

## Evidence Room Manual

Version: 8.0

Effective: 3/12/2024

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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 a Criminal Justice Technician whose primary job duties are performing evidence room functions and a Criminal Justice Specialist whose primary job duties are performing evidence room functions, supervising evidence staff, and managing the evidence program. Additionally, there are two Forensic Technicians who split their duties between the evidence room and their respective disciplines.

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.

## OPENING AND CLOSING THE EVIDENCE ROOM

**Opening the Evidence Room:** Around 8:00 a.m. the evidence room personnel will open the evidence room by following these steps:

- Turn on the main lights: there is a single switch located on each end of the room
- Open the intake windows: push and release 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. the evidence room personnel will close the evidence room by following these steps:

- Secure any known or potentially temperature sensitive evidence in the fridge
- Secure the intake windows: push and hold 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

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## 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 the evidence staff, 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 are restricted to laboratory staff 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.

**AIPhone 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 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 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 evidence personnel receive an e-mail in their personal account that is relevant information for all evidence staff, 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.

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## SAFETY AND HOUSEKEEPING

Follow General Lab Health and Safety Principles as outlined in the laboratory's Health and Safety 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 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. 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.

**NOTE:** When the lab receives drug items that have been heat-sealed, they will be repackaged in a self-sealing evidence bag prior to being transferred to the storage vault.

**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 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

**NOTE:** When the lab receives an item that has the Forensic Biology (DNA) analysis box checked on the RLS; Evidence staff shall ensure that the item is packaged in a breathable container to mitigate mold growth. If the item is not packaged in a breathable container, it will 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.

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## REQUEST FOR LABORATORY SERVICES (RLS)

All evidence submitted to the laboratory for analysis must be accompanied by the current version of the Request for Laboratory Services (RLS). 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.*

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

## HELPFUL INFORMATION

- The current version of the RLS is 02/01/2024
  - The previous version (July/15/2019) may still be accepted at the lab's discretion; mainly if the analysis requested does not involve NIBIN
- The current version of the RSP is Dec/08/2020 (Previously tested Sexual Assault kits only)
- Each item of evidence on the RLS must be listed separately (cannot have more than one item listed in each box)
- More than one analysis type may be selected for each item
- The DNA Supplemental Forms for Forensic Biology Analysis are required. If Forensic Biology is selected on the RLS, there *will* be a supplemental form.
- To add additional items, individuals, or offenses click the red "Add" button next to the respective section
- 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.

## SECTION 03: RECEIVING AND ACCEPTING EVIDENCE

## IN PERSON

Evidence personnel will accept evidence in person by following these steps for each case:

- Verify current version of RLS.
- Ensure that all pages of the RLS are received.
- Verify that the agency name, case number, item numbers, and descriptions on the RLS match the items being submitted.
- Ensure that all items listed on the RLS are received.
  - 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 RLS 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 RLS.

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- Evidence personnel will **sign and notate the time of acceptance** in the COC portion of the RLS.
- Ensure that the date of acceptance is recorded on the COC portion of the RLS – either party can write it in.
- Make a copy of all submitted RLSs: the lab keeps the originals, the agency representative gets the copies.
- Place items with their RLSs in the evidence intake area for processing.

If any of the above criteria are not met or corrected, the evidence employee may refuse to accept the submission. Corrections should be made by the agency representative before the items are accepted; but may be made by evidence personnel depending on the circumstances.

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 RLS. If there is a discrepancy it will be corrected by the submitting agency representative prior to evidence staff signing it.

#### 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 RLS, the agency representative should sign and date the RLS 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 packages arrive, notate the date and time received on the package near the tracking information. For our purposes, the time the package is handed to us or placed on the counter is the time received. If evidence personnel are unable or forget to notate the time, the carrier’s information can be retrieved by looking up the tracking number. This should only be used as a backup method since the carriers do not always update the delivery information promptly.

When ready to process the package, follow the steps below:

- 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.
- Verify current version of RLS.
- Ensure that all pages of the RLS are received.
- Verify that the agency name, case number, item numbers, and descriptions on the RLS match the items being submitted.
- Ensure that all items listed on the RLS are received.
  - 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.

