## MASTER DOCUMENT LIST

### 1 Administrative

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIMS-ADM-01</td>
<td>LIMS Introduction</td>
</tr>
<tr>
<td>LIMS-ADM-02</td>
<td>Departments and Services</td>
</tr>
<tr>
<td>LIMS-ADM-03</td>
<td>Offense Codes</td>
</tr>
<tr>
<td>LIMS-ADM-04</td>
<td>Roles and Permissions</td>
</tr>
<tr>
<td>LIMS-ADM-05</td>
<td>Hardware and Software</td>
</tr>
<tr>
<td>LIMS-ADM-06</td>
<td>LIMS Support Assistance</td>
</tr>
<tr>
<td>LIMS-ADM-07</td>
<td>Emailing from LIMS</td>
</tr>
<tr>
<td>LIMS-ADM-08</td>
<td>Crystal Reports</td>
</tr>
</tbody>
</table>
| LIMS-ADM-09     | Expunctions in LIMS                        | Reserved
| LIMS-ADM-10     | Glossary                                   | Reserved

### 2 General

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIMS-GEN-01</td>
<td>LIMS Login</td>
</tr>
<tr>
<td>LIMS-GEN-02</td>
<td>Case Info Tab</td>
</tr>
<tr>
<td>LIMS-GEN-03</td>
<td>Agency Tab</td>
</tr>
<tr>
<td>LIMS-GEN-04</td>
<td>Offense Tab</td>
</tr>
<tr>
<td>LIMS-GEN-05</td>
<td>Individuals Tab</td>
</tr>
<tr>
<td>LIMS-GEN-06</td>
<td>Evidence Tab</td>
</tr>
<tr>
<td>LIMS-GEN-07</td>
<td>Requests Tab</td>
</tr>
</tbody>
</table>
| LIMS-GEN-08     | Itemization/Blood Tubes                   | Reserved
| LIMS-GEN-09     | Evidence Transfer                         | Reserved
| LIMS-GEN-10     | Relating Cases                            |
| LIMS-GEN-11     | General Module                            |
| LIMS-GEN-12     | Reports (normal, supplemental, c wo a, crime scene, entering secondary submission dates) | Reserved
| LIMS-GEN-13     | Amended Reports                           |
| LIMS-GEN-14     | Case Review                               |
| LIMS-GEN-15     | Imaging Module                            | Reserved

Effective Date: 01/11/2018
Issued by: QA Coordinator
2 General

LIMS-GEN-16   LIMS Emailer
LIMS-GEN-17   LIMS Indexer
LIMS-GEN-18   Storage of Evidentiary Images in DIMS

LIMS-GEN-19 Entry of Case Activities

LIMS-GEN-20   Case Messages
LIMS-GEN-21   Autotext
LIMS-GEN-22   Worklists/Batch Process
LIMS-GEN-23   Carbon Copies (CCs) (request, default)
LIMS-GEN-24   Barcode Labels
LIMS-GEN-25   Marking Requests as Distributed
LIMS-GEN-26   Outsourcing Evidence to External Agencies
LIMS-GEN-27   Outsourcing Folders
LIMS-GEN-28   Non Case-specific Items
LIMS-GEN-29   Statement of Qualifications and Disclosure Form

3 Evidence Coordination

LIMS-EVID-01   Receiving a New Case
LIMS-EVID-02   Submission of Bulk Evidence
LIMS-EVID-03   Receiving Additional Evidence
LIMS-EVID-04   Returning Evidence
LIMS-EVID-05   Inter-laboratory Evidence Transfer
LIMS-EVID-06   Authority for Destruction of Evidence
LIMS-EVID-07   Evidence Destruction
LIMS-EVID-08   Evidence Reconciliation

LIMS-EVID-09   Crime Scene Evidence Submission
LIMS-EVID-10   Long-term Storage of DPS Toxicological Evidence
LIMS-EVID-11   Sexual Assault Kits
4  Controlled Substances
   LIMS-CS-01  Controlled Substance Workflow
   LIMS-CS-02  Controlled Substance Bulk Evidence Itemization
   LIMS-CS-03  Amended Controlled Substance Reports
   LIMS-CS-04  Controlled Substance Categories
   LIMS-CS-05  Misdemeanor Controlled Substance Cases
   LIMS-CS-07  Controlled Substance Quantitation
   LIMS-CS-07  Controlled Substance Result List

5  Blood Alcohol
   LIMS-BA-01  Blood Alcohol Workflow
   LIMS-BA-02  Amended Blood Alcohol
   LIMS-BA-03  Alcohol Analysis 90 Codes
   LIMS-BA-04  Itemization of Blood Tubes

6  Toxicology
   LIMS-TOX-01  Toxicology Workflow
   LIMS-TOX-02  Amended Toxicology Reports

7  DNA
   LIMS-DNA-01  Forensic Biology Workflow
   LIMS-DNA-02  DNA Workflow
   LIMS-DNA-03  Amended Statistical DNA Reports
   LIMS-DNA-04  Tracking Grant Cases
   LIMS-DNA-05  Using LIMS for CODIS
   LIMS-DNA-06  CPI Evaluation Reports
   LIMS-DNA-07  Male Screening Workflow

8  Latent Prints
   LIMS-LP-01  Latent Print Workflow
9    AFIS
LIMS-AFIS-01    AFIS Workflow

10   Firearms/Toolmarks
LIMS-FTM-01    Firearms Workflow
LIMS-FTM-02    NIBIN Workflow

11   Trace Evidence
LIMS-TE-01    Trace Evidence Workflow

12   Digital Multimedia Evidence
LIMS-DME-01    DME Workflow                  Reserved
LIMS-DME-02    QD Workflow                  Reserved
LIMS-DME-03    Photo Workflow               Reserved

13   Crime Scene Response
LIMS-CSR-01    Crime Scene Response Report
## Revision History

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>07/31/2015</td>
<td>Original Issue</td>
</tr>
<tr>
<td>01</td>
<td>01/01/2016</td>
<td>Revised: LIMS-GEN-18&lt;br&gt;New: LIMS-ADM-02, LIMS-GEN-19, LIMS-GEN-26, LIMS-EVID-05, LIMS-EVID-10, LIMS-DNA-01</td>
</tr>
<tr>
<td>02</td>
<td>01/22/2016</td>
<td>New: LIMS-DNA-06</td>
</tr>
<tr>
<td>03</td>
<td>02/17/2016</td>
<td>New: LIMS-CS-05</td>
</tr>
<tr>
<td>04</td>
<td>03/01/2016</td>
<td>New: LIMS-ADM-04, LIMS-ADM-05, LIMS-GEN-11, LIMS-TE-01</td>
</tr>
<tr>
<td>05</td>
<td>03/17/2016</td>
<td>Revised: LIMS-CS-05</td>
</tr>
<tr>
<td>05a</td>
<td>03/25/2016</td>
<td>Revised: LIMS-ADM-05</td>
</tr>
<tr>
<td>06</td>
<td>04/14/2016</td>
<td>Revised: LIMS-GEN-19&lt;br&gt;New: LIMS-CS-07</td>
</tr>
<tr>
<td>07</td>
<td>06/22/2016</td>
<td>Revised: LIMS-ADM-01 (formerly LIMS-ADM-02), LIMS-ADM-04 (formerly LIMS-ADM-05), LIMS-ADM-05 (formerly LIMS-ADM-06), LIMS-CS-07, LIMS-EVID-10, LIMS-GEN-26&lt;br&gt;New: LIMS-ADM-02, LIMS-ADM-05, LIMS-ADM-06, LIMS-ADM-08, LIMS-GEN-01, LIMS-GEN-16, LIMS-GEN-16</td>
</tr>
<tr>
<td>08</td>
<td>11/07/2016</td>
<td>New: LIMS-BA-01</td>
</tr>
<tr>
<td>09a</td>
<td>03/20/2017</td>
<td>Version numbers removed from MDL</td>
</tr>
</tbody>
</table>

Effective Date: 01/11/2018
Issued by: QA Coordinator
### Master Document List

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>07/17/2017</td>
<td>Revised: LIMS-BA-01, LIMS-BA-03, LIMS-DNA-01, LIMS-DNA-06, LIMS-GEN-02, LIMS-GEN-16, LIMS-GEN-17, LIMS-GEN-18</td>
</tr>
<tr>
<td>11</td>
<td>01/11/2018</td>
<td>Revised: LIMS-GEN-19</td>
</tr>
</tbody>
</table>

Effective Date: 01/11/2018
Issued by: QA Coordinator
FORMAT FOR LIMS POLICIES AND INSTRUCTIONS

1 Scope
To provide information regarding the format and application of the LIMS Manual. This LIMS Manual is specific to the Justice Trax application.

2 Format and Application
The LIMS Manual is divided into documents to make it easier to find the appropriate information.

A. Related Documents – List of forms, logbooks, or other procedures/policies that may be directly related to the SOP. If there are none, it is appropriate to indicate “none”.

B. Policy – Requirements that must be followed

C. Instructions – Recommended set of instructions that allow the user to meet the policy requirements

The Instructions section is typically not considered policy. There may be means other than the steps provided to fulfill policy requirements. There may be references included in this section that refer the user to another area of the LIMS Manual.

There may be instances where the policy states that the instructions must be followed as policy. In these situations, the entire document is considered policy.

D. Preferred Practices – Instructions which are highly recommended but not required
Subject: Format for LIMS Policies and Instructions

Preparer

Fayth M. Davis
LIMS Manager

Date: 05/11/2016

Concurrence

Katherine G. Sanchez
Quality Assurance Coordinator

Date: 05/12/2016

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>01/01/2016</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
| 01        | 06/22/2016     | Minor Revision – Sections 1 and 2
Formerly LIMS-ADM-02
DEPARTMENTS AND SERVICES

1 Scope
This document lists the departments and services provided at each laboratory.

2 Related Documents
Statement of Services (PEH-01-02)
Table 1 Crime Laboratory Services, Service Area Maps (PEH-01-03)
Table 2 Laboratory Addresses and Phone Numbers (PEH-01-03)

3 Instructions
3.1 Laboratories
There are 15 laboratories in LIMS. Each laboratory contains departments and each department contains services. Each laboratory will only contain the departments and services relevant to the testing performed in that specific laboratory. Each laboratory is assigned to a region of counties. This dictates which laboratory the county should submit evidence to. Some disciplines are only located in certain regions.

Abilene
Amarillo
Austin
Bio-Warehouse
Corpus Christi
El Paso
Garland
Houston
Laredo
Lubbock
Midland
Test Lab
Tyler
Waco
Weslaco

Below is a complete list of available Departments and Services in LIMS, as well as the crystal report template associated with each service.
## Departments/Services

<table>
<thead>
<tr>
<th>Departments/Services</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFIS Department</td>
<td></td>
</tr>
<tr>
<td>Latent AFIS</td>
<td>testing report</td>
</tr>
<tr>
<td>Amended Latent AFIS</td>
<td>amended testing report</td>
</tr>
<tr>
<td>Alcohol Content Department</td>
<td></td>
</tr>
<tr>
<td>Alcohol Content</td>
<td>testing report</td>
</tr>
<tr>
<td>Alcohol Content and Toxicology</td>
<td>testing report</td>
</tr>
<tr>
<td>Amended Alcohol Content</td>
<td>amended testing report</td>
</tr>
<tr>
<td>CODIS Department (not used)</td>
<td></td>
</tr>
<tr>
<td>Digital Multimedia Department</td>
<td></td>
</tr>
<tr>
<td>Computer Forensics</td>
<td>testing report</td>
</tr>
<tr>
<td>Mobile Device Forensics</td>
<td>testing report</td>
</tr>
<tr>
<td>Amended Computer Forensics</td>
<td>amended testing report</td>
</tr>
<tr>
<td>Amended Mobile Device Forensics</td>
<td>amended testing report</td>
</tr>
<tr>
<td>Controlled Substance Department</td>
<td></td>
</tr>
<tr>
<td>Controlled Substance Analysis</td>
<td>testing report</td>
</tr>
<tr>
<td>Amended Controlled Substances</td>
<td>amended testing report</td>
</tr>
<tr>
<td>Evidence Processing Department</td>
<td></td>
</tr>
<tr>
<td>Awaiting Disposition</td>
<td>correspondence, destruction approval request</td>
</tr>
<tr>
<td>Closed Without Analysis</td>
<td>correspondence, no analysis performed</td>
</tr>
<tr>
<td>Crime Scene Response</td>
<td>correspondence, crime scene information</td>
</tr>
<tr>
<td>Destruction-Autoclave</td>
<td>used to create destruction worklist</td>
</tr>
<tr>
<td>Destruction-Contractor</td>
<td>used to create destruction worklist</td>
</tr>
<tr>
<td>Destruction-Excess Contractor</td>
<td>used to create destruction worklist</td>
</tr>
<tr>
<td>Destruction-Disposal</td>
<td>used to create destruction worklist</td>
</tr>
<tr>
<td>Destruction-Excess Disposal</td>
<td>used to create destruction worklist</td>
</tr>
<tr>
<td>Destruction-Incineration</td>
<td>used to create destruction worklist</td>
</tr>
<tr>
<td>Destruction-Excess Incineration</td>
<td>used to create destruction worklist</td>
</tr>
<tr>
<td>Destruction-Other</td>
<td>used to create destruction worklist</td>
</tr>
<tr>
<td>Destruction-Only</td>
<td>used to create destruction worklist</td>
</tr>
<tr>
<td>Non-technical Amended Report</td>
<td>for special circumstances</td>
</tr>
<tr>
<td>Firearms Department</td>
<td></td>
</tr>
<tr>
<td>Firearms/Toolmarks</td>
<td>testing report</td>
</tr>
<tr>
<td>Amended Firearms/Toolmarks</td>
<td>amended testing report</td>
</tr>
<tr>
<td>Departments/Services</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Firearms Department</strong></td>
<td></td>
</tr>
<tr>
<td>NIBIN</td>
<td>testing report</td>
</tr>
<tr>
<td>Amended NIBIN</td>
<td>amended testing report</td>
</tr>
<tr>
<td>NIBIN Letter</td>
<td>correspondence, hit</td>
</tr>
<tr>
<td><strong>Forensic Biology Department</strong></td>
<td></td>
</tr>
<tr>
<td>Forensic Biology</td>
<td>testing report</td>
</tr>
<tr>
<td>DNA</td>
<td>testing report</td>
</tr>
<tr>
<td>DNA Comparison</td>
<td>testing report, profiles already generated or not extracted</td>
</tr>
<tr>
<td>Minifiler</td>
<td>testing report</td>
</tr>
<tr>
<td>YSTR</td>
<td>testing report</td>
</tr>
<tr>
<td>CPI Evaluation</td>
<td>evaluation testing report</td>
</tr>
<tr>
<td>Male Screening</td>
<td>testing report</td>
</tr>
<tr>
<td>Amended Forensic Biology</td>
<td>amended testing report</td>
</tr>
<tr>
<td>Amended DNA Statistical Report</td>
<td>amended DNA Stats testing report</td>
</tr>
<tr>
<td>Amended DNA</td>
<td>amended testing report</td>
</tr>
<tr>
<td>Amended Minifiler</td>
<td>amended testing report</td>
</tr>
<tr>
<td>Amended YSTR</td>
<td>amended testing report</td>
</tr>
<tr>
<td>Amended Male Screening</td>
<td>amended testing report</td>
</tr>
<tr>
<td>CODIS Entry</td>
<td>track profiles in LIMS (optional)</td>
</tr>
<tr>
<td>CODIS Upload</td>
<td>correspondence, outside source uploaded</td>
</tr>
<tr>
<td>CODIS Notification</td>
<td>correspondence, no hit</td>
</tr>
<tr>
<td>CODIS Letter</td>
<td>correspondence, hit</td>
</tr>
<tr>
<td><strong>Latent Prints Department</strong></td>
<td></td>
</tr>
<tr>
<td>Latent Print Examination</td>
<td>testing report</td>
</tr>
<tr>
<td>Amended Latent Print Examination</td>
<td>amended testing report</td>
</tr>
<tr>
<td><strong>Photography Lab Department</strong></td>
<td></td>
</tr>
<tr>
<td>Forensic Multimedia</td>
<td>testing report</td>
</tr>
<tr>
<td>Amended Forensic Multimedia</td>
<td>amended testing report</td>
</tr>
<tr>
<td><strong>Questioned Documents Department</strong></td>
<td></td>
</tr>
<tr>
<td>Questioned Documents</td>
<td>testing report</td>
</tr>
<tr>
<td>Amended Questioned Documents</td>
<td>amended testing report</td>
</tr>
<tr>
<td><strong>Toxicology Department</strong></td>
<td></td>
</tr>
<tr>
<td>Toxicology</td>
<td>testing report</td>
</tr>
</tbody>
</table>

Effective Date: 06/22/2016
Issued by: QA Coordinator
<table>
<thead>
<tr>
<th>Departments/Services</th>
<th>Description</th>
<th>General Template</th>
<th>DNA Template</th>
<th>BA Template</th>
<th>Tox Template</th>
<th>Drug Template</th>
<th>Other Template</th>
<th>No Template</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toxicology Department</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amended Toxicology</td>
<td>amended testing report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>•</td>
</tr>
<tr>
<td>Trace Department</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trace Analysis</td>
<td>testing report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>•</td>
</tr>
<tr>
<td>Amended Trace</td>
<td>amended testing report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>•</td>
</tr>
<tr>
<td>GSR</td>
<td>testing report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>•</td>
</tr>
<tr>
<td>Amended GSR</td>
<td>amended testing report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>•</td>
</tr>
</tbody>
</table>
**Preparer**

*Fayth M. Davis*
Date: 05/11/2016
LIMS Manager

**Concurrence**

*Katherine G. Sanchez*
Date: 05/12/2016
Quality Assurance Coordinator

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>01/01/2016</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
| 01        | 06/22/2016     | Major Revision – All sections
DRN formerly assigned to LIMS Introduction |
OFFENSE CODES

1 Scope

There are designated offense codes in the LIMS. Each code corresponds to a specific offense type.

2 Related Documents

Offense Tab (LIMS-GEN-04)

3 Policy

4 Instructions

A. The following is a table listing all of the offense codes and the corresponding offense.

<table>
<thead>
<tr>
<th>Offense Code</th>
<th>Offense</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Homicide</td>
<td></td>
</tr>
<tr>
<td>01A</td>
<td>Attempted Homicide</td>
<td></td>
</tr>
<tr>
<td>01C</td>
<td>Homicide Capital murder</td>
<td></td>
</tr>
<tr>
<td>01D</td>
<td>Homicide (SB 1292)</td>
<td>Used for post-conviction cases</td>
</tr>
<tr>
<td>02</td>
<td>Sexual Assault</td>
<td></td>
</tr>
<tr>
<td>02B</td>
<td>Sexual Assault (SB 1636)</td>
<td>Used for non-reported sexual assaults</td>
</tr>
<tr>
<td>03</td>
<td>Robbery</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Assault</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Burglary</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Theft</td>
<td></td>
</tr>
<tr>
<td>06C</td>
<td>Credit Card Offenses</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Auto Theft</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>Arson</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Kidnapping / Abduction</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Forgery or Counterfeiting</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Fraud</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Embezzlement</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Stolen Property Offense</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Criminal Mischief</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Weapons Offense</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Pornography / Obscene Material</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Sex Offense Other Than Rape</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Controlled Substance</td>
<td></td>
</tr>
<tr>
<td>18D</td>
<td>None - for destruction only</td>
<td></td>
</tr>
<tr>
<td>18M</td>
<td>Controlled Substance Manufacturing</td>
<td></td>
</tr>
<tr>
<td>Offense Code</td>
<td>Offense</td>
<td>Other Information</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>18X</td>
<td>Controlled Substance - Excess Quantity</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Extortion / Blackmail</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Offense Against Family and Children</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Intoxication Offense</td>
<td></td>
</tr>
<tr>
<td>21D</td>
<td>Intoxication Offense (Deceased)</td>
<td></td>
</tr>
<tr>
<td>21M</td>
<td>Intoxication Manslaughter</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Liquor Violation</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Drunkenness</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Vagrancy</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Criminal Offense</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Hit &amp; Run</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Traffic Incident</td>
<td></td>
</tr>
<tr>
<td>32A</td>
<td>Questioned Death</td>
<td></td>
</tr>
<tr>
<td>32B</td>
<td>Suicide or Accidental Death</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Non-criminal</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Violation of Probation</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Threatening Correspondence</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Official Misconduct</td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>Harassment</td>
<td></td>
</tr>
</tbody>
</table>

B. Enter the offense into LIMS as described in the **Offense Tab** instructions (LIMS-GEN-04).

5 **Preferred Practice**

None

6 **Literature and Supporting Documentation**

Texas Code of Criminal Procedure Chapter 38 Article 38.43; Reference: **TX SB1292 | 2013-2014 | 83rd Legislature.** (2013, June 14)

Texas Government Code Chapter 420 Article 420.042; Reference: **TX SB1636 | 2011-2012 | 82nd Legislature.** (2011, June 17)
**Preparer**

*Fayth M. Davis*  
LIMS Manager  

Date: 05/11/2016

---

**Concurrence**

*Katherine G. Sanchez*  
Quality Assurance Coordinator  

Date: 05/12/2016

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>03/01/2016</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
| 00a       | 06/22/2016     | Administrative Revision – DRN changed  
Formerly LIMS-ADM-04 |
LIMS ROLES AND PERMISSIONS

1 Scope
This guideline illustrates how to change an employee’s roles and permissions. A SharePoint list is used to facilitate the additions/changes/deletions of roles and permissions in LIMS.

Only supervisors and managers have rights to make changes to the SharePoint list. All end users have rights to view the list.

When information is added or edited in the SharePoint list, an alert is sent to LIMS Support, with a notification of the change. When the changes are made in LIMS, the change is approved in the SharePoint list. Alerts can be set up to allow the user/supervisor/manager to be notified when changes are approved.

2 Related Documents
None

3 Instructions
3.1 Navigation
Go to Employee’s Rights & Roles on the LIMS site in SharePoint:

http://portal.tle.dps/sites/clsl/LIMS3.7Workspace/SitePages/Home.aspx

3.2 Adding a New User
A. Ensure that the user does not already exist by expanding the appropriate Laboratory group to view all current employees for that laboratory.

B. Click the Items tab located in the List Tools sections in the toolbar at the top of the page.

C. Click New Item.

D. Fill out the form with the appropriate information.

1. Enter the employee’s name as Last name, First name into the Employee Name field.

2. Enter the ACID of the employee in the ACID field.

3. Select the appropriate Laboratory from the Laboratory dropdown menu.

4. Select the appropriate Employee Type from the Type of Employee list.

5. Select the appropriate Discipline of the user from the Roles/Permissions list.

6. Enter the Start Date of the employee in the Start Date field.

7. Enter the name of the employee’s direct supervisor as Last name, First name into the Supervisor field.

8. Select any other relevant duties for the employee from the Other Duties list.

9. Select the appropriate case review permissions needed from the Case Review list.

10. Enter any other duties not already covered in the Other Duty Comments field.
11. Enter any other pertinent information, such as resignation date or laboratory transfer information in the **Non-LIMS Comments** field.

12. Click **Save**.

### 3.3 Editing an Existing User

A. Click on the name of the appropriate employee.

B. Click **Edit Item** from the top left corner of the pop up window.

C. Add and/or remove any appropriate information by selecting or deselecting the check boxes.

D. Enter any other duties not already covered in the **Other Duty Comments** field.

E. Enter any other pertinent information, such as resignation date or laboratory transfer information in the **Non-LIMS Comments** field.

### 4 Preferred Practice

Typically, new end users will be added by LIMS Support to relieve the manager/supervisor of this duty.

Managers and supervisors are responsible for editing information in the SharePoint list when necessary. It is preferred that this information is relayed through the SharePoint list rather than via email, Lync, or in person.

### 5 Precautions or Limitations

LIMS Support does not troubleshoot SharePoint issues outside of the LIMS site and Technical Services site. Please contact System Quality Assurance for assistance with the LabPortal site.
Preparer

Fayth M. Davis
LIMS Manager

Date: 05/11/2016

Concurrence

Katherine G. Sanchez
Quality Assurance Coordinator

Date: 05/12/2016

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>03/01/2016</td>
<td>Original Issue</td>
</tr>
<tr>
<td>00a</td>
<td>03/25/2016</td>
<td>Administrative Revision – Hyperlink updated</td>
</tr>
<tr>
<td>00b</td>
<td>06/22/2016</td>
<td>Administrative Revision – DRN changed Formerly LIMS-ADM-05</td>
</tr>
</tbody>
</table>
HARDWARE AND SOFTWARE

1 Scope

The purpose of this document is to assist with the setup of default printers and scanners to be used with LIMS.

This document contains specific instructions for the Canon Image Formula and Fujitsu 7180 scanner. The scanners can either be used directly with Justice Trax, Justice Trax Indexer or separately.

2 Related Documents

Imaging Module (LIMS-GEN-12)
LIMS Indexer (LIMS-GEN-17)

3 Instructions

3.1 Setting up Default Printers

A. Select File in the Justice Trax menu bar select Print Setup.

1. Select the appropriate printer For Reports (network printer).
2. Select the appropriate printer For BarCodes (barcode printer).
3. Select PROD Evidence Label from the Default Evidence Barcode Labels dropdown menu.
4. Select Prompt Me as the Default Destination.
5. Click OK.
3.2 Installing Canon Image Formula Scanner

A. Installation

1. Before installing, set the **Auto Start Button** on the back of the scanner to **OFF**, and insert the installation CD that is provided with the Canon Image Formula Scanner.

2. Select **Autorun** from the disk menu and select **Typical Installation**.

3. Follow the prompts accordingly; when complete plug the scanner into the computer.

   **Note:** If the installation requires an administrator to sign in, please contact **LIMS_Support@dps.texas.gov** for assistance.

B. Canon Scanner Settings

1. P-215 Scanner Application Settings

   a) Open the Canon P-215 Software and select **Scanner Settings**.

   i. If the **Scanner Settings** option is not present, make sure **Scans in full auto mode** is set to **OFF**.

   b) Select **Black and White** from **Color Mode** dropdown menu.

   c) Select **Letter** from **Page Size** dropdown menu.

   d) Select **200 dpi** from the **Dots per inch** dropdown menu.

   e) Select **Simplex** from **Scanning Side** dropdown menu.
2. Advanced Settings

The advanced settings are the default settings that are in effect when using another application to scan images such as Indexer or Justice Trax. It is best to leave the advanced settings on, to help lessen the amount of black images that may appear when scanning. Black images tend to occur when the advanced settings are not set up within the application and are only set up within indexer.

a) Select **ON** to activate the **Use advanced settings dialog**
b) Click the **Cog** to open the advanced settings menu.

c) **Basic Tab**

i. Select **Black and White** from **Color Mode** dropdown menu.

ii. Select **LETTER** from the **Page Size** dropdown menu.

iii. Select **200 dpi** from the **Dots per inch** dropdown menu.

iv. Select **Simplex** from the **Scanning Side** dropdown menu.

v. Select the **Automatically straightens skewed images** checkbox.
d) **Image Processing Tab**

   i. Select the **Prevent bleed through/remove background** checkbox.

![Image Processing Tab](image.png)

---

e) **Save the Settings as Indexer Settings and click OK.**

### 3.3 Installing the Fujitsu 7180 Scanner

A. Before installing, make sure the scanner is connected to the computer and turned on. Insert the installation CD that is provided with the Fujitsu 7180 Scanner.

1. Select **Fi Setup.exe** from the disk menu, right click and select **Run as Administrator**.

   **Note:** If the installation requires an administrator to sign in, please contact LIMS_Support for assistance.

   a) Select the appropriate model scanner **7180**.

   i. Select **Recommended Installation**.

   ii. Click Next on the software information screen.

   iii. Click Next on the List of Software Screen.

   iv. Select **Paperstream IP (Twain)** software and select the **I accept terms** checkbox and click Install.

   v. **Install will commence.**
2. Restart the computer once the install is complete and turn on the scanner.

B. Set up the Scanner Profiles

1. There are three profiles to set up within PaperStream Capture.
   a) **Black&White**
   b) **Color**
   c) **Auto Color**

2. Open **Paperstream Capture Software** and Select **Config** from the menu bar.

3. Select each profile one at a time and click **Edit**.
   a) **Select 2 Scan.**
   b) **Select scanner PaperStream IP fi-7180.**
   c) **Select Driver Profile and click Details.**
i. Select **Feeder (Front Side)** from the **Paper Source** dropdown menu.

ii. If needed, select the double arrows in the top right hand corner next to the question mark to adjust other settings such as color, paper size and in some instances may have to turn off the hole punch feature.

iii. **Click Save.**

iv. **Select 3 Release.**

v. **Select File Settings.**

vi. **Select PDF from the File Format dropdown menu.**

vii. **Select the appropriate Output Folder where the images will be scanned to in the Destination section.**
viii. Click Save.

4. Select the next profile and follow step 4.3.B.3 until all three profiles are set up.

4  Preferred Practice

It is best to set up the printers and scanners before performing any activities within Justice Trax.

Email LIMS_Support@dps.texas.gov for troubleshooting help.

5  Precautions or Limitations

Both scanners cannot be installed on the same computer.

Scanning directly into Justice Trax only works on Local Justice Trax.

Place documents face down with the top of the page feeding into the scanner.
## Preparer

**Fayth M. Davis**  
LIMS Manager  
Date: 05/11/2016

## Concurrence

**Katherine G. Sanchez**  
Quality Assurance Coordinator  
Date: 05/12/2016

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>06/22/2016</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
LIMS SUPPORT ASSISTANCE

1 Scope

These are written guidelines that illustrate how and when to request LIMS assistance. If LIMS Support is contacted and the problem is determined to be a non-LIMS issue, LIMS Support will contact the appropriate personnel to troubleshoot.

Microsoft Lync is not appropriate to use to resolve issues, as issues are tracked using the email system. The email address used to request LIMS assistance is LIMS_Support@dps.texas.gov.

At times, large amounts of data may be traveling across the network thus causing the LIMS application to slow down. In these cases, LIMS Support does not have the capability to resolve this issue.

If the LIMS application crashes or becomes unavailable during non-business hours, call or email the Service Desk at 512-424-5432 or ServiceDesk@dps.texas.gov.

2 Related Documents

None

3 Instructions

3.1 LIMS Corrections/Issues

A. Determine the type of issue from the list below.
   1. Chain of Custody (COC)
   2. Agency Information
   3. Evidence Issues (not COC or Agency)
   4. Reporting Issues
   5. Other

B. Send an email to LIMS_Support@dps.texas.gov in the following format:

   1. Subject Line
      
      Enter the type of issue and the case number if applicable.

   2. Body of email
      
      a) Include the agency name, if applicable.
      b) Include a detailed description of the issue.
      c) Include screen shots when applicable.
3. Carbon Copy (CC) your immediate supervisor/lab manager on all LIMS emails.

3.2 Experiencing Slowness in LIMS

A. End User

1. Close all applications and restart the computer before reporting any issues.

2. Contact the Lab Manager or Designee if the LIMS application is running slower than expected.

B. Lab Manager/Designee

1. Send an email to LIMS_Support@dps.texas.gov in the following format, only if the problem has persisted for longer than 30 minutes or when it is deemed necessary:

   2. Subject Line
      
   a) Enter LIMS SLOW as the subject.

   3. Body of email
      
   a) Answer the following questions:
      
   i. Are multiple users experiencing the same problem?

   ii. Is outlook running slow?

   iii. Is the internet running slow?

   iv. Is LIMS running slow for longer than 30 minutes?

   v. Is LIMS running slow only when trying to print/view a crystal report?

   vi. Is the user using Local LIMS or Remote LIMS?

Local LIMS

   vii. Did an “ODBC” error display?

Remote LIMS

   viii. Is the problem occurring on both servers (Remote LIMS1, Remote LIMS2)?
ix. Was the remote connection lost?

x. When logging in does a black screen display?

4 Precautions or Limitations

None
Preparer

Fayth M. Davis
LIMS Manager
Date: 05/11/2016

Concurrence

Katherine G. Sanchez
Quality Assurance Coordinator
Date: 05/12/2016

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>06/22/2016</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>

Effective Date: 06/22/2016
Issued by: QA Coordinator
EMAILING FROM LIMS

1 Scope
The purpose of this document is to illustrate how to email reports using Local LIMS and Remote LIMS.

2 Related Documents
None

3 Instructions
3.1 Local LIMS
A. Select the Requests Tab and right click on the appropriate Request and select Print Final Report.
B. Select the Screen option from the Print Destination menu.
C. In the Adobe application, select File from the menu bar.
D. Select Send File (or Attach to Email) and select Default email application (Microsoft Outlook), then click Continue.
E. Enter the appropriate email recipient in the pop up screen and send the email.

![Email Recipient](TES-13-0100-0002.PDF - Adobe A)

Send Email

How would you like to send this email?
- Default email application (Microsoft Outlook)
- Use WebMail

Select

[Use Adobe Send] [Continue] [Cancel]

3.2 Remote LIMS

A. Follow the steps as described in sections 3.1.A and 3.1.B.

B. In the Adobe application, select File, then Save As, then PDF.

C. Click the Save In dropdown menu.

*Note: The file can be saved anywhere on the user’s computer or on the desktop. These instructions illustrate how to save the file to the desktop.*
D. Click on the C drive that contains the appropriate computer name.

1. Double click Users.
2. Double click the appropriate **ACID**.

3. Double click **Desktop**.

4. Ensure the filename is suitable and click **Save**.

   *Note: A copy of the report is now on the desktop of the local computer and can be attached to an email in Outlook.*

**4  Preferred Practice**

When saving a report using Remote LIMS, end users should save to the desktop and delete the file once the email has been sent.

End users should not save to the H drive.
Subject: Emailing from LIMS

Effective Date: 03/01/2017
Issued by: QA Coordinator

Preparer

Fayth Seabury  
LIMS Manager

Concurrence

Misty Alvarado  
Quality Assurance Specialist

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>06/22/2016</td>
<td>Original Issue</td>
</tr>
<tr>
<td>00a</td>
<td>03/01/2017</td>
<td>Administrative Revision – Section 3.2.A</td>
</tr>
</tbody>
</table>
CRYSTAL REPORTS

1 Scope

The purpose of this instruction set is to illustrate how to generate a crystal report. There are various types of crystal reports available, for example: affidavits, statistical reports, evidence reports and activity reports.

