All sexual assault kits and some swabs and samples are the types of items retained by the lab.

Any swabs that are created in the lab will be retained; these items can be identified by the suffix "-S1", "-S2", etc. Isolated Stains will also be retained and are usually identifiable by the description "Isolated Stains" and the original item number followed by the analyst's initials. The chain of custody for these items shows an inherited chain of custody from the parent item.

The Evidence Ready to Return and Evidence Ready to Move reports show an item's intended disposition. If there are items in the main vault with the disposition "Retained in Lab" they will need to be moved to long term storage. These reports should be run on a regular basis to keep the main evidence vault clear of retained items.

SENDING EVIDENCE ITEMS FOR OUTSOURCING

It is sometimes necessary for an external lab to perform testing on an item that is currently in the lab's custody. In these cases, evidence personnel will transfer and ship the item to that lab. This shipping is typically done via FedEx. The process for Returns Via Traceable Delivery should be followed for packaging items.

The evidence staff member should log into FedEx.com using the SCDL's Evidence credentials and initiate the sending of a new package. While creating the shipment, the shipment type should be what was requested; usually "Priority Overnight" or "2Day"; the weight should be the weight of the package rounded to the nearest pound; the package type should be "Your Packaging"; the destination address should be the mailing address of the destination lab; and billing will most commonly be to the SCDL but will sometimes be to an outside agency as appropriate. The evidence staff member performing this task should schedule a pickup at the lab during normal lab hours. Next, click "Ship" and double-check the confirmation page before confirming. FedEx will generate a shipping label, which can be printed onto a regular sheet of paper. The label should be placed into a plastic FedEx sleeve.

In the LIMS, the item(s) should be transferred From: [the location it was being stored in] To: [the employee doing the transfer] Then To: [the external lab]. The "Via" field on the transfer to the external lab should read "FedEx," and the "Note" field will contain the tracking number of the package.

If the SCDL is initiating the testing with the external laboratory, then the items will be transferred to the external laboratory's Storage Location, nested under the "External Locations" tab. If the external laboratory does not currently appear under that tab, notify the Evidence Supervisor.

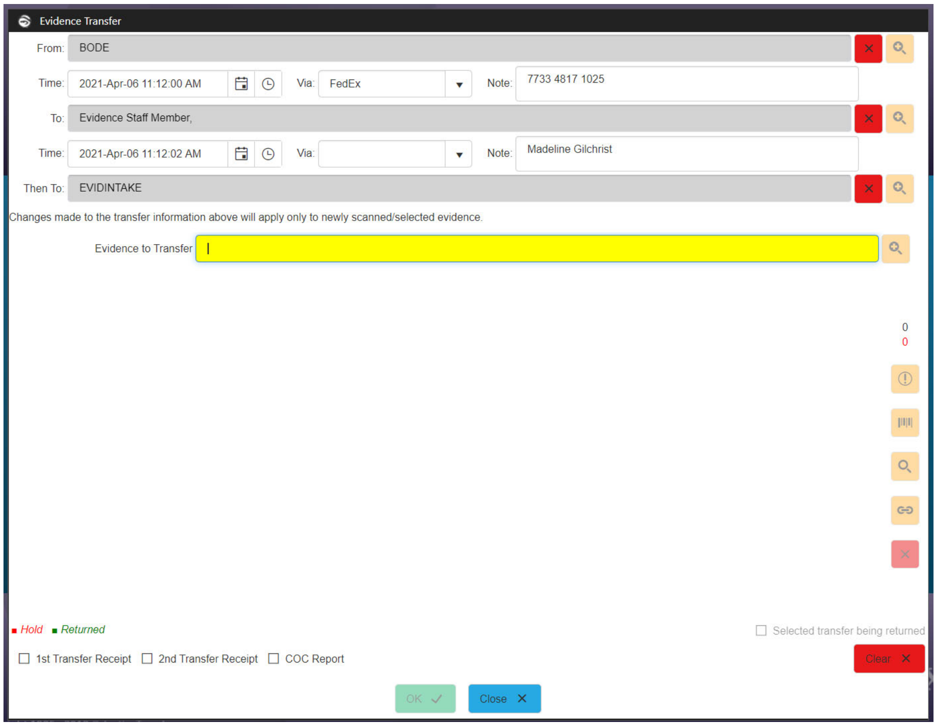
If the SCDL is not initiating the testing with the external laboratory (i.e. requested by the investigating agency, prosecutor, or defense) then the items will be transferred as a "return" to the external laboratory. If the external laboratory does not currently exist as an agency, notify the Evidence Supervisor.

If the item has been sent via FedEx, a tracking number will be sent to the shared Evidence email address. The tracking information should be sent to the person or agency who requested the item(s) be sent to the external lab.

RECEIVING EVIDENCE ITEMS RETURNING FROM OUTSOURCING (BODE)

1. (If Themis Case) Open case and print barcodes for items. Cover old Themis barcode.
2. Change item(s) Intended Disposition(s) to "Retained at Lab"
3. Enter the "Source"

4. Enter the "Evidence Type" if it is not already populated
5. Check the Data Extension Form ("…" button) to make sure there is information there. If not, enter it.
6. Open transfer window
    - From: **BODE**
    - To: **Evidence Staff Member** (PIN: **1234**)
        - *Via: **FedEx** enter **tracking #** in Notes field (with no spaces or extra digits)*
    - Then to: **EVIDINTAKE**
        - *In the Notes field, type the name of the person who signed for the box*
    - Change the time and date in both boxes to reflect the date and time the package was received. After entering time in the second box it will tell you that the times can't be the same and will automatically add 2 seconds. This is acceptable.