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- 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 RLS does not need to be signed by the submitting agency; the tracking number of the shipment provides for the chain of custody.
- The evidence employee that verified the package contents will **date and initial** the COC portion of the RLSs.

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#### 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 \(Alaska Air Cargo\)](#).

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#### 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.

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#### SPECIAL CIRCUMSTANCES

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##### 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 an RLS 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 RLS will still be provided to the AST Anchorage ABI Evidence Custodian either by making a physical copy or by e-mailing them the scanned RLS upon case entry.

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##### 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 technician must sign; this document also reflects the item number



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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.

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#### 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 every Tuesday and Thursday between 9am and 11am. They will usually call when they are on the way. APD Evidence Technicians will present one RLS at a time and read off the case number and item number for each item while the lab evidence employee verifies the information the RLS.

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#### NIBIN

The APD NIBIN Technician or designee will pick up and drop off items for NIBIN testing. This is scheduled for Wednesday afternoons but may vary depending on schedules and workload. Crime casings for NIBIN may be submitted at any time and are considered rush cases. Items are submitted using the NIBIN Request Form and following the same verification process for receiving evidence In Person. For instructions on entering NIBIN items, refer to [NIBIN Workflow](#).

#### DISCREPANCIES AND CORRECTIONS

If a discrepancy is identified between the RLS and the items submitted and the agency representative is not present, the evidence employee will do one or more of the following:

- Make corrections as outlined under Approved Deviations in the [Procedure for Evidence Management](#) manual.
- 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.

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

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The screenshot displays a vertical stack of five form fields. The first field, 'Seal Issue', has a red header and a dropdown menu. The second field, 'Notes', has a red header and a text area with a character count '0 / 1000'. The third field, 'Item Packaging Issue', has a teal header and a dropdown menu. The fourth field, 'Staff Member', has a blue header and a dropdown menu. The fifth field, 'Date', has a blue header and a date/time input field with a placeholder 'MM-dd-yyyy hh:mm:ss tt' and icons for calendar and clock.

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.
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.
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.
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 will be used to document a brief explanation of the issue and to document the remediation. The evidence staff member performing the remediation will be selected from the **Staff Member** drop down. The date that the remediation occurred will be recorded in the **Date** field.

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

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.

Any discrepancies on the RLS will 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 initial the change. Corrections to the RLS beyond what is outlined under approved deviations in the [Procedure for Evidence Management](#) manual will be recorded in Case Activities. Communications will be entered using the Case Activity "Comm-Other" and any other notes will use the Case Activity "Comm-Evidence Section Comments-All".

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#### EVIDENCE INTAKE PENDING (EVIDINTAKEPEND)

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

The technician entering the case will 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 will be created at the time of case entry and put into "Pending" status. The Additional Data form will be filled out to indicate the pending reason as "Awaiting More Information from Submitter". Items in pending status are not available to be transferred for analysis.

Once the required information is received, the technician will update any previously entered erroneous information and fill in any missing information.

If any of the following information was changed a new barcode shall be printed:

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

Refer to section: [Item Barcodes](#)

If the service requests were created previously, they will be un-pended; the Additional Data form will be updated to reflect the date that pending status was removed. If the service requests were not created previously, they will be created at this time. The RLS, and any previous versions of that RLS, will be scanned into the case attachments.

The item(s) will be transferred to the storage vault per normal procedure.

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### SPECIAL CONSIDERATIONS FOR SEXUAL ASSAULT KITS (SAKS)

If a SAK is received without an RLS: fill out the SA Kit Tracking information as usual but leave the Disposition Reason blank until the RLS is received.

If a SAK is received inside any additional evidence packaging: it will be removed, discarded, and documented on the Evidence Submission Correction Form.

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## SECTION 04: LABORATORY INFORMATION MANAGEMENT SYSTEM - CASE ENTRY

Refer to the [JusticeTrax LIMS-Plus 3.8 Manual](#) for additional information.