Crystal Requests are only to be submitted by Lab Managers and Section Supervisors.

2 Related Documents

None

3 Instructions

3.1 Generating a Crystal Report in LIMS

A. Select Administration from the Justice Trax menu bar.

B. Select Crystal Reports.

C. Select Generate Reports.

Note: For quicker access the user can select the crystal report icon from the Justice Trax toolbar.

D. Select the appropriate Report.

Note: Select a Report Category to narrow down report selection.

E. Click Print and the Print Destination window will appear.
F. Select **Screen**.

G. Input **Report Parameters** if prompted and click **OK**.

H. Select the **Disc Icon** to export the report if necessary.

*Note: The user can print selected pages or the user can Export to Excel with or without the underlying data or the user can Export to PDF, RTF, and Word.*
3.2 Requesting Crystal Reports, Enhancements or AD-HOC Queries

A. Send an email to LIMS_Support@dps.texas.gov with the request information.

    Note: In order to provide the most accurate information, fill out the Crystal Report Request Form and attach to the email. The form can be found in SharePoint.

    The LIMS team will evaluate the report and contact the requestor if further information is needed.

    Note: Be sure to submit requests in advance of when they are needed to give the LIMS team ample time to enhance/develop the report.

B. To monitor the progress of a request, view the Crystal Request list in SharePoint.

4 Preferred Practice

Should any issues arise viewing a crystal report, the end user should log out of LIMS and reboot the computer prior to contacting LIMS.
**Preparer**

Fayth M. Davis  
LIMS Manager  
Date: 05/11/2016

**Concurrence**

Katherine G. Sanchez  
Quality Assurance Coordinator  
Date: 05/12/2016

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>06/22/2016</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
LIMS LOGIN

1 Scope

The purpose of this document is to illustrate the differences between Local and Remote LIMS and how to log on to each type.

2 Related Documents

None

3 Instructions

3.1 Local LIMS

A. Select the Justice Trax LIMS-Plus either from the Program Menu or select the Justice Trax LIMS-Plus Desktop Shortcut Icon.

B. Enter User Name (ACID) and Password into the Justice Trax login screen.

3.2 Remote LIMS

A. Select the Remote LIMS icon from the desktop.

Note: There are two Remote LIMS: LIMS1 and LIMS2.
B. Enter **TLE User Name** (ACID) and **Password**. These credentials are used to log on to the remote server.

C. Enter **User Name** (ACID) and **Password** into the Justice Trax login screen.

### 4 Preferred Practice

The 12 regional labs have been divided into two groups to balance and optimize the number of users accessing each remote server. Labs should use the remote server indicated below when possible.

A. **Remote LIMS1:**
   1. Amarillo
   2. Abilene
   3. Garland
   4. Lubbock
   5. Midland
   6. Tyler

B. **Remote LIMS2:**
   1. Corpus Christi
   2. El Paso
   3. Houston
   4. Laredo
5. Waco
6. Weslaco

C. If the user is at the screen indicated in section 3.2.B and gets locked out, call the Service Desk for assistance.

D. If the user is at the screen indicated in sections 3.1.B or 3.2.C and gets locked out, email LIMS_Support@dps.texas.gov for assistance.

E. When using Remote LIMS, should an end user see a black screen, an error that indicates that too many sessions are open, or any other issues, use the other Remote LIMS for a minimum of one hour so that the sessions can be cleared.
Subject: LIMS Login

Preparer

Fayth M. Davis  
LIMS Manager  
Date: 05/11/2016

Concurrence

Katherine G. Sanchez  
Quality Assurance Coordinator  
Date: 05/12/2016

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>06/22/2016</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
CASE INFO TAB

1 Scope
The purpose of this instruction set is to illustrate the function of the Case Info Tab in the Laboratory Information Management System (LIMS). The Case Info Tab is the first tab within the case and is where general information about the case is noted. The Case Info Tab also allows for restriction of cases for viewing, relating cases, entering case activities and printing case related reports.

2 Related Documents
Crystal Reports (LIMS-ADM-08)
Enter of Case Activities (LIMS-GEN-19)

3 Policy
None

4 Instructions
To view the Case Info tab, open the case and click the Case Info tab.

4.1 General Info section
The General Info section displays the following information:

A. Who opened/closed the case and when
   Note: The closed feature is not used currently, cases will always be open.
B. Case restrictions (if any)
C. Total number of evidence submissions
D. Total number of requests
E. Total number of case activities entered
F. Case status
G. **Synopsis** section

This section may be used to enter a description about the case or any other significant information regarding the case.

*Note: This section was used to store case information from the Messages section of DRAGNet.*

![Synopsis section screenshot]

H. **Related Laboratory Cases** section

This section displays any other cases within the system that have been linked/related to the case and who related them as well as any pertinent notes.

1. Double click on the case number to access the related case.

![Related Laboratory Cases screenshot]

4.2 **Case Info Menu**

Right click in the white space of the **General Info** section or **Related Laboratory Cases** section and select the appropriate option.

![Case Info Menu screenshot]
A. Print Case Report

This selection displays the **Main Case Report**, which is a report that encompasses all of the case details from all of the tabs. This is typically printed and used for court and records release purposes. The report can be printed or exported as described in the **Crystal Reports** Instructions (LIMS-ADM-08).

B. Case Activities

This selection allows end users to log and track activities related to the case. For instructions on how to enter case activities and what constitutes a case activity, refer to the **Entry of Case Activities** Instructions (LIMS-GEN-19).

C. Show Electronic Case File (also referred to as E-Case File)

This selection allows the user to generate a single PDF document which contains all or some of the documents on the case. The Electronic Case File is most often generated when records release are requested or for court packages.

1. Click **Show Electronic Case File** to open the Electronic Case File List.
2. Click the **Green Plus sign** to open the screen to generate the file.
3. Select the appropriate reports and images that are to be included in the document.
4. Select the **Add Main Case Report** checkbox to add the Main Case Report to the Electronic Case File.
5. Select the **Print** tab and select the **Autofill** button to determine the print order of the documents.
6. Click **Print**.
D. Case Message

This selection allows the user to enter a case message that will appear in a red box at the bottom of the case for all of the users to view.

1. Select **Case Message** to open case message screen.
2. Enter appropriate case message.
3. Click **OK**.

*Note: The case messages do not appear on any case documentation and should not contain correspondence or other case documentation information.*

E. Result Release Security

This selection limits external access to the case and dictates who receives copies of the reports.

1. **Unrestricted**: any agency or representative associated with the case is able to receive a copy of the final report.
2. **Requesting Agency Only**: only the primary agency is able to receive a copy of the report.
3. **Requesting Rep Only**: only the requesting agency representative is able to receive a copy of the report.
F. Restrict Case

This selection limits internal access to the case. Internal access is controlled by the Edit Case Access List which dictates who is allowed to view the case. If a case needs to be restricted, the Lab Manager or Section Supervisor should contact LIMS_Support@dps.texas.gov.

G. Add Related Case

This selection allows the end user to add a related case.

1. Enter the case number in the Case field
2. Enter any relevant notes in the Notes field. These notes will only be visible from the Related Laboratory Cases section and should not contain any case documentation information.
3. Click OK.

H. Delete Related Case

This selection allows the end user to delete a case that may have been related but has been determined that it should not be.

1. Select the appropriate case under Related Laboratory Cases.
2. Select Delete Related Case.
3. Click Yes on the Delete Confirmation Screen. The case will be removed.
I. Image Information

This selection opens the imaging module for the case.

J. Case COC Report

This selection displays the entire chain of custody for all of the evidence in the case, excluding any folders. The report can be printed or exported as described in the Crystal Reports Instructions (LIMS-ADM-08).

K. Case Info Report

The Case Info Report is used as the evidence submission receipt and can only be printed on the day of submission. It contains the Lab Case Number, LIMS Item Number, Agency Item Number, Submission Date and Time as well as the evidence description.

L. Close Case

Close Case marks that a case was closed by that specific end user on that date. The status will appear as Closed. This function currently is not used.

5 Preferred Practice

None
# Revision History

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>03/01/2017</td>
<td>Original Issue</td>
</tr>
<tr>
<td>01</td>
<td>07/17/2017</td>
<td>Minor Revisions – Sections 2 and 4</td>
</tr>
</tbody>
</table>
AGENCY TAB

1 Scope
The purpose of this instruction set is to illustrate the function of the Agency Tab in the Laboratory Information Management System (LIMS). The Agency Tab is the second tab within the case and is where information about the agency associated with the case is displayed.

2 Related Documents
Crystal Reports (LIMS-ADM-08)
Case Info Tab (LIMS-GEN-02)

3 Policy
The agency case number must not include any punctuation.

4 Instructions
To view the Agency Tab, open the case and click the Agency tab.

4.1 Agency Tab Overview
The following information is available to be displayed for each agency:
   A. Agency name (Related Agency)
   B. Agency case number (Case No.)
   C. County of Offense (County)
   D. Primary Agency indication (checkbox)

4.2 Agencies Menu
Right click in the white space of the Agency Tab and select the appropriate option.
A. Add Agency
This selection is chosen when an agency/multiple agencies need to be added to the case. Should a single agency believe that cases are related, then relate the cases in Justice Trax, refer to the Case Info Tab instructions for assistance (LIMS-GEN-02) do not add it here, this is meant for different agencies.

1. Select the appropriate agency from the Agency Name dropdown menu.
   
   *Note: Type the first few letters to filter the selection and then scroll down to find the appropriate agency from the list.*

2. Enter the agency case number (excluding punctuation) in the Case No. field if provided.

3. Click Primary Agency if this is the primary agency on the case, otherwise leave unchecked.
   
   *Note: The Primary Agency checkbox will be pre-checked when the first agency is added to the case. Only one agency can be the primary agency. In order for the testing reports to print correctly, a primary agency MUST be selected.*

4. Click OK.

B. Edit Agency
This selection is chosen when an existing agency needs to be edited.

1. Edit the appropriate information.
   
   *Note: Only the Agency Name, Case No. and whether or not it is the primary agency are able to be edited. For any other edits pertaining to agency information, contact LIMS_Support@dps.texas.gov.*

2. Click OK.

C. Delete Agency
This selection is chosen when an existing agency needs to be edited.
1. Click **Yes** to delete the agency.
   
   *Note: As long as no requests are associated with the agency, the end user will be able to delete the agency.*

2. If the agency is already associated with a request, replace the old agency with a new agency prior to deleting it from the case.
   
   a) **Right click** on the appropriate **Agency**.
   
   b) **Select** **Edit Agency**.
   
   c) **Select** the new agency.
   
   d) **Click OK**.
   
   e) **Click Yes** to replace the existing agency.
   
   f) **Follow the steps in section 4.2-C** to remove the old agency.

   **D. Image Information**
   
   This selection opens the imaging module.

   **E. Agency Report**
   
   This selection displays a report called **Agency Report**, which contains the agency description and contact information. The report can be printed or exported as described in the **Crystal Report** instructions (LIMS-ADM-08).

**4.3 Other**

**A. Contact** [LIMS_Support@dps.texas.gov](mailto:LIMS_Support@dps.texas.gov) for:

1. The addition of new agencies
2. New agency representatives
   
   *Note: Evidence technicians have the ability to add and edit agency representative information.*
3. Update agency contact info or agency rep info into LIMS

**B. Include** the agency address and contact information (i.e. phone number, email, fax number) in the body of the email.

**5 Preferred Practice**

None
**Preparer**

*Fayth Seabury*  
LIMS Manager  
Date: 01/20/2017

**Concurrence**

*Misty Alvarado*  
Quality Assurance Specialist  
Date: 01/26/2017

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>03/01/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
OFFENSE TAB

1 Scope

The purpose of this instruction set is to illustrate the function of the Offense Tab in the Laboratory Information Management System (LIMS). The Offense Tab is the third tab within the case and is where information about the offense(s) associated with the case is displayed.

2 Related Documents

Offense Codes (LIMS-ADM-03)
Crystal Reports (LIMS-ADM-08)
Requests Tab (LIMS-GEN-07)

3 Policy

None

4 Instructions

To view the Offense Tab, open the case and click the Offense tab.

4.1 Offense Tab Overview

A. The following information is available to be displayed for each offense:
   1. Offense Code (Code)
   2. Type of Offense (Offense Description)
   3. Offense Date (Date)
   4. Citation # (not used)
   5. Offense City (City, not used)
   6. Offense State (State)
   7. Offense County (County)
   8. Offense Country (only used if applicable)
   9. Zip Code (Zip, not used)
   10. Location Description (not used)

B. The offense codes can be viewed in the Offense Codes section (LIMS-ADM-03).
4.2 Offenses Menu

Right click in the white space of the Offense Tab and select the appropriate option.

A. Add Offense

This selection is chosen when an offense/multiple offenses need to be added to the case.

1. Select the appropriate offense from the Offense dropdown menu.
2. Enter the offense date in the Date field.
3. Select the appropriate county from the County dropdown menu.
4. Leave Citation # blank.
5. Select the appropriate country from the Country dropdown menu, only if the country of offense is not the United States of America.
   
   *Note: The city and state is prepopulated with the agency information from the agency associated with the case.*
7. Click OK.
B. Edit Offense
This selection is chosen when an existing offense needs to be edited.
1. Edit the appropriate information
2. Click **OK**.

C. Delete Offense
This selection is chosen when an existing offense needs to be deleted.
1. Click **Yes** to delete the offense.
   
   *Note: As long as no requests are associated with the offense, the end user will be able to delete the offense.*

D. Imaging Module
This selection will open the imaging module.

E. Offenses Report
This selection displays the **Offense Report**, which contains the offense code, offense description and the offense date of all of the offenses for the case. The report can be printed or exported as described in the **Crystal Report** instructions (LIMS-ADM-08).

![Offense Report](image)

F. Related Requests for Analysis
This selection allows the end user to relate the offense(s) to a specific request. This is only necessary if a case contains multiple offenses, but only one offense is pertinent to the request.

5 Preferred Practice
None
Preparer

Fayth Seabury  
LIMS Manager  
Date: 01/20/2017

Concurrence

Misty Alvarado  
Quality Assurance Specialist  
Date: 01/26/2017

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>03/01/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
INDIVIDUALS TAB

1 Scope

The purpose of this instruction set is to illustrate the function of the Individuals Tab within the Laboratory Information Management System (LIMS). The individuals tab will show all of the victims, suspects, businesses, and elimination individuals associated with a case.

2 Related Documents

Crystal Reports (LIMS-ADM-08)

Requests Tab (LIMS-GEN-07)

3 Policy

A. All information regarding the individuals must be entered into LIMS, if provided on the submission form, excluding the social security number, and including race and gender.

B. The appropriate Individual Type must be selected.

4 Instructions

To view the Individuals tab open the case and click the Individuals Tab.

4.1 Individuals Tab Overview

The following information is available to be displayed for each individual:

A. Title
B. First, Middle, and Last Name (Name)
C. Suffix
D. Type of Individual (Type)
E. Race
F. Gender
G. Social Security number (SSN)
H. State of Driver license (DL State)
I. Driver license number (DL No.)
J. Other identification (State ID#)
K. Company
4.2 Individuals Menu

Right click in the white space within the Individuals tab to open the Individuals Menu.

A. Add Individual

This selection allows the end user to add an individual to a case.

1. Enter the individual’s last name in the Last field.
2. Enter the individual’s first name in the First field.
3. Enter the individual’s middle name in the Middle field, if provided.
4. Select the appropriate title from the Title dropdown menu, if applicable.
5. Select the appropriate suffix from the Suffix dropdown menu, if applicable.
   a) When a pseudonym is listed on the submission form, select Pseudonym from the Suffix dropdown menu.
   b) When an AKA is listed on the submission form, enter the first name as an individual, and the AKA as a second individual, and select AKA from the Suffix dropdown menu.
6. Enter the company name in the Company field, if applicable.
7. Select the appropriate individual type from the Type dropdown menu.
8. Select the appropriate race from the Race dropdown menu (required for Trace and Toxicology related requests only).
9. Select the appropriate gender from the Gender dropdown menu (required for Trace and Toxicology related requests only).
10. Enter the individual’s date of birth in the DOB field.
    Note: Do not enter the individuals SSN number even if it is provided on the submission form.
11. Select the appropriate driver license state of the individual from the DL State dropdown.
12. Enter the DL number of the individual in the No. field.
13. Enter the state id of the individual in the State ID# field.
    a) Type [State] ID in the State ID field before entering the number (ex. TX ID 12345678).
    Note: State ID Numbers and DL Numbers should only be eight digits.
14. Click OK.
15. Repeat until all the individuals are added.

**B. Edit Individual**

This selection is chosen when an existing individual needs to be edited.

1. Make the appropriate changes to the individual’s information.
2. Click OK to update.

**C. Delete Individual**

This selection is chosen when an existing individual needs to be deleted.

1. Click Yes in the **Delete Confirmation** window.

**D. Image Information**

This selection opens the imaging module.

**E. Individuals Report**

This selection opens the **Individuals Report**, which displays all of the individual’s information that has been entered. The report can be printed or exported as described in the **Crystal Reports** instructions (LIMS-ADM-08).
F. Related Requests for Analysis

This selection displays all of the available requests and to which requests the individual has been related. The end user can relate requests to this individual VIA this option or as described in the Requests Tab instructions (LIMS-GEN-07).

5 Preferred Practice

None
**Preparer**

_**Fayth Seabury**_  
LIMS Manager  
Date: 01/20/2017

**Concurrence**

_**Misty Alvarado**_  
Quality Assurance Specialist  
Date: 01/26/2017

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>03/01/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
EVIDENCE TAB

1 Scope

The purpose of this document is to illustrate the functions of the Evidence Tab in the Laboratory Information Management System (LIMS). The Evidence Tab is the fifth tab within the case and is where the information about the evidence is noted. The Evidence Tab allows for the adding, creating and editing of evidence.

2 Related Documents

Crystal Reports (LIMS-ADM-08)

3 Instructions

3.1 Evidence Tab Overview

A. The evidence tab is divided into a top and bottom portion.

1. The top portion displays all of the items of evidence for a case.
   a) The view can be changed by clicking on the following radio buttons.
      i. Genealogy – shows the parent/child container relationship. The children of the original item are indented. These relationships are developed from itemizing.
      ii. Container – shows all the exhibits within the parent container. The exhibits are indented beneath the container.
      iii. Storage Location - shows the location(s) that the various evidence items are located. Click the plus sign next to the storage location to see what items are in the location.

2. The bottom portion displays all of the information entered for the evidence item selected.
   a) The bottom portion can be set to View where the fields are not able to be edited.
b) Click the radio button next to Edit to be able to update and edit the fields as needed.

B. The following information is displayed in the bottom portion for each item of evidence:

1. **Description**: description of the evidence
2. **Notes**: additional notes for that item of evidence
3. **Evidence Type**: further categorizes the evidence for Blood Alcohol and Toxicology cases
4. **Source**: links an individual with a specific item of evidence
5. **Intended Disp**: marks the final disposition of that item of evidence
6. **Agc Exh#**: tracks the submitting agencies exhibits number(s) for that item of evidence
7. **Hold Evid at the lab**: marks evidence that is not ready for return
   
   *Note: This also becomes checked when an item is transferred into a location that is a designated Hold Location.*
8. **Origin**: not being utilized
9. **NCIC Evid Lbl**: not being utilized
10. **Submit Agency**: the name of the agency that is submitting evidence
11. **Agc. Rep**: the submitting agency representative
12. **Kit**: displays the type of evidence kit submitted
13. **Location**: displays the location of that item of evidence
14. **Container**: displays the container in which items of evidence are contained
15. **Inherit**: displays the parent container from which the chain of custody is inherited
16. **Extraction type**: not being utilized
17. **Label for BIO**: marks evidence with biohazard symbol

### 3.2 Evidence Menu
Right click in the white space of the Evidence Tab and select the appropriate option

3.3 Add Evidence

This selection is chosen when evidence needs to be received, added or created for a case.

A. Adding Non-Kit Evidence

1. Select the appropriate agency from the Agency dropdown menu.
   
   Note: It will be pre-populated with the primary agency entered on the agency tab.

2. Select the appropriate Agency Rep from the Badge Rep dropdown menu.
   
   Note: Type the first few letters of the reps last name to filter the selection.

   a) If the rep is not present click the green plus sign to add them.

      i. Fill in the Last and First name.

      ii. Fill in email if known and secure, should it be in question contact LIMS Support.

      iii. Fill in phone and fax numbers if known.

      Note: Only end users with evidence technician rights can add an agency representative.

3. Select the Source of the evidence if applicable.

   a) Source is typically used for Blood Alcohol, Toxicology and Forensic Biology/DNA evidence.

      i. All Blood Alcohol and Toxicological evidence must have a source.

      ii. Other instances when a source may be entered are sexual assault kits and known samples.

4. Enter the agencies exhibit numbers in Agc Exh# field.

   Note: Should there be too many agency exhibit numbers to fit in the Agc Exh# field, or the exhibit descriptions are too long, then enter them in the notes section.
5. Enter the evidence description of the submitted evidence container in the Description field.
   
   Note: See the list of Hot Keys/Autotext to help with the consistency of entering descriptions.
   
6. Enter the number of evidence barcodes to print in the Bar Code number field.

7. Select the appropriate Evidence Type if applicable, from the Evidence Type dropdown menu.

8. Enter in any notes and document with Initials/3 Letter Lab Abbreviation: (ex. SHM/AUS) into the Notes field.

9. Initial Transfer Screen
   
   a) Click the no barcode icon in the From field.

   b) Select Agency Representative from the dropdown menu.

   c) Select the appropriate Agency and select the appropriate Agency Representative.

   d) Click OK.

   e) Select the method of submission using the VIA drop down (ex. in person, drop box, USPS etc.)

   Note: When receiving multiple items of evidence with the same VIA (ex. in person) it is helpful to lock the VIA so that it remains populated. Do this by clicking the lock VIA box. Do not forget to change it when the method of submission changes. If that happens send an email to lims_support@texas.dps.gov with case number and the correct method of submission to be fixed.

   f) Type or scan in the corresponding tracking number barcodes, if applicable, (ex. Lonestar, Certified Mail, UPS) in the Note field.

   g) Scan the end users barcode into the To field and enter the PIN number.

   h) Click the no barcode icon in the Then To field.

   i) Select Storage Locations and then the appropriate Location.
j) If available, click **Print Request Barcode**.
k) Click **Apply**.

---

### B. Adding Kit Evidence

1. Follow the steps in section 4.3A, except select the appropriate evidence kit from the **Kit** dropdown. By selecting kit the evidence description is pre-populated and the kit will be pre-itemized.

2. **Initial Transfer Screen**
   
   a) Follow steps 4.3A.9, except leave the **Then To** field blank.
   
   **Note:** The sample needs to remain in the technicians name in order to be itemized correctly. This is the purpose of having the kits so that the evidence is itemized as it is received

   b) Once the case has been logged in, the technician will then have to transfer the blood/urine kit to its appropriate location.

### C. Creating a Laboratory-provided Container

1. Follow the steps in section 4.3A, except at the initial transfer screen, select the **no barcode icon** in the **From** field.

   a) Underneath **special locations** select **Container Provided by Laboratory**.

2. Scan the **end users barcode** into the **To** field and enter the PIN number.

3. Click **Apply**.

### 3.4 Itemizing Evidence

#### A. Evidence Tab

1. Right click on the appropriate item of evidence and select **Itemize Evidence**.

   a) The **Agency** and the **Agency Representative** will be pre-populated.

   b) The **Source** and **Origin** fields will pre-populate with the information from the parent item.

   c) **Inherit** will be pre-populated with the item that is being itemized (parent item). Be sure that this is filled in so that the child items inherit the parent items Chain of Custody.
Note: Select the parent item from the inherit dropdown, if inherit is not filled in correctly.

d) The **Container** should also be pre-populated with the parent item. Be sure that this is correct otherwise the item will not appear in the appropriate container.

e) The **Evidence No.** will be pre-populated with the appropriate designation which has been pre-determined by LIMS.

f) Fill in the **Description** appropriately.

g) Set the number of **Bar Codes** to zero.

h) Enter in any notes and document with **Initials/3 Letter Lab Abbreviation**: (ex. SHM/AUS) into the **Notes** field.

2. Initial Transfer Field

   a) **There should be no transfer information entered.**
B. Results Screen
1. Right click on the request and select Edit Findings.
2. Right click on the evidence and select Itemize evidence.
3. Itemize the evidence as described in section 4.4A.

C. Itemize Evidence in a batch
This feature is useful when there are a number of pieces of evidence that will be itemized the same such as blood kits.
1. Select Itemize from the Utilities Menu.
2. Scan the evidence barcodes into the Evidence to Add to the list Barcode field.
3. Enter in a description for the new child evidence, which will be applied to each child.
   a) Evidence type and extract type can also be added but are not required.
4. Select the appropriate barcode to print; this will create a barcode for each child piece of evidence if needed.
5. Click the Itemize button. The child items of evidence will be created for each item scanned.

3.5 Deleting Evidence
The deletion of evidence is not recommended. Only LIMS Support has the ability to delete evidence. Should a situation arise where this may be needed please contact LIMS Support at LIMS_Support@dps.texas.gov

3.6 Related Requests for Analysis
This selection is chosen when an item of evidence needs to be related to a request and it has not already been related.

A. Select the appropriate request from Available Requests then click the down arrow to relate that request to that item of evidence.
   Note: The double blue arrows will either relate or unrelate all the requests to that item of evidence.

B. Click OK.
3.7 Chain of Custody

This selection is used to view the entire Chain of Custody for that item of evidence.

A. Click the printer icon to print to view the report full screen.
   1. Select Screen.

B. The report can be printed or exported as described in the Crystal Report instructions (LIMS-ADM-08)
3.8 Show Evidence Receipts
Currently this feature is not being utilized.

3.9 Print Physical Evidence List
Currently this feature is not being utilized.

3.10 Firearms Data
Currently this feature is not being utilized.

3.11 Serology Data
Currently this feature is not being utilized.

3.12 Exhibit Worksheet
Currently this feature is not being utilized.

3.13 Image Information
This selection opens the imaging module.

3.14 Evidence Report
Currently this feature is not being utilized.

3.15 Request for External Evidence
Currently this function is not being utilized.

4 Preferred Practice
None
### Preparer

**Fayth Seabury**  
LIMS Manager  
Date: 01/20/2017

### Concurrence

**Misty Alvarado**  
Quality Assurance Specialist  
Date: 01/26/2017

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td></td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
REQUESTS TAB

1 Scope

The purpose of this document is to illustrate the functions of the Request Tab in the Laboratory Information Management System (LIMS). The Requests Tab is the sixth tab within the case and is where information about requests is noted. The Requests Tab also allows for adding, cancelling, and assigning requests.

2 Related Documents

Departments and Services (LIMS-ADM-02)
Crystal Reports (LIMS-ADM-08)
Entry of Case Activities (LIMS-GEN-19)
Amended Reports (LIMS-GEN-13)

3 Policy

A. The laboratory associated with the request must be the lab where the analysis physically took place.

B. The individuals must be related to the request.

C. The offense must be related to the request.

D. Should there be more than one offense relate the highest offense.

E. DNA Requests are always related requests of the appropriate Forensic Biology Request.

   1. If no Forensic Biology request is necessary, one must be created and cancelled. This occurs if additional evidence is submitted that does not require Forensic Biology screening.

   2. The evidence must be related to the Forensic Biology request even though it will be cancelled.

   3. If there are two completed Forensic Biology requests, the DNA request should be added to the oldest Forensic Biology Request.

   Note: These business rules may not cover every single possible scenario. If there are questions about what to do, please contact your lab manager/LIMS Support for assistance.

4 Instructions

To view the Request Tab, open the case and click the Request tab.

4.1 Request Tab Overview

The following information is available to be displayed for each request:

A. Request Number (Req #)

B. Type of Request (Service)

C. Status of Request (Status)

   1. C: Cancelled
### Requests Tab Page 2 of 11

2. **P**: Pending
3. **R**: Released
4. **IP**: In Progress

D. **Request Date (Req Date)**
E. **Due Date (Due Date)**
F. **Released Date (Rel Date)**

G. **Request Milestone (Milestone)**
   1. Unassigned
   2. Assigned
   3. Findings Entered
   4. Draft Complete
   5. Tech. Reviewed
   6. Admin. Reviewed

H. **Assigned Analyst (Assigned To)**
I. **Requesting Agency (Requesting Agency)**
J. **Agency Representative that requested the analysis (Requesting Rep)**
K. **Analysis Laboratory (Lab)**
L. **Case Priority (Reason)**
M. **Tracking information (Tracking)**
N. **Distribution Date (Distributed on)**
O. **Number of related evidence items (Rel. Evidence)**
4.2 Request for Analysis Menu

Right click in the white space of the Request Tab and select the appropriate option.

4.3 Add Request

This selection is chosen when a new request for analysis needs to be added.

   A. Request Information

1. Select the appropriate agency from the Agency dropdown menu (the primary agency will automatically populate).
2. Select the appropriate agency representative from the Rep dropdown menu.
3. Select the appropriate laboratory from the Lab dropdown menu.
4. Select the appropriate department from the Department dropdown menu.
5. Select the appropriate service from the Service dropdown menu.
   
   Note: For a complete list of available departments and services, please refer to the Departments and Services instructions (LIMS-ADM-02).
6. Select the appropriate analyst from the Analyst dropdown menu, if known.
7. The Due Date field will automatically populate based on information entered for the specific service.
8. Select the appropriate reason from the Reason dropdown menu, if applicable.
This menu is used to prioritize cases. The available selections are listed below:

1. **1EX_1ITEM**: used to categorize controlled substance cases with 1 exhibit and 1 item to be analyzed
2. **1EX_2+ITEM**: used to categorize controlled substance cases with 1 exhibit and 2 or more items to be analyzed
3. **2+EX_1ANA**: used to categorize controlled substance cases with 2 or more exhibits with 1 item to be analyzed
4. **2+EX_2+ITEM**: used to categorize controlled substance cases with 2 or more exhibits with 2 or more items to be analyzed
5. **Expedite**: used when a request needs to be prioritized
6. **Going to Court**: used to indicate that the request must be prioritized because of a pending court date
7. **Grand Jury**: used to indicate that the request must be prioritized because of grand jury
8. **In Jail**: used to indicate that the request must be prioritized because the individual is in jail
9. **Juvenile**: used to indicate that the request must be prioritized because the individual is a juvenile
10. **Officer Call**: used to indicate that the request must be prioritized because the officer called to request a rush
11. **Quant**: used to categorize controlled substances cases where there is a request for quantitation

Select the appropriate tracking selection from the Tracking dropdown menu, if applicable.

This menu is used to track certain types of cases. The available selections are listed below:

1. **DNA Re-assess**: used to track requests that involve the re-interpretation of DNA analysis
2. **Fugitive**: used to track cases that involve a fugitive
3. **Outsource (CS)**: used to track Closed without Analysis requests that are written for purposes of outsourcing
4. **Outsource (DNA)**: used to track Forensic Biology/DNA requests that are written for purposes of outsourcing
5. **Outsource (TOX)**: used to track Toxicology requests that are written for purposes of outsourcing
6. **Post Conviction**: used to track requests that involve an individual that has been convicted
7. **SB 1292**: used to track requests in capital cases
10. Enter the appropriate information into the **Requester** field, if applicable. This field is used for the following reasons:
   
a) Use to trigger shading on Amended reports. Please refer to the Amended Reports instructions for guidance (LIMS-GEN-13).

   b) Use to note suspected drugs for Toxicology analysis

   c) Write the word ‘Supplemental’ to change the title of a Toxicology report to Supplemental Toxicology Laboratory Report

11. Enter the appropriate information into the **Assignor** field, if applicable. This field is used for the following reasons:

   a) Write the word ‘supplemental’ to change the title of a Controlled Substance report to Supplemental Controlled Substances Laboratory Report

   b) Write the word ‘supplemental’ to change the title of a Blood Alcohol report to Supplemental Alcohol Analysis Laboratory Report

12. Enter the appropriate information into the **Reviewer** field, if applicable. This field is used for the following reason:

   a) Use to enter disposition information for Toxicology requests

13. If the laboratory has the option turned on to print Request Barcodes, the **Print Request Barcode** checkbox will be checked.

14. Click **OK**.

---

**B. Relate Evidence**

The related evidence window will automatically appear after section 4.3A is complete.

1. Highlight the appropriate evidence.

2. Click the **Single Down Arrow** to relate a **Single** item of evidence or click the **Double Down Arrow** to relate All the evidence.

3. Click **OK**.
C. Relate Individuals

The related individual window will automatically appear after section 4.3B is complete.

1. Highlight the appropriate individual.
2. Click the Single Down Arrow to relate a Single individual or click the Double Down Arrow to relate All the individuals.
3. Click OK.

D. Relate Offense

The related offense window will automatically appear after section 4.3C is complete.

1. Highlight the appropriate offense.
2. Click the Single Down Arrow to relate a Single offense or click the Double Down Arrow to relate All the offenses.
3. Click OK.

E. Barcode Labels

The pop up window that allows the user to print request barcodes will only appear if the laboratory has selected the option to print Request Barcodes. This option must be requested to LIMS_Support@dps.texas.gov.

1. Specify the appropriate number of Request Barcode labels to print in the Specify the Number of Labels Window.
2. Select PROD Request Label from the Label Definition dropdown menu.
3. Select the appropriate Barcode Printer in the Selected Printer dropdown.
4. Click OK.

4.4 Edit Request

This selection allows the end user to edit request information. See section 4.2 for details regarding request information.

4.5 Reject Findings

This selection can be used by a reviewer to reject the request. This action causes the milestone of the request to be changed to Findings Entered.
4.6 Delete Request
This selection allows the user to delete the selected request from the case. Only LIMS administrators have rights to delete requests.

4.7 Add Related Request
Related requests are often referred to as child requests. Amended requests, Forensic Biology requests, and DNA requests are the only requests that should be related, when applicable.

A. Amended Requests
1. Right click on the Request that needs a related request added.
2. Select Add Related Request.
3. Fill out the Request information as described in section 4.3.
   a) Select the appropriate Amended Service
4. Click OK.
   *Note: The related request will now appear under the original request with the same request number followed by an underscore and a related request number.*

B. Forensic Biology/DNA Requests
In order to properly track the age of an entire Forensic Biology/DNA request from beginning to end, it is necessary to relate the Forensic Biology or DNA request to the appropriate Forensic Biology or Male Screening request.