7. When finished bringing items back into JTrax, open another transfer window and scan all items From: **EVIDINTAKE** To: **You** Then To: **KIT_** (swabs will go to **LTS###**)
8. Take kits upstairs and group them by case number, leaving room for more kits to come in.
9. Upload packet to each case received. Name attachment YYYY/MM/DD – BODE COC

SECTION 06: INVENTORY

A full inventory of the Evidence Vault, Discipline Incoming/Outgoing, External Locations, Bio Evidence 2, and unsealed locations in Bio Evidence 1 should be performed annually. For evidence in external locations: a list of items that are out for testing by a 3rd party lab will be sent to a representative of each lab for them to verify that they have the items listed.

The plan for conducting inventories each year is:

January - Bio Evidence 2
June/July - Evidence Vault, Discipline Locations, External Locations
by December 31st - Bio Evidence 1

Refer to Evidence Inventory Reconciler Work Instructions.

PREPARATION

Open a worksheet in Microsoft Excel and save the document as the Shelf Row/Location to be inventoried name and year (Example: B Aisle 2021) in a data location that is easily accessible by the Evidence Supervisor. Open the Excel spreadsheet for the aisle that is being inventoried. Evidence inventory is preferred to have a minimum two people to perform, a scanner and a recorder.

Since the database continually updates, any changes to the shelf can affect the inventory reconciliation at a point and time. Therefore, no Evidence will be entered into the LIMS or transferred during the inventory process until inventory for the involved locations has been completed.

SCANNING

Scan the employee barcode in the first column of the spreadsheet and then the location barcode in the second column. In the third column, the scanner will scan each item in that location. The recorder will ensure that each scan is captured in the spreadsheet. The recorder will save the record periodically throughout the scanning process. When one defined location is done being scanned, the recorder will save the document and open a new Excel spreadsheet.

RECONCILIATION

Open the Evidence Inventory Reconciler. Paste the barcode scans into the Notepad tab and click Save. Click on the tab for Vault Locations or Bio Locations depending on which area is being inventoried. Go to Data and click Refresh All. Locate the inventoried location by scrolling through the spreadsheet. If the **Status** for any of the items is not “Match” it shall be rectified.

Due to the way the reconciler pulls information from the database, filters should not be used to isolate discrepancies in status. Once all items are verified as “Match”, the final report may be filtered to the inventoried location.

- No Match: LIMS location and Scanned location are different
- Not Inventoried: Item was not scanned
- Match: LIMS location and Scanned location are the same

Each evidence Shelf/Location will be assessed and the items appearing on the reports corrected or accounted for before the inventory is considered complete. If an item of evidence cannot be accounted for a Quality Assurance Review will be performed.

The Evidence Supervisor will review and verify the reconciliation reports. Once inventory is complete, reconciled, and any discrepancies are corrected; the Evidence Supervisor will generate a memo summarizing the results of the inventory and create a packet with all supporting documentation. This inventory packet will be stored in SharePoint.

FOR BIO EVIDENCE 1:

Prior to beginning inventory of open LTS locations in Bio Evidence 1, the sealed bins will be audited against the Bio Evidence 1 Seal & Inventory Log to ensure that the information in the log is accurate. Once the audit is complete, a list of open locations will be generated for inventory. Each location on the list will be inventoried by scanning its contents following the process above.

Once an LTS location has been inventoried, reconciled, and any discrepancies have been corrected, the storage bin should be sealed with one red padlock seal on each side. Seals shall be dated and initialed/signed. The serial numbers, date sealed, and name of the staff member that sealed the location will be recorded on the Bio Evidence 1 Seal & Inventory Log located in Teams.

When evidence needs to be retrieved from a sealed LTS location, the seals from both sides of the bin will be verified that they are the correct seal numbers and initials as designated in the inventory log and then both seals will be cut off. If the seal numbers or initials do not match the log, the Evidence Supervisor will be notified immediately.

The employee opening the sealed bin will change the seal status in the Bio Evidence 1 Seal & Inventory Log and delete the seal numbers that were previously there to indicate that the bin needs to be inventoried. The bin will remain unsealed until the next inventory period.

