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01 ADMINISTRATIVE

LIMS-01-01 LABORATORY INFORMATION MANAGEMENT SYSTEM

1 Scope
The approved database system in use for forensic testing laboratories is based on the commercial off the shelf software from JusticeTrax® (commonly referred to as LIMS).

This policy is specific to the LIMS used in forensic testing laboratories. It does not address the LIMS used by the CODIS or Breath Alcohol Laboratories.

2 Network Structure
File servers are designated for 15 laboratories. Server administration and account creation is managed by the Department’s Information Technology Division.

A. **LIMS database files** are maintained on a database server. Only backup accounts, database management, and crime laboratory computer support personnel should have direct access to the database.

B. Users will log into the network using the **ACID or account identification** issued by the Department’s Information Technology Division.

3 Emergency Plan
A. The LIMS Manager, Assistant Laboratory Directors, or Laboratory Director will decide to enact an emergency plan.

B. In the event an emergency plan is enacted and computer usage is limited or unavailable for:
   1. Less than one week, affected customers (such as those with scheduled appointments) may be notified.
      a) **Evidence submissions and returns may be handled using the Temporary Evidence Receiving/Return Receipt (LAB-LIMS-02).**
      b) **The temporary case numbering schema will be [Lab Designation]-EM-[Number], where number begins with 1 and is sequential. The local lab is responsible for assigning and tracking this number.**
         
         **Note: This temporary case number will be referenced in LIMS upon case entry when LIMS becomes available.**
      c) **If testing must be performed during the outage, item numbers for submitted evidence containers will begin with 01 and be sequential. If possible, testing should be postponed until computer use is available.**
      d) **If only LIMS is unavailable, reports approved by the Assistant Laboratory Directors or Laboratory Director can be issued in a temporary format.**

   2. More than one week, affected customers may be notified and an action plan will be authorized by the Laboratory Director.

C. The temporary forms (LAB-LIMS-02 and LAB-LIMS-03) are intended for use only during times when LIMS is not available for use. These forms are considered case related documentation and must be retained as part of the case record.
4  Emergency Recovery Plan

When LIMS becomes available:

A. Each case received using the Temporary Evidence Receipt (LAB-27) must be received into LIMS and assigned a case number in accordance with laboratory guidelines.

B. Submitted evidence containers must be added to LIMS according to how they were originally identified. The internal chain of custody must be simulated in LIMS to document transfers. The actual date of transfer will be documented by hand on the Temporary Internal Chain of Custody Log (LAB-28).

C. If itemization was performed, it must be recreated in LIMS by the same individual.

D. If reports were issued in a temporary format, the LIMS Manager or designee will determine how to document the issuance in LIMS.

5  Data Backup

A. Each laboratory will utilize an uninterruptible power source (UPS) to provide short-term emergency power to their file server.

B. Each laboratory will comply with policy related to computer security and data backups.

C. Each laboratory has the responsibility to safeguard their data backups and maintain at least one off-site backup.

D. No one shall access LIMS files with any software other than the approved laboratory database, authorized by the LIMS Manager.

6  Computer Security

A. Information entered into the databases is maintained as confidential. The computer terminal must be maintained in a secure manner.

B. When a terminal that is accessible to non-laboratory personnel (e.g. front office) is left unattended, it will be logged off of the computer network. A password protected screen saver may also be used.

C. Network passwords will be changed when prompted by the Department’s Information Technology Division.

D. Individuals not employed by the Laboratory will not be given unattended access to the computer network or passwords.

E. When an individual ends their employment with the DPS Crime Laboratory, their access to the LIMS will be terminated at or near the time their access to the DPS computer network is inactivated.
   1. An audit will be performed quarterly by LIMS Support to ensure access of separated department employees or inactive contract vendors has been removed.
   2. The audit will be documented by retaining the generated audit report with handwritten notes.

F. No unauthorized or unlicensed software will be installed on laboratory computers.

G. Software on networked computers must be installed by a network administrator.

H. Software installed on laboratory computers should have a legitimate business need. Personal software must not be installed on any laboratory computer.
I. Software acquisitions will follow the current procurement and associated approval process.

J. A software license shall be available for all software being used on laboratory computers.

7 Data Backups

A. In order to provide protection against catastrophic and accidental loss of data and programs, the Laboratory will implement a comprehensive backup strategy. The scheme used to accomplish the scheduled backups will be verified upon deployment.

1. Complete backups of the following data will be performed weekly:
   a) User Volume
   b) Data Volume

2. Incremental backups of data will be performed daily when information has changed:
   a) User Volume
   b) Data Volume

3. IT will be responsible for maintaining the security and continuity of LIMS data.

B. The Department will ensure that this information is protected from unauthorized viewing or tampering. Backup media should be maintained in a secure, protected location preferably offsite.

C. Document backup operations:

   1. Verification of a successful backup operation may be achieved by ensuring the presence of the correct data on the backup media, comparing files or restoring a file of known size and content from the backup.

   2. If backups are not successful contact the network specialist or DPS Help Desk.

8 LIMS Guidelines

The LIMS manual and related help files will serve as reporting guidelines and operational procedures for all matters relating to the approved laboratory database and will be superseded only by the Crime Laboratory Service Manual.

9 Proposing Changes to LIMS Database

A. To ensure that the approved laboratory database is servicing the needs of the laboratories, all users are encouraged to recommend changes to the software configuration and report formats.

B. Any changes should be submitted to LIMS Support via email. The request should include the details of what should be changed, the need or reason for the proposed change, and how it will better serve the mission of the Laboratory.

C. The proposed change will be evaluated on its merits and feasibility. A timely response will be provided to the requestor.

D. Approved proposals should be implemented and distributed in a timely manner.

E. An annual LIMS survey is conducted to improve efficiency and evaluate user needs.
10 Format for Lims Policies and Instructions

The LIMS Manual is divided into chapters to make it easier to find the appropriate information. Sections may include

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
   1. 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.
   2. 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

11 Records

Temporary Evidence Receiving/Return Receipt (LAB-LIMS-02)
Temporary Internal Chain of Custody Log (LAB-LIMS-03)
LIMS-01-02 DEPARTMENTS AND SERVICES

1 Scope
A list of the departments and services provided at each laboratory.

2 Related Documents
CLS Manual:
- General Laboratory Information
- Appendix 1 – Laboratory Services
- Appendix 2 – Laboratory Contact Information

3 Instructions
3.1 Laboratories
A. There are 16 laboratories maintained in LIMS.
   1. Abilene
   2. Amarillo
   3. Austin
   4. Bio-Warehouse
   5. Capitol Area
   6. Corpus Christi
   7. El Paso
   8. Garland
   9. Houston
  10. Laredo
  11. Lubbock
  12. Midland
  13. Test Lab
  14. Tyler
  15. Waco
  16. Weslaco

B. 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.

C. 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.
### 3.2 Departments/Services

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

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<th>BA Template</th>
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<th>Drug Template</th>
<th>Other Template</th>
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LIMS-01-03 OFFENSE CODES

1 Scope

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

2 Related Chapters

Offense Tab (LIMS-02-04)

3 Instructions

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

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<td>01C</td>
<td>Homicide</td>
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<td>01D</td>
<td>Homicide (SB 1292)</td>
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<td>Sexual Assault of Child</td>
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<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>
</tbody>
</table>
### Offense Codes

<table>
<thead>
<tr>
<th>Offense Code</th>
<th>Offense</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<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-02-04).

### 4 Preferred Practice

None

### 5 Literature References 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)
LIMS-01-04  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  Instructions

2.1  Navigation
Go to Employee’s Rights & Roles on the LIMS site in SharePoint:
http://portal.tle.dps/sites/cls/LIMS3.7Workspace/SitePages/Home.aspx

2.2  Adding a New User

1. Ensure that the user does not already exist by expanding the appropriate Laboratory group to view all current employees for that laboratory.

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

3. Click New Item.

4. Fill out the form with the appropriate information.

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

   b) Enter the ACID of the employee in the ACID field.

   c) Select the appropriate Laboratory from the Laboratory dropdown menu.

   d) Select the appropriate Employee Type from the Type of Employee list.

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

   f) Enter the Start Date of the employee in the Start Date field.

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

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

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

   j) Enter any other duties not already covered in the Other Duty Comments field.

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

   l) Click Save.
2.3 Editing an Existing User

1. Click on the name of the appropriate employee.
2. Click **Edit Item** from the top left corner of the pop up window.
3. Add and/or remove any appropriate information by selecting or deselecting the check boxes.
4. Enter any other duties not already covered in the **Other Duty Comments** field.
5. Enter any other pertinent information, such as resignation date or laboratory transfer information in the **Non-LIMS Comments** field.

3 Preferred Practice

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

B. 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.

4 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.
LIMS-01-05 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 Chapters

Imaging Module (LIMS-02-15)
LIMS Indexer (LIMS-02-17)

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. Cannon 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 the 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.

![Basic Tab Diagram]

---

d) **Image Processing Tab**

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

![Image Processing Tab Diagram]

---

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

### 4 Preferred Practice

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

B. Email [LIMS_Support@dps.texas.gov](mailto:LIMS_Support@dps.texas.gov) for troubleshooting help.

### 5 Precautions or Limitations

A. Both scanners cannot be installed on the same computer.

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

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

D. Image names cannot exceed 50 characters.
LIMS-01-06  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.
LIMS-01-07 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.
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**

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

   B. End users should not save to the H drive.
LIMS-01-08 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

1. Select Administration from the Justice Trax menu bar.

2. Select Crystal Reports.

3. Select Generate Reports.

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

4. Select the appropriate Report.

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

5. Click Print and the Print Destination window will appear.
6. Select **Screen**.

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

8. 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

1. 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.

2. 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.

3. 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.
LIMS-01-09 EXPUNCTIONS IN LIMS

1 Scope
The following guidelines are intended to explain the expunction process and what is expected of LIMS Support. Expunctions require that the individual's name be removed from all records where their name appears. These instructions are for LIMS administrators only.

2 Related Documents
CLS Manual: Laboratory Records

3 Policy
The laboratory must perform a diligent search of its records in order to comply with the conditions of the expunction.

4 Instructions
4.1 Receiving
A. All expunction orders must come from the Crime Records Division. If a lab receives an expunction order directly, it must be forwarded to Expunctions@dps.texas.gov
B. Crime Records will forward expunction orders to the Austin Laboratory, where they will be reviewed.
C. Destruction only cases can be expunged if the offense date matches.

4.2 Verification
1. Verify that the Suspect Name, Offense, Offense Date are the same in LIMS as on the expunction order.
2. Verify that the offense listed in LIMS corresponds to the offense on the order.
   Note: The offense date can be off by 24hrs, anything more, do not expunge.
3. If the information matches, forward the expunction order to the LIMS Support team for further review before expungement.