## ENTERING IN LIMS

After verifying that all information on the RLS matches the evidence item(s), use the RLS 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 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 RLS differs from the Mask, notify the Evidence Supervisor.*

If the agency case number is not 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 is 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. Affix the laboratory case barcodes to each page of the RLS and any additional submission paperwork. The RLS can be attached to the case last, but it is recommended to scan it first.

## 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. This is also the tab to select when printing lab case number barcodes. To add or view a case activity, right click in the top white portion of the screen and select **Case Activities**.

## AGENCY TAB

After creating the case, open the **Agency Tab** to verify that the agency name and case number are correct. Multiple agencies can be added here by clicking the **Add +** button in the top left corner. Refer to the [Procedure for Evidence Management](#) manual for information about designating posts and primary agencies.

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## 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 RLS. 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.

The offenses should fall under one of the broad categories listed. Questions about offenses should be directed to the Evidence Supervisor.

LIMS Offense List	Definitions/Abbreviations & Other Offenses on RLS
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
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

NOTE: If a Sexual Assault Kit was submitted but Sexual Assault or Sexual Assault of a Minor is not listed as an offense; add it as an offense in the LIMS.

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## 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 RLS: Name, Type, Gender, Date of Birth (DOB), and APSIN number. Any information that was not provided on the RLS, leave blank.

## 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 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 RLS as:	Enter in the LIMS as:	When to Use
Unknown Suspect or Victim	<b>Last Name:</b> Unknown <b>Individual Type:</b> 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	<b>Last Name:</b> Anonymous <b>Individual Type:</b> 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 RLS <b>Individual Type:</b> PTB	When human remains have been discovered and their identity is thought to be known but confirmation is needed.
Unidentified Remains	<b>Last Name:</b> Unidentified <b>Individual Type:</b> 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.

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## 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 on a case). The submitting agency is the agency that is requesting analysis.

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, mikrosils, and beverage alcohol.
Evidence No	Enter the evidence item number from the RLS
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. <b>Note: For sexual assault kits and known DNA samples (buccal swabs and blood cards) the intended disposition should be "Retained at Lab".</b>
Other ID*	This field is 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	Enter the description as it appears on the RLS. Evidence personnel may correct any obvious typographical errors. Use the most complete description from the RLS or the evidence when entering the description. For example: if the RLS says "DNA Swab" and the Evidence says "Buccal Swab from Suspect" evidence personnel should use the description from the evidence item or combine it with the description on the RLS.
Evidence Type*	For sexual assault kits only: 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 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.
Medical Facility	The facility where the exam took place which should be listed on the front of the SAK. For victim kits, select the appropriate facility. If the facility is not listed, select "Other medical not listed (specify in



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	additional field)". If no facility is listed, leave the field blank. For suspect kits this will likely be the law enforcement post; select the option "Law Enforcement conducted exam"
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 RLS, 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 RLS.

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.

## 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 (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.
Then To	This field captures who took the item from EVIDINTAKE and entered it into the LIMS.

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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. *Note: this is not always the same as the submitting agency from the RLS.*

From the **Rep** drop-down list, select the name of the person that signed the RLS. 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 RLS 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 employee that signed the RLS into the Note field.

If the item arrived via Package: scan or type the tracking number into the Note field. When typing, do not use spaces. 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 employee 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.

## OTHER INITIAL CHAIN OF CUSTODY CIRCUMSTANCES

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### LOCKERS

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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 technician 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 RLS 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)

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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

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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**.

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## 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 RLS.* 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. (Refer to the section Request Entry and Review in the [JusticeTrax LIMS-Plus 3.8 Manual](#) for a crosswalk table of analysis categories.) 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 select 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 RLS 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 they 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 RLS. Review the RLS carefully to ensure all requests are created.

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

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## ATTACHMENTS TAB

To attach the RLS and other submission paperwork to the case, open the **Attachments Tab**. Occasionally, multiple items for the same case will be submitted at the same time on separate RLSs; scan all documents for a case that came in one submission together as one attachment. 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**.

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## NAMING ATTACHMENTS

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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 – type of document”.