Refer to Bio Evidence 1 (LTS) Working Instructions

SECTION 07: REFERENCE MATERIAL AND WORK INSTRUCTIONS

EVIDENCE STORAGE LOCATIONS

Main Evidence Vault	
A Aisle	Large or bulkier items for any case type
*CHEM1	All incoming items for Seized Drug analysis ***In ascending order by lab case number**
B Aisle	Fingerprint and Footwear Items
*B16	Long items that aren't for Firearm/Toolmark
*B17	Small, flat items for Latents or Footwear such as Lift Cards, Known Prints, CDs etc. ***Stored in clear convenience packaging stored in ascending order by lab case number**
*CHEML	Drug items awaiting Fingerprint analysis ***In ascending order by lab case number**
C Aisle	Items to be returned to agencies
D Aisle	DNA items related to Property or Major Crimes; items with multiple request types, including DNA
E Aisle	Firearm and Toolmark Items
*E31 / *E32	Long items for Firearm/Toolmark
*E05	NIBIN Handguns and Casings for analysis ***In ascending order by lab case number**
*E06 / *E07	NIBIN Long Guns for analysis and return
*E08	NIBIN Handguns and Casings for return
F Aisle	DNA Items Related to Sexual Assaults
*F31	Sexual Assault Kits (stored in order by lab case #) ***In ascending order by lab case number**
*F32	Small DNA items that may be retained: swabs, stains, hairs, fingernails scrapings & clippings, cigarette butts, dried blood cards ***Stored in blue envelopes in ascending order by lab case number**
*BULKABC	Irregularly shaped, extremely large, or heavy items for analysis and return
*EVIDINTAKEPEND	Location for items that are pending information/correction from submitting agency
*EVIDOUTGOING	Location to stage items for in-person pick ups
REF	For items needing refrigeration
*REF-IN	Refrigerated items to be analyzed (blood, beverage alcohol, food items) ***In ascending order by lab case number**
*REF-OUT	Refrigerated items to be returned. ***Sorted by return agency**
FZR	For items needing to be frozen
*FZR-IN	Extremely perishable items for analysis (bodily tissue/bone, fetal remains, diapers)
*FZR-OUT	Extremely perishable items for return (bodily tissue/bone, fetal remains, diapers)
*FZR-LTS	Extremely perishable items to be retained at lab
Long Term Storage: Samples – Bio Evidence 1	
LTS###	Swabs, stains, hairs, fingernails scrapings & clippings, cigarette butts, dried blood cards to be retained
Long Term Storage: SA Kits – Bio Evidence 2	
KITA - KITF	Bagged Kits and Irregular Shaped/Sized Kits
KITG - KITL	Large Boxed Kits (Thick and Thin)
KITM - KITY	Standard Small Boxed Kits

EVIDENCE ENTRY CHECKLIST

The checklist below can be used as a guide while performing the tasks as needed and to aid in training.

☐ Take a RLS and the evidence associated with it (or a package) from the evidence intake table to your work area.

☐ Compare items received to the RLS, making sure all items are accounted for and information provided is correct. Verify current version of RLS.

☐ Verify that all items have proper seals and packaging.

☐ Make sure the RLS was signed and timestamped by the person receiving in-person. If processing a package, date and initial the chain of custody portion of the RLS.

☐ Open JusticeTrax, select: File > New Case

☐ Select the submitting agency from the drop-down list.

☐ Enter the agency's case number and click "Select".

☐ If an existing case is not found in the LIMS, click "New Case".

    ☐ Enter the number of case labels to print (1 for each page of submission paperwork and any convenience packaging used)

    ☐ Click "Submit"

    ☐ A pop-up will appear asking if you want a system generated case number, click "Yes"

☐ If an existing case is found in the LIMS, select the case, click "Edit Case", and print number of case labels needed.

☐ Select the Offense tab – add offenses and associated dates as explained in Offense Tab.

☐ Select the Individuals tab – add individuals as explained in Individuals Tab.

☐ Select the Evidence tab and enter applicable information as explained in Evidence Tab.

☐ Select Requests tab and click "Add" – add service requests as explained in Requests Tab.

☐ Select Attachments tab, scan and add attachments. Rename as explained in Attachments Tab.

☐ Review information entered, check for accuracy and completeness.

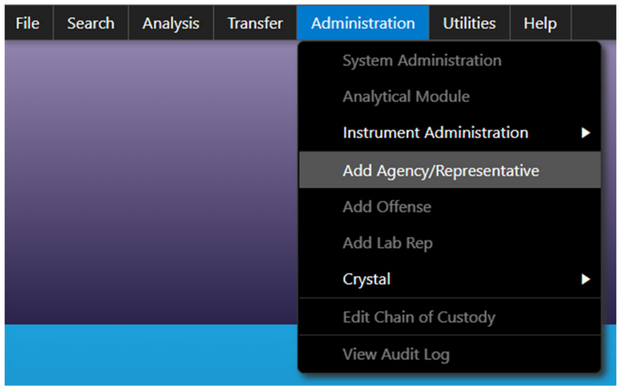
☐ Place RLS in designated location for discipline (make additional copies if necessary).

☐ Transfer evidence items to appropriate location per Evidence Storage and Evidence Storage Locations.

ADDING OR EDITING AN AGENCY REPRESENTATIVE

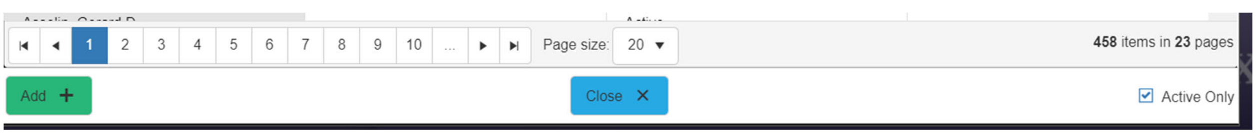
If an evidence submission is received and the case agent listed on the submission form does not appear in the agency list, they may need to be added. Case agents cannot be deleted, so it is important to verify before adding one.

Go to Administration > Add Agency/Representative



Right click on the agency and select Agency Reps

At the bottom of the screen, uncheck with box that says "Active Only"



If the agent is listed but is "Inactive", right click on their name and click "Edit" in the Status Dropdown, change status to "Active". If the agent is not listed, click the green button that says "Add +".