4.3 Justice Trax
To Login Double Click on the LIMS Plus icon. Enter your Jtrax Username and password.

A. Opening a Case
1. Click the Open Folder to open a case.
2. Uncheck Use Case Number Mask.

![Image of Case Search window]

3. Enter in **Case Number** as viewed on expunction.

   *Note: To pull up a list of the cases recently viewed select File from the Jtrax menu and go to recent cases to see the cases that have recently been viewed.*

![Image of Jtrax menu with Recent Cases]

B. Searching for an Individual in LIMS

1. Should the case number be ineligible, click **The Face Icon** from the **Jtrax Menu Bar** to open up the **Search by Name**.

![Image of Name Search window]

2. Enter the name as it appears on the expunction and compare to the matching case(s) that are found.
4.4 Verification LIMS Personnel

1. Verify that the **Suspect Name, Offense, Offense Date** are the same in LIMS as on the expunction order.

2. Verify that the offense listed in LIMS corresponds to the offense on the order.
   a) The offense date can be off by 24hrs, anything more, do not expunge.
   b) Compare DOB and DL if they are entered.
   c) If the record cannot be verified, then it should be shredded.

4.5 Expunctions (To be completed only by LIMS Support or designee)

A. Check the **Individual Tab** and change the individual to **Removed, Name**

1. Select the Individual Tab
2. Right Click on the appropriate individual and select Edit Individual and change the individual name to Removed, Name.
   a) Last = Removed
   b) First = Name
   c) Remove DL Number, DL State, State ID and DOB if present.

B. Check the **Evidence Tab** to ensure that the name does not show up anywhere

1. If the case is a Toxicology case, check the evidence DUI and replace the name with **Name Removed**
2. Click on the **ellipsis** to open up the **evidence DUI**.

*Note: Most cases will not have any reference to the name here. The main ones that may mention the name are Sexual Assaults and Homicides.*
3. Should the name appear in the screen below replace with Name Removed.

C. Check the Case Tab and click on Case Activities.

D. Check the Requests Tab and open any final reports in Adobe Pro. Not all cases will have reports.

1. Right click on the request which will be green and select Print Final Report. Choose Screen.
   a) If the request does not have an R for the status no redaction needs to be performed.

   b) The Final report will open in Adobe DC
2. **Click** **Tools**.
   
a) **Click Redaction Properties**.

b) **Choose white as the color (will only have to choose this once)**.

c) **Click Mark for Redaction**.

d) **Select any areas on the report that contain the suspect’s name, DOB, DL or any other identifying material. Look in the body of the report for references to the name**.

   i. Multiple areas of the file can be selected at the same time.

   ii. Ensure there is a review for the name in the restitution paperwork.

   iii. The last name in the document may be useful when searching.

e) **Click Apply Redactions, click OK (do not remove hidden information)**.

   i. On the next screen pertaining to hidden information, select the check box. Do **this every time**, then click **NO we DO NOT** remove hidden information.

f) **Click Save As** - save locally with the same file name as what is on the server (delete the _Redacted part of the name_).

   i. Recommend creating a separate folder for **Expunctions Final Reports**.

g) **Cut and paste the document into the Final Reports folder on **\hdqprdlimapp001\JTrax31\FinalReports** – this will replace the original PDF with the redacted version**.

   _\hdqprdlimapp001\JTrax31\FinalReports_
E. Case Info Tab

1. Check the **Case Info Tab** to ensure that the name does not show up in **Case Activities**. Click on **Case Activities**, which will be on the bottom right.

   a) *If the name appears in a regular case activity, edit the case activity and replace the name with **Name Removed***

   b) *If there are multiple case activities, click on the **red print icon** and select **Screen**.*

   ![Case Info Tab Image]

   c) **Click OK.** Then for **Do you want to view the audit trail** should remain **No**.

   ![Audit Trail Image]

   d) *A list of all the **case activities** will appear sorted by date*

   e) **Record which ones have the target name and need to be edited, or export the report to PDF.**
f) Close out of the report and **highlight the activities** that need to be edited. Click the **yellow pencil**.

![Screenshot of LIMS interface](image)

- g) **Enter Name Removed** anywhere the person’s name appears.
- h) **Click OK**.

F. Check the **Imaging Module** to ensure that the name does not show up anywhere by clicking on the **Camera Icon** in the bottom left hand corner of the screen.

![Screenshot of Imaging Module](image)

1. **TIFF Images**
   - a) **Select the Image**.
   - b) **Select Alter Image** from the menu bar. **Click Annotate**.
   - c) **Click the Black Box**, which will say **redact** when hovered over.
   - d) **Cover the Subject Name with the Black Box**.
2. **PDFs** in the Imaging Module.
   a) *If the name is on a PDF, redact the name and save the PDF locally with the same file name as what is on the server (delete the _Redacted part of the fine name)*
   b) **Click Tools.**
   c) **Click Redaction Properties.**
   d) **Choose white as the color (will only have to choose this once).**
e) **Click Mark for Redaction.**

f) **Select any areas on the report that contain the suspect’s name, DOB, DL or any other identifying material.** Look in the body of the report for references to the name.

   i. **Multiple areas of the file may be selected at the same time.**

   ii. **Ensure there is a review for the name in the restitution paperwork.**

   iii. **It may be helpful to search for the last name in the document.**

g) **Click Apply Redactions, click OK** (do not removed hidden information).

h) **Click Save As- save locally with the same file name as what is on the server (delete the _Redacted part of the file name).**

   i. **Create a folder that has Expuction Images.**

   ii. **Since the file paths vary, move the images to the server.**

   i) **Cut and paste the document into the appropriate image folder on HDQPRDLIMAPP001 – this will replace the original PDF with the one that has been redacted.**

   \hdqprdlimapp001\JTrax31\n

3. **Refer to the Images by Case Number Crystal Report,** which will have the full file path for the image to be sure that they are being placed in the correct location.

G. **Images by Case Number**

1. Go to the **Crystal Report Menu** and print out the **Images by Case Number** report for the case (this will help to locate the image on the server)

   a) **Click on the graph icon to open the crystal report menu. Select the Case Number by Images Report.**

   b) **Click Print and select Screen.**

2. The report can be exported to PDF so that the file path can be copied.

   a) **Select export report (see screen shot below)**

   b) **Choose Format: Adobe Acrobat (PDF)**

   c) **Choose Destination: as Application**

   d) **Click All.**

   e) **Click OK.**
3. The **Images By Case Number** Report will open up separately and the file name can be copied.

4. **Subject Name** is in the file name
   
a) Go to the server and change the file name to show *Name Removed*.

b) If you do not have access to the database, then assemble a list of files to provide to LIMS Support.

   c) If you do have access, then go to the appropriate table in the database and update the file name accordingly.
5 Expunction Checklist

1. Check Offense/Individual Information Matches
   a) Yes - Update Individual Name to Name Removed
   b) No – Do Nothing Shred document

2. Intoxication Cases check evidence (highlight item of evidence click three dots)

3. Destruction only cases can be expunged if the offense date matches.

4. Check all Completed Final Reports (Green status of R) redact and Save As remove _redacted

5. Check Case activities on Case Info Tab enter Name Removed

6. Check Case Images
   a) Burn annotations on TIFF images have to burn page by page.
   b) PDF Images Save As after redacting remove _redacted
   c) Move redacted PDF Images to the appropriate location on the server using Case Images report to find file path.
   d) Remember the last portion of the file path is the filename do not type that in otherwise the file will open. Only type the yellow, that is where the file ‘lives’. For example:

   ```\hdqprdlimapp001\JTrax31\IMAGES\ElPaso\2016\5\10\4QRAG4MR0JL0BF.PDF```

   This is what gets typed into the field

   ```\hdqprdlimapp001\jtrax31\IMAGES\ELP-1603-00675\20160411-085535~ELP-1603-00675~SUBMISSION001.pdf```

   This is the actual name of the file. Once entered, the file will open.