1. If an amended report is needed on a related DNA request, add a related request as described in section 4.7 to the appropriate DNA request.
   *Note: The related request will now appear under the original request with the same request number followed by an underscore and a related request number.*
4.8 Additional Data
This selection is chosen to enter amended report information. Please refer to the Amended Reports instructions (LIMS-GEN-13) for guidance.

4.9 Related Evidence
This selection displays the evidence that is related to the request and allows the end user to relate or un-relate evidence. Only evidence that has been related to the request will display on the testing report.

4.10 Related Offenses
This selection displays the offenses that are related to the request and allows the end user to relate or un-relate offenses.

4.11 Related Individuals
This selection displays the individuals that are related to the request and allows the end user to relate or un-relate individuals.

4.12 Print Assignment Notification
This selection displays a report that gives an overview of the pertinent information of the request. This report is not typically used.

4.13 Edit Findings
This selection is used to enter analysis notes and results. Please see the appropriate workflow on how to appropriately enter results.

4.14 Edit Lab Notes
This feature is currently not being used.

4.15 Print Final Report
This selection allows the end user to view the report. The option can be chosen prior to the report being completed. This may help analysts and reviewers catch any errors before the release of the report.
   
   A. Select Screen from the Print Destination menu to view the report.

4.16 CC List
This selection allows the end user to view any agencies and or representatives that are carbon copied on the request as well as add additional carbon copies.
   
   A. Adding a Carbon Copy
      1. Click the Green Plus sign.
      2. Select the appropriate agency from the Agency drop down menu.
      3. Select the appropriate representative from the Agency Rep dropdown menu.
      4. Click Add, and click Close.

   B. Removing a Carbon Copy
      1. Select the appropriate representative and click the Red X.
      2. Select Yes on the Delete Confirmation screen.
4.17 Signatures
This feature is currently not being used.

4.18 Set Milestones
This selection is used when the reviewer needs to update the milestone of the case to Draft Complete, Tech Review or Admin Review.

Note: Analysts cannot Tech or Admin review their own cases.

4.19 Show Milestones
This selection displays milestone information, including when the request was entered, who it is assigned to, and when each step of the process was completed and by whom.

4.20 Activities
This selection allows the analyst to enter a case activity that is related to the request, or view any activities that have been entered on that particular request.

A. Click the Green Plus sign to open the Laboratory Activity screen.
B. Please see the Entry of Case Activities instructions (LIMS-GEN-19) for guidance.

4.21 Show Invoicing
This feature is currently not being used.

4.22 Clear Report Releasable
This selection can only be used by LIMS Administrators. This is selected only if the request meets the following criteria:

A. The request milestone is Admin. Reviewed.
B. The requesting representative does not have an email address associated.
C. There is an administrative correction to make to the report.

4.23 Cancel All Requests
This feature is currently not being used.

4.24 Pending Request
This selection allows the end user to set a request to pending, which is commonly used when evidence is in transit between labs. Pending requests do not appear as a backlog request on the Laboratory Activity Report. Changing the status of the request does not affect the age of the request.

A. Set Request to Pending
   1. Click Yes in the Confirmation Screen.
   2. The request will now appear Black and say P in the status column.

B. Unmark Pending Status
   1. Click Yes in the Confirmation Screen.
   2. The request will now appear Blue and say IP in the status column.
4.25 Image Information
This selection will open the imaging module and show all images related to that request.

4.26 Requests Report
The requests report gives an overview of when and who completed the various milestones on that request as well as any notes that may have been entered and any CCs that were added for that case.

   A. Select Screen from the Print Destination menu.
   B. The report can be printed or it can be exported as described in the Crystal Reports instructions (LIMS-ADM-08).

4.27 View SOP
This feature is currently not being used.

4.28 Cancel/Uncancel Request
These selections allow the end user to either cancel a request or un-cancel a request.

   A. Cancelling a Request
      1. Click Yes in the Confirmation screen.
      2. The request will now appear Red and say C in the status column.
   B. Un-cancelling a Request
      1. Click Yes in the Confirmation screen.
      2. The request will now appear Blue and say IP in the status column.

4.29 Other
Changing a Request to a Related Request

   A. Right click on the Request.
   B. Select Edit Request.
   C. Choose the appropriate Parent Request Number from the Requests Dropdown menu.
   D. Click Yes in the Notice pop-up acknowledging that the request will become a child request and therefore will be re-numbered.
   E. Click OK.

![Notice pop-up](image-url)
5  Preferred Practice

Pending should only be used when evidence is in transit between DPS labs.
**Preparer**

Fayth Seabury
LIMS Manager

Date: 01/20/2017

**Concurrence**

Misty Alvarado
Quality Assurance Specialist

Date: 01/26/2017

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>03/01/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
RELATING CASES/EVIDENCE

1 Scope
These instructions illustrate how to relate cases and/or relate evidence to each other. This has also proved to be very useful when working a legacy case that may have two or more case numbers associated with the same case.

2 Related Documents
Case Info Tab (LIMS-GEN-02)

3 Policy
None

4 Instructions

4.1 Adding a Related Case
A. Please refer to the Case Info Tab instructions (LIMS-GEN-02) for guidance on how to add a related case.
B. The case will appear in the Related Laboratory Cases field and it will show who related it.

4.2 Removing a Related Case
Please refer to the Case Info Tab instructions (LIMS-GEN-02) for guidance on how to delete a related case.

4.3 Relating Evidence
A. Right click on the appropriate request.
B. Select Related Evidence.
C. Type the appropriate related case number in the Case Number field then hit Tab.
   
   Note: If enter is hit after the related case number is entered the related evidence window will close out.
D. Relate the appropriate evidence from the related case using the blue down arrows.
   
   Note: Should the double arrows be used all the evidence will be related.
E. Click OK.
F. To unrelate evidence follow the same procedure, only use the blue up arrows.
5 Preferred Practice

None
# Revision History

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>07/17/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
GENERAL MODULE WORKFLOW

1 Scope
To establish guidelines for the entry of information into the Laboratory Information Management System (LIMS) for Latent AFIS, DME, DNA, Firearms, Forensic Biology, Latent Prints, Questioned Documents, and Trace Evidence. The Crime Scene Response service also uses the general module, but follows a different workflow.

2 Related Documents
Laboratory Case Reports (LOG-04-02)

3 Instructions
Right click on the appropriate request and select Edit Findings.

3.1 Requested Analysis/Exam Count
A. Right click on the appropriate service and select Add Result.
B. Select !Requested Analysis/Exam Count from the Result Type dropdown menu and click Apply.
C. Enter appropriate requested analysis statements, if necessary.
D. Enter exam count information as described in the discipline-specific Workflow instructions.

3.2 Conclusions
A. Right click on the appropriate item of evidence and select Add Result.
B. Select !Conclusion from the Result Type dropdown menu and click Apply.
C. Enter the appropriate reporting statement.
   Note: In some cases the conclusion may need to be added on the request. Resubmission information may be entered in the conclusion, if desired.
D. Enter worksheet information as described in the discipline-specific Workflow instructions.

3.3 Investigative Leads
A. Right click on the appropriate service and select Add Result.
B. Select !Investigative Leads from the Result Type dropdown menu and click Apply.
C. Enter appropriate investigative leads statements, if necessary.

3.4 Disposition
A. Right click on the appropriate service and select Add Result.
B. Select !Disposition from the Result Type dropdown menu and click Apply.
C. Enter appropriate evidence disposition statements.

3.5 Request Completion
A. Right click on the request, select Set Milestone, then select Draft Complete.
4 Preferred Practice

None
Preparer

Fayth M. Davis
LIMS Manager

Date: 02/08/2016

Concurrence

Katherine G. Sanchez
Quality Assurance Specialist

Date: 02/09/2016

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>03/01/2016</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
AMENDED REPORTS

1 Scope

The purpose of these instructions is to standardize the format of Amended Reports in the Laboratory Information Management System (LIMS). These instructions will establish guidelines for general module users, which include Latent AFIS, DME, DNA, Firearms, Forensic Biology, Latent Prints, Questioned Documents and Trace.

This will illustrate how to create an amended report to correct administrative errors as well as technical errors.

The original analyst is typically the person that issues the amended report, however in the event that the analyst is no longer employed with the department, the section supervisor will issue the amended report.

2 Related Documents

Laboratory Case Reports (LOG-04-02)

3 Policy

None

4 Instructions

4.1 Documentation of Reason for Amended Report

A. Add the Amended Request as described in the Requests Tab instructions (LIMS-GEN-07).

1. Right click on the original request and select Add Related Request.

   a) Select the appropriate Agency and Agency Rep.

   b) Select the appropriate Lab and Department.

   c) Select the appropriate Service.

   Choose the appropriate Amended Report option for the request (Example: Amended DNA).

   d) Select the Analyst who is to complete the amended report and click OK.

B. Relate the appropriate evidence and individuals.

C. Indicate the Reason for the amended report.

1. Right click on the Amended request.

2. Select Additional Data.

3. Select the Correction(s) being made (more than one may be selected).

   a) Incorrect/Incomplete Result – select this option when the result on the original report was not complete, missing or was incorrect.

      Examples:

      i. Results with TMB testing was not included in report.

      ii. Evidence type not assigned so the report did not display results.
iii. Should have been 0.18g not 1.80g.
iv. Wrong pharm ID was displayed on report (#1 and #2 would be checked).
v. Weight reported as net weight and should have been reported as gross.
vi. Clarification of the result.

b) Incorrect Evidence Description – select this option when the evidence description is not correct.

Examples:
i. The description of the test fires should have been shot shell cases.
ii. Agency item number incorrectly entered as item 1 when it should have been item 4.
iii. Elimination name was entered incorrectly (#5/6 and #2 should be checked).
iv. Typo in evidence description.

c) Evidence Incorrectly Related/Itemized – select this option when the evidence was not related correctly or not itemized correctly.

Examples:
i. Evidence cartridge case was not itemized on original report.
ii. Piece of evidence necessary to report was not related to the request.

d) Incorrect Disposition/Note – select this option when the disposition, investigative lead, or other note is not correct.

Examples:
i. Disposition of samples was incorrect on original report.
ii. Original report was missing disclaimer.

e) Case Information Entered Incorrectly (Lab) – should be checked when case information (agency, agency case number, offense, individuals) was entered incorrectly into LIMS.

f) Case Information Incorrect from Customer – Should be checked when case information was incorrect on the submission form.

4. Fill out the Explanation/Potential Root Cause.

Write a brief description of the issue and the root cause of the error.
Note: If the Additional Data screen is empty, please contact LIMS_Support@dps.texas.gov to activate the screen.

4.2 Report Amendment

A. On the Related Request, add a Requested Analysis/Exam Count result to the request.

B. Enter a statement that references the original report title and date.

Note: The Hot key: ANT has been provided to assist with consistency:
This amended report serves as a replacement to the original [Service] Laboratory Report dated [Release Date]. Any shaded or bordered areas indicate corrections.

C. Determine if the correction is an Administrative correction, an Evidence correction, or a Technical correction.

1. Administrative Corrections (Case Information Incorrect from Customer/Entered Incorrectly)
   a) Below is a listing of the correction Keywords that will trigger Justice Trax to highlight the corrected areas on the amended report.
      i. Address
      ii. Agency Rep
      iii. Case Number
      iv. Secondary – to show additional agencies
      v. County
      vi. Elimination
      vii. Offense date – use for any offense correction
      viii. Submission
      ix. Suspect
      x. Victim
   b) Right click on the Amended Request.
c) Select **Edit Request**.

d) Enter the **Trigger word** into the **Requester Notes** field.

*Note: The entire section that is being corrected will be highlighted, not just the portion that is being corrected. More than one trigger word can be entered.*

---

2. **Evidence Corrections (Evidence Incorrectly Related/Itemized)**

   a) Relate the appropriate evidence to the amended request.

   b) Add a **Conclusion** result to the appropriate item of evidence that explains the correction.
3. Technical Corrections (Incorrect or Incomplete Results/Incorrect Disposition or Note).

Follow the appropriate section instructions for the users discipline for entering results.

Note: If there is both an administrative correction and an evidence or technical correction, do not enter a trigger word.

4.3 Examples

A. Case Information Correction

Submission Information:
03 - Box on June 21, 2013 by McCluskey, Mark VIA In Person

Requested Analysis: Analyze for and examine trace evidence.

Corrected: This amended report serves as a replacement to the original Trace Analysis Laboratory Report dated January 2, 2014. Any shaded or bordered areas indicate corrections.

Original: Compare any fibers recovered from the tank top to the towel from the crime scene.

Original Evidence Description, Results of Analysis and Interpretation:
03 : Box
03-01-AA : tank top from Moe Greene Pseudonym
This is a conclusion to the shirt.

1. The Corrected Evidence Description, Results of Analysis and Interpretation section is suppressed.

2. The submission information section is shaded, which indicates a correction.

B. Evidence Description Correction/Adding Note

Submission Information:
03 - Box on June 21, 2013 by McCluskey, Mark VIA In Person

Requested Analysis: Analyze for and examine trace evidence.

Corrected: This amended report serves as a replacement to the original Trace Analysis Laboratory Report dated February 1, 2014. Any shaded or bordered areas indicate corrections.

Original: Compare any fibers recovered from the tank top to the towel from the crime scene.

Corrected Evidence Description, Results of Analysis and Interpretation:
03 : Box
03-01-AA : tank top from Moe Greene (Pseudonym)
On the original Trace Analysis Laboratory report, the evidence description read "tank top." This has been corrected to read "tank top."

Original Evidence Description, Results of Analysis and Interpretation:
03 : Box
03-01-AA : tank top from Moe Greene Pseudonym
This is a conclusion to the shirt.
1. The result under the evidence description explains what the error was on the original report.

2. The Original Evidence Description, Results of Analysis and Interpretation section will not show the original description with the error.

C. Incorrect/Incomplete Result Correction

The Corrected Evidence Description, Results of Analysis and Interpretation section will show about the original evidence description, results of analysis and interpretation.

Submission Information:
03 - Box on June 21, 2013 by McCluskey, Mark VIA In Person

Requested Analysis: Analyze for and examine trace evidence.

Corrected: This amended report serves as a replacement to the original Trace Analysis Laboratory Report dated January 2, 2014. Any shaded or bordered areas indicate corrections.

Original: Compare any fibers recovered from the tank top to the towel from the crime scene.

Corrected Evidence Description, Results of Analysis and Interpretation:
03-01-AA : tank top from Moe Greene Pseudonym
This is an amended conclusion to the tank top.

Original Evidence Description, Results of Analysis and Interpretation:
03 : Box
03-01-AA : tank top from Moe Greene Pseudonym
This is a conclusion to the shirt.

5. Preferred Practice

None
**Preparer**

Fayth Seabury  
LIMS Manager  
Date: 01/20/2017

**Concurrence**

Misty Alvarado  
Quality Assurance Specialist  
Date: 01/26/2017

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>03/01/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
CASE REVIEW

1 Scope
This instruction set will illustrate how to perform technical and administrative review in the Laboratory Information Management System.

2 Related Documents
Case Review (LOG-03-03)
Worklist/Batch Process (LIMS-GEN-22)

3 Policy
Analysts cannot Technically Review or Administratively Review their own work.

4 Instructions

4.1 Technical Review
A. Open the case and select the Request Tab.
B. Review results, worksheets, and other information pertinent to the requested analysis.
C. Review case images.
   1. Right click on the Request.
   2. Select Image Information.
   3. Review any images present under the appropriate request, then close the imaging window.

   Note: If there are any images related to the request the reviewer must open the image and view all pages. Otherwise the Technical Review milestone will not be able to be checked, a notification will pop up stating that not all the images have been reviewed.

D. Review the Report
   1. Right click on the Request.
   3. Select Screen.

E. Update the Milestone to Tech Review.
   1. Right click on the Request.
   2. Select Set Milestone.
   3. Select Tech. Review.
   4. Click Yes.

   Note: Depending on the service the technical reviewer may need to review the exam count information.

4.2 Administrative Review
A. Open the case and select the Request Tab.
B. Review Results, any relevant images, and the report (see 4.1 above).
C. Right click on the Request.
1. Select Set Milestone.
2. Select Admin. Review.
3. Click Yes.

*Note: The case is now complete; a copy of the report will be emailed directly to the officer as well any related CC’s. If the email is not on file then a notification will pop up, indicating to the end user that no report was emailed and the report must be delivered using an alternate method.*

5 Preferred Practice

A. Review the draft report in LIMS before changing the milestone.
B. Should a worklist be used the reviewer can use the Request Batch Updates feature to update the milestones. Refer to the Worklist/Batch Process instructions (LIMS-GEN-22) for guidance.
**Revision History**

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>07/17/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
LIMS EMAILER

1 Scope

LIMS Emailer is a custom software application that helps to facilitate placing PDF documents into the Case Images section of the Imaging Module in LIMS.

The LIMS Emailer application runs on 5 minute cycles. If the naming schema is not followed the image will not be placed in the Imaging Module. Multiple PDF files can be attached to a single email, however Outlook only allows for about 15 MB of attachments.

2 Related Documents

Crystal Reports (LIMS-ADM-08)

3 Policy

A. The document filename must follow the naming schema as described in section 4A.
B. The document must be emailed to LIMSEmailer@dps.texas.gov from the end user’s DPS email account.

4 Instructions

A. General Documents

1. Name the PDF document using the following schema:

   Complete Laboratory Case Number~Document Name

   a) Example: AUS-1405-00798~submission form.pdf

2. Email the document from Microsoft Outlook.

3. Attach the PDF to an email sent from the end users email account and send to LIMSEmailer@dps.texas.gov.

B. Blood Alcohol Documents

1. The document will be named following this schema:

   Complete Laboratory Case Number~BALReport-Request Number

   Note: This is only applicable for those who use BAL Reports

   a) TES-16-0055~BALReport-0001.pdf
b) Typically, about six reports at a time can be attached for upload.

c) The PDFs will be automatically uploaded to the imaging module of each case and then placed under the appropriate Alcohol Request.

5 Preferred Practice

A. It is good practice to ensure the file was placed appropriately in the Imaging Module before deleting the original PDF file. The following crystal reports can be used to help facilitate the process. Refer to Crystal Reports (LIMS-ADM-08) for guidance.

1. Images by Case Number

2. Images by Date

B. Should the file not appear in case images after 5 minutes email LIMS_Support@dps.texas.gov for assistance.
## Revision History

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>06/22/2016</td>
<td>Original Issue</td>
</tr>
<tr>
<td>01</td>
<td>07/17/2017</td>
<td>Minor Revision – Section 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Major Revision – Section 4</td>
</tr>
</tbody>
</table>
LIMS INDEXER

1 Scope
LIMS Indexer is a vendor-supplied software application that helps facilitate placing documents into the LIMS Imaging Module. Indexer works like a printer, “printing” the document into Indexer, then converting the document to a .tif file and placing the file into the Imaging Module, into the specified case.

Images uploaded to the LIMS Imaging Module using LIMS Indexer will be annotated with the case number, end user name, and date of creation.

2 Related Documents
Hardware and Software (LIMS-ADM-05)
LIMS Emailer (LIMS-GEN-16)

3 Policy
The LIMS Indexer application must be opened prior to printing to the Justice Trax Imaging printer.

4 Instructions
4.1 Justice Trax Imaging Printer Settings
A. In Windows, click Start Menu and select Devices and Printers.
B. Right click on the printer called Justice Trax Imaging and select Printing Preferences.
C. Select File Formats tab.
   1. Select TIFF Group 3, 1 Dimension (*.tif) from File Format dropdown menu.
   2. Select 1 bit from the Color Depth section.
   3. Select Floyd-Steinberg from the Photo Quality section.
D. Select **Start Application** tab.

1. Uncheck Disable the Messaging Interface in the Messaging Interface section.
E. Select **Bates Numbering** tab.
   1. Uncheck Enable Bates Numbering.

   ![Enable Bates Numbering](image)

F. Select **Filename Generation** tab.
   1. Uncheck Enable Save As Option from the Filename Generation Method section.

![Filename Generation Method](image)

### 4.2 Indexer Settings

The instructions below are only required the first time LIMS Indexer is opened.

A. Open Indexer.
   1. In the Indexer Settings screen, select **SQLLims31** from the **Data Source Name** dropdown menu.
   2. Select the appropriate **Laboratory** from the Laboratory dropdown menu.
   3. Type C:\Jtrax into the Application Directory field.
   4. Leave the **Rotate Images by**: field blank.
5. Select v.9.x Color from the **Printer Driver** section.

4.3 Printing to Indexer

A. Open Indexer.
B. Click **Log In**.
C. Enter **Username (ACID)** and **Password**.
D. Click **OK**.

E. Print the desired document to Justice Trax Imaging:
   1. Prepare to print the document as usual.
   2. Select the **Justice Trax Imaging** printer from the printer list.
3. Click **Print**.

F. In LIMS Indexer, enter the appropriate **Case Number** in the yellow field.  
   *Note: Case barcodes can be scanned into this field to help facilitate the process.*

G. Click **Locate**.

H. Choose the appropriate destination location of the file by selecting the checkbox that corresponds with where the file should be placed.  
   *Note: If no checkbox is selected, the file will be placed in Case Images.*

I. Select the **Enter Image Name** option and enter the appropriate image name in the field. 

J. Click **Save**.  
   *Note: A pop up message will appear that lets the end user know that the image was inserted into the imaging module successfully.*

4.4 **Append Mode**

A. Select the **Append Mode** option to append multiple pages to the same image name.  
   *Note: An image name must be present to append images.*

4.5 **Scanning into Indexer**

A. Be sure the scanner is powered on prior to opening Indexer.  
   *Note: If the scanner is powered on after the opening of Indexer the scanner button will not appear.*
B. Load the scanner and click the **Scan** button.

   1. A pop up will appear asking what to scan with if using a Fujitsu Scanner:
      
      a) **Select PaperStream (this will only have to be done once)**

5 Preferred Practice

A. It is important that we use these Jtrax Imaging settings since they greatly decrease file size and are of better image quality. The images highlighted in yellow are images uploaded with the original default settings (tiff packed). Notice the huge decrease in file size with the new settings. The red parentheses show the same two files, however the ones highlighted in blue were uploaded with the new settings. The following images display the difference in image quality.
### Evidence Inventory Report - INACTIVE LOCATIONS

<table>
<thead>
<tr>
<th>Account</th>
<th>Event</th>
<th>Last Updated</th>
<th>Location</th>
<th>Assay Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site</td>
<td>SIMM</td>
<td>07/17/2017</td>
<td>SIMM Site 100</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Site</td>
<td>SIMM</td>
<td>07/17/2017</td>
<td>SIMM Site 100</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Site</td>
<td>SIMM</td>
<td>07/17/2017</td>
<td>SIMM Site 100</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Site</td>
<td>SIMM</td>
<td>07/17/2017</td>
<td>SIMM Site 100</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Site</td>
<td>SIMM</td>
<td>07/17/2017</td>
<td>SIMM Site 100</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Site</td>
<td>SIMM</td>
<td>07/17/2017</td>
<td>SIMM Site 100</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Site</td>
<td>SIMM</td>
<td>07/17/2017</td>
<td>SIMM Site 100</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Site</td>
<td>SIMM</td>
<td>07/17/2017</td>
<td>SIMM Site 100</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Site</td>
<td>SIMM</td>
<td>07/17/2017</td>
<td>SIMM Site 100</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

**New**
If color images are desired, use LIMS Emailer, as described in the LIMS Emailer instructions (LIMS-GEN-16) or scan directly into the Imaging Module in LIMS.
### Revision History

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>06/22/2016</td>
<td>Original Issue</td>
</tr>
<tr>
<td>01</td>
<td>07/17/2017</td>
<td>Major Revision – Section 4 and 5</td>
</tr>
</tbody>
</table>
STORAGE OF EVIDENTIARY IMAGES IN DIMS

1 Scope

The purpose of this instruction set is to illustrate the use of FORAY Digital Acquire and FORAY Adams Web software.

Digital Acquire allows upload of evidentiary images to a FORAY server repository.

Adams Web is used to retrieve these images once they have been uploaded.

The benefit of storing evidentiary images on a FORAY server is that any enhancements or changes to the image are tracked and a chain of custody for that image can be produced.

2 Related Documents

Evidence Management (LOG-05-01)

3 Policy

A. Images stored in the LIMS Imaging Module are considered documentation only.

B. It is not necessary for the Latent Prints and Latent AFIS Sections to itemize evidence image(s) in LIMS because the nature of their casework includes routine entry of evidentiary images in DIMS.

C. For all other sections, the evidence image must be itemized in LIMS. This serves as an indicator that an evidentiary image(s) of an evidence exhibit is being tracked in DIMS.

4 Instructions

4.1 Uploading of Image(s) using Digital Acquire

A. Open Digital Acquire.

B. Complete a series of prompts to upload image(s):

1. Step 1 of 8:
   a) Choose how the image will be acquired. Choices include: Camera, Scanner, or Folder.
   b) Locate and select the appropriate image(s).

2. Step 2 of 8:
   a) Select the appropriate lab department from the drop down menu.
   b) Enter the complete case number (including leading zeros).
   c) Confirm the case number by typing it again in the Confirm field.

3. Step 3 of 8:
   a) Select the appropriate laboratory from the Contributing Agency ID dropdown menu.

4. Step 4 of 8:
   a) Select the appropriate offense from the Crime dropdown menu
   b) Enter the offense date in the Date of Crime field
Note: If acquiring multiple images for the same case, Step 4 of 8 will only need to be entered one time. For additional photographs the application will skip this step.

5. Step 5 of 8:
   a) Select the name of the person who took the photograph from the Captured By drop-down menu (this may be a different person from the Owner).
   b) Select the date the photograph was taken in the Captured On menu.

   Note: The Owner field will prepopulate with the person who logged into the computer. Do not change the owner.

6. Step 6 of 8:
   a) For Controlled Substance images, choose Controlled Substance from the Category dropdown menu.
   b) For Trace Evidence images, choose Trace Evidence from the Category dropdown menu.
   c) For Crime Scene images, choose Crime Scene from the Category dropdown menu.

7. Step 7 of 8 (Optional):
   a) Describe the location where the image was taken.

8. Step 8 of 8 (Optional):
   a) Describe the image. If there are multiple images uploaded or multiple items within one image, provide a detailed description that includes the relevant LIMS Item Number.

4.2 Entry into LIMS

A. Itemize the evidence image(s) from the evidence exhibit captured in the photograph and enter “Image(s) in DIMS” in the evidence description field (this can represent more than one image). **Hot key:** DIMS

B. Register or generate a barcode for the image(s) in LIMS and transfer it to the “DIMS” storage location (This can be found under “Special Locations” in the storage location list).

   Note: This is done to indicate that the evidence is being tracked in both LIMS and DIMS.
4.3 Adams Web

Go to the Adams Web Application to view uploaded photos, [https://hdqprdcr14as001/AdamsWeb](https://hdqprdcr14as001/AdamsWeb) or [https://ForayAustin.dps.texas.gov](https://ForayAustin.dps.texas.gov).

A. Enter the TLE (Traffic Law Enforcement) network username and password.

B. To search for an image, enter the full case number in the search field.

C. To view the image, select Info, Thumbnail, or Full from the top right corner of the screen.

D. To download the image, click Export from the toolbar.
## Revision History

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>07/31/2015</td>
<td>Original Issue</td>
</tr>
<tr>
<td>01</td>
<td>01/01/2016</td>
<td>Major Revision – Section 2 (new)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minor Revision – Section 4.1</td>
</tr>
<tr>
<td>02</td>
<td>07/17/2017</td>
<td>Minor Revision – Section 4</td>
</tr>
</tbody>
</table>
ENTRY OF CASE ACTIVITIES

1 Scope
The purpose of these instructions is to establish guidelines on how to enter case activities and non-case related activities into LIMS.

2 Related Documents
Quality Incident/Action Plan Process (LOG-03-12)
Case Record (LOG-04-01)
Conditional Release of Laboratory Records and Information (LOG-04-04)

3 Policy
A. If there is an event that occurs that is associated with any of the case activities listed in this instruction set, a case activity must be entered.
B. A case activity must be entered when the event is related to a specific case number.
C. A non-case related activity must be entered when the event is not specific to a case number.
D. For case-specific quality incidents/action plans, the Quality Assurance Specialist is responsible for verifying that a case activity has been entered into LIMS. If a quality incident is associated with more than 20 cases, LIMS Support is responsible for entering the case activities into LIMS.
E. Non-case related activities may include a description of the activity performed in the notes section if necessary.
F. The start and end date of any activity entered must be within the same month. If an activity spans across multiple months, multiple entries must be made.
G. Entry of case activities is expected to account for at least 7 hours (for an 8 hour workday) or 9 hours (for a 10 hour workday) per day. The hour lenience is to account for General Manual -authorized breaks and any additional activity not available in the drop-down options.

4 Instructions
4.1 Case Activities
A. General
1. Select the Case Info tab and click Case Activities.
2. Click the green plus sign icon.
3. Select the appropriate Laboratory from the Laboratory dropdown menu.
B. Communication
1. Leave the Department and Service blank.
2. Select the appropriate Activity from the Activity dropdown menu:
   a) Email – document case-specific email correspondence
      Note: Email correspondence may also be documented using LIMS Indexer.
b) Fax – document information that is faxed to/from the laboratory
   Note: Fax correspondence may also be documented using LIMS Indexer.

c) In Person – document case-specific communication that occurs in person

d) Note – document relevant case-specific notes that do not fall into any other category

e) Phone Call – document case-specific telephone communication

3. Enter additional information into the Notes field.

C. Court

1. The following activities are considered eligible for using the Court activities:

   a) Court – Preparation: use for time spent meeting with attorneys or traveling to meet with attorneys.
   
   b) Court – Appeared: use for time spent in court, but not testifying. An example would be a pre-trial hearing. Do not enter travel time.
   
   c) Court – Testified: use for time spent testifying in court. Do not enter travel time.
   
   d) Court – Monitoring: use for time spent in court room monitoring testimony. Do not enter travel time.
   
   e) Court – Travel Time: used for the time spent traveling to court as well as the total number of miles driven.

2. Leave the Department and Service blank.

3. Select Time Tracker from the Activity dropdown menu.

4. Select the appropriate Sub Activity from the Sub Activity dropdown menu.

5. Enter the start and end dates that represent the time spent in the Started and Completed fields.

6. Enter the total number of working hours spent in the Time Spent field.

7. For Court – Travel Time enter the total number of miles driven in the Qty field.

8. Select the appropriate Testimony type from the Testimony dropdown menu.

9. Enter additional information into the Notes field, if necessary.

D. Crime Scene

1. This option should be used to track the time spent at a crime scene (including travel time).

2. Leave the Department and Service blank.

3. Select Time Tracker from the Activity dropdown menu.

4. Select Crime Scene from the Sub Activity dropdown menu.

5. Enter the start and end dates that represent the time spent at the crime scene in the Started and Completed fields.
6. Enter the total number of working hours spent in the **Time Spent** field.

7. Enter the total number of miles driven in the **Qty** field.

8. Enter additional information into the **Notes** field, if necessary.

E. Casework Supervision – Mentors

1. Select the appropriate **Department** from the Department dropdown menu.

2. Select the appropriate **Service** from the Service dropdown menu.

3. Select **Mentor – Supervised Casework** from the Activity dropdown menu.

4. Enter the start and end dates that represent the time spent supervising the case in the Started and Completed fields.

5. Enter the total number of the minutes/hours spent supervising the case in the **Time Spent** field.

6. Enter additional information into the **Notes** field, if necessary.

**Note:** The Mentor – Supervised Casework information is used to populate the Supervised Case Work Log crystal report (LIMS Equivalent of LAB-QA-27). This report uses the Completed field to populate correctly.

F. Records Request

When a records request is received into the lab for a specific case via a valid subpoena duces tecum/court order or discovery (Michael Morton Act) request, a case activity shall be added to track the request. This indicates to anyone looking at the case that there is a pending or prior records request which may trigger the requirements of continuing discovery.

1. Leave the **Department** and **Service** blank.

2. Select **Records Requested** from the **Activity** dropdown menu.

3. Enter the date the records request was received in the **Started** field.

4. Enter additional information into the **Notes** field, if necessary.

G. Records Release

When records have been released for a specific case the release type and time spent on the activity should be tracked in LIMS.

1. There are categories of records to select from:

   a) **Released – PIR**: General or Case-specific requests - includes written requests from the media, public, and from court officials not directly related to a specific case

   b) **Released – Valid Sub DT/Court Order**: Case-specific requests - court documents produced by court officials directed related to a specific case; refer to LOG-04-04 for conditions of validity

   c) **Released – Discovery/MMA**: Case-specific requests - includes verbal/written requests, invalid sub DT/court orders, and motions, etc. from law enforcement agencies and court officials directly related to a specific case

2. Leave the **Department** and **Service** blank.
3. Select **Time Tracker** from the Activity dropdown menu.

4. Select the appropriate **Sub Activity** from the Sub Activity dropdown menu.

5. Enter the start and end dates that represent the time spent in the **Started** and **Completed** fields.

6. Enter the total number of working hours spent in the **Time Spent** field rounding to the nearest half hour.

7. Enter additional information into the **Notes** field, if necessary.

**H. Quality Incidents/Action Plans**

1. This option is used to enter a reference to any case-specific quality incidents and action plans.

2. Leave the **Department** and **Service** blank.

3. Select **QAP** from the Activity dropdown menu.

4. Enter the quality incident Tracking ID as per LOG-03-12 in the Notes field.

5. If there is more than one quality incident/action plan associated with a case, each one should be entered as a separate activity.

6. Attach a copy of the archived quality incident/action plan record to the Imaging Module (optional).

   **Note:** Attaching a copy of the Quality Action Plan may not be feasible. If the Plan is still open, or if there is a possibility of numerous supplementals, it is recommended to only include the reference in a case activity.

7. If the quality incident/action plan affects more than 20 cases, provide the affected case numbers in Excel format to LIMS Support.

**I. Evidence Disposition**

1. This option is used when an Authority for Destruction has been received by the lab, either indicating the date when the evidence can be destroyed, or indicating that we cannot destroy the evidence. An activity should be added for tracking purposes.