The agent information should include at minimum: Last Name, First Name, Middle Initial Only (if known), and E-mail address. If a phone number is provided, add it.

Note: Agencies with Portal access can add, edit, and deactivate representatives under their agency.

CRYSTAL REPORTS

To run a Crystal Report in the LIMS go to: **Administration > Crystal > Generate Reports**

Category	Name	Description	When to Use
BEAST Search	Beast Full Details	Search by agency case number (ACN)	To see if an old agency case number has records from the old LIMS.
BEAST Search	BEAST LCN Search	Search by laboratory case number	To see if an old lab case number has records from the old LIMS.
Evidence	ALL Evidence Ready to Move by Location	Lists all evidence with requests that are released or cancelled that need to be moved to a return location or to long term storage.	When cleaning up the vault locations to free up space for new cases.
Evidence	ALL Evidence Ready to Return	Evidence Ready to Return in all main vault locations.	To view all evidence items in the main vault that are ready to return regardless of whether they are in a designated return location. **If the item has been in a non-return location for less than 30 days, do additional research to ensure it can be returned.**
Evidence	Evidence associated with Tracking Number	Lists all evidence with the tracking number entered.	To view all evidence items that arrived in the same package. **May have to enter the tracking number with a preceding asterisk to ensure a match if the tracking number was entered with spaces or additional preceding digits.**
Evidence	Evidence Entry	Lists evidence items entered during a specified date range.	For evidence staff members to self-check evidence entries, training review, performance monitoring, and metrics.
Evidence	Evidence In Possession with Days	Evidence in possession of a lab representative with number of days in possession.	To ensure that no items are in possession that should not be. Used as a self-check. **Using "Transfer > My Items" in the LIMS serves the same purpose and is faster.**
Evidence	Evidence on Hold	Lists evidence items that are ready to return but are on hold.	To monitor Hold use and ensure that holds are removed when no longer needed.
Evidence	Evidence Ready to Return	Lists evidence items on return locations with requests that are released or cancelled.	To know which items in return locations are ready to be returned.

Category	Name	Description	When to Use
Evidence	Evidence Retrieval Report	Lists evidence related to assigned requests that are ready for transfer to discipline evidence storage locations.	When technicians need to transfer evidence that is ready for testing and evidence that is ready to go back to the storage vault.
Evidence	Evidence Return Transfers	List all evidence return transactions by a lab rep by date or date range.	For evidence staff members to self-check returns, training review, performance monitoring, and metrics.
Evidence	Evidence Submission Correction Data	Lists item of evidence that needed seal or packaging correction upon submission to the laboratory.	To view submitting agency metrics for evidence submission corrections.
Evidence	Request Status by Evidence Location	Lists items of evidence in a specified location and shows all related requests with status.	If a location is getting full or items have been in the location for an extended period: to see what the testing status of the cases is.
Labwide	Agency Representatives	Lists all active agency representatives, their badge no./identifier, and e-mail address. Grouped by agency name.	To quickly view all active agency representatives and their e-mail addresses. Can assist in checking for errors in the e-mail address when a report fails to send. Helpful when unsure which agency a representative belongs to (such as the various District Attorney's Offices).
Labwide	Evidence Search	Searches for cases that contain a specified evidence number. Can use begins with, ends with, contains, and exact match parameters. Results are grouped by submitting agency.	When needing to determine if the lab has an item and what lab case number it is in. Does not work well for vague and common item numbers such as "1".
Labwide	Evidence Transfers by Date	View all transfers made by a lab staff member on a specified day or date range.	To aide in COC edits and tracking down items that were misplaced, to see what items were transferred at the same time, for a technician to quickly double check that transfers were done correctly, and for metrics.
System Report	Evidence Inventory Report	Inventory Report	To view all items in a location regardless of testing status. Can be used as a self-check.

NIBIN CASE ENTRY (ANCHORAGE POLICE DEPARTMENT)

1. Follow standard evidence receiving procedures

2. The NIBIN Request Form will be used instead of an RLS with the following deviations:
    a. Items from multiple cases will be on one form
    b. Multiple items may be listed in one field
    c. Case information is limited
    d. Do not place laboratory barcodes on the form since it will be uploaded to each case listed

3. Enter one case at a time
    a. There will be no offense date or individuals
    b. Requests will not be assigned to *Review, Needed or to an analyst at the time of entry

4. If the item is a cartridge case (crime casing or test fire):
    a. The item description should be CC for crime casing or TF for test fire.
    b. Create a NIBIN request (Department: Firearms, Service: NIBIN)
    c. If the test fire has been assigned the same item number as the gun that it came from, a suffix of "N" will be added to the item number. This is going to be applicable for all test fires submitted by ATF on behalf of another local law enforcement agency such as Palmer Police Department and Alaska State Troopers.
        i. This is to resolve the issue of duplicate item numbers within a lab case.