Evidence personnel use the date format YYYY/MM/DD (example: 2021/02/19 – RLS). If a subsequent submission for a case arrives 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 RLS 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. Item barcodes should be placed as close as possible to the agency tag or information without obscuring any agency information. Whenever practicable, place the barcode on the original item packaging before repackaging.

If the item does not have sufficient space for the barcode, the item may be sealed inside a new evidence bag and the barcode may be 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 will need to be printed if any of the information that prints on the barcode is changed. This includes: Submitting Agency Name, Primary Agency Case Number, and Item Number. 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.*

#### 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.

Open the transfer window by clicking on **Transfer** and then selecting **Transfer** from the drop-down list.

**From:** Employee scans their barcode and enters their PIN when prompted

**To:** Employee 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.*

**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 need to be performed.

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Self-Check: Click on **Transfer** again and select **My Items** to ensure that all items were transferred. Perform this check periodically throughout the day and after completing large transfers.

## EVIDENCE RETRIEVAL

When a Forensic Scientist 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 [JusticeTrax LIMS-Plus 3.8 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).

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 needs.

For specific instructions on evidence retrieval by discipline, see [Forensic Technician 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.

The [Evidence Ready to Return Report](#) will list all items in selected 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 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](#) .

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## RETURNS VIA IN PERSON

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 laboratory evidence employee to the agency representative. To do this, the evidence is scanned **From:** the evidence vault location **To:** the laboratory evidence employee. 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

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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 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

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### 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](mailto: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 employee accounts for and verifies each item. Both parties will sign the SMEO chain of custody paperwork. When all items are accounted for, the evidence technician 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.

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## RETURNS VIA TRACEABLE DELIVERY

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

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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. 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 RLS, or from the DPS Directory (for DPS cases only). Packages will not be addressed to "Evidence" or a specific person.

The following services are used in most circumstances:

**USPS:** Choose the shipping service Priority Mail® and check the boxes for Certified Mail® and Return Receipt Electronic. Print the shipping label.

**FedEx:** Choose FedEx Ground. Check the box for Direct Signature Required. Print the shipping label.

*Note: A pick-up may need to be scheduled for FedEx shipments. This is done through the FedEx website*

In the LIMS, the evidence items selected for return are electronically transferred to the agency by the laboratory evidence employee. To do this, open the transfer window. The evidence is scanned **From:** the evidence vault location **To:** the laboratory evidence employee. 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 and delete any extra preceding digits that are added during scanning. Otherwise, manually enter the tracking number.

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 **\*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.

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Open the PDF and then print a copy to add to the shipment box. A second copy should be printed to aid in adding electronic return receipts to cases when the shipment has been delivered. 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 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. 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 (102924053), 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 will be added to the case activities and serve as the delivery confirmation.*

## SPECIAL CIRCUMSTANCES

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### 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.



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## 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 RLS 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: live ammunition and firearms that are not in a locked case 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.

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### 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 employee 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 "Priority Overnight"; 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 employee 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. The external lab will appear in the LIMS as a Storage Location, nested under the "External Locations" tab; if the external lab does not currently appear under that tab, 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.

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## 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 3<sup>rd</sup> 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

November and December - Bio Evidence 1

## 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. Filters for "No Match" and "Not Inventoried" may be used to view discrepancies, but the final report should have no filters applied.

- 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.

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### FOR BIO EVIDENCE 1:

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

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## 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
B Aisle	Fingerprint and Footwear Items
*B16	Long items that aren't for Firearm/Toolmark
*B17	Lift Cards, Known Prints, CDs, etc. (Stored in clear convenience packaging stored in order by lab case #)
*CHEML	Drug items awaiting Fingerprint analysis
C Aisle	Items to be returned to agencies
D Aisle	DNA items related to Property or Major Crimes
E Aisle	Firearm and Toolmark Items
*E31 / *E32	Long items for Firearm/Toolmark
*E05	NIBIN Handguns and Casings for analysis
*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 #)
*F32	Small DNA items that may be retained: swabs, stains, hairs, fingernails scrapings & clippings, cigarette butts, dried blood cards (stored in blue envelopes in order by case #)
*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)
*REF-OUT	Refrigerated items to be returned
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

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## 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](#).