7. After completing expunctions, copy and drag redacted final reports (PDF) to FinalReports folder:

   ```\hdqprdlimapp001\jtrax31\finalreports```

2 Preferred Practice

Expunctions should be completed at least once a quarter.
A

Add Evidence in LIMS – A LIMS activity which creates a new LIMS Item number and is used to create submitted evidence containers, lab containers, or folders.

Agency Case Number (ACN) – The ACN is an important, unique identifier in LIMS. A case can be searched for by using the ACN as a search criterion.

Agency Item Number – The identifying number applied to the container or evidence by the customer; may also be inferred from the Laboratory Submission Form.

Activity – Activities are events that occur related to specific disciplines. Activities related to specific cases are entered on the case’s Case Activities tab/screen. Activities are selected from drop-down lists based on disciplines and each organization will have Activities listed that are related to their own disciplines. For example, an Activity for any discipline might be a court appearance, or a special training event.

Agency / Outside Agency – An agency or outside agency is a law enforcement-type agency for which the Laboratory performs a service. The Lab may be a member of the law enforcement agency, but the law enforcement agency is still considered by the LIMS application to be separate from the Lab.

Agency Representative (Rep) – An Agency Representative (or Agency Rep) is the investigator or officer that is responsible for the case submission. These persons are not Staff Members and will not have login privileges.

Analyst – An individual in the crime laboratory who examines, evaluates, tests, and testifies to the scientific analysis in a court of law.

Analytical Module – Analytical Modules define the workflow that controls how each request for analysis is processed and which data entry screens are used to capture the results.

Annotate – To annotate is to add data or mark a document. In LIMS, images, documents and other attachments can be annotated.

B

Batch Processing – A batch is a group of entities that are similar in some manner so that they can be processed together in bulk, as a group. In LIMS, "processing" might refer to handling requests.

Biology Screening – Includes Male Screening Requests and Forensic Biology.

C

Case Record – The case record is a collection of documents pertaining to information related to a specific investigation. The case record may be electronic or actual physical files. Case records may contain interviews, lab requests and analysis reports, evidence documentation, photos, videos, audiotapes, media coverage, and/or other documents. LIMS provides electronic case packets that can be printed or stored as a file.
**Case Number Mask** – A case number mask is the mandatory prefix assigned to all new agency case numbers required by a Lab. The case number mask is configured in LIMS by an Administrator.

**Case Packet** – A case packet is an electronic case file created by LIMS that contains a compilation of specified documents for a specific case. The purpose of creating a case packet is to provide a record for distribution to third parties such as defense attorneys.

**Canceled Request** – A request that was not processed. Agencies may opt not to pursue a forensic investigation due to a variety of reasons. Canceled requests are not included in the Requests Pending count unless their cancellation date is after the end of the relevant time period. Cancelled requests are included in the New Requests count.

**Chain of Custody (COC)** – A record which reflects the date of receipt or transfer of evidence until the disposition of the evidence by the laboratory, acknowledgement of the person receiving the evidence or the person transferring the evidence to a storage location, and a description or unique identifier of the evidence; chain of possession

**Child Item** – A child item is a piece of evidence taken from another, larger piece of evidence (the parent item). Also referred to as a sub-evidence exhibit.

**Completed DNA Requests** – A complete DNA request is one that has no incomplete parent requests of Forensic Biology or Male Screening Requests and the DNA request has completed the review process and has been released.

**Completed Sexual Assault Kits** – A completed kit is one where the first instance of a DNA request has been completed. If no DNA request exists then the first instance of the forensic biology and/or male screening request is released.

**Complexity** – When a Request is entered on the Requests tab/screen for a case, a Complexity level for the Request can be selected from a drop-down list if the Laboratory has added that data. Complexity is defined under List Maintenance in System Administration. Complexity is used for various types of tracking within the lab, such as outsourcing.

**Container** – A "container" is the bag, box, etc., in which one or more other items resides.

**Container View** – The Container View displays evidence items in a relationship where each piece of evidence appears associated with (indented underneath) the physical container in which it resides. See also "Genealogy View."

**Cycle Time** – Cycle time is the time from when a request is entered to when it is released. In the case of child DNA cases the cycle time would start with its parent Forensic Biology or Male Screening request and end with the release date of the DNA request.

---

**D**

**Date Evidence Received (or Date Received, Submitted Date)** – The date on which the evidence custodian physically takes possession of the evidence.

**Department** – A way of organizing or categorizing services such as Blood Alcohol, Chemistry, Seized Drugs, DNA, Firearms, Forensic Analysis, and Toxicology.

**Dynamic User Interface (DUI)** – Are portlets or pages that are dynamically created based on the definition of an existing page or portlet definition. Also known as dynamic UIs and DUIs.
E

Evidence Kit – Evidence Kits are used to speed data entry and to standardize the information entered into LIMS-plus. Kits are most often used for Evidence that is submitted in a similar fashion each time such as Blood Kits and Sexual Assault Kits.

Exhibit – Any tangible object, thing, or substance that is typically examined or screened as part of casework; equivalent to “test item” as it pertains to ISO/IEC 17025. Evidence exhibits can include a group of evidence when they are contained in the same proximal container.

G

Genealogy View – The Genealogy View displays evidence items in a parent-child relationship, where itemized evidence appears below the parent from which it was itemized. See also "Container View."

Group – A group of users/staff members who are linked together, usually by a job description. Groups can then be assigned to Security Roles. For example, all analysts can be assigned to an Analyst group, which can then be linked to a Security Role that includes all of the permissions an analyst needs to perform their duties in the application.

I

Item Number (or LIMS Item Number, LIMS Number) – LIMS item numbers are assigned and used to ensure that evidence is uniquely identified, such that a description of, the condition of, and identification of evidence tested can be accurately, clearly, and objectively reported to our customer.

Itemize Evidence in LIMS – A LIMS activity which creates a new LIMS item number associated with the evidence or container that inherits the chain of custody of its parent.

iResults – iResults is a JusticeTrax application that allows outside agencies the ability to view case statuses 24 hours a day. When reporting information is available for a case from LIMS-plus, it is imported into iResults and can be viewed by authorized iResults users without delay. The capabilities of iPreLog and iResults have been combined into the application LIMS-plus Portal.

L

Laboratory – A laboratory is the organization or entity that oversees the users that will receive logins for the LIMS application. The organization may decide to create different Laboratories within the same organization, especially if there is more than one physical site in the organization. Each Laboratory may have different users, permissions, storage locations, process methods, etc.

Lab Container – Any new properly sealed container provided and sealed by the laboratory and added to LIMS.

LIMS Kit – A collection of evidence and descriptions defined within LIMS that are automatically assigned (e.g. Alcohol/Toxicology Kit)

Location – See "Storage Location."
M

Main Case View (MCV) – In LIMS, the Main Case View (MCV) is a graphical representation of a case file organized using tabs to separate case details. The Main Case View includes the tabs: Case Info, Agency, Offense, Individuals, Evidence, Requests, and Local Data.

Milestones – Milestones are the significant events or steps taken when evidence items are handled. Milestones are configured using analytical modules, item management plans, and the DUI Designer. Milestones are updated as each step is reached in an evidence analysis examination. These steps can include assigning, entering results, technically reviewing, administratively reviewing and/or destroying an evidence item.

N

Net Weight – A term used primarily in the Seized Drugs discipline to indicate the weight to which the reported conclusion is applied; the weight of the evidentiary item not including any packaging.

Number of Drug exhibits reported – The number of exhibits that have a drug result.

Number of Items – The total number of items that are in a specific exhibit. Number of items is equivalent to what is entered into the SD Module. For example, if item 01-01 has 50 pills then the number of items will equal 50. Number of items inventoried is the total number of itemized evidence items. So in the example above the Number of Items Inventoried would equal 1 should this be the only itemized item.

Number of Items Inventoried – Total number of itemized evidence items. Using the example above the Number of Items Inventoried would equal 1 should this be the only itemized item.

Number of Items Submitted – Total number of items submitted by the agency.

Number of Items Tested – These are the total number of items tested during analysis. For example they are entered in the Seized Drugs module as Number of Items Tested or in the Dynamic User Interface under the Requested Analysis Exam Count Result for Forensic Biology in the Items Tested field.

O

Outermost Evidence Container – A submitted evidence container, lab container, or interior container that is being transferred.

P

Parent Container – Any container on which a LIMS item number has been assigned and any container or evidence exhibit itemized from it inherits the LIMS item number. The parent container chain of custody is inherited until the container or evidence exhibit is separated.

Parent Item – A parent item is an original piece of evidence which may be itemized to create one or more sub-items. Each sub-item is referred to as a child item. An example of a parent item might be a t-shirt with bloodstains. The areas of bloodstains might be cut out of the t-shirt for further analysis, in which case the t-shirt would be the parent item and each section cut out of the t-shirt would be a child item.

Parent Request – The initial request entered.
Permissions – Permissions are the rules that define whether or not a user is allowed to perform specific functions in the application. Permissions are assigned to Security Roles and then the Security Roles are assigned to individual users. For example, analysts might be assigned only the Security Role(s) that contain permissions related to analyst functions, while supervisory analysts might be assigned to the same Security Role(s) and additional Security Role(s) pertaining to reviews. Each permissions has an ON value and an OFF value. Generally, the ON values allows a user to perform an action, while an OFF value prohibits the user from performing that task. Please see the Administration Guide for more information.

Personal Identification Number (PIN)– A Personal Identification Number (PIN) is used in conjunction with a user barcode to securely identify that individual to the application. In LIMS, for example, an individual can be securely identified while performing evidence transfers or signing reports electronically.

Picklist – A picklist is a customized drop-down list from which selections can be made. Administrative users create the picklist items within the configuration/setup areas of the application.

Primary Agency – A primary agency is the main agency taking responsibility for a specific case. There may be multiple agencies involved with a case, but there can only be one primary agency. In addition, Agency Reps must have one primary agency (but can have multiple secondary agencies).

R

Reason – When a request for analysis is entered for a case in a JusticeTrax application, a reason for the request can be selected from a drop-down list if a Lab administrator has configured the list. Reason is defined under List Maintenance in System Administration. An example would be selecting expedite to show that the request is a rush.

Related Request (or child request) – A request created from a completed parent request. (e.g. Amended Reports or DNA Reports)

Request – As it relates to law enforcement agencies and laboratories, requests are petitions or contracts for specific examinations to be performed on evidence items. For example, law enforcement agencies may ask that crime labs perform specific examinations on different pieces of evidence obtained at one or more crime scenes.

Request Status – A request status is the current state of a request. The request status will also determine if the request is active (modifiable) or locked (read-only). The actual status wording can vary depending on how an organization configures the application, but common request statuses are "in progress" and "completed."

Role – See "Security Role."

S

Secondary Agency – A secondary agency is an entity or organization independent of the main organization. While the primary agency is the agency taking responsibility for a case, one or more secondary agencies may be related to the same case.