5. If the item is a firearm:
    a. The item description should be the Firearm Description.
        i. If the firearm has multiple APD property tags (i.e. if it includes a scope), only one tag number will be used on the submission form. The item description will be entered as: [Firearm Description] – also contains tag ####### [description of other item]
    b. Create a Latent Print Processing request (Department: Physical, Service: Latent Print Processing)
    c. From the "Reason" drop down, select "LP-NIBIN"
    d. Create a NIBIN request (Department: Firearms, Service: NIBIN)
    e. On the Requests tab, right click on the NIBIN request
        i. select "Additional Data"
        ii. from the "Pending Reason" drop down, select "Awaiting Completion of Another Request"
        iii. Click OK
        iv. Right click on the NIBIN request again and select "Pend Request", a pop-up will appear asking if you're sure, click "OK"

6. Scan and attach the NIBIN Request form in the case Attachments. Name the attachment YYYY/MM/DD – NIBIN REQUEST with the date being the date of submission.

7. After NIBIN items are entered, they are stored in the vault (refer to Evidence Storage Locations) until they are requested by the designated APD staff member for processing. ***Exception: Crime casings and test fires will be taken directly to FAINCOMING after case entry.***

RETRIEVING AND TRACKING PAPER CASE FILES AND LATENT CASE FILES

On occasion, a laboratory employee may need to reference a paper case file or latent case file for a case that was worked prior to use of an electronic Laboratory Information Management System (LIMS). Requests for case files will be routed through evidence staff. When this need arises, the laboratory employee will contact an evidence staff member to request the case file.

The evidence staff member will locate and retrieve the case file from the Case File Storage or LCF ARCHIVED locations and immediately create the case shell in the LIMS, if it does not already exist, using the pre-existing lab case number.

The evidence staff member will create an "evidence item" for the paper case file or latent case file:

- The "Evidence No." will be **PCF** for Paper Case Files or **LCF** for Latent Case Files
  - if there are multiple physical case files for a case, they will be designated PCF1, PCF2, etc.
- The Description will be "Paper Case File" or “Latent Case File” depending on the file type
- The Notes field may be used to describe files that are in binders, accordion files, etc.
- The initial chain of custody for the item will be FROM: **Case File Storage** TO: **Lab Staff Member**

The evidence staff member will print an item barcode for the case file and will adhere it to the front of the file in a location that is easily visible and accessible.

From this point forward, any time the case file is physically transferred, the transaction will be documented electronically in the LIMS by scanning the item barcode. When the file is ready to return to the file room, it will be scanned to its corresponding storage location.

ELECTRONICALLY LOGGING EVIDENCE WITH A PAPER CASE FILE

During the evidence intake process, evidence staff may encounter items of evidence that have previously been submitted to the lab, but which are not currently documented electronically in the LIMS. In such an instance, the evidence staff member will reconcile the information documented in the LIMS with the information documented in the lab’s paper case file records.

The laboratory employee will retrieve the paper file associated with the case by using the laboratory case number documented on the item and/or the Request for Laboratory Services (RLS) or Request for Storage of Previously Tested Sexual Assault Kit (RSP) form that was submitted with the item. Instructions for retrieving a paper file are described in the previous section.

Upon retrieving the paper file, the laboratory employee will create or update the case in the LIMS; while doing so, the employee must maintain the existing case number instead of allowing the LIMS to generate a new case number. See Creating a Case. The employee should input other case information (Offense, Individuals, etc.) into the LIMS from the request (RSP or RLS) that was submitted with the item.

When creating items in the LIMS, the item number from the new request should be entered in the “Evidence No” field; any previous item number that may be on the item and/or in the paper file should be entered in the “Other ID” field. After creating the item in the LIMS, the employee shall line through the item’s old lab item sticker/barcode if it has one, initial and date this edit, and affix the new lab item barcode to the item without obscuring the old one.
The employee will scan the request submitted with the item (RSP or RLS) into the Case Attachments in the LIMS but does not need to scan all of the paperwork from the paper file at this time. The chain of custody for the item(s) will follow normal practices. During this process, the employee shall examine the item list(s) on the RLS form(s) in the paper file. If any evidence for the case is currently listed as “Retained in Freezer,” the employee will follow the procedure for transferring frozen evidence to long-term storage as described in the next section. When the logging in process is complete, the employee will return the paper file to the appropriate location.

ELECTRONICALLY CONVERTING ITEMS FROM EVIDENCE VAULT FREEZER

During the process of converting a lab case from a paper file into the LIMS described in the previous section, the laboratory employee should examine the item list(s) on the archived RLS form(s). If any items are listed as “Retained in Freezer,” the employee will add these items to the LIMS and then transfer them to long-term storage. See Freezer Conversions Work Instructions.

When entering in the item, the employee will designate the chain of custody for the item as proceeding from Freezer (Storage location FZR) to the lab employee, then to the appropriate location (most frequently a long-term storage location). On the physical paperwork, the employee will line through the words “In Freezer” associated with these item(s), and they will initial and date this edit.

Two exceptions to this process are tissue samples (which must remain frozen) and non-dried blood (which must be turned into a card). In the case of tissue samples, the employee will follow the process for converting the evidence item from the freezer but then electronically transfer the item to FZR-LTS. For blood items, the evidence employee will email a Biology Supervisor listing the case and item number and request a biology analyst be assigned the task of making a blood card. The request will be added to the case activities in the case. Once a blood card is made, the blood card will be retained at the laboratory at room temperature and the original item can be returned to the original submitting agency.

LOGGING CONTROLS FROM AN OUTSOURCING LABORATORY

In some circumstances, outside laboratories will send controls (also known as blanks) to the SCDL after performing testing that has been outsourced to them. When this occurs, the evidence staff member or other authorized employee receiving these items should create these items within a specially designated case in the LIMS, transferring the items to the appropriate long-term storage location.