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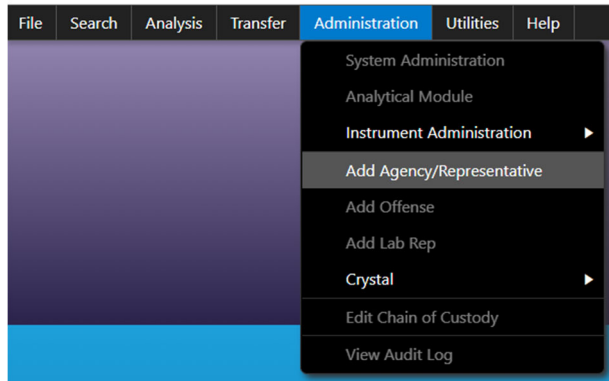
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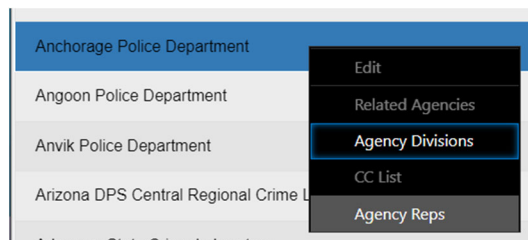
## ADDING OR EDITING AN AGENCY REPRESENTATIVE

If an evidence submission is received and the case agent listed on the RLS 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.

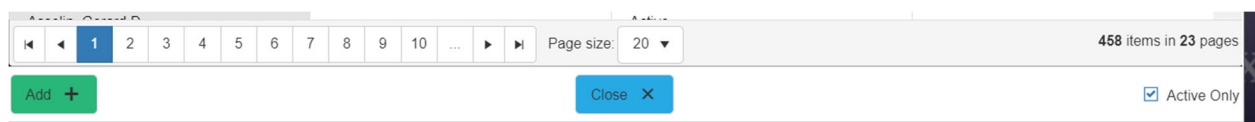
Go to Administration > Add Agency/Representative



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.

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## 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. <b>If the item has been in a non-return location for less than 30 days, do additional research to ensure it can be returned.</b>
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. <b>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.</b>
Evidence	Evidence Entry	Lists evidence items entered during a specified date range.	For technicians 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. <b>Using "Transfer &gt; My Items" in the LIMS serves the same purpose and is faster.</b>
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.



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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 technicians 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.

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## NIBIN CASE ENTRY

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.
  - 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 will be taken directly to FAINCOMING after case entry.**

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## 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 technician to request the case file.

The evidence technician 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 technician 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 technician 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 employee 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

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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. The employee will do so by retrieving the item(s) from the Evidence Vault freezer, allowing it to return to room temperature, and then entering the item into the LIMS.

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 FRZA. 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 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 technician 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.

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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 technician should format the item number as “LCN BLANKS” (ie: “17-00191 BLANKS”)
- Our LCN is unknown, the technician 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.

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## BODE WORK INSTRUCTIONS

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.

**Evidence Transfer**

From: BODE

Time: 2021-Apr-06 11:12:00 AM Via: FedEx Note: 7733 4817 1025

To: Evidence Staff Member

Time: 2021-Apr-06 11:12:02 AM Via: Note: Madeline Gilchrist

Then To: EVIDINTAKE

Changes made to the transfer information above will apply only to newly scanned/selected evidence.

Evidence to Transfer

0  
0

Hold Returned

☐ 1st Transfer Receipt ☐ 2nd Transfer Receipt ☐ COC Report

☐ Selected transfer being returned

Close

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

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## 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. If the kit has an obsolete or obscured barcode or the item no. was changed, 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. Check the kits in to **KIT\_**. Put in rough numerical order (we need to leave room for more kits to come in since they do not come back to the lab in order)
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.

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### 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. Check the kits in to Bio Evidence 2. Put in rough numerical order (we need to leave room for more kits to come in since they do not come back to the lab in order)
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).