Security Banner – The security banner is the warning message that first appears to users before they are allowed to log in to the application.
**Security Role** – JusticeTrax applications use a role-based security system where one or more roles are configured to define which functions a user is permitted to access and/or perform in an application. Staff members or groups of staff members are then assigned to one or more of these roles. Also known as "role."

**Service** – Laboratory services are the types of tests performed at a specific lab.

**Staff Member** – A staff member is an employee within an organization that is given a username and password for one or more JusticeTrax applications. A staff member is different from an agency representative. Staff Members are also known as "Users" or "Lab Representative."

**Status** – In LIMS, a status refers to the current state of a case or a request for evidence analysis or disposition. Statuses are configured by administrative users but may include "in progress," "completed," "active," or "inactive."

**Storage Location** – A storage location is a physical storage area in which evidence can be stored within a laboratory or other location. Example storage locations might be storerooms, freezers, filing cabinets, shelves, etc. Each organization defines its own storage locations for use with JusticeTrax applications.

**Submission** – A submission can refer to either a single evidence item or the grouping of multiple evidence items that are received at the same time from the same external representative.

**Supplemental Reports** – Supplemental reports are issued when there are no corrections to a previous analysis and additional tests are conducted using a second, identical category of LIMS request of the same type; Additional evidence is examined using a second, identical category of LIMS request; or Additional new information is necessary to be reported.

**T**

**Tailorable Label** – Tailorable Labels are custom fields, buttons, control labels and captions. Laboratories and agencies in different parts of the world can use different terms to describe objects or actions. For example, one lab might use the term "case number" while another might use "warrant number." Also, organizations can translate labels into other languages.

**U**

**URL** – Uniform Resource Locator. For LIMS, the URL is the path to the LIMS-plus application on an organization’s main computer or server. URLs can also be used within the application to direct users to web pages containing Standard Operating Procedures (SOPs).

**User** – The term "user" refers to the LIMS user. Also known as "Staff Member" or "Analyst."

**Z**

**Z-Order** – Z-order refers to the method of chain of custody that the LIMS application uses. When an evidence item is placed into or transferred within the chain of custody, the From location will always be populated from the previous chain of custody's To location. This From > To > From would form a "Z" on a chain of custody list; hence, the term "Z-order."
02 GENERAL

LIMS-02-01 LIMS LOGIN

1 Scope
These procedures establish guidelines for use of Local and Remote LIMS.

2 Related Documents
None

3 Instructions

3.1 Local LIMS

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

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

3. **Log Off** LIMS any time that a break is taken or before leaving for the day. Not logging off at the end of each day can result in request dates on new requests having the previous day’s date as the request date.

3.2 Remote LIMS

1. Select the **Remote LIMS** icon from the desktop.

*Note: There are two Remote LIMS: LIMS1 and LIMS2.*
2. Enter **TLE User Name (ACID)** and **Password**. These credentials are used to log on to the remote server.
   
   a) **Username will be entered as TLE\ACID. You will have to enter TLE\**
   
   b) **Select This is a private computer.**

   ![RemoteApp and Desktop Connection](image)

   c) **Select JusticeTrax LIMS-Plus icon.**

   ![RemoteApp and Desktop Connection](image)

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

4. Log Off LIMS any time that a break is taken or before leaving for the day. Not logging off at the end of each day can result in request dates on new requests having the previous days date as the request date.  

   *Once you exit LIMS you will have to select sign out from the RemoteApp and Desktop Connection.*

![RemoteApp and Desktop Connection](image)
4 Preferred Practice

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 LIMS003:
   1. Amarillo
   2. Abilene
   3. Capitol Area
   4. Garland
   5. Lubbock
   6. Midland
   7. Tyler

B. Remote LIMS004:
   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.

F. End Users must log off when they go on breaks and must log out of both Justice Trax and the computer at the end of their shift.
LIMS-02-02 CASE INFO TAB

1 Scope

These procedures guidelines regarding 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 Chapters

Crystal Reports (LIMS-01-08)
Entry of Case Activities (LIMS-02-19)

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 stores case information from the Messages section of our previous LIMS System.
H. Related Laboratory Cases section

1. 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.

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

### Related Laboratory Cases

<table>
<thead>
<tr>
<th>Case No.</th>
<th>Notes</th>
<th>Related By</th>
</tr>
</thead>
<tbody>
<tr>
<td>L10-21110</td>
<td>LMS Test Case</td>
<td></td>
</tr>
<tr>
<td>TES-15-0012</td>
<td></td>
<td>Faith Davis</td>
</tr>
<tr>
<td>TES-15-0013</td>
<td></td>
<td>Faith Davis</td>
</tr>
<tr>
<td>TES-15-0014</td>
<td></td>
<td>Faith Davis</td>
</tr>
</tbody>
</table>

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.

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-01-08).

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-02-19).

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 or Ctrl+A 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.

![Electronic Case File](image)

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 case message.
3. Click **OK**.

![Case Message](image)

*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

Limits external access to the Case if the Lab is using an automated report delivery system such as LIMS-plus Portal or iResults. It will also provide a warning message to LIMS-plus Users of the selected option each time they open the Case file.

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](mailto: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-01-08).

1. Full COC option will display the entire chain of custody.
2. Condensed COC will display only the first line of the chain of custody and the last line (most current) of the chain of custody.

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
LIMS-02-03 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 Chapters
Crystal Reports (LIMS-01-08)
Case Info Tab (LIMS-02-02)

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

B. 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-02-02) do not add it here, this is meant for different agencies.
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.*

1. **Select the appropriate agency from the Agency Name dropdown menu.**
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.**

### C. 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.**

### D. Delete Agency
This selection is chosen when an existing agency needs to be deleted.

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.

---

E. Image Information

This selection opens the imaging module.

F. 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-01-08).

4.3 Other

A. Contact **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
LIMS-02-04   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 Chapters
Offense Codes (LIMS-01-03)
Crystal Reports (LIMS-01-08)
Requests Tab (LIMS-02-07)

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-01-03).

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-01-08).
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
LIMS-02-05 INDIVIDUALS TAB

1 Scope
These procedures establish guidelines for 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 Chapters
Crystal Reports (LIMS-01-08)
Requests Tab (LIMS-02-07)

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. Date of Birth (DOB)
F. Race
G. Gender
H. Social Security number (SSN) (Please do not use this field)
I. State of Driver license (DL State)
J. Driver license number (DL No.)
K. Other identification (State ID#)
L. 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.
   
   **Note:** If the name is not known enter LNU for Last Name Unknown.

2. Enter the individual’s **first name** in the **First** field.
   
   **Note:** If the name is not known enter FNU for First Name Unknown.

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.
   
   a) **Suspect**
   
   b) **Victim**
   
   c) **Elimination**
   
   d) **Proficiency** – to only be used internally for proficiency testing, the providers test id will be used as the individuals name.

8. Select the appropriate **race** from the **Race** dropdown menu.

9. Do not enter the individual’s **SSN** even if it is provided on the submission form.

10. Select the appropriate **gender** from the **Gender** dropdown menu.

11. Enter the **individual’s date of birth** in the **DOB** field.

12. Select the appropriate **driver license state** of the individual from the **DL State dropdown**.

13. Enter the **DL number** of the individual in the **No.** field.
14. 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:** Texas ID Numbers and DL Numbers should only be eight digits.
   
   b) Should both a **DL Number** and a **State ID** be provided only the **DL Number** needs to be entered.

15. Click **OK**.

16. 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-01-08).

**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-02-07).
5 Preferred Practice

All information that is entered on the submission form for the individuals should be entered into LIMS. If race, gender, DOB, and DL or State ID are all present then all of them need to be entered into LIMS.
LIMS-02-06   EVIDENCE TAB

1   Scope
These procedures establish guidelines for 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 viewing, adding, creating and editing of evidence items.

2   Related Chapters
Crystal Reports (LIMS-01-08)

3   Instructions
3.1 Evidence Tab Overview
A. The evidence tab is divided into a top and bottom portion.
B. The top portion displays all of the items of evidence for a case.
1. The view can be changed by clicking on the following radio buttons.
   a) Genealogy – shows the parent/child container relationship. The children of the original item are indented. These relationships are developed from itemizing.
   b) Container – shows all the exhibits within the parent container. The exhibits are indented beneath the container.
   c) Storage Location - shows the location(s) where the various evidence items are currently held. Click the plus sign next to the storage location to see what items are in the location.
C. The bottom portion displays all of the information entered for the evidence item selected.

1. The bottom portion can be set to View where the fields are not able to be edited.
   a) **Click the radio button next to Edit to be able to update and edit the fields as needed.**

![Diagram of Evidence Tab](image)

D. 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 Biology, Seized Drugs, and Blood Alcohol and Toxicology cases
4. **Source:** links an individual with a specific item of evidence
   
   **Note:** If a source is selected, the individual's name will be printed after the evidence description on the lab report.

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 packaging containing the items of evidence
15. **Inherit:** displays the parent container from which the chain of custody is inherited
16. **Extraction type:** (not currently utilized) displays DNA Extraction Method Type that will be performed on the Evidence, if performing an Extraction
17. **Intox Refused:** Check this box when an Intoxilyzer was refused. (replaced the Label for BIO checkbox)
3.2 Evidence Menu

Right click on an item of evidence in the Evidence Tab and select the appropriate option.

<table>
<thead>
<tr>
<th>Evidence Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Evidence</td>
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<td>Itemize Evidence</td>
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<td>Delete Evidence</td>
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<td>Related Requests for Analysis</td>
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<td>Chain of Custody</td>
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<tr>
<td>Show Evidence Receipts</td>
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<tr>
<td>Print Physical Evidence List</td>
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<td>Firearms Data</td>
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</tr>
<tr>
<td>Image Information</td>
</tr>
<tr>
<td>Request for External Evidence</td>
</tr>
</tbody>
</table>

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 rep's 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 agency’s 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 Hotkeys/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 Date:** (ex. SHM/AUS 01/01/2019) into the **Notes** field.

9. **Initial Transfer Screen**

   ![Initial Transfer Screen](image)

   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@dps.texas.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.

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*Printed copy is uncontrolled. Refer to electronic copy for current version.*
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 3.3A, 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.

   Note: When using the kit option it is strongly recommended that the request be added on the Requests Tab and NOT while adding evidence.

2. If the LIMS kit is contained within a submitted evidence container, the submitted evidence container is entered in LIMS as "[Container] with [LIMS kit]."

   a) The Kit option can still be used to achieve itemization however the description will have to be updated, for example:

      i. Brown Box containing Sexual Assault Kit
      ii. 9x12 envelope containing DPS Blood Kit

   b) When using the kit option it is strongly recommended that the request be added on the Requests Tab and NOT while adding evidence.

3. Initial Transfer Screen

   a) Follow steps 3.3A.9, except leave the Then To field blank.

      Note: The evidence needs to remain in the technician’s name in order to be itemized correctly. Selecting the kit allows for the evidence to be 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 3.3A, 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 item inherits the parent item’s 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 3.4A.

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

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**.

![Image of Related Requests for Analysis](image-url)

### 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-01-08)

![Image of Chain of Custody](image-url)
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
LIMS-02-07 REQUESTS TAB

1 Scope
These procedures establish guidelines for the functions of the Requests 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 viewed. The Requests Tab also allows for adding, cancelling, and assigning requests.

2 Related Chapters
Departments and Services (LIMS-01-02)
Crystal Reports (LIMS-01-08)
Amended Reports (LIMS-02-13)
Entry of Case Activities (LIMS-02-19)

3 Policy
A. The laboratory associated with the request must be the lab where the analysis physically will take 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 (child requests) of the appropriate Forensic Biology Request or Male Screening 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 Requests Tab, open the case and click the Requests tab.

4.1 Requests 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
   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 **Requests 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-01-01-02).
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:
   
a) 1. 1EX_1ITEM: used to categorize controlled substance cases with 1 exhibit and 1 item to be analyzed
b) 2. 1EX_2+ITEM: used to categorize controlled substance cases with 1 exhibit and 2 or more items to be analyzed
c) 3. 2+EX_1ANA: used to categorize controlled substance cases with 2 or more exhibits with 1 item to be analyzed
d) 4. 2+EX_2+ITEM: used to categorize controlled substance cases with 2 or more exhibits with 2 or more items to be analyzed
e) Expedite: used when a request needs to be prioritized. This reason will also be used when the individuals involved are a threat to public safety
f) Going to Court: used to indicate that the request must be prioritized because of a pending court date
g) Grand Jury: used to indicate that the request must be prioritized because of grand jury
h) In Jail: used to indicate that the request must be prioritized because the individual is in jail
i) Insource (DNA): used to track Forensic Biology/DNA requests that are forwarded to another lab to be worked.
j) Juvenile: used to indicate that the request must be prioritized because the individual is a juvenile
k) Officer Call: used to indicate that the request must be prioritized because the officer called to request a rush
l) Officer Invld: used to indicate that an officer is involved in the case.
m) Quant: used to categorize controlled substances cases where there is a request for quantitation
n) **Active Invest**: used to indicate that the request must be prioritized due to an ongoing or active investigation

o) **Declined by DA**: used to indicate that the request must be prioritized because the case was declined by the DA’s Office. **Officer Invld**: used to indicate that the request must be prioritized due to an officer being involved

p) **Perishable**: used to indicate that the item(s) associated with this request are likely to perish, decay, spoil or mold rapidly, there an effort should be made to expedite analysis of these items per the LOG.

q) **Re-analysis**: used when a request is submitted from customer/attorney for re-analysis. (LAB-213)

r) **No Response**: used when the laboratory has reached out to the customer to clarify information on the submission form and they do not respond after 5 business days.

s) **SAK – Priority**: used for requests with Sexual Assault Kit(s) where there is immediate threat to the public; or it is needed for court purposes.

t) **SAK – Active**: used for requests with Sexual Assault Kit(s) where analysis is needed for investigative purposes.

u) **SAK – Statutory**: used for requests with Sexual Assault Kit(s) where the kit was submitted due to statutory requirements; inactive investigation.

9. 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:

a) **DNA Re-assess**: used to track requests that involve the re-interpretation of DNA analysis

b) **Fugitive**: used to track cases that involve a fugitive

c) **Outsource (CS)**: used to track Closed without Analysis requests that are written for purposes of outsourcing

d) **Outsource (DNA)**: used to track Forensic Biology/DNA requests that are written for purposes of outsourcing

e) **Outsource (TOX)**: used to track Toxicology requests that are written for purposes of outsourcing

f) **Post Conviction**: used to track requests that involve an individual that has been convicted

g) **Cannabis/THC**: used to track plant material cases

h) **Cannabis-Felony**: used to track felony plant material cases.

i) **Cannabis-Misd**: used to track misdemeanor plant material cases.

j) **Serial Number**: used to track requests for serial number restoration on firearm cases.

k) **THC-Edible**: used to track requests for potential THC that contain edibles.

l) **THC-Other**: used to track requests for potential THC.

m) **THC-Vape**: used to track requests for potential THC that contain vape pens or similar equipment.
n) **THC-Wax**: used to track requests for potential THC that contain wax like substances.

o) **Tool Mark**: used to track requests for tool marks for the firearm department.

p) **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-02-13).

   b) Use to note suspected drugs for Toxicology analysis

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

   b) Type 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, DNA requests, and Quantitation 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-02-13) 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 analyst or 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-02-19) 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 and the report has not been distributed.
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 the case is unavailable to be worked for some reason, such as being in transit. Pending requests do not appear as a backlog request on the Laboratory Activity Report under unreleased requests. 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-01-01-08).

4.27 View SOP

This feature is currently not being used.

4.28 Cancel/Un-cancel 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

A. Changing a Request to a Related or Child Request

1. Right click on the Request.
2. Select Edit Request.
3. Choose the appropriate Parent Request Number from the Requests Dropdown menu.
4. Click Yes in the Notice pop-up acknowledging that the request will become a child request and therefore will be re-numbered.
5. Click OK.

5 Preferred Practice

Pending should only be used when evidence is in transit between DPS labs.
LIMS-02-08 ITEMIZATION

1 Scope
These procedures establish guidelines for the itemization of evidence in the Laboratory Information Management System (LIMS).

2 Related Chapters/Documents
Evidence Tab (LIMS-02-06)
CLS Manual: Evidence Processing
BA Manual: Toxicology (Alcohol/Volatiles) Analysis

3 Policy
A. All itemization should be in accordance with the Evidence Processing chapter of the CLS Manual.
B. LIMS item numbers are assigned and used to ensure that evidence is uniquely identified, such that a description of, the condition of, and identification of evidence tested can be accurately, clearly, and objectively reported to our customer.
   1. Containers encountered during processing must be documented in the case record. The descriptions of containers and evidence exhibits shall clearly represent the evidence and its condition as appropriate.
   2. If an intermediate container is itemized, the LIMS item number is inherited from its parent container.
   3. Each evidence exhibit is itemized and the LIMS item number is inherited from its parent container. This may include further itemization of an evidence exhibit.
C. Each sub-evidence exhibit is itemized and the LIMS item number is inherited from the evidence exhibit from which it came. Describe the containers and/or evidence exhibit(s) in the evidence description field in LIMS.
D. The evidence must be in the end user’s possession in JusticeTrax in order to itemize.

4 Instructions
4.1 Add Evidence
Review the Evidence Tab instructions (LIMS-02-06) for steps on adding evidence to a case.

4.2 Itemization
A. Evidence can either be itemized from the evidence tab or within the reporting module.
   1. For the Evidence Tab make sure that the view is set to genealogy and that the evidence has been bar coded to the analyst's possession in Justice Trace.
   2. Right click on the item of evidence that needs to be itemized. Select Itemize Evidence from the Evidence Menu.
B. The **New Evidence Submission** screen will appear. The **Source** if there is one, **Inherit**, **Container** and **Evidence No** will be pre-populated.

1. The **Inherit** is the evidence item from which the new itemized item will inherit its Chain of Custody.
2. The **Container** is the parent container of the new item. For example if an analyst is itemizing from a Brown Box the Brown Box will be the container that the itemized items are located in.
3. The **Evidence No.** is the item’s own unique identifier. The evidence No. schema has been pre-determined and must adhere to the Crime Laboratory Service Manual policy. Do not edit this number when itemizing.
   a) The **evidence no. will not populate correctly if the analyst has the Evidence Tab set to Container View**.

C. Enter the description in the **Description** field and change the number of barcode labels to 0. Type any additional notes in the **Notes** field. Click **Apply**. The only section in the **Initial Transfer** field that should be filled out is the **From** field which will be the **analyst name**.

D. Continue in this fashion until all the items within the container have been itemized. Should the number of items surpass 99, contact LIMS Support so they can grant one access to manually change the number in accordance with Crime Laboratory Service Manual policy.

1. Evidence must be related to the request in order to itemize from the reporting module.
2. Evidence also must be itemized in accordance with the end user’s discipline SOP.

### 4.3 Evidence incorrectly itemized/returned

A. Once evidence has been itemized it **cannot** be deleted.

B. Change the **description** of the item to ‘This item does not exist’.

C. Barcode the item to the **storage location 'This item does not exist'**.

   **Note:** The location can be found under special locations.

D. When evidence has been returned and still needs to be itemized the analyst can administratively bring the evidence back into the lab to itemize.

1. Print out a barcode for the item of evidence that needs to be itemized and scan it back into the lab from its current agency representative’s location.
2. Itemize the evidence as needed.
3. Once itemization is complete the analyst can administratively scan the item back out of the lab into the agency representative’s possession.
4. Be sure to write a detailed evidence note as to why the evidence had to be administratively brought back into the lab to be itemized.

E. Should there be any COC corrections notify [LIMS_Support@dps.texas.gov](mailto:LIMS_Support@dps.texas.gov).

### 4.4 Suppress Evidence from the report

A. There are times when evidence is related to the request but it needs to be suppressed from the report.
4.5 Evidence Descriptions

A. If an evidence description needs to be clarified and it has not been reported, then the evidence description field may be changed as needed using appropriate terminology.

B. If multiple examiners are reporting on the same evidence at the same time, they should confer to ensure that the evidence description is accurately and consistently reported.

C. If an evidence description has been previously reported and needs to be clarified, then information cannot be removed, but can be supplemented or corrected by adding appropriate terminology. Examiners should ensure that a revised description does not affect results previously reported and notify the original examiner and Supervisor or Quality Manager if an amended report is necessary.

D. If a vehicle is processed in a DPS laboratory facility, collected evidence from the vehicle may or may not be sub-itemized from the parent container (vehicle). If not sub-itemized, then crime scene evidence submission policies apply.

4.6 Itemization of Blood Tubes

A. If the blood kit option is not used as described in the Evidence Tab instructions (LIMS-02-06) the analyst will have to itemize the kits in accordance with the BA Manual.

B. Multiple specimen containers within the same parent container of the same type of evidence type documented as collected within 30 minutes of one another from the same individual are collectively considered to represent a single evidence exhibit. (BA-02-01).

1. If both gray top tubes were collected within 30min of each other, than the itemization would look like:
   
   01 DPS Blood Kit
   
   01-01 gray top tubes (2)

2. If the tubes were not collected within 30min of each other, than the itemization would look like:

   01 DPS Blood Kit
   
   01-01 gray top tube
   
   01-02 gray top tube

C. The description should accurately describe the blood tube. Should a kit option be used and the blood tube turns out to be a purple top the analyst can edit the description so that it correctly depicts the tube(s).

5 Preferred Practice

Itemization will be performed in accordance with the instructions above as well as the Evidence Management Sections of the Crime Laboratory Service Manual and each discipline’s SOPs.