Each outside laboratory that sends blanks to the SCDL will have its own specially designated case. This case will have the LCN “[NAME OF LAB]_BLANKS” (for example, BODE_BLANKS). If the employee logging in blanks does not find such a case in the LIMS, they should create such a case. In doing so, they should designate the primary agency as “Scientific Crime Detection Laboratory” and enter the agency case number identically to the LCN: “[NAME OF LAB]_BLANKS” (for example, BODE_BLANKS). The Offense, Individuals, and Requests tabs of these cases will not be altered or added to by an employee logging in controls.

During the creation of the item in the LIMS, the employee should assign themselves as the agency rep for the item, maintain the item number assigned by the outsourcing laboratory, and enter the description “Extracts returned from [name of lab] [date]” (for example, Extracts returned from Bode 10/06/2021).
If the outsourcing laboratory did not assign an item number and:

- Our LCN is known, the evidence staff member should format the item number as “LCN BLANKS” (ie: “17-00191 BLANKS”)
- Our LCN is unknown, the evidence staff member should format the item number as “BLANKS DATE RECEIVED” (ie: “BLANKS 12/29/21”)

Although the item may be smaller than the standard 5”x7” minimum dimensions for evidence typically received by the lab, it is unnecessary to repackage the blanks (and doing so may inhibit the ability for the item to fit in its storage container). The initial transfer should occur From: [the outside lab] To: “Evidence Staff Member” Then To: EVIDINTAKE. On the transfer from the outside lab to Evidence Staff Member, the date and time should list when the package was accepted to the lab, the “Via” field should list the method through which the item was sent to the lab (FedEx, USPS, etc.), and the “Note” field should list the tracking number of that shipment. On the transfer from Evidence Staff Member to EVIDINTAKE, the date and time should be two seconds after the package was received, and the “Note” field should list the name of the staff member who accepted the package from the carrier.
Next, the employee logging in the blanks should initiate an additional transfer, which should occur From: EVIDINTAKE To: [the individual making the transfer] Then To: [the long-term storage shelf on which the item will be housed, such as “DNA Extract 4”]. The time and date of this transfer will correspond with the time the transfer is being logged in the LIMS.

After making these transfers, the employee logging in the blanks should edit the item they have just created, filling the Container field with the name of the individual box in which the item will be housed. (For example, on the shelf DNA Extract 4, there is a box named BODE_Blanks 1.)

The employee logging in the blanks will scan the paperwork received with the blanks as a Case Attachment in the LIMS, titling the attachment in the format “[date the blanks were received in the form YYYY.MM.DD] [item number]” (for example, 2021.10.06 AKS1910 MC Blanks). Once the paperwork has been digitized in the LIMS, the paperwork may be shredded.

PREVIOUSLY TESTED SA KITS

ANCHORAGE POLICE DEPARTMENT

1. Verify that item numbers and case numbers on items match what is on the RSP (Request for Storage of Previously Tested Kit).
    a. Older APD cases were formatted as YY####### (ie: 980012345) and will be listed on the RSP as YY-####### (ie: 98-12345). Cases will be entered using the new case format as listed on the RSP.

2. Search for the case in JTrax. In the upper right corner of the RSP, the agency should have provided our lab case number. Start there; if nothing comes up then search by Agency Name and Agency Case Number.
    a. Crystal Report "Beast Full Details" or "BEAST LCN SEARCH" can be utilized to confirm lab case # if there are not identifiable lab markings on the item.

3. If the case exists, make sure information matches what is on the RSP enough to confirm it is the same case. Add any missing information but do not necessarily change anything. Print lab case # barcode(s) for RSP.

4. **If the kit does exist in the case**, you will transfer it back into the lab. Intended disposition will be "Retained at Lab". Make sure there is an evidence type and source associated with the item. On the SA Kit data extension form the disposition reason will be "Previously Tested" and enter the exam date from the kit (otherwise use the exam date from the RSP. If no exam date is given, notate that in the comments field). Change the submitting officer on the item to the officer on the RSP (Dawn Neer) and update the item description if appropriate.
    a. The item number may need to be updated if it is from a time when the lab used to designate our own item numbers. If this situation arises, the evidence no. will be changed to the agency's item no. and the Other ID will be the evidence no. the lab had previously assigned.

5. **If the kit does not exist in the case**, create the item as usual. Intended disposition will be "Retained at Lab" and the disposition reason on the SA Kit data extension form will be "Previously Tested" and enter the exam date from the kit (otherwise use the exam date from the RSP). If no exam date is given, notate that in the comments field.

6. <u>If the kit has an obsolete or obscured barcode or the item no. was changed</u>, line through it with initials and date, print and affix new item barcode.

7. Upload the RSP to the case attachments. Name the attachment **YYYY/MM/DD – RSP** with the date being the date we received the item(s).

8. Transfer the kits to the appropriate **KIT_** location in Bio Evidence 2. Refer to the Discipline Evidence Transfers working instructions for the chart of KIT locations.

9. If the kit is in a bag, place it inside a breathable evidence bag and seal, date, and initial. Place the item barcode on the outside of the breathable evidence bag in a manner that it can be easily located and inventoried when stored upright in the boxes in Bio Evidence 2.