2. Leave the **Department** and **Service** blank.

3. Select the activity from the Activity dropdown menu:
   
   a) **CS – Destruction Orders:** use for destruction orders for evidence that is not toxicological
   
   b) **BA/TOX – Destruction Orders:** use for BA/TOX destruction orders

4. Select the appropriate sub activity from the Sub Activity dropdown menu:
   
   a) **Do Not Destroy:** use if the Do Not Destroy checkbox is checked on the Authority for Destruction
   
   b) **Authorized Destruction Date:** use for DPS generated authorization forms
   
   c) **Authorized Destruction Date – Court:** use for non DPS generated authorization forms (for toxicological evidence only)
5. For toxicological evidence, enter the date the evidence is authorized to be destroyed in the **Completed** date field.
   
a) *The completed date will be the later of these two options:*
   
i. **Destruction Date**
   ii. **Judge’s Signature**
   
b) *For example, if the authorized destruction date is 01/01/16 but the judge’s signature is 08/01/16, enter 08/01/16 into the completed date field.*

6. For all other evidence, enter the date the Authority for Destruction was received in the **Completed** date field.

J. BA/Tox Evidence Shipment Request

1. This option should be used to request the return of toxicological evidence from laboratory responsible for long-term storage to the original laboratory.
   
a) *The shipping requests should be entered by 12:00 noon to ensure the long-term storage lab is able to ship the request in time.*

2. Leave the **Department** and **Service** blank.

3. Select **BA/Tox Evidence Shipment Request** from the Activity dropdown menu.

4. Select **Requested** from the Activity dropdown menu.

5. Enter the date the evidence is needed back in the original laboratory in the **Completed** date field.

6. Add additional notes explaining what is needed so that the long-term storage laboratory knows exactly what needs to be shipped back to the original laboratory.

7. If the evidence is shipped, the shipping laboratory will edit the case activity and select **Shipped** from the Sub Activity dropdown menu.

8. If the evidence is no longer needed, the requesting laboratory will edit the case activity and select **Cancelled** from the Sub Activity dropdown menu.

4.2 Non-Case Related Activities

A. General

1. Select **Analysis** from the Justice Trax menu bar.

2. Select Activity Tracking.

3. Select Add Non-Case Related Activity.

4. Select the appropriate **Laboratory** from the Laboratory dropdown menu.

B. Administrative (General)

1. This option is used to track time spent performing clerical work or supervisor duties such as administrative reviews and phone calls.

2. Leave the **Service** and **Department** blank.

3. Select **Time Tracker** from the **Activity** dropdown menu.
4. Select **Administrative** from the **Sub Activity** dropdown menu.

5. Enter the start and end date in the **Started** and **Completed** fields.

6. Enter the total number of working hours spent in the **Time Spent** field rounded to the nearest half hour.

7. Enter additional information into the **Notes** field, if necessary.

**C. Administrative (for Lab Specialists)**

1. The following activities are considered eligible for using the **Administrative** activity by Lab Specialists:
   
   a) **Preparation of pseudo-narcotics**
   
   b) **Notarizing**
   
   c) **Time Keeping Duties**
   
   d) **Phone Calls**
   
   e) **Microfilming**
   
   f) **Emails**
   
   g) **Filing of paperwork (does not include time spent scanning into LIMS)**
   
   h) **Car books/maintenance**

2. Select **Evidence Processing** from the Department dropdown menu.

3. Leave the **Service** blank.

4. Select **Administrative** from the Activity menu dropdown menu.

5. Enter the start and end dates in the **Started** and **Completed** Fields.

6. Enter the total number of **Administrative hours** worked in the **Time Spent** field rounded to the nearest half hour.

7. Enter additional information into the **Notes** field, if necessary.

**D. Approved Leave**

1. This option is used to track the leave types that are in the General Manual, such as vacation time, sick leave, comp time etc.

2. Leave the **Service** and **Department** blank.

3. Select **Time Tracker** from the **Activity** dropdown menu.

4. Select **Approved Leave** from the **Sub Activity** dropdown menu.

5. Enter the start and end date in the **Started** and **Completed** fields.

6. Enter the total hours of leave taken in the **Time Spent** field rounded to the nearest half hour.

7. Enter additional information into the **Notes** field, if necessary.

**E. CODIS Duties**

1. This option is used to track CODIS duties such as performing uploads every week. This not to be used for Hit tracking.
2. Leave the Service and Department blank.
3. Select Time Tracker from the Activity dropdown menu.
4. Select CODIS Duties the Sub Activity dropdown menu.
5. Enter the start and end date in the Started and Completed fields.
6. Enter the total hours of leave taken in the Time Spent field rounded to the nearest half hour.
7. Enter additional information into the Notes field, if necessary.

F. Equipment/Instrument Maintenance
1. This option is used to track the time spent on instrument and equipment maintenance.
2. Leave the Service and Department blank.
3. Select Time Tracker from the Activity dropdown menu.
4. Select Equip/Instrument Maintenance from the Sub Activity dropdown menu.
5. Enter the start and end date in the Started and Completed fields.
6. Enter the total number of working hours spent in the Time Spent field rounded to the nearest half hour.
7. Enter additional information into the Notes field, if necessary.

G. Hours in Casework
1. This option is used to track time spent performing casework. This will also include time spent performing technical review and verification. This is not to be used to track comp time. Select the appropriate Department from the Department dropdown menu.
2. Leave the Service blank.
   a) Casework time for Forensic Biology and DNA must have the appropriate services selected. This is so one can see how much time is being spent on each.
   b) Casework time for GSR must have the GSR service selected.
3. Select Hours in Casework from the Activity dropdown menu.
4. Enter the start and end dates in the Started and Completed fields.
5. Enter the total number of working hours spent in the Time Spent field rounded to the nearest half hour.
6. Enter additional information into the Notes field, if necessary.

H. Hours in Evidence Duties
1. This option is used to track time spent performing regular evidence coordination duties. This will include receiving evidence, returning evidence, filing evidence, transferring evidence, and performing vault inventories.
2. Select the appropriate Department from the Department dropdown menu.
3. Leave the Service blank.
4. Select Hours in Evidence Duties from the Activity dropdown menu.
5. Enter the start and end dates in the Started and Completed fields.
6. Enter the total number of working hours spent in the Time Spent field rounded to the nearest half hour.
7. Enter additional information into the Notes field, if necessary.

I. Internal DPS Meetings
1. This option is used to track the time spent in internal lab meetings such as, lab meetings, section meetings, statewide meetings and advisory board meetings.
2. Leave the Service and Department blank.
3. Select Time Tracker from the Activity dropdown menu.
4. Select Internal DPS Meetings from the Sub Activity dropdown menu.
5. Enter the start and end date in the Started and Completed fields.
6. Enter the total number of working hours spent in the Time Spent field rounded to the nearest half hour including travel time.
7. Enter additional information into the Notes field, if necessary.

J. Method Development/Validation
1. This option is used to track the time spent on method development and validation studies.
2. Leave the Service and Department blank.
3. Select Time Tracker from the Activity dropdown menu.
4. Select Method Development/Validation from the Sub Activity dropdown menu.
5. Enter the start and end date in the Started and Completed fields.
6. Enter the total number of working hours spent in the Time Spent field rounded to the nearest half hour.
7. Enter additional information into the Notes field, if necessary.

K. Ordering Duties
1. This option is used to track the time spent on purchasing. This would include inventory time for ordering purposes and e-procurement time.
2. Leave the Service and Department blank.
3. Select Time Tracker from the Activity dropdown menu.
4. Select Ordering Duties from the Sub Activity dropdown menu.
5. Enter the start and end date in the Started and Completed fields.
6. Enter the total number of working hours spent in the Time Spent field rounded to the nearest half hour.
7. Enter additional information into the Notes field, if necessary.
L. Overtime
   1. This option is used to track time spent in the laboratory over 40 hours per week. This is not to be used to track comp time. Select the appropriate Department from the Department dropdown menu.
   2. Leave the Service blank.
   3. Select Overtime from the Activity dropdown menu.
   4. Enter the start and end dates in the Started and Completed fields.
   5. Enter the total number of overtime hours worked in the Time Spent field rounded to the nearest half hour.
   6. Enter additional information into the Notes field, if necessary.

M. QA Duties
   1. This option is used to track time spent performing QA duties such as training notebook review, QAPs, drafting deviations, editing local policies, reviewing documents, performing internal or external audits, and safety inspections.
   2. Leave the Service and Department blank.
   3. Select Time Tracker from the Activity dropdown menu.
   4. Select QA Duties from the Sub Activity dropdown menu.
   5. Enter the start and end date in the Started and Completed fields.
   6. Enter the total number of working hours spent in the Time Spent field rounded to the nearest half hour.
   7. Enter additional information into the Notes field, if necessary.

N. QC Duties
   1. This option is used to track time spent making reagents for testing.
   2. Leave the Service and Department blank.
   3. Select Time Tracker from the Activity dropdown menu.
   4. Select QC Duties from the Sub Activity dropdown menu.
   5. Enter the start and end date in the Started and Completed fields.
   6. Enter the total number of working hours spent in the Time Spent field rounded to the nearest half hour.
   7. Enter additional information into the Notes field, if necessary.

O. Records Program Duties
   1. This option is used to track time spent on Records Program-related duties. These may include assisting or responding to non-case related records requests, developing Records Program related policies and procedures, coordinating Records Program-related training, evaluating legal compliance, and activities associated with records retention such as records audits, electronic archival of records, and authorized disposal of records.
   2. Leave the Service and Department blank.
3. Select Time Tracker from the Activity dropdown menu.

4. Select Records Program from the Sub Activity dropdown menu.

5. Enter the start and end date in the Started and Completed fields.

6. Enter the total number of working hours spent in the Time Spent field rounded to the nearest half hour.

7. Enter additional information into the Notes field, if necessary.

P. Training – Internal

1. This option is used to track time spent attending or teaching internal classes or training within DPS (including travel time).
   
   a) This activity can be used by trainers providing training to others in the lab.

2. Do not include time spent supervising case work if that time is already entered under the Mentor – Supervised Casework activity.

3. Leave the Service and Department blank.

4. Select Time Tracker from the Activity dropdown menu.

5. Select either Internal Training – Teaching or Internal Training - Attending from the Sub Activity dropdown menu.

6. Enter the start and end dates of the training in the Started and Completed fields.

7. Enter the total number of working hours spent in the Time Spent field rounded to the nearest half hour.

8. Enter the total number of miles driven in the Qty field, if applicable.

9. Enter additional information into the Notes field, if necessary.

Q. Training – External

1. This option is used to track time spent attending or teaching external classes or training outside of DPS (including travel time). This includes any conferences/continuing education.

2. Leave the Service and Department blank.

3. Select Time Tracker from the Activity dropdown menu.

4. Select either External Training – Teaching or External Training - Attending from the Sub Activity dropdown menu.

5. Enter the start and end dates of the training in the Started and Completed fields.

6. Enter the total number of working hours spent in the Time Spent field rounded to the nearest half hour.

7. Enter the total number of miles driven in the Qty field, if applicable.

Note: The number of miles driven should be entered only when a DPS vehicle is used.

8. Enter additional information into the Notes field, if necessary.
R. Destruction

1. The following activities are considered eligible for using the Destruction activity.
   a) Time spent stripping
   b) Weighing
   c) Other physical preparations for destruction
   d) Actual destruction of evidence
   e) Destruction inventories
   f) Researching destruction requests such as looking up the location the evidence is in or determining the destruction date.

2. Select Evidence Processing from the Department dropdown menu.

3. Leave the Service blank.

4. Select Destruction from the Activity menu dropdown menu.

5. Enter the start and end dates in the Started and Completed Fields.

6. Enter the total number of Destruction hours worked in the Time Spent field rounded to the nearest half hour.

7. Enter additional information into the Notes field, if necessary.

S. The Laboratory Director or designee may approve other activities as needed.

4.3 Viewing/Editing/Deleting Activities

1. Select Analysis from the Justice Trax menu bar.

2. Select Activity Tracking, and then select View My Activities.

3. Select the appropriate Laboratory from the Laboratory dropdown menu.

4. Narrow down the range by selecting the appropriate Department, Activity, or entering a date range (optional).

5. Click the pencil icon to edit the existing activity.

6. Click the red X icon to delete the existing activity.

5 Preferred Practice

A. It is preferred to enter case activities at the time they are completed.

B. It is preferred to enter non-case related activities daily with the exception of overtime.
## Revision History

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>01/01/2016</td>
<td>Original Issue</td>
</tr>
<tr>
<td>01</td>
<td>04/14/2016</td>
<td>Minor Revision – Section 4.1</td>
</tr>
<tr>
<td>02</td>
<td>03/01/2017</td>
<td>Minor Revision – Sections 2, 3, 4.1, and 4.4</td>
</tr>
<tr>
<td>03</td>
<td>01/11/2018</td>
<td>Major Revision – All sections</td>
</tr>
</tbody>
</table>

Effective Date: 01/11/2018

Issued by: QA Coordinator
AUTOTEXT

1 Scope
These instructions illustrate how to use autotext/hotkeys within the LIMS application.

2 Related Documents
None

3 Policy
None

4 Instructions

4.1 Autotext
A. Select Utilities from the Justice Trax menu bar.
B. Select Autotext File.
   1. The left side of the window shows available abbreviations, the right side shows the full text that will be generated once the Autotext is executed.
   2. The list of abbreviations can be printed by selecting the print icon in the lower middle area of the window.

   Note: Hotkeys are only able to be viewed in alphabetical order. They cannot be sorted by department.

4.2 Using Autotext/Hotkeys
A. Type the abbreviation.
B. Press the F3 key.
C. The abbreviation will convert into the full text.
   
   Note: Autotext can be used in any window that can be typed in.

5 Preferred Practice

A. Hotkeys must be requested, approved and entered through LIMS Support. End Users may not enter their own Hotkeys.

   1. Emails regarding hotkeys should come from the advisory board chair to lims_support@dps.texas.gov.

B. Requests for new Hotkeys or revisions should come from the advisory board chair.
# Revision History

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>07/17/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
WORKLISTS/BATCH PROCESS

1 Scope

The purpose of these instructions is to illustrate how to create a worklist in LIMS. Creating a worklist allows the analyst to group all of their samples for the same analysis together which allows them to update the status of all of them at once. The worklist also facilitates entering results allowing the analysts to go from sample to sample entering results without having to continually close and open cases individually.

2 Related Documents

Barcode Labels (LIMS-GEN-24)
Request Tab instructions (LIMS-GEN-07)
Blood Alcohol Workflow (LIMS-BA-01)

3 Policy

Evidence must be itemized prior to creating a worklist for blood alcohol batches.

4 Instructions

4.1 Create Worklist

A. Select Analysis from the Justice Trax menu bar and select Create Worklist. The Create Worklist window will open.

   Note: Cases need to be assigned to an analyst or select unassigned to assign cases. Unassigned and assigned cases cannot be mixed.

   1. Select the appropriate Laboratory from the Lab dropdown menu.
   2. Select the appropriate Department from the Department dropdown menu.
   3. Select the appropriate Service from the Service dropdown menu.
   4. Select the appropriate analyst in the Assigned To field.
   5. The Reason and Evidence Type are not required to make a worklist.

   a) The reason can be helpful for separating out cases due to the following reasons:
      i. Drug Categories
      ii. Rush Cases
      iii. Cases that are going to court
      iv. Officer Calls

         Note: For more explanation on the reasons refer to the Request Tab instructions (LIMS-GEN-07)

   b) The evidence type can be helpful for Blood Alcohol and Toxicology if they only want to run a specific evidence type such as urine.

6. Click OK.
B. The available Requests for Analysis will appear.

C. There are three options for adding requests to the worklist.

1. Select the case and use the blue down arrow to manually add it to the worklist. The double arrow will move all the cases down. Or

2. Scan the request barcodes into the yellow box; they will be added to the Requests for Analysis to go on Worklist section. (Refer to the Barcode instructions (LIMS-GEN-24) on how to print request barcodes) Or

   Note: Not all labs utilize the request barcode feature.

3. Double click on a case and it will be added to Requests for Analysis to go on Worklist.

D. Check Create Sequence File for Blood Alcohol requests.

   Note: The sequence file is a pre-determined setup and the format must not be changed otherwise Request Batch Updates will not work properly for Blood Alcohol.

E. Click Create Worklist once all the cases have been added.
F. Select **Print** on the **Print Preview Page**.

G. Select the appropriate **Print Destination**.

H. The worklist will contain all evidence items associated with that request including itemized items.

I. Close the worklist print preview page and if applicable select the appropriate instrument. (BA Only)
J. A pop up indicating that the following **Sequence file** will be created and placed in the designated location based upon on the instrument selected. (BA Only)

*Note: The sequence file is pertinent for the Blood Alcohol Workflow process. Refer to LIMS-BA-01 (Blood Alcohol Workflow)*

K. Click **OK**.

*Note: The sequence file name includes the worklist barcode.*

**4.2 Entering Results**

A. Select **Request Batch Updates** from the Analysis menu.

B. Scan the **Worklist Barcode** into the yellow field.

C. Select **Findings Entered** from the Milestone dropdown.

D. Select the appropriate requests in the worklist to be updated using the blue arrows and move them down accordingly to the **Requests to Update** field.

*Note: It may be best practice to move one case down at a time to enter results to be sure one is entering the results on the correct case.*

1. Highlight the first case on the list and click the [magnifying glass](#) to the right of the **Requests to Update** field to open the result module for that particular analysis.

2. The result module will open and the analyst can add their results and itemize evidence as needed. Once they apply and close the result screen for the case it will take them back to the worklist.
3. Continue down the worklist until the results for all samples have been entered.

E. Click **OK** and click **Yes** to **Confirm Update** all requests will be updated to the milestone **Findings Entered**.

F. For Technical and Administrative Reviewer to use Request Batch Updates the analyst must provide the worklist for the reviewer.

### 4.3 Reprint Worklist

A. Select **Reprint Worklist** from the **Analysis** menu. The Reprint Worklist window will open.

1. Enter the **Worklist ID** in the **Worklist ID** field or
2. Enter the **Case Number** of one of the requests on the worklist as well as the **Request number** in the appropriate fields.
3. Click **Print**.

### 4.4 Batch Update Process

A. Select **Request Batch Updates** from the **Analysis** menu.
B. Scan the **worklist barcode** into the yellow field.
C. Select the appropriate **Milestone** from the **Milestone** dropdown.
D. Select all of the requests in the worklist to be updated using the blue arrows, then click **OK**.

E. All of the requests selected will update to the milestone selected.

### 5 Preferred Practice

All evidence must be itemized prior to creating the worklist. (BA Only)
## Revision History

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>07/17/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
BARCODE LABELS

1 Scope

The purpose of these instructions is to illustrate how to print, generate and register barcode labels.

Any item that is considered evidence must have a unique evidence barcode associated with it. All submitted evidence containers must be marked or labeled with the related laboratory case number; barcode labels allow the laboratory to accomplish that in an efficient manner.

The request label functionality is a laboratory option that can be turned on and off, at the request of the laboratory manager.

The submission label will also be discussed since it is printed in the same manner as barcode labels.

2 Related Documents

Evidence Management (LOG-05-01)

3 Policy

None

4 Instructions

4.1 Evidence Barcodes

A. Select the appropriate item of evidence.

B. Click on the barcode icon to the right of the Evidence No.

C. Select Generate to print a barcode for that item of evidence.
   1. Select PROD Evidence Label from the Label Definition dropdown.
   2. Select the correct Wasp printer from the Selected Printer dropdown.
   3. Select the amount of labels to print in the Number of Labels to Print box.
   4. Click OK.

D. Select Register when a barcode is already provided and only needs to be associated with the evidence.

E. Only LIMS Support can Delete-Unregister barcodes. 
   Note: contact LIMS Support at LIMS_Support@dps.texas.gov.

F. To generate multiple evidence barcodes at a time select Generate Batch of Evidence Barcodes.
   1. Select the items that need barcodes.
   2. Click Generate.
   3. Follow steps 4.1.C.1 to 4.1.C.4 above.
4.2 Request Barcodes

A. Right Click on the Request.

B. Select Edit Request.

C. Select the Barcode icon in the lower right had corner of request screen.

1. Select the Standard Request Label from the Label Definition menu.
2. Select correct wasp printer from the Selected Printer dropdown.
3. Select the amount of labels to print in the Number of Labels to Print box.
4. Click OK.

4.3 Submission Labels

Submission Labels are generated upon submission and are affixed to the submission form. The labels contain the case number, case opened date and the name of the lab it was submitted at.


Select PROD Submission Form Label from the Label Definition dropdown.

B. Follow steps 4.1.C.2 to 4.1.C.4 above.
5 Preferred Practice

Submission form labels and evidence barcodes should be printed at the time of submission. Only in instances where the lab generates a container during analysis will barcodes be generated after the submission. In addition requests barcodes should be printed at the time the request is generated.
## LIMS Manual

**Subject:** Barcode Labels

---

### Preparer

*Fayth Seabury*

LIMS Manager

**Date:** 01/20/2017

### Concurrence

*Misty Alvarado*

Quality Assurance Specialist

**Date:** 01/26/2017

---

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>03/01/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
OUTSOURCING EVIDENCE TO EXTERNAL AGENCIES

1 Scope

This instruction set serves to illustrate the steps taken when outsourcing cases to an external, non-DPS agency. The following steps provide the laboratory with tracking and metrics information and must be followed.

The instructions are divided into disciplines: Controlled Substances, Forensic Biology, and Toxicology.

The evidence that is outsourced may be returned directly to the agency by the outsourcing agency, or returned back to the appropriate DPS laboratory.

2 Related Documents

Evidence Management (LOG-05-01)
Crystal Reports (LIMS-ADM-09)
Request Tab (LIMS-GEN-07)

3 Policy

Each step contained in the instruction set below is considered policy and must be followed.

4 Instructions

4.1 Controlled Substances

A. Request/Report

1. Right click on the Controlled Substance request and select Edit Request.
   a) Select Outsource (CS) from the Tracking dropdown menu.
   b) Click OK.
   c) Cancel the Controlled Substance request.

2. Create a Closed without Analysis request, as described in the Request Tab instructions (LIMS-GEN-07).
   a) Select Outsource (CS) from the Tracking dropdown menu.
   b) Click OK.
   c) Relate the appropriate evidence.
   d) Relate the appropriate individuals.
   e) Relate the appropriate offense, if necessary.
   f) Add a !Requested Analysis/Exam Count result to the service.
      i. Enter the following statement or use the Hot Key: DCSA “Controlled Substance Analysis”
      ii. Click Apply.
      iii. If prompted to create an additional request, Click No to close out the pop-up screen.
g) Add a Conclusion to the submitted evidence container
   i. Enter the following statement or use the Hot Key: OUT2

   “The Texas Department of Public Safety has been provided with funding to outsource cases pending controlled substance analysis. The analysis will be conducted at NMS Labs.

   This case has been closed without analysis by the Texas Department of Public Safety. The Texas Department of Public Safety will not retain any portion of the evidence. The testing laboratory will issue a report regarding the results of the controlled substance analysis. If you need any information regarding the analysis of this case, you may contact Sue O'Neil from NMS Labs at (215) 366-1326 and reference account number 20152.

   Upon receiving your analyzed evidence back from NMS Labs, you may discard any additional layers of packaging.”

h) Click Apply.

i) If prompted to create an additional request, click No to close out the pop up screen.

   Note: The Batch Worklist can be used to streamline the reporting of Closed Without Analysis requests.

B. Evidence

1. Pull the appropriate evidence and transfer to the appropriate NMS Outsource storage location.

   Note: The Batch Worklist can be used to create a list of evidence with the locations.

2. Generate the NMS Manifest Form from the Crystal Report menu, as described in the Crystal Reports instructions (LIMS-GEN-09).

   a) Select the appropriate laboratory.

   b) Print the report.

3. Ensure that the evidence to be transferred appears on the NMS Manifest Form printout and initial in the DPS Initials Relq. column.

4. Go to www.FedEx.com and create an overnight shipment using the FedEx account number #019158381 (This is the NMS Lab account number).

   Note: A login is required for the site.

5. Follow the prompts on the website.

6. Transfer the evidence to the DRUG OUTSOURCE, NMS agency representative in the NMS Labs Crime Lab Outsource agency.

   a) Select FedEx from the VIA dropdown menu.

   b) Include the FedEx tracking number in the Note field.

7. Place the original NMS Manifest Form printout in the shipping container along with the evidence.
8. Store a copy of the NMS Manifest form in the appropriate case record.

   Note: This information, along with the FedEx shipping information, can be uploaded into the imaging module for each case in LIMS.

C. Evidence Returned to DPS Laboratory

   Note: When NMS returns evidence to the DPS Laboratory, each evidence container may be housed in a heat-sealed plastic bag.

   1. Treat the FedEx container that houses the returned evidence as a conveyance container.
   2. Document the mailing information in the case record, in accordance with LOG-05-01.
   3. Discard the conveyance container.
   4. If a heat-sealed plastic bag is encountered, treat the heat-sealed plastic bag as a conveyance container.
   5. Document any information that is located on the heat-sealed plastic bag in the case record, in accordance with LOG-05-01.
   6. Discard the heat-sealed plastic bag.
   7. Transfer the original evidence container back into the custody of the laboratory.
   8. Return/retain the evidence as usual.

4.2 Forensic Biology/DNA

A. Request/Report

   1. Right click on the Forensic Biology/DNA request and select Edit Request.
      a) Select **Outsource (DNA)** from the Tracking dropdown menu.
      b) Click OK.
      c) Cancel the Forensic Biology/DNA request.

   2. Create a Closed without Analysis request, as described in the Request Tab instructions (LIMS-GEN-07).
      a) Select **Outsource (DNA)** from the Tracking dropdown menu.
      b) Click OK.
      c) Relate the appropriate evidence.
      d) Relate the appropriate individuals.
      e) Relate the appropriate offense, if necessary.
      f) Add a !Requested Analysis/Exam Count result to the service.
         i. Enter the following statement or use the Hot Key: **RFB**
            Note: Hot Key RBIOLOGY also results in the same statement.
            “Screen for Biological Evidence.”
         g) Click Apply.
      h) Add a !Conclusion result to the service.
i. Enter the following statement or use the Hot Key: **OUT**

“The Texas Department of Public Safety has been provided with State funding to outsource the analysis of evidence in this case. The analysis will be conducted at the University of North Texas Center for Human Identification.

This case has been closed without analysis by the Texas Department of Public Safety. The testing laboratory will issue a report of the results of the analysis and instructions regarding the disposition of the evidence. The Texas Department of Public Safety will not retain any portion of the evidence.”

ii. Click **Apply**.

B. Evidence

1. Pull the appropriate evidence and transfer to the appropriate UNT Outsource storage location.

   *Note: The Batch Worklist can be used to create a list of evidence with the locations.*

2. Generate the UNT Manifest Form from the Crystal Report menu, as described in the Crystal Reports instructions (LIMS-ADM-09)
   
   a) Select the appropriate laboratory.

   b) Print the report.

3. Ensure that the evidence to be transferred appears on the UNT Manifest Form printout and initial in the **DPS Initials Relq.** column.


   *Note: A login is required for the site.*

5. Follow the prompts on the website.

6. Transfer the evidence to the **DNA OUTSOURCE, UNT** agency representative in the **UNT HEALTH SCIENCE FT WORTH** agency.

   a) Select FedEx from the **VIA** dropdown menu.

   b) Include the FedEx tracking number in the **Note** field.

7. Place the original UNT Manifest Form printout in the shipping container along with the evidence.

8. Store a copy of the UNT Manifest form in the appropriate case record.

   *Note: This information, along with the FedEx shipping information, can be uploaded into the imaging module for each case in LIMS.*

C. UNT takes complete ownership of the case and will handle the return of the evidence to the appropriate agency.

4.3 Toxicology

Pull the folders for the cases to be outsourced and remove from the pending list. Once cases are removed from the pending list, distribute to the appropriate analyst for close out.

A. Request/Report

1. Right click on the **Toxicology** request and select **Edit Request**.
a) Select **Outsource (TOX)** from the **Tracking** dropdown menu.

b) Enter the following statement or use the Hot Key: **TO26** in the **Assignor Notes Field**:

   “Further analysis for [drug name] will be completed by Aegis CRIMES Laboratory.

The Texas Department of Public Safety has been provided with funding to outsource cases pending toxicology analysis. The analysis will be conducted at Aegis CRIMES Laboratory.

This case has been closed without further analysis by the Texas Department of Public Safety. The evidence will be forwarded to the Aegis CRIMES Laboratory in Nashville, TN. The testing laboratory will issue a report regarding the results of the toxicology analysis.

If you need any information regarding the analysis of this case, you may contact Aegis CRIMES Forensics Client Services at 615-760-2809.*

c) For any **Categories** entered into the note, **Do Not Capitalize** the category name.

d) For cases with a **negative EMIT** that are being sent for a **suspected drug**, the note should read “Further analysis for suspected drug [drug name].....” instead of “Further analysis for [drug category]....” Since the EMIT is negative there is no “Further Analysis in that section. This could apply for suspected drugs like Phentermine, Lorazepam, and Oxycodone.

e) For cases with a **negative EMIT** that are being sent for a **drug found on GCMS/LCMS screening** the note should read “Mass spectral screening indicated the possible presence of additional drugs.” The TO26 Hot Key note will be changed to **Additional analysis** as opposed to “Further analysis”.

2. If testing is needed for an amine other than MDA, MDMA, Methamphetamine, or Amphetamine, mark it since it will need a Sympathomimetic Amine test, not the standard Amphetamines test.

3. If there are multiple specimens for a specific case, flag the folder so AEGIS can be notified.

4. Ensure that there is not an additional disposition note.

5. Ensure that any other applicable notes are included. (e.g. re-packaging notes)

6. Do not remove the folder card.

7. Scan the Folder to **Tox Outsource Pending**.

8. Review and release reports.
   a) Ensure that **Outsource (TOX)** tracking has been added.
   b) If a report email was NOT sent successfully, make a note stating “Report Not Emailed” so AEGIS can be notified that their report will only be mailed.
9. Scan the Folder to **Tox Outsource Ready**.

10. Generate the **Toxicology Outsourcing Report** from the Crystal Report menu, as described in the Crystal Report instructions (LIMS-ADM-09) and compare to **AEGIS Manifest**.
   
   a) Add the drug categories for testing to the AEGIS Manifest.
   
   b) Remove any cases that are not being sent at this time.
   
   c) Check for P.O. Boxes. If found, determine if there is a physical address. If no physical address is available, the evidence will need to be returned to the lab.

   *Note: Email LIMS_Support@dps.texas.gov to update any addresses.*

11. Scan folders to **Tox Outsource Sent** box.

12. For Final Reports approximately two weeks after the shipment date check the AEGIS web portal for copies of their report.

13. **Print** and **Initial** reports and file with case folder.

   *Note: This information can be uploaded into the imaging module for each case in LIMS.*

14. **Scan** folders to the **To Be Filed Basket**.

   **B. Evidence**

1. Pull the appropriate evidence and transfer to the **TOX Outsource** storage location.

   *Note: The Toxicology Outsourcing Report can be used to create a list of evidence with the locations.*

   a) Evidence is shipped on Mondays and must be scanned to TOX Outsource and delivered to Evidence Coordination no later than 11am that morning.

2. Email the Excel copy of the AEGIS Manifest to AEGIS.

3. Ensure that the evidence to be transferred appears on the **AEGIS Manifest Form** printout and initial it.


   *Note: A login is required for the site.*

5. Follow the prompts on the website.

6. Transfer the evidence to the **Toxicology Outsource, AEGIS** agency representative in the **AEGIS CRIME LAB OUTSOURCE** agency.

   a) Select FedEx from the VIA dropdown menu.

   b) Include the FedEx tracking number in the **Note** field.

7. Place the original AEGIS Manifest Form printout in the shipping container along with the evidence.

8. Store a copy of the AEGIS Manifest form in the appropriate case record.

   *Note: This information, along with the FedEx shipping information, can be uploaded into the imaging module for each case in LIMS.*
C. Evidence Returned to the DPS Laboratory

*Note: When AEGIS returns evidence to the DPS Laboratory, each evidence container may be housed in a white box.*

1. Transfer the original evidence container back into the custody of the laboratory.
   a) The receiving technician will open the box(s) and scan the evidence back to *Tox Outsource* and place the entire box in the Tox Fridge.
   b) Evidence Coordination will not dispose of the conveyance containers; disposal will be done by the Toxicology analyst.

2. Treat the FedEx container that houses the returned evidence as a conveyance container.

3. Document the mailing information in the case record, in accordance to LOG-05-01.

4. Discard the conveyance container.

5. If a white box is encountered, treat the white box as a conveyance container.

6. Document any information that is located on the white box in the case record, in accordance with LOG-05-01.

7. Discard the white box.

D. Return/retain the evidence as usual.
**Preparer**

_Fayth M. Davis_  
LIMS Manager  
Date: 05/11/2016

**Concurrence**

_Katherine G. Sanchez_  
Quality Assurance Coordinator  
Date: 05/12/2016

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>01/01/2016</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
| 01        | 06/22/2016     | Minor Revision – Sections 1, 2, and 4.1  
Major Revision – Sections 4.2 (DNA/Biology) and 4.3 (Toxicology) added |
OUTSOURCING FOLDERS

1 Scope
This guideline serves to illustrate the steps taken when outsourcing folders for digital archiving. The following steps provide the laboratory with tracking information and must be followed.

2 Related Documents
Crystal Reports (LIMS-ADM-08)

3 Policy
Each step contained in the instruction set below is considered policy and must be followed.

4 Instructions
4.1 Shipping
A. Run the Evidence Inventory – LOCATION crystal report and observe the total number of evidence items in the Neubus Digital Archiving storage location and the total number of evidence items in the location that is being scanned from. Refer to the Crystal Reports instructions (LIMS-ADM-08) for guidance.

B. Scan the folders to the Neubus Digital Archiving storage location.

C. Once scanning is complete, rerun the report and view the numbers in the locations to verify that the appropriate amount of folders have been scanned to the Neubus Digital Archiving storage location.