LIMS-02-09 EVIDENCE TRANSFER

1 Scope

These procedures establish guidelines on how to transfer evidence in the Laboratory Information Management System (LIMS).

2 Related Documents

CLS Manual: Evidence and Database Sample Integrity

3 Policy

A. A chain of custody record shall be maintained for each item of evidence. The chain of custody shall include the date of receipt or transfer and LIMS item number.

B. When there is a change in custody or location of evidence, there must be a corresponding action tracked in LIMS. It is not necessary to make an entry when a submitted evidence container or lab container is being observed for an immediate purpose to examine markings, labels, and seals or reinforcing seals on the packaging.

C. Each person shall acknowledge custody at the time of transfer, by a secure password/secure PIN in LIMS, handwritten signature, or initials, when they take possession of evidence.

D. When evidence is transferred from a person who has possession of the evidence to a storage location, it is not necessary to enter a secure PIN in LIMS. The LIMS will automatically enter this activity into the chain of custody.

E. When evidence is transferred from a person who has possession of the evidence to another person, it is necessary for the person who is receiving the evidence to acknowledge receipt with a secure PIN in LIMS. The LIMS will automatically enter this activity into the chain of custody. It is not necessary for a person who is relinquishing the evidence to enter a secure PIN in LIMS.

F. While in the custody of an examiner, evidence stored in secure short term storage areas assigned to the examiner is not considered a change in location.

G. When a submitted evidence container is placed inside of another submitted evidence container, the container must be updated in LIMS.

H. When transferring and independently tracking evidence exhibits and/or sub-evidence exhibits separate from the submitted evidence container, it must be either:
   1. In a previously itemized intermediate container which has been described as a container in LIMS; or
   2. Placed inside of a lab container which has been assigned its own LIMS item number.

I. An intermediate container cannot be added in LIMS as either a submitted evidence container or lab container.
4 Instructions

4.1 End user to Location

1. Select **Transfer** from the Justice Trax menu and choose **Evidence Transfer** or click the barcode icon with a red line.

2. If the evidence is currently in the end user's possession they will scan their barcode into the **From** field and enter their **PIN**.

3. In the **To** field the end user will click the no barcode icon and select the appropriate **location** to where the evidence is being transferred too.

4. Scan the evidence barcode(s) into the Evidence Transfer field.

5. Once all the evidence to be transferred has been scanned and is visible in the lower window click Apply and Close.

*Note: All information must be entered before the evidence is scanned. If anything is entered after scanning such as the VIA or a note or the return box is unchecked those changes will not be applied. All fields must be correct prior to the scanning of the evidence.*
4.2 End User to End User

1. Follow step 1 in section 4.1.
2. The Receiving End User will scan their barcode and enter their PIN in the To field.
3. Scan the evidence barcode(s) into the Evidence Transfer field.
4. Check or Uncheck the Returned box accordingly.
5. Once all the evidence to be transferred has been scanned and is visible in the lower window click Apply and Close.

4.3 Location to End User

1. Follow step 1 in section 4.1.
2. Scan the End User’s barcode and enter their PIN in the To field.
   a) If they are transferring to another location or to another person enter that in the Then To field.
   b) If the evidence is just being transferred to the end user leave the Then To field blank.
3. Scan the evidence barcode(s) into the Evidence Transfer field.
4. Once all the evidence to be transferred has been scanned and is visible in the lower window click Apply and Close.
4.4 Transfer to Agency Representative
Refer to Returning Evidence (LIMS-03-04).

4.5 Inter-laboratory Transfer
Refer to Inter-laboratory Evidence Transfer (LIMS-03-05).

5 Preferred Practice

A. Evidence transfers should be recorded on the day they were performed. Should an issue arise, contact LIMS_Support@dps.texas.gov for assistance.

B. It is best practice to fill out the FROM field for all transactions. This will assist in finding evidence that may have been placed in the incorrect location.
LIMS-02-10 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 Chapters
Case Info Tab (LIMS-02-02)

3 Policy
None

4 Instructions

4.1 Adding a Related Case

A. Please refer to the Case Info Tab instructions (LIMS-02-02) 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.

<table>
<thead>
<tr>
<th>Related Laboratory Cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case</td>
</tr>
<tr>
<td>LID-21118</td>
</tr>
<tr>
<td>TES-13-0010</td>
</tr>
<tr>
<td>IES-13-0011</td>
</tr>
<tr>
<td>TES-13-0013</td>
</tr>
</tbody>
</table>

4.2 Removing a Related Case
Please refer to the Case Info Tab instructions (LIMS-02-02) 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
LIMS-02-11 GENERAL MODULE WORKFLOW

1 Scope

These procedures establish guidelines for the entry of information into the Laboratory Information Management System (LIMS) for AFIS, DM, DNA, Firearms, Forensic Biology, Friction Ridge, Forensic Document Examination, and Trace Evidence. The Crime Scene Response service also uses the general module, but follows a different workflow.

2 Related Documents

CLS Manual: Laboratory Reports, Letters and Certificates

3 Instructions

Right click on the appropriate request and select Edit Findings.

3.1 Requested Analysis/Exam Count

1. Right click on the appropriate service and select Add Result.
2. Select !Requested Analysis/Exam Count from the Result Type dropdown menu and click Apply.
3. Enter appropriate requested analysis statements, if necessary.
4. Enter exam count information as described in the discipline-specific workflow instructions.

3.2 Conclusions

1. Right click on the appropriate item of evidence and select Add Result.
2. Select !Conclusion from the Result Type dropdown menu and click Apply.
3. 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.
4. Enter worksheet information as described in the discipline-specific workflow instructions.

3.3 Investigative Leads

1. Right click on the appropriate service and select Add Result.
2. Select !Investigative Leads from the Result Type dropdown menu and click Apply.
3. Enter appropriate investigative leads statements, if necessary.

3.4 Disposition

1. Right click on the appropriate service and select Add Result.
2. Select !Disposition from the Result Type dropdown menu and click Apply.
3. Enter appropriate evidence disposition statements.

3.5 Request Completion

Right click on the request, select Set Milestone, then select Draft Complete.
LIMS-02-12 CLOSED WITHOUT ANALYSIS AND SUPPLEMENTAL REPORTS

1 Scope
These procedures establish guidelines for how to create Supplemental and Closed without Analysis Reports.

2 Related Chapters/Documents
Requests Tab (LIMS-02-07)
General Module Workflow (LIMS-02-11)
CLS Manual: Laboratory Reports, Letters, and Certificates
Seized Drugs Manual: Quarterly Reexamination

3 Policy
A. Supplemental reports should be issued in accordance with the CLS Manual.
B. Supplemental reports are considered testing reports.
C. Supplemental reports are issued when there are no corrections and:
   1. Additional tests are conducted using a second, identical category of LIMS request of the same type;
   2. Additional evidence is examined using a second, identical category of LIMS request; or
   3. Additional new information is necessary to be reported.
D. Examples:
   1. A second forensic biology report is considered supplemental after an initial forensic biology report has been issued in the case.
   2. A forensic biology report issued after a male screening report is not considered a supplemental report.

4 Instructions
4.1 Supplemental Reports - Alcohol Content, Toxicology and Seized Drugs
A. Create an additional Request. Refer to the Requests Tab instructions for guidance on how to add a request (LIMS-02-07).
   1. Type the word “Supplemental” in the Assignor Notes field. This will cause Supplemental to appear at the top of the report.
   2. Routine Supplemental Analysis will proceed in accordance with the LIMS Manual and the SOP for the discipline.
B. Seized Drugs

Quarterly Reexamination Supplemental Analysis

1. Document all case notes, to include weights, preliminary and confirmatory examinations, and any additional observations relevant to the evidence in the Analysis Notes section.

2. Report the results of reexamination in accordance with the SD SOP.
   a) For results that are consistent QA-Consistent will be chosen from the Result Dropdown.
   b) For results that are inconsistent QA Inconsistent will be chosen from the Result Dropdown.

4.2 Supplemental Reports - Remaining Departments

1. Create an additional Request. Refer to the Requests Tab instructions for guidance on how to add a request (LIMS-02-07).

2. Right Click on the request and select Edit Findings.

3. Select Add Result then select !Requested Analysis/Exam Count from the Result Type dropdown.

4. Enter a statement that includes the word “supplemental” in the white area.
   a) The statement will appear under the requested analysis on the report: ex. “This is a supplemental report to Friction Ridge Examination Report issued October 4, 2009.”

5. Analysis will proceed in accordance with the LIMS Manual and the SOP for the discipline.
4.3 Closing a Case without Analysis

A. Add the request as described in the Requests Tab Instructions (LIMS-02-07).

1. Select Evidence Processing from the Department menu.
2. Select Closed Without Analysis from the Service menu.
3. Assign an "Analyst" who will author the report from the Analyst menu if known and click OK.

*Note: If there is an existing request that is being closed, the user should Cancel the other request.*
B. Write the Report

1. Right click on the request and select Edit Findings.

2. Right click on the request and select Add Result, select !Requested Analysis/Exam Count from the Result Type menu.
   
   a) Enter a statement regarding the type of analysis that was requested and why no analysis was performed.

3. Click Apply.

4. A Disposition or Conclusion Result Type can also be added if needed depending on the end user’s discipline.

C. The following message to create a destruction request will pop up each time a result is added. Click Yes or No, based on the preferences of the specific laboratory.
D. Once all Result Types have been entered click Close, right click on the request and select Set Milestone. Choose Draft Complete.

| 0008  | Forensic Bio    |
| 0009  | CODIS Letter    |
| 0010  | CODIS Notify    |
| 0011  | Closed Within   |

Request for Analysis Menu
- Add Request
- Edit Request
- Delete Request
- Add Related Request
- Additional Data
- Related Evidence
- Related Offenses
- Related Individuals
- Print Assignment Notification
- Edit Findings
- Reject Findings
- Edit Lab Notes
- Print Final Report
- CC List
- Signatures
- Draft Complete
- Set Milestone
- Show Milestones
- Activities

5 Preferred Practice

Previously issued reports may be referenced by adding a result to the outer packaging for Seized Drugs, DNA, Blood Alcohol and Toxicology for supplemental reports. For other disciplines any reference to a previous report can be added to the requested analysis section.
LIMS-02-13 AMENDED REPORTS

1 Scope

These procedures establish guidelines to standardize the format of amended reports in the Laboratory Information Management System (LIMS). These guidelines apply to general module users, which include Latent AFIS, DM, DNA, Firearms, Forensic Biology, Friction Ridge, Forensic Document Examination and Trace Evidence. For amended reports of request type Blood Alcohol, Seized Drugs, Toxicology and Amended DNA Statistical Reports please refer to: Amended Blood Alcohol, Amended Seized Drugs Reports, Amended Expanded Uncertainty, Amended DNA Statistical Reports, or Amended Toxicology Reports within this manual.

These procedures cover how to create an amended report to correct administrative errors as well as technical errors. Technical errors require a Quality Incident (QI) to be completed.

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. If a section is without a section supervisor, the Lab Manager will issue the amended report.

2 Related Documents

CLS Manual: Laboratory Reports, Letters and Certificates
CLS Manual: Quality Incident (QI) and Quality Action Plan Process (QAP)

3 Policy

The Quality Manager is the designated Administrative Reviewer for amended reports.

4 Instructions

4.1 Documentation of Reason for Amended Report

A. Add the Amended Request as described in the Requests Tab instructions (LIMS-02-07).
   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.
      d) Choose the appropriate Amended Report option for the request (Example: Amended DNA).
      e) Select the Analyst who is to complete the amended report and click OK.

B. Relate the appropriate evidence, including the appropriate submitted evidence containers.
   1. For administrative corrections only relate the submitted evidence container, NOT the itemized evidence.
      Note: For Amended Outsource Notification reports no evidence will be related if the corrections do not pertain to the evidence itself.
   2. For technical corrections relate the appropriate evidence that has the results that need amending.
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 were 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. 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 than what was listed on the submission form.
   f) **Case Information Incorrect from Customer** – Should be checked when case information was incorrect on the submission form and entered into LIMS as such.
   g) **Deviation was not properly communicated** – Should be checked when a deviation from the method was not communicated.