ALASKA DEPARTMENT OF PUBLIC SAFETY

1. Verify that item numbers and case numbers on items match what is on the RSP (Request for Storage of Previously Tested Kit).
    a. AST "legacy" case numbers may have a suffix (-###) which is the original item number used before they switched to ARMS. Do not enter the suffix as part of the case number in JTrax.

2. Search for the case in JTrax. In the upper right corner of the RSP, the agency should have provided our lab case number. Start there; if nothing comes up then search by Agency Name and Agency Case Number.
    a. AST "legacy" case numbers are now formatted as a string of numbers (ie: 080048835), but may exist in our LIMS as the old format (ie: 08-48835). Try searching both formats.

3. If the case exists, make sure information matches what is on the RSP enough to confirm it is the same case. Add any missing information but do not necessarily change anything. Print lab case # barcode(s) for RSP.

4. On the Agency tab, add "Alaska Department of Public Safety" and enter the new format of their case number, if not already in there. Add the DPS – Post with the new case number format and check the box next to "Primary" to make it the default agency case number.

5. **If the kit does exist in the case**, you will transfer it back into the lab. Keep in mind the item number may be different. Check the suffix on the RSP and look through the original RLS in the case attachments as well as the item descriptions. If the item number is different, you will right click and "Edit". Change the item number to the new format that starts with "P" (on the RSP) and enter the old item number in the Other ID field (if there is an old lab item number AND an old agency item number, enter the old lab number in the Note field and enter the old agency number in the Other ID field). Intended disposition will be "Retained at Lab" and the disposition reason on the SA Kit data extension form will be "Previously Tested". Make sure there is an evidence type and source associated with the item. Make sure that the item number is corrected before printing a new item barcode. Cross out, date, and initial old barcode.

6. **If the kit does not exist in the case**, create the item as usual. Intended disposition will be "Retained at Lab" and the disposition reason on the SA Kit data extension form will be "Previously Tested". Make sure there is an evidence type and source associated with the item.

7. Transfer the kits to the appropriate **KIT_** location in Bio Evidence 2. Refer to the Discipline Evidence Transfers working instructions for the chart of KIT locations.

8. If the kit is in a bag, place it inside a breathable evidence bag and seal, date, and initial. Place the item barcode on the outside of the breathable evidence bag in a manner that it can be easily located when stored upright in the boxes in Bio Evidence 2.

9. Upload the RSP to the case attachments. Name the attachment **YYYY/MM/DD – RSP** with the date being the date we received the item(s).

DRUG TOXICOLOGY TRANSFERS TO AND FROM DEPT. OF HEALTH (DOH)

A representative from HSS (DOH) picks up blood kits about once a week for Toxicology testing. The Chemistry Forensic Technician will send an e-mail to them using the evidence e-mail with a list of items to be picked up. The HSS representative will confirm date and time of pick up.

Before HSS Rep arrives retrieve the items from the staging location and verify that all items listed in the e-mail have been gathered. Then:

- Open transfer window
    - From: **Location (leave blank)**
    - To: **Evidence Staff Member**
    - Scan Items
    - *Apply*

When HSS Rep arrives:

- Open transfer window
    - From: **Evidence Staff Member**
    - To: **Analyst** (HSS Rep will scan their barcode and enter their PIN)
    - Then To: **HSS** (scan location barcode for HSS)
    - Scan Items
    - *Apply*

If anything was returned from HSS, the evidence staff member will:

- Open transfer window
    - From: **HSS**
    - To: **Analyst** (HSS Rep will scan their barcode and enter their PIN)
    - Then To: **Evidence Staff Member**
    - Scan Items
    - *Apply*

After the rep leaves

- Open transfer window
    - From: **Evidence Staff Member**
    - To: **REF-OUT**
    - Scan Items
    - *Apply*

APPENDIX A: TERMS & DEFINITIONS

ACN: Agency Case Number

APD: Anchorage Police Department

APSIN: Alaska Public Safety Information Network

ARMS: Alaska Records Management System

ASCDL/SCDL: Alaska Scientific Crime Detection Laboratory

AST: Alaska State Troopers (see also DPS)

Buccal: Swab of the inner cheek

COC: Chain of Custody

CODIS: Combined DNA Index System

CSO: Court Services Officer

DPS: Alaska Department of Public Safety (see also AST)

Human Remains: the whole or any part of a deceased human being, irrespective of the stage of decomposition.

JT: JusticeTrax

JTrax: JusticeTrax

LCN: Laboratory Case Number

LIMS: Laboratory Information Management System

ME/SMEO: Medical Examiner/ State Medical Examiner's Office

NIBIN: National Integrated Ballistic Information Network

PTB: Presumed to Be

RLS: Request for Laboratory Services

RSP: Request for Storage of Previously Tested Sexual Assault Kits

SA: Sexual Assault

SAK: Sexual Assault Kit

SAKI: Sexual Assault Kit Initiative

SAM: Sexual Assault of a Minor

SART: Sexual Assault Response Team

Submission Form: The form submitted to the laboratory with evidence items (RLS, RSP, or NIBIN Request Form).