D. Place the folders in appropriate boxes.

E. Follow the instructions from the outsourcing agency.

F. Request the csv. file containing all the folder barcodes by sending an email to LIMS_Support@dps.texas.gov.

Note: The outsourcing agency will need this file since they are not able to read all barcodes due to the addition of letters in the barcode with the implementation of Justice Trax.

4.2 Return
A. Run the Evidence Inventory – LOCATION crystal report and observe the total number of evidence items in the Folder Contents Migrated into LIMS storage location and the total number of evidence items in the Neubus Digital Archiving storage location. Refer to the Crystal Reports instructions (LIMS-ADM-08) for guidance.

B. Scan the folders to the Folder Contents Migrated into LIMS storage location.

C. Once scanning is complete, rerun the report and view the numbers in the locations to verify that the appropriate amount of folders have been scanned to the Folder Contents Migrated into LIMS storage location.
4.3 Upload of Files

This section is to be done by the LIMS Administrators only. The Austin Laboratory will receive copies of all of the DVDs, which will be used to upload the files into LIMS.

A. Rename the files by adding an email address and timestamp to the filename of each document.

B. Upload the files into LIMS.

C. Verify 10% of cases to make sure they uploaded correctly and store the documentation of verification on SharePoint.

Use the Images by Date crystal report to aid in verification of the files being uploaded. See the Crystal Report instructions for assistance (LIMS-ADM-08).

4.4 Disposition of Folders and DVDs

A. Shred the folders once LIMS has uploaded the case files from the DVDs into LIMS.

B. Label the DVDs as a convenience copy and store within the laboratory. The DVDs will not be tracked in LIMS.

5 Preferred Practice

None
Subject: Outsourcing Folders

Preparer

Fayth Seabury
LIMS Manager
Date: 01/20/2017

Concurrence

Misty Alvarado
Quality Assurance Specialist
Date: 01/26/2017

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>03/01/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
NON CASE-SPECIFIC ITEMS

1 Scope

The purpose of these guidelines is to illustrate the use of LIMS for tracking non case-specific items.

Some examples of non-case specific items include microfilm rolls, reagent blanks, performance checks, K-9 samples, and batch data.

2 Instructions

A. To request a non case-specific case number or set of case numbers, send an email to LIMS_Support@dps.texas.gov in the following format:

   1. Subject Line
      Enter Non Case Specific Data Case Number Request in the subject line.

   2. Body of email
      a) Explain the purpose of the case number.
      b) Include the department that will be using the case number.

B. The format for the cases will be: Lab Abbreviation – Date – NCS

C. Ex. HOU-1601-NCS

D. Note: LIMS will track all the cases in a separate document on SharePoint.

E. Depending upon the use of the cases, there may be a NCS case issued for each month.

F. When utilizing the evidence tab to track data, keep in mind that only 99 evidence items can be added. Consider itemizing and grouping the items in order to maximize the amount of items in one case number.

3 Preferred Practice

Non case-specific case numbers are to be requested by manager/supervisors only.
Preparer

Fayth Seabury
LIMS Manager

Date: 01/20/2017

Concurrence

Misty Alvarado
Quality Assurance Specialist

Date: 01/26/2017

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>03/01/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
STATEMENT OF QUALIFICATIONS AND DISCLOSURE FORM

1 Scope
These instructions illustrate how to fill out the Statement of Qualifications (SOQ) form as well as the Disclosure Form (DF).

2 Related Documents
None

3 Policy
The Quality Manager must approve all Disclosure entries even if None is entered before the analyst can release casework. Should an analyst’s Disclosure not be approved and they release a report, ‘Not Approved’ will appear on their disclosure form that will be automatically attached to the final report. The managers should approve based on what they know of that employee. It is the employee’s responsibility to disclose all incidents.

4 Instructions
4.1 Opening the Application
A. Open the windows menu and select Computer.
B. Double click to open the CRL_Dragnet, DRAGNet share, or the mapped I: drive.
C. Open SOQ_Entry by double clicking on the icon.
1. The **ACID** and **Name** of who is logged on to the workstation will automatically populate.

2. Enter the **Title/Position** in the **Title** field. This field must be completed in order to complete the form.

### 4.2 Disciplines

Select the appropriate **Forensic Testing Category** or **Categories** that one currently performs testing in.

A. Select the corresponding **discipline**.

B. Be sure that the **radial button** next to **Testing** is selected.

C. Click **Add to List**.

D. Repeat steps A through D for all Forensic Categories and disciplines in which the analyst currently performs testing.

E. Should an analyst be trained and/or performing technical review but currently not performing testing in that category, follow steps A through D except at step B select the **radial button** next to **Trained**.

---

Effective Date: 07/17/2017
Issued by: QA Coordinator
F. Should a category and discipline be entered in error, highlight the appropriate line, click in the discipline column and click **Remove Selected**.

1. The pop up **Are you sure** will appear, click **yes** or **no** accordingly.

   *Note: Information cannot be added and removed in the same session.*

G. If one is no longer testing they must remove that discipline/category and reenter it as trained or vice versa.

   *Note: If you have something entered as both testing and trained it will default to show that one is currently performing tests in that category. Be sure to remove and update accordingly when testing and trained categories change.*

4.3 Education

Enter all higher academic institutions attended. List high school only if no college hours have been earned. **The order in which they are entered is the order they will appear on the SOQ.**

A. Click **Add a Blank Record**.

B. Enter the **Start Date** and **End Date** of attendance in the **Start** and **End Date** fields.

C. Follow the MM/DD/YYYY format for the date.

   *Note: The DD portion of the date will not appear on the printed form, since the exact dates are typically unknown.*

D. Leave the **End Date** blank if the education event is current.

E. Enter the **Name** of the institution in the **Institution** field.

F. Enter the **field of study** in the **Major** field.

G. Enter the **Degree/Certificate** earned in the **Type of Degree Completed or None** field. If no degree was earned enter **None**.
H. Click **Save Changes.** The **Education entries updated** field will pop-up. Click **OK.**

![Save Changes](image)

I. Should an entry need to be removed, highlight that line and click **Remove Selected.**

1. The pop up **Are you sure** will appear, click **yes** or **no** accordingly.

   *Note: Information cannot be added and removed in the same session.*

### 4.4 Training

Enter formal coursework, conferences, workshops, in-service, and any other applicable training including past forensic related positions. **The order in which they are entered are how they will appear on the SOQ.**

A. Click **Add a Blank Record.**

B. Enter the **Training Title** in the **Course Title** field.

   *Note: This field is only 64 characters long.*

C. Enter the **Source of the training** in the **Source** field.

   *Note: This field is only 64 characters long.*

D. Only enter the **Start Date** of the event in the **Start Date** field.

E. Follow the **MM/DD/YYYY** format for the date.

   *Note: The DD portion of the date will not appear on the printed form, since the exact dates are typically unknown.*

F. Enter the **Time Spent** in the form of hours in the **Hours** field.
G. Click **Save Changes**. The **Training entries updated** pop-up will appear, click **OK**.

H. Should an entry need to be removed highlight that line and click **Remove Selected**.
   1. The pop up **Are you sure** will appear, click **yes** or **no** accordingly.

   *Note: Information cannot be added and removed in the same session.*

### 4.5 Testimony Tab

List the discipline/category in which one has qualified to testify as an expert witness and indicate over what period of time and approximately how many times one has testified in each. **The order in which they are entered are how they will appear on the SOQ.**

A. Click **Add a Blank Record**.

B. Enter the **Category** or **Discipline** in the **Category** Field and hit **Enter** to move to the next field.

C. Enter the **Duration** of the expert witness qualification in the **Period** field and hit **Enter** to move to the next field. If currently qualified, enter MM/YYYY–Present.

D. Enter the **Number of times testified** in the **Times** field and hit **Enter** to move to the next field.

E. Click **Save Changes**. The **Testimony entries updated** pop up will appear. Click **OK**.

F. Should an entry need to be removed, highlight that line and click **Remove Selected**.
   1. The pop up **Are you sure** will appear, click **yes** or **no** accordingly.

   *Note: Information cannot be added and removed in the same session.*
4.6 Certifications

List certifications held the issuing body and the dates certified. **The order in which they are entered are how they will appear on the SOQ.**

A. Click **Add a Blank Record**.

B. Enter the **Certificate** in the **Certificate** Field.

C. Enter the **Issuing Body** in the **Issued by** field.

D. Enter the **Start** and **End Date** in the **Start** and **End Date** fields. Follow the MM/DD/YYYY format for the date.

E. Leave the **End Date** blank if the certification is current.

F. Click **Save Changes** the **Certification entries updated** pop up will appear. Click **OK**.

G. Should an entry need to be removed, highlight that line and click **Remove Selected**.

1. The pop up **Are you sure** will appear, click **yes** or **no** accordingly.

*Note: Information cannot be added and removed in the same session.*
4.7 Affiliations

List the professional organizations of which one is or has been a member of. Indicate any offices or other positions held and the date(s) of these activities. The order in which they are entered are how they will appear on the SOQ.

A. Click Add a Blank Record.
   1. Enter the Organization in the Organization Field.
   2. Enter the duration of the activity in the Period field as MMM YYYY – MMM YYYY or YYYY – YYYY (Jan 2017 – Mar 2017 or 2016 – 2017).
   3. If currently qualified, enter MMM YYYY – Present.

B. Enter the Position Held/Activities in the Activities field and hit Enter to move to the next field.

C. Click Save Changes. The Professional organization entries updated pop up will appear. Click OK.

D. Should an entry need to be removed, highlight that line and click Remove Selected.
   1. The pop up are you sure will appear, click yes or no accordingly.

Note: Information cannot be added and removed in the same session.

4.8 Employment

List all scientific or technical positions held, particularly those related to forensic science. Be sure to indicate employer and give a brief summary of principal duties and tenure in each position. List the current position first. The order in which they are entered are how they will appear on the SOQ.

A. Click Add a Blank Record.

B. Enter the Job Title in the Job Title Field.

C. Enter the Employer in the Employer field.

D. Enter the Start and End Date in the Start and End Date fields if this is the current position leave the end date field blank.
E. Follow the MM/DD/YYYY format for the date.
   
   Note: The DD portion of the date will not appear on the printed form, since the exact dates are typically unknown.

F. Click Save Changes. The Employment History entries updated pop up will appear. Click OK.

G. Should an entry need to be removed highlight that line and click Remove Selected.
   
   1. The pop up Are you sure will appear, click yes or no accordingly.
   
   Note: Information cannot be added and removed in the same session.

4.9 Other Qualifications

List any scientific publication and/or presentation authored or co-authored, research in which one has been involved, academic or other teaching positions held, awards received, and any other information relevant to ones qualification as a forensic scientist. The order in which they are entered are how they will appear on the SOQ.

A. Click Add a Blank Record.

B. Select the appropriate Category from the Category menu.
   
   1. Award
   2. Certification
   3. Publication
   4. Presentation
   5. Research
   6. Teaching
   7. Other

C. Enter the Details of the category selected in the Details field.

D. Click Save Changes. The Other qualifications entries updated pop up will appear. Click OK.

E. Should an entry need to be removed, highlight that line and click Remove Selected.
1. The pop up **Are you sure** will appear, click **yes** or **no** accordingly.  

   *Note: Information cannot be added and removed in the same session.*

4.10 Disclosure

List any incidents requiring disclosure for the indicated employee. **If there are no incidents, enter NONE in the Type of Incident field.** No other fields need to be entered if there are no incidents.

   *Note: If none is entered in a field other than Type of Incident the report will not populate correctly.*

   - B. Click **Add a Blank Record**.
   - C. Select the **Type of incident** from the **item list**; this will populate the **Type of Incident** field.
     
     *Note: One can also choose to type in the incident. It is not required to select from the list.*
   - D. Enter the **Incident Tracking Number** in the **Incident tracking number** field.
   - E. Enter the **Start** and **End Date** in the **Start** and **End Date** fields. For current issues, leave the end date blank. Follow the MM/DD/YYYY format.
   - F. Enter **details of the incident/resolution** in the **Description of Incident and Resolution** field.
   - G. Click **Save Changes**. The **Disclosure entries updated** pop up will appear. Click **OK**.
H. Should an entry need to be removed, highlight that line and click **Remove Selected**.
   
   1. The pop up **Are you sure** will appear, click **yes** or **no** accordingly.

   *Note: Information cannot be added or removed in the same session.*

4.11 Quality Manager Approval

Only Quality Managers or designees can approve disclosure entries.

A. Open the application as stated in section 4.1.

B. Highlight the **ACID** field and type a ? in it.

   1. Click on the **Disciplines** tab, a list of employees will pop up. Select the appropriate employee.

   2. Review the disclosure form incident by incident and click **Approve Selected**, the **Disclosure entry approved** pop up will appear. Click **OK**. Move on to the next incident, if applicable.

      a) Any entries not approved will appear in yellow.

      b) Once the disclosure entry is approved, it will appear green.
5 Preferred Practice

A. To add information one has to click the Add a Blank Record before adding information or else the information will not be saved.

B. Should one forget to hit save before moving to the next tab the system will warn one that the changes have not been saved. At this point one is able to tab back and still save their changes.
## Revision History

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>07/17/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
RECEIVING A NEW CASE

1 Scope
These instructions are to illustrate to end users how to receive a new case into the Laboratory Information Management System (LIMS).

2 Related Documents
Evidence Management (LOG-05-01)
Offense Tab (LIMS-GEN-04)
Individuals Tab (LIMS-GEN-05)
Evidence Tab (LIMS-GEN-06)
Request Tab (LIMS-GEN-07)

3 Policy
Evidence should be handled in accordance with the Evidence Management section of the LOG (LOG-05-01).

4 Instructions
4.1 New Case
A. Select File from the Justice Trax menu bar and click New.

   Note: For quicker access to opening a new case, the end user can select the folder icon from the Justice Trax toolbar.

B. Select the appropriate Agency Name.

   Note: When selecting the Agency, type the first few letters to filter the selection and then scroll down to find the appropriate agency from the list.

C. Enter the Agency Case Number, if given. Do not enter any symbols and or punctuation. Those must be omitted.

D. Click OK, click New Case.

   Note: If the agency case number is duplicated, JTRAX will indicate that it is already assigned to another case (Duplicate ACN Found). Click UPDATE CASE to view case details. Sometimes agencies use the same case numbers requiring the end user to double check the current case with those already in the system. Do this by comparing the agency, offense date and victims/suspects. If they are the same, then it is additional evidence, please refer to Receiving Additional Evidence (LIMS-EVID-02). If they are different, then enter as a new case.
4.2 Offense Tab
Please refer to the Offense Tab instructions (LIMS-GEN-04) for guidance on how to add an offense.

4.3 Individuals Tab
Please refer to the Individuals Tab instructions (LIMS-GEN-05) for guidance on how to add an individual.

4.4 Adding Evidence
A. Please refer to the Evidence Tab instructions (LIMS-GEN-06) for guidance on how to add evidence to a case.
B. Once added click Apply to generate the Lab Case Number.

4.5 Request Tab
Please refer to the Request Tab instructions (LIMS-GEN-07) for guidance on how to add a request.

4.6 Print Submission Labels
A. Select the Evidence tab and click on the barcode icon next to the evidence number.
B. Select Generate.
C. Select PROD Submission Form Label.
D. Select the appropriate printer and number of labels.
E. Click OK.
F. To print more evidence barcode labels follow the same steps as in 4.6 above but choose **PROD Evidence Label**.

4.7 Evidence Receipts

A. Multiple Submissions from an Agency

1. Once all the cases and evidence have been received go to the crystal report menu.

2. Select Evidence Submission Receipt Log.
   
   a) **Select Print to Screen**.
   
   b) **Select the appropriate Lab from the Laboratory dropdown**.
   
   c) **Enter the appropriate Start and End Dates in the Start and End date fields**.

   **Note: For just one day enter that date in both fields.**

   d) **Click OK**.

   e) **Select the appropriate Agency from the left hand side**. All the evidence submitted by that agency will be displayed.

   f) **Print** the pages for that agency to give to the submitting agency representative.
B. Single Submission from an Agency

1. Once the case and the evidence have been received select the **Case Info Tab**.
2. **Right click** anywhere except in the synopsis area.
4. Select **Print to Screen** then print for the submitting agency representative.

*Note: This can only be printed on the day of submission. If an agency requests a receipt after the day of submission the Evidence Submission Receipt Log must be used.*

5. **Preferred Practice**

Any paperwork received at the time of submission should be scanned into the imaging module and named appropriately (for example Submission Form, Offense Report etc).
<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>07/17/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
CONTROLLED SUBSTANCE BULK EVIDENCE SUBMISSION

1 Scope
The purpose of these instructions is to standardize the system-wide practices for the submission of controlled substance bulk evidence in LIMS.

2 Related Documents
Evidence Management (LOG-05-01)

3 Policy
A. Bulk Evidence is added to LIMS according to the agency items listed on the submission form, and stored appropriately.

B. At least the laboratory case number and a unique barcode will be placed on each properly sealed submitted container, separate and secure storage location, or individual item, depending on the manner of submission and storage.

   Note: A separate and secure storage location is one that is isolated from other cases and/or other evidence and has a proper seal.

C. The offense code 18X shall be indicated only if the evidence submitted appears to be greater than:

   - 50 lbs bulk packaged plant substance
   - 5 individual plants
   - 2 kg of bulk dry evidence (i.e. powder)
   - 500 mL of bulk liquid evidence
   - 200 countable items (i.e. tablets, capsules, stamps)

   Note: It may be discovered during analysis that the offense code needs to be changed. The controlled substance bulk evidence submission policy and instructions are still applicable.


4 Instructions
4.1 Agency Item Received as Loose Bundles
A. Submission
1. Add and describe the original agency item as an evidence exhibit with a unique LIMS item number according to the submission form.

2. Determine the manner and location(s) for the evidence exhibit to be stored and itemize it accordingly. There are four possible options:

   a) Bundles to be stored in same storage location
      
      i. Place into the same separate and secure storage location, which is properly sealed.

      ii. Place a unique barcode on a tag, card, or envelope, which represents the whole exhibit.
iii. Optional - A bulk evidence label may be printed to mark each individual bundle with the laboratory case number and the LIMS item number.

b) Bundles to be stored in multiple storage locations

i. Itemize and describe each group based on how the evidence will be stored.

ii. Remove the LIMS Container for these groups by changing the container in LIMS to blank.

iii. Barcode the original agency item (submitted item) to the storage location “This item has been sub-itemized.”

iv. Place a unique barcode on a tag, card, or envelope, which represents the itemized group.

v. Place bundles into the separate and secure storage locations according to how they are grouped.

vi. Optional – Print the barcode that represents the original agency item and place in the case folder.

vii. Optional - A bulk evidence label may be printed to mark each individual bundle with the laboratory case number and the LIMS item number.

c) Each bundle to be itemized separately

i. Itemize and describe each bundle.

ii. Place a unique barcode on each bundle.

iii. Transfer each bundle to a storage location.

d) Bundles to be transferred to forensic scientist for analysis

i. Transfer the evidence to the assigned forensic scientist for immediate processing and examination.
4.2 Agency Item Received in Multiple Containers from Customer

1. Add and describe the container(s) that represents the original agency item to LIMS according to the submission form.

2. Itemize each container.

3. Remove the LIMS Container for these containers by changing the container in LIMS to blank.

4. Place a unique barcode on each container which represents the LIMS item number for that container.

5. Transfer each container to a storage location or directly to the analyst.

6. Barcode the original agency item(s) to the storage location “This item has been sub-itemized.”

5 Preferred Practices

In order to avoid potential storage and/or itemization issues, the evidence should be transferred directly to the analyst for immediate analysis after submission.
Subject: Submission of Bulk Evidence

Preparer

Fayth M. Davis ........................................ Date: 07/22/2015
LIMS Manager

Concurrence

Forrest W. Davis ........................................ Date: 07/22/2015
Quality Assurance Coordinator

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>07/31/2015</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
RECEIVING ADDITIONAL EVIDENCE

1 Scope
These instructions are to illustrate to end users how to receive additional evidence for pre-existing cases.

2 Related Documents
Evidence Management (LOG-05-01)
Offense Tab (LIMS-GEN-04)
Individuals Tab (LIMS-GEN-05)
Evidence Tab (LIMS-GEN-06)
Request Tab (LIMS-GEN-07)

3 Policy
Evidence should be handled in accordance with the Evidence Management section of the LOG (LOG-05-01).

4 Instructions

4.1 Receiving the Case

A. Agencies may already have the previous lab number on the submission form. In this case just type in the lab number to open the case and receive the evidence as described in the Evidence Tab instructions (LIMS-GEN-06).

B. If the agency case number is duplicated (Duplicate ACN Found), JTRAX will indicate that it is already assigned to another case, click Update.
   1. Select the Case to review and click Update Case.
   2. Compare the agency, agency case number, offense date, and victims/suspects. If they are the same then it is additional evidence.
   3. If they are different then refer to Receiving a New Case (LIMS-EVID-01).

Note: Additional Evidence may be submitted by a different agency or additional agencies depending upon the case.

4.2 Individuals Tab

A. Please refer to the Individuals Tab instructions (LIMS-GEN-05) for guidance on how to add an Individual if there are additional suspects/victims or elimination persons.
1. Relate new individuals to any existing unreleased requests and any new requests.

4.3 Adding Evidence

Please refer to the Evidence Tab instructions (LIMS-GEN-06) for guidance on how to add evidence to a case.

4.4 Request Tab

Please refer to the Request Tab instructions (LIMS-GEN-07) for guidance on how to add a request.

4.5 Print Submission Labels

A. Select the Evidence tab and select the item of evidence that was received (this insures that the appropriate submission date will be on the barcode).

B. Click on the barcode icon next to the evidence number.

C. Select Generate.

D. Select PROD Submission Form Label.

E. Select the appropriate printer and number of labels.

F. Click OK.

Note: If the end user does not select the recent evidence submitted then the submission labels will have the original date of submission. The end user will have to line through that date and write in the correct date that the item of evidence was submitted and initial and date.

5 Preferred Practice

A. Should additional evidence be logged in as new case contact LIMS Support for assistance. Lims_support@dps.texas.gov.

B. Any paperwork received at the time of submission should be scanned into the imaging module and named accordingly (for example Submission Form, Offense Report, etc). The date should be included since there may be duplicate titles due to resubmission.
### Revision History

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>07/17/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
RETURNING EVIDENCE

1 Scope
These instructions illustrate how to return evidence to agencies.

2 Related Documents
Evidence Management (LOG-05-01)

3 Policy
Evidence should be handled in accordance with the Evidence Management section of the LOG (LOG-05-01).

4 Instructions
4.1 Pull Evidence for Return
   A. Run the Evidence Ready for Return crystal report to determine what evidence is ready to be returned.
      1. Pull the appropriate evidence for return.

4.2 Return the Evidence
   A. Select Transfer from the Justice Trax menu bar and select Evidence Transfer. The evidence transfer screen will now appear.
1. Leave the **From** field blank.

2. The **To** field will be the **End Users Barcode**.
   a) Scan barcode and enter personal pin #.

3. Enter the method of return in the **VIA** field.
   a) UPS, FedEx, Certificate Mailing, LSO, In Person etc.
   b) Scan mail tracking barcodes in the **Notes** field if applicable.
      
      **Note:** If this is not done before the evidence is scanned then the tracking number will not be entered for each item of evidence. The COC will then have to be corrected.

4. Enter the agency representative in the **Then To** field.
   a) Select the no barcode icon.
   b) Select the appropriate **Agency** and then select the correct **Agency Rep**.

5. Highlight the **Evidence to Transfer** window by clicking in it.
   a) Scan the evidence barcode(s).
   b) Make sure the **Returned** box is checked in the lower right hand corner of the transfer screen.
      
      **Note:** Each barcode scanned will be added to the window but the transfer DOES NOT occur until **Apply** is clicked. If the window is closed prior to clicking **Apply** the transfer WILL NOT be completed.
   c) Click **Apply**.
   d) Click **Yes** and then **Close**.

4.3 **Transfer Check**

Once the evidence has been returned run the **Evidence Already Returned** Crystal Report to be sure all evidence and its contents were correctly scanned to the returning entity.

5 **Preferred Practice**

A. Once the transfer is complete run the **Evidence Already Returned** crystal report.

B. Should an error be made contact **lims_support@dps.texas.gov** so that the chain of custody can be corrected.
## Revision History

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>07/17/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
INTER-LABORATORY EVIDENCE TRANSFER

1 Scope

The purpose of this document is to establish guidelines to standardize the transfer of evidence between laboratories. This helps to ensure that all the evidence that needs to be forwarded to another lab is transferred in a timely manner and that chain of custody is maintained.

2 Related Documents

Evidence Management (LOG-05-01)
Glossary (LOG-09-01)

3 Policy

If evidence is shipped, evidence must be barcoded to the agency representative that represents the receiving laboratory prior to being shipped.

If evidence is transferred in person, the PIN number of the receiver must be entered.

It is not acceptable to facilitate the transfer of evidence from one laboratory to another using a storage location.

4 Instructions

4.1 Shipping / Forwarding Laboratory

A. Print the Evidence Ready for Transfer crystal report and determine what evidence is ready to be transferred.

B. Ensure that the appropriate requests have been entered.

   1. Create a new request if needed and relate the appropriate evidence and individuals.

   2. Right-click on the request and select Related Individuals. The related individuals screen will appear.

   3. Right-click on the request and select Pending Request. The request will appear in black until the status is changed.

C. Ensure that the return box is unchecked and any notes or tracking information is added before scanning the barcodes of the evidence to be transferred.
D. Barcode the evidence to the appropriate agency representative of the receiving laboratory.
   
   **Note:** The agency representative is (XXX) Coordination, Evidence, with the XXX representing the lab.

![Evidence Transfer Receipt Crystal Report](image)

E. Print the **Evidence Transfer Receipt** crystal report.
   1. Ensure that all evidence intended to be transferred was in fact transferred.
   2. Ensure that a request has been created for the appropriate laboratory, if necessary.
   3. Ensure that the appropriate individuals are related to the request.
   4. Place the **Evidence Transfer Receipt** crystal report in the packaging with the evidence.

F. Forward the evidence using the appropriate method.

### 4.2 Shipping – Receiving Laboratory

A. Ensure that all evidence that was forwarded matches what is on the **Evidence Transfer Receipt**.

B. Receive the evidence into the laboratory.
   1. Enter the agency representative of the Receiving laboratory into the **From** field.
      a. (XXX) Coordination, Evidence of the receiving lab.
   2. Scan the Receivers barcode in the **To** field.
   3. Enter the appropriate storage location in the **Then To** field.

C. Discard the **Evidence Transfer Receipt** crystal report.

D. Change any pending requests to **In Progress**.
Note: In lieu of a submission form, the request for the receiving laboratory will contain the related evidence.

4.3 In-person Transfer

A. Print the Evidence Ready for Transfer crystal report and determine what evidence is ready to be transferred.
   1. Barcode the evidence to the laboratory personnel that will be physically transferring the evidence to the receiving laboratory.
   2. A secure PIN of the receiver must be entered during the transfer.

B. Print the Evidence Transfer Receipt crystal report.
   1. Ensure that all evidence intended to be transferred was in fact transferred.
   2. Ensure that a request has been created for the appropriate laboratory, if necessary.
   3. Ensure that the appropriate individuals are related to the request.

C. When at the receiving laboratory, barcode the evidence from the person relinquishing the evidence to the receiver using the secure PIN of the receiver.

D. Barcode the evidence to the appropriate storage location.

4.4 Toxicological Evidence Long-term Storage Transfer

Refer to Long-term Storage of DPS Toxicological Evidence (LIMS-EVID-10) for guidelines.

5 Preferred Practice

1. It is preferred that the return box remain unchecked to increase the efficiency of receiving the evidence in the laboratory. There are some situations, based on how the evidence is stored and transferred, that may prevent the return box from remaining unchecked.
# Inter-laboratory Evidence Transfer

**Preparer**

Fayth M. Davis  
LIMS Manager  
Date: 11/02/2015

**Concurrence**

Forrest W. Davis  
Quality Assurance Coordinator  
Date: 11/20/2015

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>01/01/2016</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>

Effective Date: 01/01/2016  
Issued by: QA Coordinator
AUTHORITY FOR DESTRUCTION OF EVIDENCE

1 Scope

The purpose of this document is to illustrate the process of obtaining authority to destroy evidence that is not toxicological.

For toxicological evidence, please refer to the Long-Term Storage of Toxicological Evidence instructions (LIMS-EVID-10).

2 Related Documents

Entry of Case Activities (LIMS-GEN-19)
Long-Term Storage of Toxicological Evidence (LIMS-EVID-10)

3 Policy

When a signed Authority for Destruction order is received for evidence other than toxicological evidence, the record must be scanned into the Case Images section of the Imaging Module in LIMS and named "Authority for Destruction."

4 Instructions

4.1 If the Authority for Destruction order is received for evidence that is not toxicological via email, fax, or mail and includes an authorization to destroy:

A. Scan the order into the Case Images section of the Imaging Module, and name the image “Authority for Destruction”

B. Add a CS – Destruction Orders case activity with an Authorized Destruction Date Sub Activity.

4.2 If the Authority for Destruction order is received for evidence that is not toxicological via email, fax, or mail and is marked as Do Not Destroy:

A. Scan the order into the Case Images section of the Imaging Module. A specific filename is not required.

B. Add a CS – Destruction Orders case activity with a Do Not Destroy Sub Activity.

5 Preferred Practice

None
**LIMS Manual**

**DRN: LIMS-EVID-06**

**Subject: Authority for Destruction of Evidence**

---

**Preparer**

*Fayth Seabury*  
LIMS Manager  
Date: 01/20/2017

**Concurrence**

*Misty Alvarado*  
Quality Assurance Specialist  
Date: 01/26/2017

---

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>03/01/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
EVIDENCE DESTRUCTION

1 Scope
The purpose of this document is to illustrate the process of destroying evidence in LIMS.

2 Related Documents
Examination and Destruction of Excess Quantity Evidence (CS-03-02)
Evidence Destruction (LOG-05-02)
Evidence Management (LOG-05-01)
Crystal Reports (LIMS-ADM-08)
Long-term Storage of DPS Toxicological Evidence (LIMS-EVID-10)

3 Instructions
3.1 Controlled Substance
A. Generate the Evidence Ready for Destruction crystal report and select Non-Toxicological Evidence, as described in the Crystal Reports instructions (LIMS-ADM-08).

B. Inventory the evidence that is to be destroyed.
   Note: Evidence Reconciliation is a useful tool to use for this purpose.

C. Barcode the evidence to be destroyed to the 1st witness.
   1. Select Transfer from the Justice Trax menu bar and select Evidence Transfer.
      a) Leave the From field blank.
      b) Scan the end users barcode into the To field: enter Personal Pin.
      c) Enter Confirm Destruction in the Then To field.
         i. Click the No Barcode icon.
         ii. Select Storage Location.
         iii. Select Special Locations and choose Confirm Destruction.
         iv. Click OK.
2. Highlight the Evidence to Transfer window by clicking in it.

   Scan the evidence barcodes or scan the Storage Location Barcode (location where evidence that is ready to be destroyed is stored until destruction).

   a) All scanned evidence will display in the window below the Evidence to Transfer field.

   b) Click Apply.

      i. Click Yes on the Confirm Transaction screen.

      ii. The window below the Evidence to Transfer field will now appear blank indicating that all items have been transferred.

      iii. Click Close.

D. Barcode the evidence to be destroyed by the 2nd witness.

Select Transfer from the Justice Trax menu bar and select Evidence Transfer.

1. Leave the From field blank.

2. Scan the end users barcode into the To Field: enter Personal Pin.

3. Enter the method of destruction in the VIA field (i.e. Incineration (Destruction))

4. In the Note field enter the Date, the Where and how the evidence was destroyed (ex. 8/12/14 Carthage, TX, hand carry).

   Note: The VIA and destruction notes must be entered prior to scanning the evidence or the destruction location, otherwise they will not be documented.
5. Enter **This Item has been destroyed** in the **Then To** field.
   a) Click the **No Barcode** icon.
   b) Select **Storage Location**.
   c) Select **Special Locations** and choose **This item has been destroyed**.
   d) Click **OK**.

6. Scan the **Confirm Destruction** storage location barcode or **Evidence barcode(s)** in the **Evidence to Transfer** field.
   a) The evidence will be listed in the window below **Evidence to Transfer**.
   b) Click **Apply**.
   c) Click **Yes** on the **Confirm Transaction** screen.
   d) The window below **Evidence to Transfer** field will appear blank indicating that all items have been transferred.
   e) Click **Close**.

E. Generate the **Destruction Log** crystal report as described in the **Crystal Reports** instructions (LIMS-ADM-08), to ensure that all destruction transactions were successful.

1. The Destruction Log for the day selected will appear showing the witnesses and the method of destruction.
Note: Both transactions must be performed on the same day for the crystal report to work.

3.2 Toxicological Evidence

A. Generate the Evidence Ready for Destruction crystal report and select Toxicological Evidence, as described in the Crystal Reports instructions (LIMS-ADM-08).

B. Inventory the evidence that is to be destroyed.
   Note: Evidence Reconciliation is a useful tool to use for this purpose.

C. Barcode the evidence to be destroyed to the destruction witness.
   Select Transfer from the Justice Trax menu bar and select Evidence Transfer.
   1. Leave the From field blank.
   2. Scan the end users barcode into the To Field: enter Personal Pin.
   3. Enter the method of destruction in the VIA field “Autoclave-Destruction”.
   4. In the Note field enter the Date and How the evidence was destroyed (ex.8/12/14 hand carried)
      Note: The VIA and destruction notes must be entered prior to scanning the evidence or the destruction location, otherwise they will not be documented.
   5. Enter This Item has been destroyed in the Then To field.
      a) Click the No Barcode icon.
      b) Select Storage Location.
      c) Select Special Locations and choose This item has been destroyed.
      d) Click OK.

D. Generate the Destruction Log crystal report as described in the Crystal Reports instructions (LIMS-ADM-08), to ensure that all destruction transactions were successful.

4 Preferred Practice

None
Preparer

Fayth Seabury  
LIMS Manager  
Date: 01/20/2017

Concurrence

Misty Alvarado  
Quality Assurance Specialist  
Date: 01/26/2017

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>03/01/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
EVIDENCE RECONCILIATION

1 Scope

These instructions illustrate how to use the evidence reconciliation software. The software is used when doing inventory of evidence locations. It allows for the lab to see if any items have been misfiled or moved.