4. Fill out the Explanation/Reason
   a) Write a brief description of the issue and reason for the change. The root cause will need to be documented in the QI if applicable.

![Explanation/Reason](image)

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.
   1. The Hotkey: **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.
         - Address
         - Agency Rep
         - Case Number
         - Secondary – to show additional agencies
         - County
         - Elimination
         - Offense date – use for any offense correction
         - Submission
         - Suspect
         - Victim
         - Deviation
      b) Right click on the Amended Request.
      c) Select Edit Request.
d) **Enter the Trigger word into the Requester Notes field.**

![Image of LIMS interface showing trigger words entered]

**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.**

![Image of General Analytical Module with result type and instrument]

On the original Trace Analysis Laboratory report, the evidence description read “tink top”. This has been corrected to read “tank top.”
3. Technical Corrections (Incorrect or Incomplete Results/Incorrect Disposition or Note).
   
   a) Follow the appropriate section instructions for the user's discipline for entering results.

   Note: If there is both an administrative correction and an evidence or technical correction, the trigger word is still needed for the administrative correction.

4.3 Examples

A. Case Information Correction

<table>
<thead>
<tr>
<th>Submission Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>03 - Box on June 21, 2013 by McCluskey, Mark VIA In Person</td>
</tr>
</tbody>
</table>

| 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. |

<table>
<thead>
<tr>
<th>Original Evidence Description, Results of Analysis and Interpretation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>03 : Box</td>
</tr>
<tr>
<td>03-01-AA : tank top from Moe Greene Pseudonym</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Submission Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>03 - Box on June 21, 2013 by McCluskey, Mark VIA In Person</td>
</tr>
</tbody>
</table>

| 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. |

<table>
<thead>
<tr>
<th>Corrected Evidence Description, Results of Analysis and Interpretation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>03 : Box</td>
</tr>
<tr>
<td>03-01-AA : tank top from Moe Greene (Pseudonym)</td>
</tr>
</tbody>
</table>

On the original Trace Analysis Laboratory report, the evidence description read "tank top." This has been corrected to read "tank top."

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<tr>
<th>Original Evidence Description, Results of Analysis and Interpretation:</th>
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<tbody>
<tr>
<td>03 : Box</td>
</tr>
<tr>
<td>03-01-AA : tank top from Moe Greene Pseudonym</td>
</tr>
</tbody>
</table>

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

1. The Corrected Evidence Description, Results of Analysis and Interpretation section will show 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
LIMS-02-14 CASE REVIEW

1 Scope
These procedures establish guidelines for how to complete technical and administrative review in the Laboratory Information Management System.

2 Related Chapters/Documents
Worklist/Batch Process (LIMS-02-22)
CLS Manual: Review of Laboratory Records

3 Policy
Analysts cannot technically review or administratively review their own work in LIMS.

4 Instructions

4.1 Technical Review
1. Open the case and select the Requests Tab.
2. Review results, worksheets, and other information pertinent to the requested analysis.
3. Review case images.
   a) Right click on the Request.
   b) Select Image Information.
   c) 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.
4. Review the Report
   a) Right click on the Request.
   b) Select Print Final Report.
   c) Select Screen.
5. Update the Milestone to Tech Review.
   a) Right click on the Request.
   b) Select Set Milestone.
   c) Select Tech. Review.
   d) Click Yes.
   Note: Depending on the service, the technical reviewer may need to review the exam count information.

4.2 Administrative Review
1. Open the case and select the Requests Tab.
2. Review Results, any relevant images, and the report (see 4.1 above).
3. Right click on the **Request**.
   a) **Select Set Milestone**.
   b) **Select Admin. Review**.
   c) **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. If a worklist is used, the reviewer can use the Request Batch Updates feature to update the milestones. Refer to the **Worklist/Batch Process** instructions (LIMS-02-22) for guidance.
LIMS-02-15 IMAGING MODULE

1 Scope
These procedures establish guidelines for how to place images into the imaging module which are maintained as part of the case record.

2 Related Documents
CLS Manual: Laboratory Records

3 Policy
A. The annotation tool in the Imaging Module shall not be used. If an image needs to be annotated, annotate prior to insertion into the imaging module.
B. Annotations done in Adobe software are allowed.
C. The case number must be included on every page of the document or image.
D. Images also require case number to be written on each page.

4 Instructions
4.1 Opening the Imaging Module
1. Open the case and select Case from the Justice Trax menu bar and select Image Information or
2. Right click in any of the tabs and select Image Information or
3. Click the Camera Icon in the bottom left hand corner of the screen to open the imaging module.

4. The imaging module is divided into four Headings.
   a) Case Images
   b) Evidence
   c) Individuals
   d) Requests
4.2 Uploading an Image

1. Open the imaging module as described in section 4.1.
   a) *Image Names cannot exceed 50 characters.* If the image name be greater than 50 it will need to be reduced.
   b) *Excel Files cannot be uploaded into the imaging module since they are not compatible.*
   c) *Emails will need to be saved as a PDF prior to being uploaded to the imaging module.* Do Not upload an email directly from one’s email otherwise not all users will be able to open the file.

2. Select Image from the Imaging Menu Bar or

3. Click **Insert New Image Icon** from the imaging tool bar.
   a) Select **Insert New Image**.

   ![Image Interface](Image)

   *Note: If a valid heading or folder is not selected the end user will be prompted with an error and will have to go back and select one before inserting an image.*

   b) Open **File** screen will appear, browse to the appropriate document.
   c) Click **Open** to upload the document into the imaging module.
   d) The document will be annotated with the case number, the date and the electronic signature of who uploaded it in the top left hand corner if the file type is jpg or tif, otherwise it will not be annotated. Other file types (e.g. pdf) will need to be annotated prior to insertion into the imaging module.

4.3 Moving/Deleting an Image

A. Moving an image within the **Same Case**
   1. Select the image that needs to be moved
   2. Click on the Truck icon from the imaging tool bar.
   3. In the Move Image window select the appropriate heading or folder where the image is to be moved too.
   4. Click **Paste Image**. A pop up will indicate that the image was moved successfully.

B. Moving an image to a **Different Case**
   1. Follow steps 4.3.A.1 through 2
      a) *In the Move Image window enter the appropriate case number of where the image is to be moved too.*
      b) *Click Find Case.*
      c) *Select the appropriate heading or folder where the image is to be moved in the new case and click Paste Image.*
C. Deleting an Image

1. Only the person who uploaded the image or the LIMS Administrators are able to delete images from the imaging module.
2. Highlight the image that needs to be deleted.
3. Select Image from the Imaging Menu Bar or
4. Click the Delete Image Icon \(\text{ Delete Image Icon }\) from the imaging tool bar.
   a) Select Delete Selected Image(s).

5. Click Yes to delete the image.

   \textit{Note: Should an image need to be deleted that one did not upload please contact lims\_support@dps.texas.gov.}

4.4 Scanning directly into Imaging Module

A. Canon Scanner

1. Open the Imaging Module as described in section 4.1.
2. Select the appropriate Heading or Folder to scan the image to.
3. Select Scan from the Imaging Menu Bar or
4. Click the Scanner Icon \(\text{ Scanner Icon }\) from the imaging tool bar.
5. Select Scan New Image.
6. Name the image appropriately in the Add New Image window. Image cannot exceed 50 characters.
7. Click Scan.

   \textit{Note: The document will be annotated with the case number, date and the electronic signature of who scanned it into the imaging module and will be uploaded as a tif file.}

B. Fujitsu 7180 Scanner

1. Follow steps 1 thru 6 as described in section 4.4.A.
   a) Select the \textit{PaperStream IP fi-7180 1.7 (32-32)} when prompted to select a source.

   \textit{Note: This will only pop up when the end user first uses the scanner with Indexer or Justice Trax.}
4.5 Uploading into the Imaging Module using Indexer

A. Cannon Scanner
1. Log into Indexer as described in the LIMS Indexer instructions (LIMS-02-17).
   
   Note: Images uploaded using indexer will be uploaded as tif files and will be annotated with the case number, date and the electronic signature of who uploaded it.
2. Click Scan.
3. Double check the advanced settings to make sure they are consistent with the settings as described in the Hardware and Software instructions (LIMS-ADM-06).
4. Click OK.
5. Proceed as described in the LIMS Indexer instructions (LIMS-02-17).

B. Fujitsu 7180 Scanner
1. Log into Indexer as described in the LIMS Indexer instructions (LIMS-02-17).
2. Select Scan.
3. Select the PaperStream IP fi-7180 1.7 (32-32) when prompted to select a source.
   
   Note: This will only pop up when the end user first uses the scanner with Indexer or Justice Trax.
4. Change settings as appropriate (i.e. scanning double sided)
   a) Select Feeder (Both Sides)
5. Proceed as described in the LIMS Indexer instructions (LIMS-02-17).

4.6 Viewing Thumbnails
1. Select the appropriate Header or Folder.
2. Select Image from the Image menu
3. Select View Thumbnails
4. All Images will be displayed in the lower window.
5. Click on an image to view in the upper panel.

4.7 Review History
A. Every time an image is viewed, it is recorded. In the review process it is mandatory to review all images and all the pages.
   
   Note: All pictures have to be viewed in order for milestone to be changed.
B. When the end user has completely reviewed an image, it will appear green within the imaging module where it would have previously shown as red.
C. Select Page from the Imaging Menu to view the review history.

D. Select Show Review History.

E. A list showing who has viewed the image and when will show in the Review History Window

5 Preferred Practice

A. Image names cannot exceed 50 characters.

B. Do not create subfolders within the imaging module. Only use the folders that are provided.

C. Do not annotate within the imaging module. The annotations are not saved to the server, which is where the image is stored long term.

D. After scanning images in, verify that the images have been successfully uploaded to the appropriate location by either opening the imaging module within the case or running one of these two crystal reports:
   1. Images by Case Number or
   2. Images by Date
   3. See the Crystal Report instructions (LIMS-ADM-09) for how to run the crystal reports.
   4. Do not rename the image once it has been entered into the Imaging Module. Ensure that the image name is correct before inserting.

E. When printing an image, choose Print Selected Images to ensure that the upload annotation information appears on the document. Should the annotation be burned to the current page then regardless of choosing Print Selected Images or Print Without Annotation the upload annotation will appear.
LIMS-02-16  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 Chapters

Crystal Reports (LIMS-01-08)

3  Policy

A. The document filename must follow the naming schema as described in section 4.

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:
   a)  Complete Laboratory Case Number~Document Name
   b)  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:
   a)  Complete Laboratory Case Number~BAReport-Request Number
   b)  Example: TES-16-0055~BAReport-0001.pdf
   c)  Typically, about six reports at a time can be attached for upload.
   d)  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. 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-01-08) for guidance.

1. Images by Case Number
2. Images by Date

B. If the file does not appear in case images after 5 minutes email LIMS_Support@dps.texas.gov for assistance.
LIMS-02-17  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 Chapters

Hardware and Software (LIMS-01-05)
LIMS Emailer (LIMS-02-16)

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.

![Image of Start Application tab with Disable the Messaging Interface unchecked]

E. Select **Bates Numbering** tab.
   1. Uncheck Enable Bates Numbering.

![Image of Bates Numbering tab with Enable Bates Numbering unchecked]
F. Select **Filename Generation** tab.
   1. Uncheck Enable Save As Option from the Filename Generation Method section.

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

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

4.3 Printing to Indexer

1. Open Indexer.
2. Click **Log In**.
3. Enter **Username (ACID)** and **Password**.
4. Click **OK**.
5. Print the desired document to Justice Trax Imaging:
   a) Prepare to print the document as usual.
   b) Select the Justice Trax Imaging printer from the printer list.
   c) Click Print.

6. 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.*

7. Click Locate.

8. 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.*

9. Select the Enter Image Name option and enter the appropriate image name in the field. Image names cannot exceed 50 characters.

10. 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.
B. If color images are desired, use LIMS Emailer, as described in the LIMS Emailer instructions (LIMS-02-16) or scan directly into the Imaging Module in LIMS.