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## 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. Our Chemistry Technician will send an e-mail to them and CC 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:

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

When HSS Rep arrives:

- Open transfer window
  - From: **Evidence Technician**
  - 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 technician will:

- Open transfer window
  - From: **HSS** (leave blank and this will auto fill)
  - To: **Analyst** (HSS Rep will scan their barcode and enter their PIN)
  - Then To: **Evidence Technician**
  - Scan Items
  - *Apply*

After the rep leaves

- Open transfer window
  - From: **Evidence Technician**
  - To: **REFA**
  - Scan Items
  - *Apply*

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## FORENSIC TECHNICIAN EVIDENCE TRANSFER WORK INSTRUCTIONS

## PHYSICAL

1. Pull Evidence Retrieval Report for **Physical** and **Firearms** (they are separate reports) at or just after 8:30 am daily. Aim to deliver items by 9:30 am. You can work out an alternate schedule with the section if needed.
  - a. Mikrosils will need to be retrieved ASAP after they come in.
2. In the Physical evidence storage vault there is a blue cart, a USB handheld scanner, and a card with location barcodes. Pull items from the PHYOUTGOING, APDFROUTGOING, and FAOUTGOING locations. Check items into appropriate location.
  - a. Use the Evidence Retrieval Report to identify which agency an item is going back to for correct C Aisle placement.
  - b. If there are items going to multiple locations (ie: C Aisle, F32, other location for additional testing) it can be helpful to just scan everything to yourself and then do the second part of the transfer once you get down to evidence.
  - c. Watch out for swabs: the intended disposition does not always get changed. If it was on the “further testing” shelf and/or the item number has a suffix of -S1, -S2, etc. then it needs to go to F32. You may have to print a case number label and put them in a blue envelope.
3. When retrieving requested items, ignore anything on the report that is under C Aisle unless an analyst tells you they need it – these items are theoretically done and just need time to drop off the report.
  - a. Also remember which items you previously put on other locations for additional testing that still show up on the report which you won’t need to retrieve again - ignore those.
  - b. **Do not retrieve highlighted items.** Move them to C Aisle only if there are no additional open requests for analysis.
    - i. Right click on item in JTrax and select “Related Requests for Analysis” then check the request tab to see if any of them are still “In Progress” or “Pending”. You can also check the Chain of Custody to see if the item has already gone to the other discipline.
4. Pay attention to the requesting analyst on the report:
  - a. Items for APD Lab analysts (highlighted in blue) go to APDFRINCOMING
  - b. Items for latent print and footwear analysts go to PHYINCOMING
  - c. Items for firearms analysts go to FAINCOMING
5. Deliver items to appropriate locations and return the blue cart in the Physical evidence storage vault. Some analysts will put the heavy items going back to the main vault on it to make life easier.

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### CHEMISTRY

#### Seized Drugs Transfers Work Instructions:

1. All new Seized Drugs items are transferred from the Evidence Vault (CHEM1) to SDINCOMING every Friday afternoon typically after mail evidence has been transferred to ensure all evidence are on CHEM1 by Monday morning.
2. All worked Seized Drugs items are placed on SDOUTGOING and are organized by their next destination (C Aisle or CHEML for further testing). All items will be transferred from SDOUTGOING to the Evidence Vault (C/CHEML) every Wednesday and Friday or as needed throughout the week.

#### Rush Cases/Retesting:

Once analysts have assigned themselves to a RUSH case, they will notify the technician and the evidence item(s) will be transferred to SDINCOMING as soon as possible (if not already on SDINCOMING).

Analysts will also notify the technician if an item that's been transferred back to the evidence vault needs to be retested or reverified.

#### Blood Alcohol Transfers Work Instructions:

1. Pull Evidence Retrieval Report for "Blood Alcohol". All assigned Blood Alcohol evidence items are transferred from REFF1 to BAINCOMING every Monday morning.
2. All worked Blood samples will be placed on BAOOUTGOING by analysts. Blood samples on BAOOUTGOING are organized by their next destination (REFFA or REFF1 for further testing). BAOOUTGOING is checked periodically.