2 Related Documents

Evidence Vault Inspection (LOG-05-04)

3 Policy

LIMS locations should be inventoried in accordance with LOG-05-04 Evidence Vault Inspection.

4 Instructions

4.1 Create Text File

A. Open Notepad.
   1. Go to the computer Start menu.
   2. Select Programs.
   3. Select Accessories.
   4. Select Notepad.

B. Scan the end user barcode.

C. Scan Storage Location Barcode.  
   Note: Multiple locations can be saved at once as long the previous one has been scanned in its entirety. Just scan the location barcode and proceed scanning the evidence.

D. Scan each item of evidence located in the selected storage location.  
   Note: Delete any barcodes that are longer than 14 characters. If using a Blue Tooth scanner there should only be one beep. If there are two or three beeps, this is an indication that it has not scanned or there was an error.

E. Save Notepad file.  
   Note: It is recommended that a folder be set up to save the files too. The end user may want to create a notepad shortcut for the desktop.

4.2 Evidence Reconciliation
A. Select the Evidence Reconciliation icon from the desktop.
B. Login with Justice Trax Account User Name and Password.
C. Click New from the Evidence Reconciliation menu.

D. Uncheck the “Pull File from Pocket PC” box.

E. Click Browse to locate the text file from the Locate Text File screen.
F. Click OK.
G. Select the most recent file from the drop down
H. Select Run to view the report.
4.3 Evidence Reconciliation Report

A. There are four parts to the report

1. Evidence in Correct Storage Location – everything in this section has been reconciled and is in the right location.

2. Evidence in Incorrect Storage Location – this means that evidence is physically in the scanned location, but in a different location in LIMS.

3. Evidence not found in Scanned Location – this means that evidence is in the scanned location in LIMS, but in a different physical location

4. Exception Report – this is for barcodes that are not a storage location or evidence barcodes.
B. Check for any discrepancies in the evidence scanned and resolve.
C. Repeat 4.1-4.3 to make sure all discrepancies become resolved.

5 Preferred Practice

It is best practice to use a separate text file for each location inventoried.
## Revision History

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>07/17/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
LONG TERM STORAGE OF TOXICOLOGICAL EVIDENCE

1 Scope

To standardize the long term storage process in LIMS of DPS toxicological evidence, to describe the workflow of shipping and storing the evidence, requesting shipment of the evidence, obtaining authority to destroy the evidence, and the destruction of the evidence.

2 Related Documents

Entry of Case Activities (LIMS-GEN-19)

Inter-laboratory Evidence Transfer (LIMS-EVID-05)

Evidence Destruction (LOG-05-02)

3 Policy

A. DPS toxicological evidence that is forwarded to or originated in the Austin Crime Laboratory will be stored long term in the Austin Crime Laboratory.

B. All other DPS toxicological evidence will be stored long term at the Houston Crime Laboratory in the Biowarehouse.

C. For evidence being shipped to Houston Crime Laboratory, the Evidence Transfer Receipt must be printed and placed in the shipping container.

D. The laboratory responsible for storing the DPS toxicological evidence long term is expected to ship any requested evidence back to the original laboratory within 2 business days.

E. The laboratory that originally received the evidence is responsible for procuring the authority to destroy and entering it appropriately into LIMS.

F. The laboratory responsible for storing the DPS toxicological evidence long term will be responsible for the destruction of DPS toxicological evidence.

G. When a signed Authority for Destruction order is received, the record must be scanned into the Case Images section of the Imaging Module in LIMS and named “BA/Tox Authority for Destruction.”

4 Instructions

4.1 Original Laboratory

A. For evidence that is submitted for Alcohol Content analysis only, scan the completed DPS toxicological evidence to the DPS Kits for Refrigeration Transfer storage location. This is a temporary storage location where the evidence will be stored until it is shipped to the Houston Crime Laboratory for long term storage.

B. Requests needing Toxicology analysis will be forwarded to the Austin lab for analysis and stored long term.
C. Ship the evidence to the Houston Crime Laboratory, as described in the Inter-
laboratory Evidence Transfer instructions (LIMS-EVID-05), weekly, based on a
schedule that is decided by the Houston Crime Laboratory.

D. When a holiday falls on a laboratory’s assigned shipping day, wait until the following
week to ship the evidence.

4.2 Long-Term Storage Laboratory

A. Ensure that all evidence that was forwarded matches what is on the Evidence
Transfer Receipt crystal report.

B. Receive the evidence into the Houston Crime Laboratory. Refer to the Inter-
laboratory Evidence Transfer instructions (LIMS-EVID-05) for guidance.

C. Transfer the evidence to the appropriate child storage location that is under the
parent storage location Long-term DPS Kit Storage.

1. Within the parent location there can be additional child locations to help organize
the storage and simplify the inventory/audit process (ex. LTKS-Bin1).

2. The Evidence Inventory – LOCATION crystal report can be used to view the
evidence that is being stored long-term.

4.3 Court/Further Testing – Original Laboratory

A. Enter a BA/Tox Evidence Shipment Request case activity as described in the
Entry of Case Activities instructions (LIMS-GEN-19).

Note: This entry is documented and captured on the Toxicological Evidence
Shipment Request crystal report that the long-term storage laboratory will use.

B. When the requested evidence arrives in the laboratory, transfer it to the appropriate
refrigerated storage location.

C. If a shipment request needs to be cancelled, edit the appropriate BA/Tox Evidence
Shipment Request case activity.

1. Select Cancelled from the Sub Activity dropdown menu.

4.4 Court/Further Testing – Long-Term Storage Laboratory

A. Run the Toxicological Evidence Shipment Requests crystal report daily to
determine the evidence that has been requested for shipment and include this in the
shipping packaging.

Note: This will alert the receiving laboratory that the shipment contains
evidence for transfer only and that no other actions are needed in LIMS.

B. Prepare and ship the evidence overnight, via Lone Star Overnight as described in
the Inter-laboratory Evidence Transfer instructions (LIMS-EVID-05).

C. Edit the appropriate BA/Tox Evidence Shipment Request case activity.

1. Select Shipped from the Sub Activity dropdown menu.

Note: This will remove the case activity from the Toxicological Evidence Shipment
Requests crystal report.
4.5 Authority for Destruction

A. If the Authority for Destruction order is received for toxicological evidence via email, fax, or mail and includes an authorized date for destruction:

1. Scan the order into the Case Images section of the Imaging Module, and name the image “BA/TOX Authority for Destruction”

2. Add a BA/TOX - Destruction Orders case activity with an Authorized Destruction Date/Authorized Destruction Date (Court) Sub Activity.

B. If the Authority for Destruction order is received for toxicological evidence via email, fax, or mail and is marked as Do Not Destroy, with no authorized date for destruction:

1. Scan the order into the Case Images section of the Imaging Module. A specific filename is not required.

2. Add a BA/TOX – Destruction Orders case activity with a Do Not Destroy Sub Activity.

C. Refer to the Entry of Case Activities instructions (LIMS-GEN-19) for guidance.

4.6 Destruction of Toxicological Evidence

A. Run the Evidence Ready for Destruction crystal report to determine the evidence to be destroyed.

Note: A link to the signed Authority for Destruction will be available on the report to verify that the evidence is in fact ready for destruction. The link only works if the image name is “BA/Tox Authority for Destruction.”

B. Destroy the evidence as described in Evidence Destruction (LOG-05-02) and the Destruction of Evidence (LIMS-EVID-07).

5 Literature and Supporting Documentation

Texas Code of Criminal Procedure Chapter 38 Article 38.50

Reference: TX HB1264 | 2015-2016 | 84th Legislature. (2015, June 01)
Subject: Long-Term Storage of Toxicological Evidence

Preparer

**Fayth M. Seabury**
LIMS Manager

Date: 01/20/2017

Concurrence

**Misty Alvarado**
Quality Assurance Specialist

Date: 01/26/2017

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>01/01/2016</td>
<td>Original Issue</td>
</tr>
<tr>
<td>01</td>
<td>06/22/2016</td>
<td>Major Revision – All sections</td>
</tr>
<tr>
<td>02</td>
<td>03/01/2017</td>
<td>Major Revision – Sections 3, 4.1, and 4.5</td>
</tr>
</tbody>
</table>
SEXUAL ASSAULT KITS

1 Scope

These instructions illustrate how sexual assault kits are used in the Laboratory Information Management System (LIMS). These instructions will specify how to mark evidence that is a sexual assault kit since there are instances where items do not come in the standard kit container. The instructions will also explain how to mark non-reported sexual assault kits, which are for storage only.

2 Related Documents

Evidence Tab (LIMS-GEN-06)
Autotext (LIMS-GEN-21)

3 Policy

Sexual Assault Kits that are submitted for analysis must be marked with the Evidence Type: Sexual Assault Kit.

4 Instructions

4.1 Sexual Assault Kits

A. Traditional Sexual Assault Kit

1. These are kits that will look like the examples below, and it is evident that they are sexual assault kits.

2. Follow the Evidence Tab instructions (LIMS-GEN-06) for adding evidence.
   a) Select Sexual Assault Kit from the Kit dropdown menu. This will auto populate the evidence description and evidence type.
   b) The hotkey SAK can be used to easily populate the description should the kit option not be used. Please refer to the Autotext instructions for how to use the hotkey (autotext) feature (LIMS-GEN-21).
      i. Under the New Evidence Submission window select Sexual Assault Kit from the Evidence Type dropdown.
B. Non-Traditional Sexual Assault Kits

In some instances, at the time of login, the evidence will not be marked with the appropriate evidence type since it will be in different packaging such as a brown box or paper bag. In these cases it is the responsibility of the analyst to mark the evidence correctly.

1. Determine the container that is closest to the standard items collected from the hospital, in most instances this will be the sexual assault kit.

2. The following items are not considered a sexual assault kit:
   
a) Clothing
b) Bedding
c) Other large items

3. Select **Sexual Assault Kit** from the **Evidence Type** dropdown menu.
   
a) Only add the **evidence type** to **one item** of evidence per kit.

   i. An example would be if the kit is contained in a brown box, only designate the **sexual assault kit** with the **evidence type** not the brown box.

   ii. **DO NOT** add **Sexual Assault Kit** to each item in the kit.

4.2 Non-Reported Sexual Assault Kits

Sexual Assault Kits that are for storage only are kept in the Biowarehouse. The Biowarehouse has a separate login. When evidence is received under the Biowarehouse the agencies are designated with a B before the name of the agency. An example would be B – Quality Assurance.

A. Sexual Assault Kits logged in for storage purposes will be marked with the **Evidence Type** of **BIO – Long Term Storage**.

B. Kits that will be analyzed will be marked with the **Evidence Type Sexual Assault Kit**.

5 Preferred Practice

The kit option should be used for Sexual Assault Kits to prevent possible user error.
## Revision History

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>07/17/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
CONTROLLED SUBSTANCE BULK EVIDENCE ITEMIZATION

1 Scope

The purpose of this document is to standardize the system-wide practices for itemization and analysis of controlled substance bulk evidence in LIMS. Additionally, these instructions prescribe the retention of excess quantity evidence items.

2 Related Documents

Evidence Management (LOG-05-01)
Evidence Destruction (LOG-05-02)

3 Policy

A. Gross inventory weight for excess DPS evidence must be added to LIMS as a result.
B. If a tare weight is used, it must be documented in the analysis notes field in LIMS.
C. The offense code shall be designated as 18X for bulk quantity controlled substance cases, and 18 for all other controlled substance cases.

4 Instructions

4.1 Evidence Transfer

A. If Latent Prints analysis is requested, then ensure that latent print processing has been completed prior to transferring the evidence to the assigned controlled substance analyst.
   1. If prints were developed on any item, then it will have been itemized by the Latent Print analyst.
   2. If no prints were developed, the items may have been itemized as a group.
B. Transfer the itemized evidence/containers to the analyst. If the evidence has not been itemized then transfer the original agency item to the analyst.
C. If multiple containers from the customer are present, then inventory each container and document the contents in the evidence description field or evidence notes field for each container.
D. Add to the evidence description of the submitted evidence container the total number of bundles as appropriate.

4.2 Analysis and Itemization

A. Document the weight of the evidence to be reported under the original agency item.
   1. If the gross weight is to be reported out, then enter the gross weight as a result.
   2. If the net weight is determined directly, then enter the net weight as a result.
   3. If the net weight is determined by using a tare weight, then enter both the gross weight and the tare weight in the analysis notes field and enter the net weight as a result.
B. If the case meets the requirements of excess, then ensure that the following elements are itemized from the original agency item or that existing items can represent these elements:
   1. Excess quantity (material to be destroyed)
   2. Excess quantity exemplar (amount retained)
   3. Excess quantity samples (retained representative samples)
   4. Photograph(s) of the evidence (Image(s) retained)

C. Ensure that the appropriate offense code is indicated for the case.

D. Indicate in the evidence description or evidence notes field the intended disposition (such as for destruction or for retention).
   
   Note: The analyst may choose to include bundles processed for latent prints as part of the retained excess quantity exemplar.

E. Add lab container(s) to LIMS that will contain the excess quantity exemplar(s) and excess quantity samples.
   
   Note: Include a caret (^) at the beginning of the evidence description to suppress the item from the testing report.

F. Change the LIMS Container field of the excess quantity exemplar(s) and excess quantity samples to their new lab container(s).

G. Change the LIMS Container field that contains the excess quantity (material to be destroyed) to blank.

H. Enter a result under the lab container that contains the excess quantity exemplar and record the gross inventory weight.

I. Track the Evidentiary Images
   
   1. Images as evidence in DIMS (See LIMS Manual; Storage of Evidentiary Images in DIMS)
      
      a) Upload the image(s) to DIMS.
      
      b) Add the image(s) as evidence in LIMS.

   2. Images as evidence in LIMS
      
      a) Copy the image to a CD.
      
      b) Add a new lab container to LIMS for the CD.
      
      c) Change the LIMS Container field of the CD to the new lab container.
      
      d) Transfer the lab container to a secure storage location.

J. Barcode the original agency item to “This item has been sub-itemized.”

K. Report the results of the analysis under the original agency item.

L. Barcode the remaining items to the appropriate storage location(s).
5 Preferred Practices

A. It is preferred practice to utilize the DIMS for evidentiary image storage. Storing the evidentiary image(s) on a CD with the evidence or in the vault should be utilized if DIMS is unavailable.

B. It is preferable that the CD be stored indoors in order to prevent warping.
Preparer

Fayth M. Davis
LIMS Manager
Date: 07/22/2015

Concurrence

Forrest W. Davis
Quality Assurance Coordinator
Date: 07/22/2015

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>07/31/2015</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
AMENDED CONTROLLED SUBSTANCE REPORTS

1 Scope
This guideline is intended for Controlled Substances Module users. This illustrates how to create an amended report to correct administrative errors as well as technical errors. The original analyst is typically the person that issues the amended report.

2 Related Documents
Laboratory Case Reports (LOG-04-02)
Controlled Substance Workflow (LIMS-CS-01)
Request Tabs (LIMS-GEN-07)

3 Policy
The Quality Manager is the designated reviewer for amended reports.

4 Instructions
4.1 Adding the Request
A. Add the appropriate amended controlled substance related request as described in the Requests Tab instructions section 4.3.B (LIMS-GEN-07).
1. Select the Analyst who is to complete the amended report.
2. Click OK.
3. Relate the appropriate evidence, including the appropriate submitted evidence containers.
   a) Administrative – Relate the submitted evidence container.
      i. DO NOT relate any itemized evidence to the amended request.
   b) Technical/Evidence - Relate the appropriate evidence, including submitted evidence containers and itemized items.
      Note: What is related will depend on the type of correction being made.
4. Relate the appropriate individuals as described in the Requests Tab instructions (LIMS-GEN-07).
   Note: No additional evidence barcodes need to be printed, however depending on the labs process a request barcode may need to be printed see request barcode instructions for assistance (LIMS-GEN-07).

B. Indicate the Reason for the Amended Report:
1. Right click on the Amended request
2. Select Additional Data
3. Select the **Correction(s)** being made (more than one may be selected).
   a) **Incorrect/Incomplete Result** – should be checked when the result on the original report was not complete, was missing or was incorrect.  
      **Examples:**
      
      i.  Should have been 0.18g not 1.80g.
      
      ii. Wrong pharm ID was displayed on report (#1 and #2 would be checked).
      
      iii. Weight reported as net weight and should have been reported as gross.
      
      iv.  Clarification of result.
   
   b) **Incorrect Evidence Description** – should be checked when the evidence description is not correct.  
      **Examples:**
      
      i.  The description of the sample should have been white powder.
      
      ii. Agency item number incorrectly entered as item 1 when it should have been item 4.
      
      iii. Typo in the evidence description.
   
   c) **Evidence Incorrectly Related/Itemized** – should be checked when the evidence was not related correctly or not itemized correctly.  
      **Examples:**
      
      i.  Evidence was not itemized on original report.
      
      ii. An item of evidence necessary to the report was not related to the request.
d) **Incorrect Disposition/Note** – should be checked when the disposition, investigative lead, or other note is not correct.

   **Example:**
   
   i. Original report was missing disclaimer.

e) **Case Information Entered Incorrectly (Lab)** – should be checked when case information (agency, agency case number, offense, individuals) was entered incorrectly into LIMS.

f) **Case Information Incorrect from Customer** – Should be checked when case information was incorrect on the submission form.

C. Fill out the **Explanation/Potential Root Cause**.

   1. Write a brief description of the issue and the root cause of the error.

   **Note:** If the Additional Data screen is empty, please contact LIMS_Support@dps.texas.gov to activate the screen.

4.2 **Amend the report based the type of correction(s) needed.**

   A. There are 3 types of amendments. The reasons for an amended report have been added to each explanation below to assist the end user in deciding what action to take.

   1. **Administrative Corrections** (Case Information Entered Incorrectly (Lab)/Incorrect from Customer).

      a) Make the appropriate Administrative Correction(s) within Justice Trax.

      **Note:** For example, if the offense date is incorrect, go to the Offense tab and edit the Offense to make the correction.

      b) Below is a listing of the correction Keywords that will trigger Justice Trax to highlight the corrected areas on the amended report.

      i. Address

      ii. Agency Rep

      iii. Case Number
iv. Secondary (to show additional agencies)

v. Victim

vi. Elimination

vii. Suspect

viii. Submission

ix. Offense Date (for any offense correction not just the date)

c) Right click on the Amended Request.

d) Select Edit Request.

e) Enter the **Keyword** into the Requester Notes field.

   *Note: More than one keyword can be entered.*

f) If there is both an administrative correction and an evidence or technical correction, **do not enter a Keyword Word**.

g) The entire section that is being corrected will be **highlighted**, not just the portion that is being corrected (e.g., if one suspect name is being corrected, all suspect names will be highlighted.)

h) **Add an Amended Blank Result** to the submitted evidence container.
i. If multiple evidence containers are related to the amended request, the “Amended Blank Result” will have to be added to each container.

Note: DO NOT relate any itemized evidence to the amended request.

2. Evidence Corrections (Evidence Incorrectly Related/Itemized).
   a) **Add a Blank result** to the item of evidence.
   b) **Add a Note** to the item that explains the correction in the Result Notes field.

3. Technical Corrections (Incorrect or Incomplete Results/Incorrect Disposition or Note)
   a) Follow the Controlled Substance Workflow instructions (LIMS-CS-01) for entering results.

5 Preferred Practice
   A. The **Quality Manager** is the designated reviewer for amended reports.
   B. Examples of Amended Reports:
      1. Case Information Correction
2. Evidence Description Correction/Adding a Note

a) The Correct Evidence Description, Results of Analysis and Interpretation section is suppressed, even though there is the Amended Blank Result entered as a result to the submitted evidence container.

b) The submission information section is shaded, which indicates a correction.

2. Evidence Description Correction/Adding a Note

a) The result note under the evidence description explains what the error was on the original report.

b) The Original Evidence Description, Results of Analysis and Interpretation section will not show the original description with the error.
3. Incorrect/Incomplete Result Correction

Submission Information:
01 - 9x13 Brown Padded Envelope on September 05, 2013 VIA Certified Mail 7010 167000 0177564374

Requested Analysis: Examine for the presence of controlled substances.

This amended report serves as a replacement to the original Controlled Substance Analysis Laboratory Report dated December 18, 2013. Any shaded or bordered areas indicate corrections.

**Corrected Evidence Description, Results of Analysis and Interpretation:**
01 : 9x13 Brown Padded Envelope
  01-01 : Evidence bag containing 2 Ziploc bags containing white powder (Ex 1)
  Contains Cocaine
  0.20 grams (+/- 0.02 grams) net weight
  2 of 2 items were sampled for analysis

All uncertainty values reported as “+/-” are at the 95% confidence level.

**Original Evidence Description, Results of Analysis and Interpretation:**
01 : 9x13 Brown Padded Envelope
  01-01 : Evidence bag containing 2 Ziploc bags containing white powder (Ex 1)
  Contains Cocaine
  2 of 2 items were sampled for analysis

a) The corrected result is displayed in the bordered area
# LIMS Manual

**Subject:** Amended Controlled Substance Reports

---

**Revision History**

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>07/17/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>

---

Effective Date: 07/17/2017
Issued by: QA Coordinator
MISDEMEANOR CONTROLLED SUBSTANCE CASES

1 Scope
These are written guidelines to assist with the processing of misdemeanor controlled substance cases in LIMS.

2 Related Documents
Controlled Substance Item Reduction Policy (LOG-05-01E)
Controlled Substances SOP
Requests Tab (LIMS-GEN-07)
Controlled Substance Workflow (LIMS-CS-01)

3 Policy
A. A Closed without Analysis request must be used to close a controlled substance case without analysis.
B. An explanation as to why misdemeanor evidence was not analyzed must be entered as a result note of the evidence.

4 Instructions
The instructions are divided into three categories, based on when the offense was determined. Explanations and examples of Misdemeanor offenses can be found in Controlled Substance Item Reduction Policy (LOG-05-01E).

4.1 Misdemeanor Offense determined during submission of evidence
A. In Person (Non-DPS)
   Do not accept the evidence.
B. In Person (DPS) and all Mail submissions
   1. Accept the evidence as a new case.
   2. Create and complete a Closed without Analysis request, as described in the Request Tab instructions (LIMS-GEN-07).
      a) Enter the paragraph below into the white space or use Hot key: DMISD2.
      "Controlled substance analysis was not performed on this case. Misdemeanor offenses are not typically analyzed by the DPS Crime Laboratories. Please submit a written request from the prosecuting attorney for the examination of this misdemeanor offense indicating that analysis is needed for adjudication purposes. Please review the guidelines at: http://www.txdps.state.tx.us/CrimeLaboratory/documents/PEHmanual.pdf."

4.2 Misdemeanor Offense Determined after Submission, before Evidence is Opened
A. Cancel the Controlled Substance request, as described in the Request Tab instructions (LIMS-GEN-07).
B. Create and complete a Closed without Analysis request, as described in section 4.1.B.2.
4.3 Misdemeanor Offense Determined after Evidence is Opened

A. Misdemeanor evidence only
   1. If no preliminary examinations were performed:
      a) Cancel the Controlled Substance request as described in the Request Tab instructions (LIMS-GEN-07).
      b) Create and complete a Closed without Analysis request, as described in section 4.1.B.2.
   2. If preliminary examinations were performed:
      a) Follow the Controlled Substances SOP and Controlled Substance Workflow instructions (LIMS-CS-01) for reporting preliminary examinations.

B. Felony and misdemeanor evidence submitted together
   1. For Misdemeanor evidence where no preliminary examinations were performed:
      a) Add a result of Misdemeanor.
      b) Enter the following as a Result Note which informs the customer as to why the evidence was not analyzed or use Hot key: DN1.
         “In view of other exhibits, no examination was performed on this exhibit”
         Note: Refer to the Controlled Substance Workflow instructions (LIMS-CS-01) for guidance.
   2. For Misdemeanor evidence where preliminary examinations were performed, follow step 4.3.A.2.
   3. For Felony evidence, analyze and add the appropriate results as described in the Controlled Substance Workflow instructions (LIMS-CS-01).

5 Preferred Practice

For cases where the offense was determined after the evidence is opened, it is preferred that the technical reviewer of the Closed without Analysis request be a qualified controlled substance analyst to ensure that the offense determination is accurate.
Subject: Misdemeanor Controlled Substance Cases

Preparer

Fayth M. Davis
LIMS Manager
Date: 03/08/2016

Concurrence

Katherine G. Sanchez
Quality Assurance
Date: 03/11/2016

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>02/17/2016</td>
<td>Original Issue</td>
</tr>
<tr>
<td>01</td>
<td>03/17/2016</td>
<td>Minor Revision – Sections 4.1, 4.3, and 5</td>
</tr>
</tbody>
</table>
CONTROLLED SUBSTANCE RESULTS LIST

1 Scope

This guideline illustrates the procedure for adding controlled substance information to the SharePoint list, and requesting additions or changes to the controlled substance results in LIMS.

This SharePoint list also serves as the DPS Chemical Library, which includes spectral data and other chemical information.

All drug analysts, supervisors, and managers have rights to add a request to the SharePoint list.

Alerts have been created throughout the workflow to help facilitate the process. When the drug additions/changes have been approved, an alert is issued at the end of the day to communicate the changes to the appropriate end users.

The Controlled Substance Result List in SharePoint can be found here: https://portal.tle.dps/sites/cls/QA/Lists/ChemicalCompounds/ApprovedDrugResults.aspx

The Controlled Substance Result List Pending Actions list in SharePoint can be found here: https://portal.tle.dps/sites/cls/QA/Lists/ChemicalCompounds/CommitteeReview.aspx

Below is a summary of the workflow of this process:

2 Related Documents

Approved List of Reference Libraries and Abbreviations (CS-02-01A)

3 Policy

1. Only references listed in the Approved List of Reference Libraries and Abbreviations (CS-02-01A) will be used when entering major ions, major wavenumbers, and maximum lambda values.
4 Instructions

Go to the Controlled Substance Result List in SharePoint.

4.1 Entry of Drug Information

A. Create New Entry in SharePoint

*Note: This step is completed when the requested drug is not already in the SharePoint list. The name of the drug is the only required item. Additional information facilitates data sharing using the DPS Chemical Library, and makes the review process more efficient.*

1. Ensure that the drug entry, including synonyms, does not already exist by viewing the SharePoint list.

2. Select New Item from the Items tab at the top of the SharePoint page.

3. Select *New* from the Request Status dropdown menu.

4. Enter the name of the drug in the Drug Name * field.

5. If attaching the chemical structure to the result, select Yes from the Chemical Structure Attached dropdown menu. Otherwise, select No.

6. Enter the molecular formula of the drug in the Molecular Formula field.

7. Enter the molecular weight of the drug in the Molecular Weight field.

8. Enter the CAS number in the CAS Number field.

9. Enter IUPAC names and/or drug synonyms in the IUPAC/Synonyms field.

10. Enter color tests and results in the Color Tests field. Use a dash to separate the color test and color test result. Examples are listed below:

    a) Marquis – Orange
    b) Liebermann – Black

11. Select the appropriate checkboxes to demonstrate what supporting documentation will be uploaded with the drug entry in the Supporting Documentation section.

12. Enter the major ions from the mass spectra in the Mass Spec – Major Ions field.

13. Enter the major wavenumbers from the FTIR spectra in the FTIR – Major Wavenumbers field.

14. Enter the maximum lambda value from the UV spectra in the UV – Lambda Max field.

15. Enter the supplier and lot number information from the purchased drug standard in the Standard Supplier and Lot Number field.

16. Select the appropriate checkboxes to demonstrate the source that was used to verify the purchased drug standard in the Source Used for Verification section.

17. Enter any literature citation information in the Literature Citation Information field.

18. Enter any additional comments in the Comments field.
19. Do not fill out any other fields.

20. Attach any supporting documentation by clicking the Attach File icon at the top of the form.

21. Name the file with the drug name and the type of documentation. Use an underscore to separate the drug name and the type of documentation. Examples are listed below:
   a) 2C-B_COA
   b) 25B-NBOMe_GCMS Agilent
   c) JWH-018_UV

22. Click Save.

B. Edit Existing Entry in SharePoint
   Note: This step is completed when the requested drug already exists in the SharePoint list. Additional information can be added, which facilitates data sharing using the DPS Chemical Library, and makes the review process more efficient.
   1. Select the checkbox next to the appropriate Drug Name.
   2. Select Edit Item from the Items tab at the top of the SharePoint page.
   3. Select *Revision from the Request Status dropdown menu.
   4. Make the appropriate changes to any of the fields, checkboxes, or dropdown menus. Refer to section 4.1.A.5 through 4.1.A.21 for information about each section of the form.
   5. If data from an in-house library is added to an existing entry, include the purchased drug standard information in the Standard Supplier and Lot Number and Source Used for Verification fields.
   6. Do not delete any information in the pre-existing entries. Only additions can be made to entries.
   7. Enter comments describing/supporting the revision in the Comments field.
   8. Click Save.

4.2 First Naming Committee Review and Approval
   Note: This step is completed by one of the members of the naming committee.
   A. Go to the Controlled Substance Result List Pending Actions SharePoint list.
   B. Select the checkbox next to the appropriate entry to be reviewed that is listed under either the *New or *Revision Request Status groups.
   C. Select Edit Item from the Items tab at the top of the SharePoint page.
   D. Select 1 In first review by naming committee from the Request Status dropdown menu.
      Note: Changing the Request Status allows users to see who is working on the request.
   E. Enter name in the Naming Committee Assigned field.
   F. Click Save.
G. Edit the item again to review the entry information as well as any attachments, and make appropriate changes.

H. Enter comments in the Naming Committee Comments field.

I. Enter the name of the drug result (how the result appears in the dropdown menu in LIMS), in the LIMS Drug Result in Dropdown field.

J. Enter the result text (how the result appears on the final report), in the LIMS Result Text field.

K. Select the appropriate LIMS Schedule, if needed, from the LIMS Schedule dropdown menu.
   Note: This selection allows for lengthy result text to display on the final report without the need to hardcode the text into the final report template.

L. If a default footnote is needed, enter the appropriate information in the LIMS Default Footnote field.
   Note: Footnotes that are auto populated based on the drug group are not required to be entered in SharePoint.

M. If other notes are needed that pertain to the LIMS entry, enter the appropriate information in the LIMS Other Notes field.

N. Select the appropriate drug group from the LIMS Drug Group dropdown menu.

O. If the entry is for a new drug or for an existing drug with LIMS changes, select Inactive from the LIMS Status dropdown menu.

P. If the entry is for an existing drug, with no LIMS changes, select Active from the LIMS Status dropdown menu.

Q. Select 2 In second review by naming committee from the Request Status dropdown menu.

R. Click Save.

4.3 Second Naming Committee Review and Approval
   Note: This step is completed by a different member of the naming committee. In the absence of another member, the Controlled Substance Advisory board chair may skip section 4.3 and approve the entry as described in section 4.4.

A. Go to the Controlled Substance Result List Pending Actions SharePoint list.

B. Select the checkbox next to the appropriate entry to be reviewed that is listed under the 2 In second review by naming committee Request Status group.

C. Select Edit Item from the Items tab at the top of the SharePoint page.

D. Review the entry information as well as any attachments, and make appropriate changes.

E. Select 3 Ready for CS chair approval from the Request Status dropdown menu.

F. Click Save.

4.4 Controlled Substance Advisory Board Chair Review and Approval
   Note: This step is completed by the Controlled Substance Advisory board chair or a designated member of the board. This is to ensure a final review before the addition/changes are officially approved.

A. Go to the Controlled Substance Result List Pending Actions SharePoint list.
B. Select the checkbox next to the appropriate entry to be reviewed that is listed under the 3 Ready for CS chair approval Request Status group.

C. Select Edit Item from the Items tab at the top of the SharePoint page.

D. Review the entry information, including revision notes entered into the Comments field, as well as any attachments, and make appropriate changes.

E. Drugs with no LIMS Changes

1. If the entry is for an existing drug with no changes to LIMS, select Completed from the Request Status dropdown menu.
2. Select Active from the LIMS Status dropdown menu.
3. Click Save.
4. Select the checkbox next to the appropriate entry and select Approve/Reject from the Items tab at the top of the SharePoint page.
5. Select the Approved radio button and click OK.

F. Drugs with LIMS Changes

1. If the entry is for a new drug, there are LIMS changes to an existing drug, select 4 Ready for LIMS approval from the Request Status dropdown menu.
2. Click Save.

4.5 LIMS Support Review and Approval

Note: This step is completed by LIMS Support and involves the addition/edit of the drug in LIMS.

A. Go to the Controlled Substance Result List Pending Actions SharePoint list.

B. Select the checkbox next to the appropriate entry to be reviewed that is listed under the 4 Ready for LIMS approval Request Status group.

C. Make the appropriate addition/changes in LIMS.

D. Select Completed from the Request Status dropdown menu.

E. Select Active from the LIMS Status dropdown menu.

F. Click Save.

G. Select the checkbox next to the appropriate entry and select Approve/Reject from the Items tab at the top of the SharePoint page.

H. Select the Approved radio button and click OK.

5 Preferred Practice

None
Preparer

Fayth M. Davis
LIMS Manager
Date: 05/17/2016

Concurrence

Katherine G. Sanchez
Quality Assurance Coordinator
Date: 05/17/2016

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>04/14/2016</td>
<td>Original Issue</td>
</tr>
<tr>
<td>00a</td>
<td>06/22/2016</td>
<td>Administrative Revision – Section 1</td>
</tr>
</tbody>
</table>
BLOOD ALCOHOL WORKFLOW

1 Scope
To establish guidelines for the entry of information into the Laboratory Information Management System (LIMS) for the Blood Alcohol workflow.

2 Related Documents
Laboratory Case Reports (LOG-04-02)
Request Tab (LIMS-GEN-07)
Inter-laboratory Evidence Transfer (LIMS-EVID-05)
Worklist/Batch Process (LIMS-GEN-22)
Alcohol Analysis 90 Codes (LIMS-BA-03)

3 Policy
Do not access Justice Trax on a computer that has been logged on using a process account (instrument computers).

4 Instructions
4.1 Evidence Itemization
All evidence for Alcohol Content must be itemized prior to the start of analysis. Pre-itemized evidence kits can be used to facilitate the process, which allows evidence to be itemized as it is received.