CODES FOR RLS FORMS

Biology	
PC	Property Crime
MC	Major Crime
SA	Sexual Assault
SAM	Sexual Assault of a Minor
Physical	
LP	Latent Prints
LP APD	Latent Prints APD Lab
FW	Footwear
FW APD	Footwear APD Lab
FATM	Firearm/Toolmark
Chemistry	
BA	Blood Alcohol
TOX	Toxicology
CS	Controlled Substances
BEV	Beverage Alcohol

REVISION HISTORY

<table>
<tr><th>Section</th><th>Changes</th></tr>
<tr><td>Evidence Seals and Packaging</td><td>Reworded for clarity: Evidence items received without a proper seal and/or packaging shall be remedied. Whenever possible, improper seals and/or packaging should be remedied by sealing the evidence in laboratory provided packaging. Evidence tape may be used to correct an improper seal if the item is a sexual assault kit, a blood or homebrew kit, or the item is too large to fit in laboratory provided packaging.

Added: Whenever possible, new evidence tape seals should be placed in an alternate area from the original evidence tape seal; otherwise, they should be placed in a manner that does not obscure the original seal.

Added (from LOM): Drug Items or Currency: If seals are not intact on evidence packages containing controlled substances or currency, the Technician will document the condition of the package in the LIMS. A witness shall attest to the condition of the package in the case activities of the LIMS.

Small Items: Items that are smaller than 5”x7” or are not in a standard business (mailing) envelope should be repackaged; except:
items that will be stored in convenience packaging on locations B17 or F32
test fires in a standard ATF test fire envelope</td></tr>
<tr><td>Anonymous SA Kits</td><td>New section</td></tr>
<tr><td>Evidence Intake Pending (EVIDINTAKEPEND)</td><td>Changed “shall” to “should”: The initial chain of custody should be captured, and the affected item(s) should be transferred to the temporary location: EVIDINTAKEPEND.

The submission form, and any previous versions of that submission form, shall be scanned into the case attachments with the correct copy in front.
If the items were received in person, the chain of custody section on the corrected RLS shall notate where to find the original chain of custody information (i.e. “see original RLS” or “see p. # of attachment”).
If the items were received via delivery, the technician will initial and date the chain of custody section using</td></tr>
</table>

	the date that the corrections were completed and the items were accepted into the lab. The item(s) should be transferred to **a storage location, or another lab representative,** per normal procedure.
Resubmission of Evidence	If the item description on the submission form is different from the existing item description in the LIMS, it should be updated to the new description.
Evidence Storage	It is best practice not to store small or flat items on the top shelves, unless they are stored inside a tote. Top shelves should be used only for larger, lightweight items, or totes containing smaller items. Evidence which may experience deleterious change without refrigeration (or freezing) shall be placed in an evidence refrigerator (or freezer) as quickly as possible and remain refrigerated (or frozen) until examined or transferred.
Evidence Storage Locations	Notated which locations are stored in a certain order. Added clarifying criteria for items stored on B17.
Requests Tab	Removed "(refer to section *7.1 Review of Requests, Tenders, and Contracts* in the Laboratory Operations Manual for a crosswalk table of analysis categories)." Added table In general, and unless directed otherwise, new requests should always be made for each evidence submission, even if a request of the same type already exists in the LIMS. The discipline case managers will determine if additional requests need to be consolidated with preexisting requests.
Naming Attachments	"date items were received at the lab – type of document". *Note: in regard to evidence received via **delivery**, the date on the submission form's chain of custody may not be the same as the date in the attachment name.* Evidence personnel use the date format YYYY/MM/DD (example: 2021/02/19 – RLS). If a subsequent submission for a case arrives **or is entered** separately but on the same day as the initial submission, the attachment should be named: YYYY/MM/DD – RLS 2
Inventory: Reconciliation	The Evidence Supervisor will review and verify the reconciliation reports. Once inventory is complete, reconciled,

	and any discrepancies are corrected; the Evidence Supervisor will generate a memo summarizing the results of the inventory and create a packet with all supporting documentation. This inventory packet will be stored in SharePoint.
Evidence Tab	Added to Source row of table: ***Note: If the item contains known samples for more than one individual, or the item is a mix of known and unknown samples (usually with swabs); do not associate a Source to the item.***
Anchorage Airport Police/Fire Department (AAPD)	New
Throughout	Formatting
Helpful Information	Revision date 02/01/2024 **and later** will allow printing without selecting an analysis type, even though it is a required field.
Designating Posts (DPS Only)	**Exception**: if the submission is from an Alaska Department of Public Safety Village Public Safety Officer (VPSO), the primary agency will remain "Alaska Department of Public Safety". Technicians shall verify where the item(s) should be returned to with either the submitter or with AST Anchorage ABI evidence. The DPS post responsible for receiving the returned evidence shall be added as an additional agency in the agency tab and be selected as the Intended Disposition for each applicable item in the case.
Submission Forms	▪ **Request for Laboratory Services (RLS):** Used for submitting evidence items to the lab for analysis or untested sexual assault kits for storage. (Revision date 05/05/2025) o RLS forms from 2019 or 2024 may be accepted ONLY if the items being submitted are not firearms or casings/projectiles. ▪ The customer should still be notified of and provided with the newest version of the form. ▪ If an RLS form version prior to 2025 is used for a firearm related submission the technician shall contact the customer for a replacement RLS using the current version. If the customer refuses or is unable to provide a new RLS, the

	technician shall inform them of the NIBIN testing policy and receive acceptance. This communication will be documented in the case activities. ○ If an RLS form version prior to 2019 is used, regardless of the submission type, the technician shall contact the customer for a replacement RLS on the current version of the form.