### BIOLOGY

1. Pull Evidence Retrieval Report for "Forensic Biology"
2. When retrieving requested items, ignore anything on the report that is under C Aisle unless an analyst tells you they need it – these items are theoretically done and just need time to drop off the report.
  - a. Also remember which items you previously put on other locations for additional testing that still show up on the report which you won't need to retrieve again - ignore those.
  - b. **Do not retrieve highlighted items.**
3. Pull items from the FBOUTOING location. Check items into appropriate location.
  - a. Look up each case and research whether the item has already been assigned an LTS location, if so, transfer it back to that location.
  - b. Use the Evidence Retrieval Report to identify which agency an item is going back to for correct C Aisle placement.
  - c. If there are items going to multiple locations (ie: C Aisle, Bio 1 & 2 or other location for additional testing) it can be helpful to just scan everything to yourself and then do the second part of the transfer once you get down to evidence.

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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

Buccal: Swab of the inner cheek

COC: Chain of Custody

CODIS: Combined DNA Index System

CSO: Court Services Officer

DPS: Department of Public Safety

JT: 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

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SAM: Sexual Assault of a Minor

SART: Sexual Assault Response Team

## CODES FOR RLS FORMS

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

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## REVISION HISTORY

Section	Changes
<a href="#">Evidence Seals and Packaging</a>	Added: <b>“NOTE: When the lab receives an item that has the Forensic Biology (DNA) analysis box checked on the RLS; Evidence staff shall ensure that the item is packaged in a breathable container to mitigate mold growth. If the item is not packaged in a breathable container, it will 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.”</b>  Formatting.
<a href="#">Evidence Tab</a>	Intended Disposition – Revised the following statement to include buccal swabs and blood cards and updated text formatting. <b>Note: For sexual assault kits and known DNA samples (buccal swabs and blood cards) the intended disposition should be “Retained at Lab”.</b>
<a href="#">Helpful Information</a>	Updated the current version of the RLS to <b>“02/01/2024”</b> .  Added <b>“The previous version (July/15/2019) may still be accepted at the lab’s discretion; mainly if the analysis requested does not involve NIBIN”</b>
Entering Proficiency Tests (PTs)	Removed from manual. Moved to Working Instructions document set in SharePoint.
<a href="#">Drug Toxicology Transfers To and From Dept. of Health (DOH)</a>	Removed reference to a specific individual from HSS and reworded the section to reference “a representative”.
<a href="#">Crystal Reports</a>	Migrated information to a table format. Removed references to reports that aren’t used. Added more information on what each report is for and when to use it.  Updated: To run a Crystal Report in the LIMS go to: <b>Administration &gt; Crystal &gt; Generate Reports</b>
Evidence Inventory Reconciler Work Instructions	Removed from manual. Moved to Working Instructions document set in SharePoint.
Bio Evidence 1 Inventory Work Instructions	Removed from manual. Moved to Working Instructions document set in SharePoint.

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<a href="#">For Bio Evidence 1:</a>	Formatting. Added “Refer to Bio Evidence 1 (LTS) Working Instructions”
<a href="#">Evidence Tab</a>	Added to the Source row: mikrosils and beverage alcohol
<a href="#">NIBIN Case Entry</a>	Added lines 4.a. and 5.a. to clarify the item description expectations for NIBIN Request Forms.
<a href="#">Mat-Su Narcotics Team</a>	<p>Removed “This unit falls under DPS – Anchorage ABI, but the offense city will be “Mat-Su” to indicate that the evidence will not be returned to Anchorage storage.” DPS – Mat-Su Narcotics Team is a post in the LIMS now.</p> <p>Changed DPS Mat-Su Drug Unit to DPS - Mat-Su Narcotics Team throughout section. Changed section title to Mat-Su Narcotics Team.</p>
<a href="#">State Medical Examiner’s Office (SMEO/ME)</a>	Added: “If the ME and law enforcement agency cases are not entered under the same laboratory case number, they should be related in the LIMS.”