A. If the evidence is not itemized open the Blood Alcohol module by right clicking on the request and selecting Edit Findings. Then right click on the evidence and select itemize Evidence.

1. Enter the description of the specimen container in the description window (e.g. gray top tube)
2. Select the appropriate Evidence Type from the Evidence Type dropdown menu and click Apply.
3. Select the appropriate Source of the sample from the Source dropdown menu.
4. Enter any other pertinent evidence notes in the Notes window and click Apply and Close.
   Note: If evidence is itemized on the evidence tab be sure all items are related to the request.

4.2 Worklist and Specimen Documentation
A. Create a worklist of samples to run. For assistance with creating a worklist, refer to Worklists/Batch Process instructions (LIMS-GEN-22).
   Note: All samples must be itemized if a worklist is created. If not all samples are itemized the worklist will have to be re-created once all samples are itemized.

1. Check the Create Sequence File checkbox.
   a) The sequence file contains the following:
i. Case Number  
ii. Evidence Number  
iii. Request ID  
iv. Evidence ID  
v. Subject  
vi. Evidence Type  

2. Select the appropriate Instrument from the dropdown menu and click OK.

3. The sequence file will be saved in its designated location.

4. Open the Sequence File.

5. Highlight column B and sort Z to A.
6. Delete all of the parent items (for example, Item 01) and all additional items (for example, Item 01-02, etc.).

7. Save as CSV (Comma delimited) file.

4.3 Specimen Documentation for Worksheet

The specimen documentation for the worksheet is to be filled out on a blank result.

A. Record all evidence documentation notes in LIMS as the batch is sampled for analysis. The observations can be entered by utilizing the batch updates feature. Refer to the Worklist/Batch Process instructions (LIMS-GEN-22).

B. Do not write on the worklist so that it can be discarded after use.

C. Add a blank result to the blood tube and click Apply.

D. Click on the ellipsis, fill out the evidence portion accordingly:
   1. Innermost Location of Subject Name (choose one option)
      a) Specimen Container
      b) Plastic/Intermediate Container
      c) Paperwork
      d) Outer Packaging
      e) No Name Present
      f) Other
   2. Name if Different from Submission Form
      a) Enter the name as it appears on the packaging notes in 4.3.D.1.
   3. Location of Inner Most Seal
      a) Specimen Container
      b) Plastic/Intermediate Container
      c) Outer Packaging
   4. Specimen Label Notes
   5. Condition of Sample
      a) Normal
      b) Clotted
      c) Thick
   6. Condition Notes
   7. Sample Volume – this field must be filled out for the worksheet to populate correctly
   8. Volume Notes

E. The Additional Notes field is to be used for any notes that are not already captured about the sample such as non-reported volatiles observed in the sample.
Notes/observations about extra tubes that are not analyzed should be recorded in this field.

4.4 Specimen Documentation for Report

The specimen documentation for reporting purposes is to be filled out on the result that contains the reported values.

A. Use the Drug Screen checkboxes to prepopulate statements on the report.
   1. **No Drug Screen** - "No drug analysis due to the alcohol concentration."
   2. **Drug Screen** - "The evidence is being forwarded to the DPS Austin Crime Laboratory for the requested drug analysis. Please advise via email (grp_austintox@dps.texas.gov) if analysis is no longer needed so that the DPS Austin Crime Laboratory may devote efforts to other cases in the Toxicology backlog."

B. Use the Disposition checkboxes to prepopulate statements on the report.
   1. **Retain** - "The evidence will be retained until notified of the disposition."
   2. **Return** - "We are unable to retain the evidence. Please make arrangements to pick up this evidence at your earliest convenience."

C. Select the Dilution Performed checkbox if a dilution was done on the sample.

D. If other statements are needed on the report, add them in the result notes field. The result notes field will populate first on the report, then the drug screening statements, and lastly, the disposition statements.
4.5 Manual Entry of Alcohol Content Results

A. Open the request tab and select the Alcohol Content request. Right click and select Edit Findings.

1. If using a worklist then enter results using the worklist. Refer to Worklist/Batch Process Instructions (LIMS-GEN-22).

B. Right click on the subject attached to the blood tube and select Add Result.

1. Enter the results from the instrument. The zero and decimal will auto populate.
   a) Result 1 = Column A
   b) Result 2 = Column B

2. Enter any notes in the Result Notes field.

3. Click Apply.
4. Enter any **volatiles** found by clicking on the **ellipsis** icon \(\ldots\) of the second result entered.

   *Note: The result must be applied first before this field can be opened.*

   a) **Select the appropriate check boxes.**

   - Acetaldehyde
   - Formaldehyde
   - Methanol
   - Isopropanol
   - Acetone
   - Toluene
   - Chloroform
   - No other volatile detected

   b) **Click Apply** and then **Close**.

5. Click **Apply** in the result window to finish the result entry.

   *Note: The end user can also enter the appropriate 90 code in the result fields to generate a message on the report. Refer to the BA 90 Codes instructions (LIMS-BA-03).*
4.6 Manual Entry of Alcohol Content and Toxicology Result

A. Follow the instructions in the Manual Entry of Alcohol Content Results section.

B. Once Apply is clicked in the result window of the first entry, prompt to create a toxicology request will appear.

*Note: Not all labs utilize the cascading request feature. In those cases the analyst will add the Toxicology request if needed after they enter the alcohol results.*

1. Select Yes or No.
   a) Selecting yes or no is dependent upon the results of alcohol analysis. Results over 0.10 generally will not go on for Toxicology testing. However there are some exceptions:
      i. The offense is a sexual assault or intoxication manslaughter.
      ii. The prosecutor has issued a special request.
      iii. Death Investigation.

2. Selecting Yes will generate a new request for Toxicology.

3. Fill out the request information as described in the Request Tab instructions (LIMS-GEN-07).

4. If the evidence needs to be forwarded to another lab for further testing, refer to Inter-laboratory Evidence Transfer instructions (LIMS-EVID-05).

4.7 Request Batch Updates/BAL Reports

Request Batch Updates can be used to upload results directly into LIMS. It also allows for the instrument, standards and pipettor information to be uploaded into each sample. (Specific to Labs using BAL Reports and Shimadzu Instrumentation).

*Note: Do not use Justice Trax on the instrument computer if a process account was used to log in.*

A. BAL Reports will save the sequence tab as a separate file named BAL-LIMS once the run is complete. Do not name it anything else, otherwise, Request Batch Updates will not work.

1. Save the file to the specific location designated for uploading for that instrument.
   a) For example:

   F:\PUBLIC\BLOOD\ALCOHOL\WORKBOOKS\LIMS UPLOAD\Instrument Name\

   *Note: This can be modified should it not fit the needs of the laboratory.*

B. Select Analysis from the Justice Trax menu bar and select Request Batch Updates.

1. Scan the worklist barcode into the yellow space.

2. Select Findings Entered from the Milestone dropdown menu.

3. Select the appropriate samples that are to be uploaded by using the blue arrows. Select both parent and child items.
4. Click **Auto Upload** and select the **upload panel** for the instrument used.
   a) *Each instrument has a matching upload panel with the same name.*

5. Enter any **instrument**, **pipettor** or **standard** information needed.
6. Change the **Date of Analysis** to match the analysis **start date**.

7. Click **Upload Data** and click **OK**.

8. The **Batch List Report** will print: the results will be uploaded as well as any additional information that was entered on the upload screen. This report is not required to be retained, as long as it is not written on.

C. Click **OK** and **Yes** to have the status updated to **Findings Entered**.
D. The BAL Report packet that is generated after the run contains the chromatograms for the case and all QC/Batch information. This packet can be uploaded into LIMS using emailer. For assistance with emailer refer to the LIMS Emailer instructions (LIMS-GEN-16).

1. Move the report packet to a designated shared folder so that they can be emailed from the end user’s Outlook account.

2. Once sent through LIMS Emailer, the packet will automatically be placed under the appropriate Alcohol Request in the Imaging Module.

E. Update the Milestone to Draft Complete. Refer to the Worklist/Batch Process instructions (LIMS-GEN-22) for updating the entire worklist.

4.8 Batch Image Capture

Batch Image Capture can be used to upload results and chromatograms to multiple cases at a time. Batch Image Capture is used in the Austin Lab.

A. Print the data and the chromatograms using the Justice Trax Imaging printer since Batch Capture requires a specific file format.

1. Justice Trax Imaging Set up
   a) Open Devices and Printers and select Justice Trax Imaging.
   b) Right click and select Printer Preferences.
   c) Select the File Formats tab.
      i. Set File Format to TIFF Group 3, 2 Dimension (*.tif).
      ii. Set Color Depth to 1 bit.
      iii. Set Photo Quality to Floyd-Steinberg.
      iv. Check Extract text to file.
d) View the **Device Settings** tab to be sure the paper size and orientation are set appropriately.

e) On the following tabs make sure **nothing is checked**:

i. **Start Application**

ii. **Watermark**

iii. **Embed Annotation**

iv. **Bates Numbering**

v. **Profile Manager**

vi. **Redirect Printing**

vii. **File Name Generation**

B. **Instrument Set Up**

   *Note: This may vary depending on instrumentation used as well as which report template is used.*

1. Configure **TotalChrom Batch Reprocessing Utility**.

2. Select the correct **Sequence file**.
3. Set the Actual Data Path to where the data will be saved.
4. Enter the Starting and Ending rows.
5. Check both Channel A and Channel B in the Dual Channel box.
7. Set Batch Execution to Interactive.
8. Set Batch Printer and Batch Plotter to JusticeTrax Imaging.
9. Select Enable optional report(s) in method, Use method in result file and Use existing raw file sequence info.

10. Once printed through JusticeTrax imaging there will be a text and a tiff file.

C. Batch Image Capture Set Up

Prior to the import of data Batch Image Capture has to be set up to read the text file correctly and pull the correct data and information.

1. The settings screen will automatically appear when first opening Batch Capture after it is first installed or
2. Select Tools and click on Options in the JusticeTrax Batch Indexing Utility.

Note: If adjusting settings after usage the user will have to import a batch into Batch Capture to access the settings menu.
a) Select SQLims31 as Data Source Name.
b) Select the appropriate Laboratory from the Laboratory dropdown menu.
c) Leave the Instrument dropdown Blank.
d) Select None for the Application Directory.
e) Enter 0 for Rotate Images by degrees to the left.
f) Logon Required and Allow Multiple BA Results need to be checked.
g) Search String will be specific to the software a lab is using.
   i. The search string tells Batch Capture what to look for.
   ii. The occurrence tells Batch Capture how many times to look for that particular search string.
   iii. The start position tells it where to start reading the data in relation to the search string.
   iv. The length is how many characters the data is from the starting position counting from left to right.

Note: A negative number indicates that the program will move that many characters to the left before starting to read the data.
D. Uploading Data using Batch Image Capture

1. All samples must be itemized prior to upload otherwise the upload will not be successful.

2. Open **Batch Image Capture** and select **Load from Directory**.

3. Open the appropriate folder with the data printed from 4.8.B and select the first file.

   *Note: Only the TIFF file will be visible.*

4. Click **Open** and data will import into **Batch Image Capture**.
5. **Login** into Batch Capture using existing Justice Trax username and password.

6. Review the information for each sample and the controls:
   a) Case Number.
   b) Request.
   c) Evidence.
   d) BA Value

   *Note: The analyst will have to manually enter the samples that were negative. Not Found or --- will populate instead of a zero or a negative value.*

   e) Select whether it is **Sample Data** or **Control Data**.

   *Note: This will prevent Batch Capture from trying to send control data to LIMS.*

   f) Select **Send?** and select **Send BA Val to LIMS?** for sample data.

   g) Once review is complete, click **Submit to LIMS**.

   h) The images will be imported to the case images section of the imaging module.

   i) The results will be uploaded to the BA Module.

7. Review the cases to make sure the data uploaded correctly.

---

5 Preferred Practice

None
## Revision History

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>11/07/2016</td>
<td>Original Issue</td>
</tr>
<tr>
<td>01</td>
<td>07/17/2017</td>
<td>Major Revisions – Section 4</td>
</tr>
</tbody>
</table>

Effective Date: 07/17/2017
Issued by: QA Coordinator
AMENDED ALCOHOL ANALYSIS

1 Scope
This guideline is intended for Blood Alcohol Module users. This illustrates how to create an amended report to correct administrative errors as well as technical errors. The original analyst is typically the person that issues the amended report.

2 Related Documents
Laboratory Case Reports (LOG-04-02)

3 Policy
The Quality Manager is the designated reviewer for amended reports.

4 Instructions
4.1 Add a Related Request to the original request needing the correction.
1. Right click on the Request.
2. Select Add Related Request.
3. Select the appropriate Agency and Agency Rep.
4. Select the appropriate Lab.
5. Select the appropriate Department.
6. Select the Amended Alcohol Service from the Service drop down menu.
7. Select the Analyst who is to complete the amended report.
8. Click OK.
9. Relate the appropriate evidence, including the appropriate submitted evidence containers.
   
a) For administrative corrections only relate the submitted evidence container, NOT the itemized evidence.

b) For technical corrections relate the appropriate evidence, including submitted evidence containers.

4.2 Indicate the Reason for the Amended Report.

1. Right click on the Amended request.

2. Select Additional Data.
   
   **Note:** If the Additional Data screen is empty, please contact LIMS_Support@dps.texas.gov to activate the screen.

3. Select the Correction(s) being made (more than one may be selected).
   
a) **Incorrect/Incomplete Result** – should be checked when the result on the original report was not complete, missing or was incorrect.
Examples:

i. Evidence Type not assigned so the report did not display results.

ii. Clarification of result

b) Incorrect Evidence Description/Information – should be checked when the evidence description is not correct, incorrect source or agency item numbers.

Examples:

i. The description of the tubes should have been green top tubes instead of gray.

ii. Agency item number incorrectly entered as item 1 when it should have been item 4.

iii. Elimination name was entered incorrectly (#5/6 and #2 should be checked).

iv. Typo in the evidence description.

c) Evidence Incorrectly Related/Itemized – should be checked when the evidence was not related correctly or not itemized correctly.

Examples:

i. Evidence was not itemized on original report.

ii. A piece of evidence necessary to report was not related to the request.

d) Incorrect Disposition/Note – should be checked when the disposition, investigative lead, or other note is not correct.

Examples:

i. Disposition of BA samples was incorrect on original report.

ii. Original report was missing disclaimer.

e) Case Information Entered Incorrectly (Lab) – should be checked when case information (agency, agency case number, offense, individuals) was entered incorrectly into LIMS.

f) Case Information Incorrect from Customer – Should be checked when case information was incorrect on the submission form.

4. Fill out the Explanation/Potential Root Cause.

a) Write a brief description of the issue and the root cause of the error.
4.3 Amend the report based on the type of correction(s) needed.

There are 3 types of amendments: Administrative, Evidence and Technical. The reasons for an amended report have been added to each explanation below to assist the end user in deciding what action to take.

1. **Administrative Corrections** (Case Information Entered Incorrectly (Lab)/Incorrect from Customer)
   a) Make the appropriate Administrative Correction(s)
   b) Below is a listing of the correction **Keywords** that will trigger JusticeTrax to highlight the corrected areas on the amended report.
      i. Address
      ii. Agency Rep
      iii. Case Number
      iv. Secondary – (to show additional agencies)
      v. County
      vi. Elimination
      vii. Offense Date – (use for any offense correction)
      viii. Submission
      ix. Suspect
      x. Victim
   c) Right click on the *Amended Request*.
   d) Select Edit Request.
   e) Enter the trigger word into the **Requestor Notes** field. Click **OK**.

   *Note: For example, if the offense date is incorrect, go to the Offense tab and edit the Offense Date to make the correction.*
   *The entire section that is being corrected will be highlighted, not just the portion that is being corrected (e.g., if one suspect name is being corrected, all suspect names will be highlighted).*
   *More than one trigger word can be entered.*
f) Right click on the Amended Request and select **Edit Findings**.

g) Add .97 results to the submitted evidence container.

2. **Evidence Corrections** (Evidence Incorrectly Related/Itemized)

   a) Right click on the Amended Request and select **Edit Findings**.

   b) Add .95 result to the incorrect item(s) of evidence.

   c) Add a note to the appropriate result that explains the correction in the **Result Notes** field.
3. **Technical Corrections** (Incorrect or Incomplete Results/Incorrect Disposition or Note)
   
a) **Add result to the evidence container.** See users discipline instructions as needed.

5 **Preferred Practice**

*Examples of Amended Reports:*

**Case Information Correction**

```
Submission Information:
01 - DPS Blood Kit on June 21, 2013 VIA U.S. Mail

Requested Analysis: Examine for alcohol content.

Original Evidence Description, Results of Analysis and Interpretation:
01 - DPS Blood Kit
01-01: Blood in purple top tube from Vito Corleone
0.474 (+/- 0.045) grams of alcohol per 100 milliliters of blood. (99.7% Confidence Level)
```

*The Corrected Evidence Description, Results of Analysis and Interpretation section is suppressed, even though there is the .97 entered as a result to the submitted evidence container.*
Evidence Description Correction/Adding a Note

Requested Analysis: Examine for alcohol content.
This amended report serves as a replacement to the original Alcohol Content Laboratory Report dated February 10, 2014. Any shaded or bordered areas indicate corrections.

Corrected Evidence Description, Results of Analysis and Interpretation:
01 : DPS Blood Kit
  01-01 : Blood in purple top tube from Vito Corleone
  Note: On the original Alcohol Content Laboratory report, the evidence description was "gray top tube." This has been corrected to say "purple top tube."

Original Evidence Description, Results of Analysis and Interpretation:
01 : DPS Blood Kit
  01-01 : Blood in purple top tube from Vito Corleone
  0.474 (+/- 0.045) grams of alcohol per 100 milliliters of blood. (99.7% Confidence Level)

The result note under the evidence description explains what the error was on the original report.
The Original Evidence Description, Results of Analysis and Interpretation section will not show the original description with the error.

Incorrect/Incomplete Result Correction

Requested Analysis: Examine for alcohol content.
This amended report serves as a replacement to the original Alcohol Content Laboratory Report dated April 13, 2012. Any shaded or bordered areas indicate corrections.

Corrected Evidence Description, Results of Analysis and Interpretation:
2 : Blood tube box
  2-01 : Blood in Blood tube from First Middle MacName Sr.
  0.034 (+/- 0.004) grams of alcohol per 100 milliliters of blood. (99.7% Confidence Level)

Original Evidence Description, Results of Analysis and Interpretation:
2 : Blood tube box
  2-01 : Blood in Blood tube from First Middle MacName Sr.
  0.105 (+/- 0.010) grams of alcohol per 100 milliliters of blood. (99.7% Confidence Level)

The corrected result is displayed in the bordered area.
## Revision History

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>07/17/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
ALCOHOL ANALYSIS 90 CODES

1 Scope
The purpose of these guidelines is to establish when BA 90 Codes are used in Alcohol Analysis. The codes are used to automatically populate specific results on the Blood Alcohol Final Report.

2 Related Documents
Blood Alcohol Workflow (LIMS-BA-01)

3 Policy
None

4 Instructions
Enter the following codes depending on these specific results into the result fields as described in the BA Workflow instructions (LIMS-BA-01):

0.900 - This tube was not opened during the analysis.
0.910 – Alcohol Detected.

0.920 – No analysis performed on exhibit due to being previously analyzed.
0.930 – Results are inconclusive.

0.940 – A complete breath alcohol test was administered in this case. No [blood/urine] alcohol testing will be conducted.
0.950 – Amended Reports evidence corrections.

0.960 - No analysis performed due to other exhibits in this case.
0.970 - Amended Reports administrative corrections.

0.980 - No analysis performed due to insufficient sample.

0.990 - No analysis performed due to the condition of the “blood/urine” sample.

5 Preferred Practice
None
### Revision History

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>03/01/2017</td>
<td>Original Issue</td>
</tr>
<tr>
<td>01</td>
<td>07/17/2017</td>
<td>Major Revisions – Section 4</td>
</tr>
</tbody>
</table>
TOXICOLOGY WORKFLOW

1 Scope
To establish guidelines for the entry of information for Toxicology analysis into the Laboratory Information Management System (LIMS).

2 Related Documents
Report Writing Guidelines (TOX-01-08)
Autotext (LIMS-GEN-21)

3 Policy
None

4 Instructions

4.1 Itemization from the Toxicology Module
A. Select the Request Tab and right click on the appropriate Request.
B. Select Edit Findings and right click on the evidence.
   1. Select Itemize Evidence.
   2. Agency, Badge Rep, Source, Inherit and Container should be pre-populated.
   3. Evidence No should pre-populate with correct schema.
   4. Enter the appropriate description in the Description field (i.e. Gray/yellow/red/etc. top blood/urine tube, Urine container).
      Note: There are a HOTKEYS such as BAGT1 = Gray top blood tube, which help facilitate the description process.
   5. Select the Evidence Type (blood, urine, serum or vitreous).
   6. Set the barcode printout to zero.
   7. Enter any notes regarding the specimen, specifically size of the blood tube if it is not a 10ml tube in the Notes field.
   8. Itemized exhibits now appear under their respective containers. Click Apply and then Close.
      Note: When the kit option is used at receiving, the analyst will not have to itemize. By selecting the appropriate kit at submission the blood kit is pre-itemized when the case is received.
C. Document the condition of the evidence

1. Select the Evidence tab and select the appropriate item of evidence.

2. Click on the Ellipsis next to the Evidence No. field and fill out the Additional Data for Evidence Screen.
   a) Fill in the Name on the Specimen field appropriately.
   b) Select the appropriate Location of the Name.
   c) Select the appropriate Location of the inner most seal.
   d) Select the appropriate Condition of the Specimen.
   e) Enter the Approximate remaining volume, followed by the date and analysts initials.
   f) Enter any notes in the appropriate Notes Field.
   g) Click Apply and then OK.
4.2 Results for EMIT Screening

A. Entering Results

1. Open the case and select the Request Tab.
2. Right click on the request and select Edit Findings.
3. Right click on the appropriate evidence item and select Add Result.
   a) Click the Std button.
   b) Select either Blood EMIT or Urine EMIT.
      Note: the appropriate Screens will automatically be added once the appropriate emit panel is chosen.
   c) Update the Assigned On and Completed On dates to the Batch Date.

4. Screens
   a) For positive screens click the Pos radial button.
   b) Enter the lowest range in the Ratio column for blood only.
   c) For high negatives enter 50 in the Ratio column and 80 in Raw Data column if it is going to be confirmed, then select the Neg radial button.
   d) For elevated negatives enter 25 in the Ratio column and 80 in Raw Data column if it is going to be confirmed, then select the Neg radial button.
5. Tab the appropriate *confirmation test from the screens field over that will be used for confirmation using the blue arrow.
   a) GCMS screen
b) LCMS Benzo

c) LCMS COC-OPIATE

d) LCMS screen

e) TQual

6. Check the **Conf** box if the confirmation testing is needed

   *Note: Conf box should automatically become checked when Pos radial button is selected.*

7. If the case is going on for confirmation the emit analyst has to double click all categories in the results section and type no in the Report Annotations box to remove them from the report.

8. Click **Apply** and **Close**.

---

### 4.3 Entering Results for Tox Confirmation

**A.** Open the case and select the **Evidence Tab**

1. Click on the **Ellipsis** next to the **Evidence No** field.
2. Update the **approximate remaining volume**, initial and date.
3. Add any additional Notes.

**B.** Select the **Request Tab**

1. Right click on the request and select **Edit Findings**.
2. Select the appropriate **Evidence** right click and select **Add Result**.
3. Click on the **green plus sign** which is to the right of the Confirmation Data screen: **New Confirmation Data** screen will open.
4. Select the appropriate **Analyte** from the **Analyte** dropdown menu.
5. Change the **Analysis Date** to be the **Batch Date**.
6. Enter the **Result** in the **Quantity** field.
7. Select the appropriate **Units** from the unit dropdown menu.
8. Select the appropriate **Confirmation Method** from the **Confirmation Method** dropdown.
9. Use the **Screen** dropdown if that result entry is not going on the report.
   a) Select appropriate category.

10. Click **OK** and **Close**.

   *Note: For qualitative results for blood samples enter (-0) in Quantity and it will show as detected (no quantitation performed) on the report, for urine samples enter (0) to show that the analyte was detected on the report (going to be changing that it will be 0 for anything qualitative). If the result is less than or greater than enter “less than” or “greater than” into the Report Annotations Box.*

5 **Preferred Practice**

None
# Revision History

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>07/17/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
AMENDED TOXICOLOGY REPORTS

1 Scope

This guideline is intended for Toxicology Module users. This illustrates how to create an amended report to correct administrative errors as well as technical errors. The original analyst is typically the person that issues the amended report.

2 Related Documents

Laboratory Case Reports (LOG-04-02)
Toxicology Workflow (LIMS-TOX-01)
Requests Tab (LIMS-GEN-07)

3 Policy

The Quality Manager is the designated reviewer for amended reports.

4 Instructions

4.1 Adding the Request

A. Add the appropriate amended toxicology related request as described in the Requests Tab instructions section 4.3.B (LIMS-GEN-07).

1. Select the Analyst who is to complete the amended report.
2. Click OK.
3. Relate the appropriate evidence, including the appropriate submitted evidence containers.
   
   Note: What is related will depend on the type of correction being made.

4. Relate the appropriate individuals as described in the Requests Tab instructions (LIMS-GEN-07).
   
   Note: No additional evidence barcodes need to be printed, however depending on the labs process a request barcode may need to be printed see request barcode instructions for assistance (LIMS-GEN-07).

A. Indicate the Reason for the Amended Report

1. Right click on the Amended request
2. Select Additional Data
3. Select the Correction(s) being made (more than one may be selected).
   a) **Incorrect/Incomplete Result** – should be checked when the result on the original report was not complete, was missing or was incorrect.
   
   **Examples:**
   
   i. Should have been 0.18 not 1.80.
   ii. Incorrect Drug Class reported.
   iii. Incorrect drug or method reported.
   iv. Clarification of result.
   
   b) **Incorrect Evidence Description** – should be checked when the evidence description is not correct.
   
   **Examples:**
   
   i. The description of the sample should have been orange top tube.
   ii. Agency item number incorrectly entered as item 1 when it should have been item 4.
   iii. Typo in the evidence description.
   
   c) **Evidence Incorrectly Related/Itemized** – should be checked when the evidence was not related correctly or not itemized correctly.
   
   **Examples:**
   
   i. Evidence was not itemized on original report.
   ii. An item of evidence necessary to the report was not related to the request.
   
   d) **Incorrect Disposition/Note** – should be checked when the disposition, investigative lead, or other note is not correct.
   
   **Example:**
   
   i. Original report was missing disclaimer.
e) **Case Information Entered Incorrectly (Lab)** – should be checked when case information (agency, agency case number, offense, individuals) was entered incorrectly into LIMS.

f) **Case Information Incorrect from Customer** – Should be checked when case information was incorrect on the submission form.

B. Fill out the **Explanation/Potential Root Cause**.

1. Write a brief description of the issue and the root cause of the error.

   *Note: If the Additional Data screen is empty, please contact LIMS_Support@dps.texas.gov to activate the screen.*

4.2 Amend the report based the type of correction(s) needed

A. There are 3 types of amendments. The reasons for an amended report have been added to each explanation below to assist the end user in deciding what action to take.

1. **Administrative Corrections** (Case Information Entered Incorrectly (Lab)/Incorrect from Customer)

   a) Make the appropriate Administrative Correction(s) within Justice Trax.

      *Note: For example, if the offense date is incorrect, go to the Offense tab and edit the Offense to make the correction.*

   b) Below is a listing of the correction Keywords that will trigger Justice Trax to highlight the corrected areas on the amended report.

      i. Address
      ii. Agency Rep
      iii. Case Number
      iv. Secondary (to show additional agencies)
      v. Victim
      vi. Elimination
vii. Suspect
viii. Submission
ix. Offense Date (for any offense correction not just the date)
c) Right click on the Amended Request.
d) Select Edit Request.
e) Enter the Keyword into the Requester Notes field.  
Note: More than one keyword can be entered.
f) If there is both an administrative correction and an evidence or technical correction, do not enter a Keyword Word.

g) The entire section that is being corrected will be highlighted, not just the portion that is being corrected (e.g., if one suspect name is being corrected, all suspect names will be highlighted).
h) Add an Amended Blank Result as a Confirmation result to the submitted evidence container.
i) If multiple evidence containers are related to the amended request, the “Amended Blank Result” will have to be added to each container.
j) Do NOT relate any itemized evidence to the amended request.
2. **Evidence Corrections** (Evidence Incorrectly Related/Itemized)
   
a) **Select Edit Request** and in the Assignor field write a note explaining the correction.

b) **Relate** the appropriate evidence, including submitted evidence containers and itemized items.

c) **Add an Amended Blank result** to the item of evidence.

d) **Add a Note** to that explains the correction in the Result Notes field.
3. **Technical Corrections** (Incorrect or Incomplete Results/Incorrect Disposition or Note)
   a) Follow the Toxicology Workflow instructions (LIMS-TOX-01) for entering results.

   *Note: The notes indicating further analysis will not appear on the amended portion of the report.*

5. **Preferred Practice**
   A. The **Quality Manager** is the designated **Administrative Reviewer** for amended reports.
   B. **Examples of Amended Reports:**
      1. Case Information Correction.
a) The Correct Evidence Description, Results of Analysis and Interpretation section is suppressed, even though there is the Amended Blank Result entered as a result to the submitted evidence container.

b) The submission information section is shaded, which indicates a correction.

2. Evidence Description Correction/Adding a Note

a) The result note under the evidence description explains what the error was on the original report.
b) The Original Evidence Description, Results of Analysis and Interpretation section will not show the original description with the error.

3. Incorrect/Incomplete Result Correction

a) The corrected result is displayed in the bordered area
## Revision History

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>07/17/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
FORENSIC BIOLOGY WORKFLOW

1 Scope
To establish guidelines for the entry of information into the Laboratory Information Management System (LIMS) for the Forensic Biology discipline

2 Related Documents
Laboratory Case Reports (LOG-04-02)
Biological Screening Worksheet (LAB-DNA-01)

3 Policy
None

4 Instructions
A. Enter reporting statements as described in the General Module Workflow instructions.

B. Fill the appropriate information into the Dynamic User Interface (DUI), based on the item tested.
   1. Check the Show on Worksheet box if the item needs to display on the worksheet and doesn’t have the analysis notes filled out.
      Note: If the analysis notes section is filled out, the item will automatically populate on the worksheet.

   2. Select the appropriate reporting statements. (Optional)
      a) The end user may choose to pre-populate the reporting statements by checking the appropriate boxes.
      b) The statements below will appear on the testing report in the following order:
         i. No stains having the appearance of blood – “No stains having the appearance of blood were observed.”
         ii. NEG – presumptive test for blood – “Presumptive testing for the presence of blood was negative.”
         iii. POS – presumptive test for blood – “Presumptive testing for the presence of blood was positive.”
         iv. Apparent blood was detected – “Apparent blood was detected.”
         v. Apparent human blood was detected – “Apparent human blood was detected.”
         vi. No human blood was detected – “No human blood was detected.”
         vii. No apparent semen stains – “No stains having the appearance of semen were observed.”
         viii. NEG – presumptive test for semen – “Presumptive testing for the presence of semen was negative.”
ix. POS – presumptive test for semen – “Presumptive testing for the presence of semen was positive.”

x. Semen was indicated but not confirmed – “Semen was indicated but not confirmed.”

xi. Semen was detected – “Semen was detected.”

xii. No semen was detected – “No semen was detected.”

xiii. Semen was indicated, no spermatozoa – “Semen was indicated; however, no spermatozoa were detected to confirm the presence of semen.”

C. Any statements written in the Conclusion will populate after the pre-populated statements.

D. If no pre-populated statements are chosen, the statements written in the conclusion will appear as normal.

E. Click **Apply** then **Close**.

F. Right-click on the request and select **Add Result**.

**Note:** If the DUI is empty, please contact LIMS_Support@dps.texas.gov to activate the screen.
G. Select **Requested Analysis/Exam Count** from the **Result Type** dropdown menu and click **Apply**.

H. Click on the **ellipsis**.

1. Enter the following information into the Dynamic User Interface (DUI).
   a) **Exam count**.
   b) **Reagent quality control information**.
   c) **Analysis date range**.
   d) **Date(s) or date range for each Quality Check**.

2. Click **Apply** then **Close**.

![Dynamic User Interface (DUI)](image)

**Note:** The P30 and Hematrace QCs are performed and recorded in a separate area outside of this DUI.

I. The worksheet is displayed in the Imaging Module when the request milestone reaches **Draft Complete**.

J. If there is information that needs to be updated, change the request milestone to **Findings Entered** to make the changes.

   a) **If the request is at Draft Complete** when changes need to be made, the existing worksheet will be replaced with an updated one.

   b) **If the request is at Tech Review** when changes need to be made, the existing worksheet will remain, and a new worksheet will be added to the Imaging Module when the request is redraft completed after the appropriate changes have been made. The original worksheet cannot be deleted, it should be renamed indicating that it will not be used.
5 Preferred Practices

A. When filling out the AP field of the Conclusion DUI, it is recommended that each graded reaction be entered on a separate line for better readability on the LIMS generated worksheet.

B. This screen is set up to mimic the handwritten Biological Screening Worksheet, so the information should be filled in the same way as if it were being handwritten.

C. If a conclusion is added to an item that does not need to be displayed on the report, place a caret (^) in front of the item description. This will allow a conclusion result to be added to access the ellipsis, but the item will not appear on the final report.
## Revision History

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>01/01/2016</td>
<td>Original Issue</td>
</tr>
<tr>
<td>01</td>
<td>07/17/2017</td>
<td>Major Revisions – Section 4</td>
</tr>
</tbody>
</table>
DNA WORKFLOW

1 Scope
To establish guidelines for the entry of information into the Laboratory Information Management System (LIMS) for the DNA discipline.

2 Related Documents
Laboratory Case Reports (LOG-04-02)
Requests Tab (LIMS-GEN-07)
General Module (LIMS-GEN-11)

3 Policy
None

4 Instructions
Enter reporting statements as described in the General Module instructions (LIMS-GEN-11).

4.1 Worksheet
A. Select the existing !Conclusion result that has been entered for the appropriate item of evidence and click on the ellipsis.

B. Fill in the appropriate information into the Dynamic User Interface (DUI), based on the item tested.
   1. Select the disposition of the evidence item from the Collection Depleted dropdown menu.
   2. Enter any relevant notes in the Notes field.

Note: This information can be used to populate a DNA worksheet, if the laboratory has chosen this option. This is optional and is not required to be filled out
C. Click Apply and Close.

4.2 Requested Analysis/Exam Count

A. Select the existing Requested Analysis/Exam Count result that has been added to the request and click on the ellipsis.

B. Fill in the appropriate information into the Dynamic User Interface (DUI).
   1. Enter the number of DNA Sources based on the Source Type.
   2. Enter the number of included suspects in the How Many Suspect(s) were Included field.
   3. Enter the number of excluded suspects in the How Many Suspect(s) were Excluded field.
   4. Select No suspects this analysis if no suspects were compared.
   5. Enter the Date Range for which the testing occurred.
   6. Enter the total number of STR Exams in the STR Exams field.
   7. If the case was worked using grant funds, select the appropriate grant from the Worked on Grant dropdown menu.
   8. Select one or more of the following, as needed:
      a) Differential Extraction – select to populate the following statement on the report:
         “When necessary, the items were extracted by a two step method which first recovers DNA from non-sperm cells (epithelial cell fraction) and then recovers DNA from sperm cells (sperm cell fraction).”
      b) Informative Results obtained – select when informative results were obtained during analysis
      c) Suppress Extraction – select to suppress the following statement from the report:
         “Portions of the items were extracted by a method which yields DNA.”
d) **Extracted Robotically** – select when robotic extraction was used during analysis. If this is not checked, the assumption is that manual extraction was used.

e) **Y23** – select to populate the following statement on the report:

“The DNA isolated was analyzed using Y-STR (Short Tandem Repeat) Polymerase Chain Reaction (PCR) analysis. The following loci were examined: DYS576, DYS389I, DYS448, DYS389II, DYS19, DYS391, DYS481, DYS549, DYS533, DYS438, DYS437, DYS570, DYS635, DYS390, DYS439, DYS392, DYS643, DYS393, DYS458, DYS385, DYS456, and YGATAH4.”

C. Click **Apply** and **Close**.

   **Note:** If the additional data screen is blank contact LIMS_Support@dps.texas.gov to have it activated.

### 4.3 Other

A. Select **Minifiler** as the service to populate the following statement on the report:

“The DNA isolated was additionally analyzed using mini-STR (Short Tandem Repeat) Polymerase Chain Reaction (PCR) analysis. The following loci were re-examined: D13S317, D7S820, Amelogenin, D2S1338, D21S11, D16S539, D18S51, CSF1PO, and FGA.”

B. Select **YSTR** as the service on the request to populate the following statement on the report:

“The DNA isolated was analyzed using Y-STR (Short Tandem Repeat) Polymerase Chain Reaction (PCR) analysis. The following loci were examined: DYS456, DYS389I, DYS390, DYS389II, DYS458, DYS19, DYS385 a/b, DYS393, DYS391, DYS439, DYS635, DYS392, YGATA H4, DYS437, DYS438, and DYS448.”

### 4.4 DNA Re-assess Tracking

A. Add DNA Re-assess tracking to the request when the DNA data is to be re-interpreted.

B. The request that has been marked as DNA Re-assess should be a regular request and not a related/child request.
C. The DNA Manager and/or Laboratory Manager is responsible for entering the requests and the tracking. For guidance on entering requests and tracking, refer to the Requests Tab instructions (LIMS-GEN-07).

D. Select the existing Conclusion result that has been entered for the appropriate item of evidence and click on the ellipsis.

E. Fill in the appropriate information into the Dynamic User Interface (DUI), based on the item tested as stated in section 4.1.

Select all that apply from the following checkboxes:

1. **Inclusion to Inconclusive** - reinterpretation was performed on an inclusion and resulted in an inconclusive result.

2. **Inclusion to Exclusion** – reinterpretation was performed on an inclusion and resulted in an exclusion.

3. **Re-assessment unrelated to CPI** – reinterpretation was performed but not due to CPI Evaluation.

4. **No change in conclusion** – reinterpretation resulted in the same result.

![](image)

F. Requested Analysis/Exam Count

1. Select the existing Requested Analysis/Exam Count result that has been added to the request and click on the ellipsis.

2. In the white space enter the appropriate hot key, based on the results of the evaluation:

   a) **Hot Key: BMIX** – use when reinterpretation was performed.

   “At the request of the customer, this report is being issued to communicate results of data re-interpretation on previously reported DNA data using current guidelines. Please refer to the previous reports issued [insert dates].”

   b) **Hot Key: BMIX2** – use when there is a recalculation of statistics performed on data that was previously reported.

   “Additionally, recalculation of statistics has been performed on previously reported data as a result of changes made to the database used in the
calculation of statistics. Please refer to the previous report issued [insert date].”

c) Fill in the appropriate information into the Dynamic User Interface (DUI) as described in 4.2.

5 Preferred Practice

None
Subject: DNA Workflow

Preparer

Fayth Seabury  
LIMS Manager  
Date: 01/20/2017

Concurrence

Misty Alvarado  
Quality Assurance Specialist  
Date: 01/26/2017

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>03/01/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>

Effective Date: 03/01/2017  
Issued by: QA Coordinator
AMENDED STATISTICAL DNA REPORTS

1 Scope

The purpose of these instructions is to standardize the format of Amended Statistical DNA Reports in the Laboratory Information Management System (LIMS).

Amended Statistical DNA Reports should be used when only statistics have been recalculated. If other errors exist; a regular amended DNA report should be issued.

The original analyst is typically the person that issues the amended report, however in the event that the analyst is no longer employed with the department, the section supervisor will issue the amended report.

2 Related Documents

Laboratory Case Reports (LOG-04-02)
Amended Reports (LIMS-GEN-13)

3 Policy

A. The report header must include “Amended” in the title.
B. The administrative reviewer of any amended report is a Quality Manager.
C. The reason for the amended report must be documented in the Additional Data option on the request in LIMS.
D. The Amended Statistical DNA report must reference the original report by date and title.
E. The Amended Statistical DNA report must contain a Requested Analysis statement that states:
   “At the request of the customer, this report is being issued to reflect changes made to the database used in the calculation of statistics.”
F. The Amended Statistical DNA report is considered an addendum to the original report.

4 Instructions

4.1 Add Request

A. Add the Amended Statistical DNA Report request as a related request to the parent DNA request as described in the Amended Reports instructions (LIMS-GEN-13).
   1. Select the Analyst who is to complete the amended report and click OK.
   2. Relate the appropriate evidence and individuals.
B. Indicate the Reason for the Amended Report as described in the Amended Reports instructions (LIMS-GEN-13).

4.2 Amend the Report

A. Add a Conclusion result to the appropriate item of evidence.
B. Enter the corrections to the report in the white space.
C. Click Apply.
D. Add a Requested Analysis/Exam Count result.
E. Reference the previous report in the white space. The required statement will prepopulate into the Requested Analysis section of the report.

F. Click Apply.
4.3 Legacy DRAGNet Cases

A. Create a request in Jtrax and relate the appropriate containers as described in section 4.1. This request will not be a related request.

B. Add a Conclusion to the request.

C. Enter the corrections to the report in the white space and click **Apply**.

D. Follow steps 4.2 D – F.

5. Preferred Practice

None
Subject: Amended Statistical DNA Reports

Preparer

Fayth Seabury
LIMS Manager

Date: 01/20/2017

Concurrence

Misty Alvarado
Quality Assurance Specialist

Date: 01/26/2017

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>03/01/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>

Effective Date: 03/01/2017

Issued by: QA Coordinator
TRACKING GRANT CASES

1 Scope
These instructions illustrate how to track requests that are analyzed under grants. This allows the lab to see which grants are being utilized.

2 Related Documents
Forensic Biology Workflow (LIMS-DNA-01)

3 Policy
None

4 Instructions

4.1 Forensic Biology
A. Follow the instructions for entering Requested Analysis/Exam Count as described in the Forensic Biology instructions.

B. Select the appropriate grant used from the Worked on Grant dropdown menu.
4.2 DNA Tracking

A. Follow the instructions for entering !Requested Analysis/Exam Count as described in the DNA instructions.

B. Select the appropriate grant used from the Worked on Grant dropdown menu.

5 Preferred Practice

Should the Dynamic User Interface be empty please contact lims_support@dps.texas.gov to activate the screen.
**Revision History**

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>07/17/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
CPI EVALUATION REPORTS

1 Scope

The purpose of these instructions is to establish guidelines for the entry of information into the Laboratory Information Management System (LIMS) for the CPI Evaluation service.

The CPI Evaluation is based on a request from the Texas Forensic Science Commission who receives requests from individuals.

2 Related Documents

Laboratory Case Reports (LOG-04-02)
Agency Tab (LIMS-GEN-03)
Request Tab (LIMS-GEN-07)
General Module Workflow (LIMS-GEN-11)

3 Policy

1. The use of the CPI hot keys are required if any of the four situations described in section 4.3.C of this document apply.

2. The laboratory associated with the CPI Evaluation request must be the physical space in which the evaluation was performed, regardless of the location of the original DNA analysis.

4 Instructions

4.1 Individual Name Search

The Texas Forensic Science Commission will submit a list of individuals requesting evaluation to the Deputy Assistant Director.

A. Determine the laboratory case number associated with the individual, by searching for the individuals name in LIMS.

1. Select Search from the Justice Trax menu bar and select Person's Name.

2. Determine the appropriate case number that meets the following criteria:

   a) The individual is listed as a suspect in LIMS

      i. If the individual is listed only as a victim in the case(s) in LIMS, notify the Deputy Assistant Director via email.

   b) DNA analysis was performed

      i. If no access is granted to view legacy DRAGNet case results, assume that DNA analysis was performed.

   c) The date of the birth of the individual in LIMS matches the date of birth of the individual on the list.

      i. If the individual is related to a case but the date of birth is not in LIMS, an evaluation will still be performed on that case.

B. If the individual is related to multiple cases that involve DNA analysis, an evaluation will be done for each case.
C. If the individual is related to a case that involves DNA analysis that occurred in multiple laboratories, an evaluation will be done for each laboratory that conducted DNA analysis.

D. If there are multiple individuals that are related to the same case, an evaluation will be done on each individual.

E. If the individual is not related to any case in the LIMS, notify the Deputy Assistant Director via email.

4.2 Add the CPI Request

A. Add a CPI request to the cases determined from section 4.1.

1. Add TEXAS FORENSIC SCIENCE COMMISSION as an agency on the Agency Tab as described in the Agency Tab instructions (LIMS-GEN-03).

2. Add the CPI Evaluation request to the case as described in the Request Tab instructions (LIMS-GEN-07).

   a) Select Texas Forensic Science Commission from the Agency dropdown menu.

   b) Do not enter an agency case number.

   c) Select Lynn Garcia from the Badge Rep dropdown menu.

   d) Select the Laboratory that performed the original analysis from the Lab dropdown menu.

   e) Select Forensic Biology from the Department dropdown menu.

   f) Select CPI Evaluation from the Service dropdown menu.

   g) Ensure the request date is the date the Texas Forensic Science Commission list was submitted to the Crime Laboratory.

3. Click OK.

4. Do not relate any evidence to the request.

5. Relate the appropriate individual according to the Texas Forensic Science Commission list.

   Note: Typically section 4.1 and 4.2 will be completed before the respective laboratories are notified via email.

4.3 CPI Evaluation

The results of the CPI Evaluation that is entered into LIMS will be displayed on the CPI Interpretation Evaluation Worksheet, which will automatically be added to the Imaging Module when the request is set to Draft Complete.

The laboratory manager has the discretion to assign the CPI Evaluation requests appropriately to any qualified DNA analyst.

If it is determined that the laboratory that has been assigned the request did not perform any DNA analysis in the case, a CPI request will be entered and a report will be issued using the appropriate hot key.

A. Edit findings as described in General Module (LIMS-GEN-11).

B. Select !Conclusion from the Result Type dropdown menu.
C. In the white space enter the appropriate hot key, based on the results of the evaluation:

1. **Hot key: CPI1** - use when all profiles use CPI and there are positive associations between victim and suspect evidence, such as victim on suspect property/person or vice versa.
   “Based on the evaluation, this case may benefit from reinterpretation.”

2. **Hot key: CPI2** - use when there were single source positive associations involving this specific individual.
   “Although CPI was used for statistical analysis in this case, other positive associations with single source calculations were made, therefore reinterpretation may not be necessary.”

3. **Hot key: CPI3** – use when the individual in question is excluded from all positive associations.
   “Although CPI was used for statistical analysis in this case, no positive associations were made to [listed individual’s name], therefore reinterpretation may not be necessary.”

4. **Hot key: CPI4** – use when no statistics were calculated or only single source profiles were obtained.
   “CPI was not used for statistical analysis in this case, therefore reinterpretation may not be necessary.”

5. **Hot key: CPI5** – use when no DNA analysis was performed.
   “DNA analysis was not performed on this case, therefore no CPI was performed.”

D. **Click Apply.**

E. Fill in the appropriate information in the Dynamic User Interface (DUI).

1. Enter the date(s) the evaluation took place in the **Date(s) Evaluated** field.

2. Select the check box next to the following questions if the answer is yes (in regards to the individual related to the request):
   a) **More than 1 CPI on profile?**
      i. Select this option if more than one CPI was used for statistical analysis on each profile.
   b) **Indistinguishable mixtures present?**
      i. Select this option if any indistinguishable mixtures were present in the case.
   c) **CPI applied to minor contributor?**
      i. Select this option if there are any major/minor mixtures with statistics generated for the minor contributor present in the case.
   d) **CPI applied to loci w/potential dropout?**
      i. Select this option if there are there any loci with potential dropout present in this case that were used for statistical analysis.
e) **Dual Threshold applied?**

i. Select this option if the dual threshold model was applied in the case.

3. Enter the instrument used in the **Capillary Electrophoresis Instrument** field.

4. Enter the amp kit used in the **Amplification Kit** field.

5. Enter any samples requiring re-interpretations in the **Samples Needing Reanalysis** field.

   a) Refer to the samples using their designated LIMS number.

6. If re-interpretation would not be beneficial indicate the reason in the **Comments** field.

   Note: Comments will always be entered when using Hot keys CPI2, CPI3, and CPI4.

---

**Note:** If the additional data screen is blank contact LIMS_Support@dps.texas.gov to have it activated.

F. Do not add any other results (Requested Analysis and Evaluation Interpretation are prepopulated on the report).

   Note: Should any technical questions arise please contact the DNA advisory board chair.
**Revision History**

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>01/22/2016</td>
<td>Original Issue</td>
</tr>
<tr>
<td>01</td>
<td>07/17/2017</td>
<td>Major Revision – section 4</td>
</tr>
</tbody>
</table>
MALE SCREENING WORKFLOW

1 Scope
These are written guidelines to assist with the processing of male screening requests. The Male Screening request is used to aid in the screening of sexual assault kits to determine if DNA testing will be pursued.

2 Related Documents
Laboratory Case Reports (LOG-04-02)
Requests Tab (LIMS-GEN-07)
General Module Workflow (LIMS-GEN-11)

3 Policy
None

4 Instructions
4.1 Submission
A. Upon submission of a sexual assault kit with a female victim, add a Male Screening request, located under the Forensic Biology Department. Please see the Requests Tab instructions (LIMS-GEN-07) for guidance.

B. If a Forensic Biology request was entered initially, edit the request and change it to a Male Screening request.

4.2 Conclusion
Enter reporting statements as described in the General Module Workflow instructions (LIMS-GEN-11).

A. Add a !Conclusion result to the item of evidence, click Apply, and click on the ellipsis.
B. Fill in the appropriate information into the Dynamic User Interface (DUI).

![Dynamic User Interface](image)

*Note: The notes field will generate on the Forensic Biology worksheet that is generated when the request is in the Draft Complete milestone.*
4.3 Requested Analysis/Exam Count

A. Select the existing **Requested Analysis/Exam Count** result that has been added to the request and click on the **ellipsis**.

B. Fill in the appropriate information into the Dynamic User Interface (DUI).

---

*Note: The Date(s) of Analysis field will generate on the Forensic Biology worksheet that is generated when the request is in the Draft Complete milestone.*
C. Select the Male Screening Robotic Operator checkbox only if the analyst issuing the Male Screening report is different from the analyst issuing the Forensic Biology report.

5 Preferred Practice

None
Preparer

Fayth Seabury
LIMS Manager
Date: 01/20/2017

Concurrence

Misty Alvarado
Quality Assurance Specialist
Date: 01/26/2017

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>03/01/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
LATENT PRINTS WORKFLOW

1 Scope
To establish guidelines for the entry of information into the Laboratory Information Management System (LIMS) for the Latent Prints Workflow.

2 Related Documents
Laboratory Case Reports (LOG-04-02)
Evidence Management (LOG-05-01)
Report Writing Guidelines (LP-01-07)
General Module Workflow (LIMS-GEN-11)

3 Policy
None

4 Instructions
4.1 Entering Results
A. Enter reporting statements as described in the General Module Workflow instructions (LIMS-GEN-11).

B. Fill in the appropriate information into the Dynamic User Interface (DUI), based on the item tested.

C. Select !Requested Analysis/Exam Count from the Result Type dropdown menu and click Apply.
   1. Enter the appropriate analysis notes based on the case.
   2. Click on the ellipsis to access Latent Exam Count Dynamic User Interface.

3. Enter the appropriate information.
   a) Total Articles Processed/Examined
b) **Prints Examined**

c) **Comparisons**
d) **Individuals Compared**
e) **Prints Identified**
f) **Individuals Identified**
g) **Photographs Taken**
h) **Latent Lifts Collected**
i) **Scans Taken**
j) **Images Processed**

D. Add !Disposition and !Investigative Leads as needed.

E. Right click on the request, select **Set Milestone**, then click **Draft Complete**.

### 4.2 Review Documentation

A. Entering Review Activities

1. The activity will be entered on the Latent Prints Examination request.

   a) **Right click on the Request and select Activities**

   b) **Click the Green Plus sign**
c) Select the appropriate **Lab** from the **Laboratory** dropdown.

d) Select the appropriate **Department** from the **Department** dropdown.

e) Select the appropriate **Service** from the **Service** dropdown.

f) Select the appropriate **Lab Rep** from the **Lab Rep** dropdown.

   *Note: All of these fields should be prepopulated with the correct information.*

g) Select **Evidence Review/Latent Review/Verification** as appropriate from the **Activity** dropdown.

h) Enter the start date in the **Started** field and the date the review was completed in the **Completed** field.

   *Note: The dates of review must be consecutive. If the dates of review are broken up then there will be multiple entries. For example, if review started on Monday and was finished on Friday however the reviewer only worked on it Monday, Tuesday and Friday there would be two entries: One Monday to Tuesday and one for Friday.*

i) Click **OK** to add the activity.
5 **Preferred Practice**

A. The preferred method is to enter a conclusion for each item of evidence, while the Requested Analysis/Exam Count, Investigative Leads, and Disposition are added to the Request.
## Revision History

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>07/17/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
AFIS WORKFLOW

1 Scope

To establish guidelines for the entry of information into the Laboratory Information Management System (LIMS) for the AFIS Workflow.

2 Related Documents

Laboratory Case Reports (LOG-04-02)
Evidence Management (LOG-05-01-4.2)
Report Writing Guidelines (AF-01-03)
General Module (LIMS-GEN-11)

3 Policy

None

4 Instructions

4.1 Result Module

A. Enter reporting statements as described in the General Module Workflow instructions.

B. Select !Requested Analysis/Exam Count result

1. Enter the appropriate reporting statement in the blank white space and then click Apply.

2. Click on the ellipsis to access AFIS Exam Count Dynamic User Interface.
3. Enter the appropriate information in the Result Data Extension Field (See Screen Shot Below).

### 4.2 CODIS Card Reviews

The review of CODIS cards will be recorded based on the review of 100 cards at a time.

1. Select Analysis from the Justice Trax menu bar and select Activity Tracking, Add Non-Case Related Activity.
2. Select AFIS from the Department dropdown.
3. Select 100 CODIS Cards from the Activity dropdown.
4. Enter the Start Date as the day one begins to review a stack of CODIS cards.
5. The Completed date is the day the comparisons were completed.
6. Click OK.

*Note: There is no need to fill out the time spent or the quantity.*

### 4.3 TLIs

TLIs will be counted per 100 TLIs performed.

1. Select Analysis from the Justice Trax menu bar and select Activity Tracking, Add Non-Case Related Activity
2. Select AFIS from the Department dropdown.
3. Select TLI from the Activity dropdown.
4. Enter the number of **TLIs performed** in the **Quantity** field.
5. Enter the **Start Date** as the day one begins **TLIs**.

*Note: TLIs are commonly entered once a month so generally the start date is the first of the month and end date would be the last.*

6. The **Completed date** is the day the TLIs were completed.
5 **Preferred Practice**

The preferred method is to enter the Requested Analysis/Exam Count, Investigative Leads, and Disposition on the Request, while the conclusion is entered on the item of evidence.
# Revision History

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>07/17/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
FIREARMS WORKFLOW

1 Scope
To establish guidelines for the entry of information into the Laboratory Information Management System (LIMS) for the Firearms Workflow.

2 Related Documents
Laboratory Case Reports (LOG-04-02)
Evidence Management (LOG-05-01)
Report Writing Guidelines (FTM-01-04)
Item Counting Guidelines (FTM-01-06)
General Module (LIMS-GEN-11)
NIBIN Workflow (LIMS-FTM-02)

3 Policy
None

4 Instructions
4.1 Entering Results Firearms Requests
   A. Enter the result type as described in the General Module Workflow instructions (LIMS-GEN-11).
   B. Select !Requested Analysis/Exam Count from the Result Type dropdown menu and click Apply.
      1. Enter the appropriate analysis notes.
      2. Click on the ellipsis to access the FA Exam Count Dynamic User Interface.
      3. Enter the appropriate information.
         Note: Refer to FTM-01-06 for the most up to date guidance on counting items for entry into the below fields.
      
      a) Bullets
      b) Cartridge Cases
      c) Firearms
      d) Pellets, Shot Wads and Collars
      e) Bullet Defects Chemically Tested
      f) S/N (Obliterated Data)
      g) Tools
      h) Tool Marks
      i) Cartridge Cases entered in NIBIN
      j) Ejection Pattern Test
      k) Trajectory Exams
1) **Other**

*Note: If a value is entered into the “Other” field, an explanation is required in the associated text field.*

4. Click **Apply** and then **Close**.

C. Select **Conclusion** from the **Result Type** dropdown menu and click **Apply**.

*Note: The conclusion may be added to the request or the item.*
1. Enter the appropriate reporting statement.

2. If applicable, click the ellipse and fill in the DUI for a NIBIN Label. Please refer to the NIBIN Workflow Instructions (LIMS-FTM-02) for further guidance.

D. Add **Disposition** and **Investigative Leads** as needed.

E. Right click on the request, select **Set Milestone**, and then click **Draft Complete**.

### 4.2 Distance Determination

Distance Determination is presently performed by the Austin and Tyler Crime Laboratories.

A. Enter the result type as described in the **General Module Workflow** instructions (LIMS-GEN-11).

B. Select **Requested Analysis/Exam Count** from the Result Type dropdown menu and click **Apply**.

1. Enter the appropriate analysis notes.

2. Click on the ellipse to access the Distance Determination Exam Count Dynamic User Interface.

3. Enter the appropriate information.
   
   *Note: Refer to FTM-01-06 for the most up to date guidance on counting items for entry into the below field.*

   a) **Defects Analyzed**

C. Select **Conclusion** from the Result Type dropdown menu and click **Apply**.

   *Note: The conclusion may be added to the request or the item.*

1. Enter the appropriate reporting statement.

D. Add **Disposition** and **Investigative Leads** as needed.

1. Right click on the request, select **Set Milestone**, and then click **Draft Complete**.

### 5 Preferred Practice

The preferred method is to enter the Requested Analysis/Exam Count, Conclusion, Investigative Leads, and Disposition on the Request.
## Revision History

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>07/17/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
NIBIN WORKFLOW

1 Scope
To establish guidelines for the entry of information into the Laboratory Information Management System (LIMS) for the National Integrated Ballistic Information Network (NIBIN) discipline.

All NIBIN entries will be made by the Austin and Garland laboratories.

The NIBIN Firearm Worksheet (LAB-FTM-08) is automatically generated and placed in the Imaging Module.

A NIBIN Submission Label is available to automate the process of tracking and shipping NIBIN test fires internally within the Crime Laboratory system.

2 Related Documents
Laboratory Case Reports (LOG-04-02)
Instruction Receiving NIBIN Only Test fires (LOG-05-01C)
NIBIN Firearm Worksheet (LAB-FTM-08)
NIBIN Evidence (PEH-02-10)
Request Tab (LIMS-GEN-07)
Crystal Reports (LIMS-ADM-08)
General Module Workflow (LIMS-GEN-11)
Inter-laboratory Transfer (LIMS-EVID-05)

3 Policy
A. Test fire envelopes are physically not evidence, but are entered into LIMS as if they were evidence items.

B. Each test fire envelope that contains test fires must be added as a new item in LIMS and be called NIBIN Test Fire Envelope.

4 Instructions
A. Determine which laboratory to send NIBIN test fires based on current guidance from the advisory board.

B. If a NIBIN Only case is submitted to a lab that does not have a Firearms/Toolmarks, forward the NIBIN Only case for analysis to the appropriate lab with an FTM section that serves the county from which the case was submitted.

Example: If a NIBIN Only case were to be submitted to the Amarillo lab (which does not have a FTM section), the case would be forwarded to the Lubbock lab for analysis as Amarillo is within Lubbock’s FTM section’s service area. After working the NIBIN Only case, the Lubbock lab would forward test fires to the Austin lab for entry. After entry, Austin would send the test fires back to Lubbock for storage.

4.1 Firearms/Toolmarks Request
1. Use the Firearms/Toolmarks request to enter findings and to generate a NIBIN submission sticker for each item from which test fires are produced and are being forwarded for entry.
2. Enter a result as described in the General Module Workflow instructions (LIMS-GEN-11).

3. Add or select the existing Conclusion result on the item of evidence and click on the ellipsis.

4. Fill in all of the information into the Dynamic User Interface (DUI) based on the item tested.

4.2 NIBIN Request

1. Enter a result as described in the General Module Workflow instructions (LIMS-GEN-11).

2. Add or select the existing Conclusion result on the item of evidence and click on the ellipsis.

3. Fill in the appropriate information into the Dynamic User Interface (DUI) based on the item tested.
   a) Fill out the top half of the screen to populate the electronic NIBIN Firearm Worksheet.
   b) Fill out the lower portion of the screen to populate the NIBIN Submission Label and all portions in the upper half with an asterisk.
   c) For NIBIN Entry Sheet mark the check box NIBIN Entry Sheet and fill in the information below the NIBIN Entry Worksheet heading.
B. Set the request to Draft Complete to view the worksheet in the Imaging Module.

Note: Until the request is set to Tech Reviewed, undrafting and redrafting will replace the existing worksheet. Once the request is set to Tech Reviewed and then undrafted, a second worksheet will be generated. The analyst will have to name the worksheets appropriately to know which worksheet is the most current.

4.3 NIBIN Submission Label

1. Go to the Crystal Report menu, as described in the Crystal Reports instructions (LIMS-GEN-08).
2. Select the **NIBIN Submission Label** crystal report.
3. Enter the full case number (including leading zeros) in the **Case Number** field.
4. Enter the full request number (including leading zeros) in the **Request Number** field.
5. A NIBIN submission label will generate for every evidence item in the request where the DUI was filled out.
   
   **Note:** The label will only print on a WASP printer, using the 4x2 labels.

### 4.4 Mailing of Test Fires

#### A. Forwarding Test Fires

The test fires and test fire envelopes are not considered evidence, but will be tracked in LIMS, like evidence.

1. Add a **6x9 NIBIN Test Fire Envelope** to LIMS for each case using the Hot Key: **NIB**. For multiple firearms, labels can be applied to a single envelope, as long as test fires are properly sub-packaged and labeled.
   
   **Note:** Test fires should be mailed in a 6x9 envelope but if the need arises a different size may be used.

2. Print a barcode label and affix to the test fire envelope.
3. Add a **NIBIN** request (selecting the Lab that will be performing the NIBIN analysis) and mark it as **Pending**. Refer to the **Request Tab** instructions for further guidance (LIMS-GEN-07).
4. Print and affix the NIBIN Submission Label to each test fire envelope.
5. Ensure that the **test fire submission information** and **return instructions** are filled out on each test fire envelope.
6. Transfer the envelopes to the appropriate laboratory. Refer to the Inter-laboratory Evidence Transfer instructions (LIMS-EVID-05) for guidance.

#### B. Receiving Test Fires

1. Receive the test fire envelope(s) and treat the envelope(s) like evidence by documenting and discarding the conveyance container.
2. Ensure the test fire envelopes are labeled with the assigned laboratory case number and a barcode label has been attached.
3. Edit the NIBIN request and change the status to **In Progress**.
4. Transfer the items to the Firearms Section for entry into NIBIN.

#### C. Test Fires Returned to Laboratories

1. Test fires entered into the NIBIN database at a lab other than where it was originally examined will be returned to the originating lab of analysis.
2. Transfer the envelopes to the submitting laboratory. Refer to the Inter-laboratory Evidence Transfer instructions (LIMS-EVID-05) for guidance.
3. Barcode the test fire envelope to the storage location **Contents filed in TRF – envelope destroyed** storage location.
4. Remove the test fire(s) from the envelope, file them in the correct Test Fire Reference File location, and destroy the test fire envelope.

5 Preferred Practice

None
### Revision History

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>07/17/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>

Effective Date: 07/17/2017
Issued by: QA Coordinator
TRACE EVIDENCE WORKFLOW

1 Scope

To establish guidelines for the entry of information into the Laboratory Information Management System (LIMS) for the Trace Evidence discipline

Attached to every Trace Evidence Laboratory Report is a Categories of Association Addendum.

2 Related Documents

General Module Workflow (LIMS-GEN-11)
Laboratory Case Reports (LOG-04-02)
Report Writing Guidelines (TE-01-09)

3 Instructions

Enter reporting statements as described in the General Module Workflow instructions (LIMS-GEN-11).

3.1 Requested Analysis/Exam Count

A. Select the existing [Requested Analysis/Exam Count] result that has been added to the request and click on the ellipses.
B. Fill in the appropriate information into the Dynamic User Interface (DUI).

1. Select the **SA Kits/Macro Case < 6 Items** checkbox when the work performed involved a sexual assault kit only or macroscopic examination of less than 6 hairs.
   
   *Note: These types of cases have a different case equivalent value than a typical trace evidence case.*

C. Click **Apply** and **Close**.

4. **Preferred Practice**

   None
Preparer

Fayth M. Davis
LIMS Manager
Date: 02/08/2016

Concurrence

Katherine G. Sanchez
Quality Assurance Specialist
Date: 02/09/2016

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>03/01/2016</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>
CRIME SCENE RESPONSE REPORT

1 Scope

The purpose of this document is to establish guidelines for the entry of crime scene response information into LIMS. The crime scene response service is used for vehicles that are brought to the laboratory for examination and for traditional crime scenes.

2 Related Documents

CSR Manual
Laboratory Case Reports (LOG-04-02)
Evidence Management (LOG-05-01)
Requests Tab (LIMS-GEN-07)
General Module (LIMS-GEN-11)

3 Policy

A. All crime scene evidence will be entered into LIMS by the next business day.
B. Evidence collected and submitted by the Crime Scene Team must be entered as “from” Investigation by “laboratory staff” with no VIA entry.
C. Evidence that is collected by an officer at the scene and given to the Crime Scene Team to submit must be entered as “from” the submitting officer VIA “Crime Scene Team”.

4 Instructions

4.1 Add a Crime Scene Response Request

Add a Crime Scene Response request as described in the Requests Tab instructions (LIMS-GEN-07).

A. Select Evidence Processing from the Department dropdown menu.
B. Select Crime Scene Response from the Service dropdown menu.
C. Click OK.

4.2 Crime Scene Response Report

A. Right click on the Request and select Edit Findings.
B. Right click on the Request and select Add Result.
C. Select CSR Synopsis from the Result Type dropdown menu.
   1. Enter a synopsis of the crime scene in the white space. The information should be factual and give an indication of why the lab was requested to respond to the crime scene.
   2. Click Apply.
3. Click on the **Ellipsis**.

![Ellipsis icon](image)

4. Fill out the Dynamic User Interface (DUI) fields appropriately.
   a) **Initial Contact Date/Time** - enter the initial contact date and time of when the lab was requested to respond to the crime scene
   b) **Requestor** - enter the officer/agency requesting crime scene assistance
   c) **Scene Location** - enter the location of the scene (typically the address)
   d) **Team Members** - enter the members of the crime scene team. The **team lead** should be indicated by adding **(Team Lead)** next to the name. After each name press enter to create a list of names.
      
      **Note:** Discipline specific information should not be added. This area will populate into the Response Information section of the report. If the DUI is empty please contact LIMS_Support@dps.texas.gov.
   e) **Click Apply then Close.**

![Dynamic User Interface](image)
D. Right click on the Request and select Add Result.

E. Select CSR Scene Information from the Result Type dropdown menu.

   In the white space, enter scene information, such as:
   1. Details of the scene as encountered
   2. Processing information
   3. Description of what was collected with item numbers, if appropriate
   4. Who collected the items
   5. Scene arrival/departure times

F. Add an Investigative Leads result and/or a Disposition result as described in the General Module instructions (LIMS-GEN-11), if needed.

5 Preferred Practice

A. Items that are collected as evidence from the scene should be given generic agency item numbers and not LIMS itemization designators.

B. Add a Supplemental CSR Report if multiple labs are called to the same crime scene.
Preparer

Fayth Seabury

Date: 01/20/2017

LIMS Manager

Concurrence

Misty Alvarado

Date: 01/26/2017

Quality Assurance Specialist

<table>
<thead>
<tr>
<th>Version #</th>
<th>Effective Date</th>
<th>Brief Description of Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>03/01/2017</td>
<td>Original Issue</td>
</tr>
</tbody>
</table>