C. Image names cannot exceed 50 characters.
LIMS-02-18 STORAGE OF EVIDENTIARY IMAGES IN DIMS

1 Scope
These procedures establish guidelines for the use of FORAY Digital Acquire and FORAY Adams Web software. Digital Acquire allows for the 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
CLS Manual: Evidence Processing

3 Policy
A. Images stored in the LIMS Imaging Module are considered documentation only.
B. It is not necessary for the Friction Ridge and Latent AFIS Sections to itemize evidence image(s) in LIMS because the nature of their casework includes routine entry of evidentiary images in Digital Image Management System (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). Hotkey: 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:

<table>
<thead>
<tr>
<th>Laboratory</th>
<th>Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austin</td>
<td><a href="https://hdgprdcrl4as001/adamsweb/Default.aspx">https://hdgprdcrl4as001/adamsweb/Default.aspx</a></td>
</tr>
<tr>
<td>Garland</td>
<td><a href="https://garprdcrl4as001/adamsweb/Default.aspx">https://garprdcrl4as001/adamsweb/Default.aspx</a></td>
</tr>
<tr>
<td>Houston</td>
<td><a href="https://houprdcrl4as001.tle.dps/adamsweb/Default.aspx">https://houprdcrl4as001.tle.dps/adamsweb/Default.aspx</a></td>
</tr>
<tr>
<td>Lubbock</td>
<td><a href="https://lubprdcrl4as001/adamsweb/Default.aspx">https://lubprdcrl4as001/adamsweb/Default.aspx</a></td>
</tr>
<tr>
<td>Weslaco</td>
<td><a href="https://wesprdcrl4as001/adamsweb/Default.aspx">https://wesprdcrl4as001/adamsweb/Default.aspx</a></td>
</tr>
</tbody>
</table>
1. To search for an image, enter the full case number in the search field.
2. To view the image, select **Info, Thumbnail, or Full** from the top right corner of the screen.
3. To download the image, click **Export** from the toolbar.
LIMS-02-19 ENTRY OF CASE ACTIVITIES

1 Scope
These procedures establish guidelines for how to enter case activities and non-case related activities into Laboratory Information Management System (LIMS).

2 Related Documents
CLS Manual:
- Quality Incident (QI) and Quality Action Plan Process (QAP
- Laboratory Reports, Letters, and Certificates
- Records Requests and Release of Laboratory Records and Information

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 Manager 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 Time Tracker related 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.
   
f) **Court – Electronic Testimony:** used for time spent testifying via an electronic means.
   
g) **Court – Denied Electronic:** Used to record when a court denies the request to testify via an electronic means.

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

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

1. Leave the Department and Service blank.

2. Select Time Tracker from the Activity dropdown menu.

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

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

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

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

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**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-307). This report uses the Completed field to populate correctly.

---

**F. Records Request**

When a records request is received 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
   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

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

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

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

   *Note: The QAP case activity must be added in LIMS prior to the release of the report in order to populate the quality incident disclaimer in the footnote.*

3. Enter the quality incident Tracking ID in the Notes field.

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

5. 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 supplemental activities, it is recommended to only include the reference in a case activity.*

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

I. Deviations

This option is used to enter a reference to any deviation that is used during analysis of the case.

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

2. Select **Deviation** from the Activity dropdown menu.

3. Enter the Deviation Tracking ID in the Notes field.

4. If there is more than one deviation associated with a case, each one should be entered as a separate activity.

5. Attach a copy of the deviation to the Imaging Module (optional).

6. If the deviation affects more than 20 cases, provide the affected case numbers in Excel format to LIMS Support.

J. Evidence Disposition

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.

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

2. Select the activity from the Activity dropdown menu:

   a) **SD – Destruction Orders:** use for destruction orders for evidence that is not toxicological

   b) **BA/TOX – Destruction Orders:** use for BA/TOX destruction orders
3. Select the appropriate sub activity from the Sub Activity dropdown menu:
   a) **Authorization Received**: use to document BA/TOX destruction orders which have not been reviewed for an authorized destruction date
      
      This will be updated to Authorized Destruction date once the form with the authorized destruction date have been reviewed.
   b) **Authorized Destruction Date**: use for all authorization forms or applicable court documents

4. 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.

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

K. 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.

L. Sexual Assault Collection Date (Bio-Warehouse Only)

1. This option is used to record the collected date of non-reported sexual assault kits. This is only applicable to the Bio-Warehouse

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

3. Select **SAK Collection Date** from the Activity dropdown menu.

4. Enter the collection date in the Start and Completed date fields.

5. Add additional notes if necessary.
4.2 Non-Case Related Activities

A. General

1. Select Analysis from the JusticeTrax 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)

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

1. Leave the Service and Department blank.
2. Select Time Tracker from the Activity dropdown menu.
3. Select Administrative from the Sub Activity dropdown menu.
4. Enter the start and end date 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.

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
   i) Review of case file indexing

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

1. Leave the **Service** and **Department** blank.
2. Select **Time Tracker** from the **Activity** dropdown menu.
3. Select **Approved Leave** from the **Sub Activity** dropdown menu.
4. Enter the start and end date in the **Started** and **Completed** fields.
5. Enter the total hours of leave taken in the **Time Spent** field rounded to the nearest half hour.
6. Enter additional information into the **Notes** field, if necessary.

E. CODIS Duties
This option is used to track CODIS duties such as performing uploads every week. This not to be used for Hit tracking.

1. Leave the **Service** and **Department** blank.
2. Select **Time Tracker** from the **Activity** dropdown menu.
3. Select **CODIS Duties** the **Sub Activity** dropdown menu.
4. Enter the start and end date 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.

F. Equipment/Instrument Maintenance
This option is used to track the time spent on instrument and equipment maintenance.

1. Leave the **Service** and **Department** blank.
2. Select **Time Tracker** from the **Activity** dropdown menu.
3. Select **Equip/Instrument Maintenance** from the **Sub Activity** dropdown menu.
4. Enter the start and end date 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.

G. Hours in Casework/Male Screening Preparation/Technician Work
This option is used to track time spent performing casework or bench work. 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.

1. Leave the **Service** blank unless one of the below conditions applies.
   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.

c) Male Screening Preparation must have the Male Screening service selected.

d) Technician Work (DNA/Forensic Biology) used when performing the male screening process and will not be issuing a report and for performing review of the male screening process and DNA batch paperwork (does not include technical review of interpretation and reports).

2. Select Hours in Casework from the Activity dropdown menu or Male Screening Preparation.

3. Enter the start and end dates in the Started and Completed fields.

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

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

H. Hours in Evidence Duties

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.

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

2. Leave the Service blank.

3. Select Hours in Evidence Duties 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.

I. Internal DPS Meetings

This option is used to track the time spent in internal meetings such as, lab meetings, section meetings, statewide meetings and advisory board meetings.

1. Leave the Service and Department blank.

2. Select Time Tracker from the Activity dropdown menu.

3. Select Internal DPS Meetings from the Sub Activity dropdown menu.

4. Enter the start and end date 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 including travel time.

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

J. Method Development/Validation

This option is used to track the time spent on method development and validation studies.

1. Leave the Service and Department blank.

2. Select Time Tracker from the Activity dropdown menu.

3. Select Method Development/Validation from the Sub Activity dropdown menu.
4. Enter the start and end date 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.

**K. Ordering Duties**

This option is used to track the time spent on purchasing. This would include inventory time for ordering purposes and CAPPS Financials time.

1. Leave the **Service** and **Department** blank.
2. Select **Time Tracker** from the **Activity** dropdown menu.
3. Select **Ordering Duties** from the **Sub Activity** dropdown menu.
4. Enter the start and end date 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.

**L. Overtime (Analysts/Managers/Supervisors)**

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.

1. Leave the **Service** blank.
2. Select **Overtime** from the **Activity** dropdown menu.
3. Enter the start and end dates in the **Started** and **Completed** fields.
4. Enter the total number of overtime hours worked in the **Time Spent** field rounded to the nearest half hour.
5. Enter additional information into the **Notes** field, if necessary.

**M. Overtime – System (System Employees)**

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.

1. Leave the **Department** and **Service** blank.
2. Select **Overtime - System** from the **Activity** dropdown menu.
3. Enter the start and end dates in the **Started** and **Completed** fields.
4. Enter the total number of overtime hours worked in the **Time Spent** field rounded to the nearest half hour.
5. Enter additional information into the **Notes** field, if necessary.
N. QA Duties

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, proficiencies and safety inspections.

1. Leave the **Service** and **Department** blank.
2. Select **Time Tracker** from the **Activity** dropdown menu.
3. Select **QA Duties** from the **Sub Activity** dropdown menu.
4. Enter the start and end date 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.

O. QC Duties

This option is used to track time spent making reagents for testing.

1. Leave the **Service** and **Department** blank.
2. Select **Time Tracker** from the **Activity** dropdown menu.
3. Select **QC Duties** from the **Sub Activity** dropdown menu.
4. Enter the start and end date 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.

P. Records Program Duties

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.

1. Leave the **Service** and **Department** blank.
2. Select **Time Tracker** from the **Activity** dropdown menu.
3. Select **Records Program** from the **Sub Activity** dropdown menu.
4. Enter the start and end date 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.

Q. Training – Internal

This option is used to track time spent attending or teaching internal classes or training within DPS (including travel time).

1. This activity can be used by trainers providing training to others in the lab.
2. This activity can be used for those who may proctor tests.
3. Do not include time spent supervising case work if that time is already entered under the **Mentor – Supervised Casework** activity.

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

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

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

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

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

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

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

R. **Training – External**

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.

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

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

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

4. Enter the start and end dates of the training 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 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.

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

S. **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.

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

### 4.3 Viewing/Editing/Deleting Activities

1. Select **Analysis** from the JusticeTrax 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.
LIMS-02-20 CASE MESSAGES

1 Scope
These procedures establish guidelines for how to enter a case message, which is visible to all who view the case. Case messages are not considered part of the case record. They are temporary messages that alert the end user to a special circumstance, such as an upcoming court date, release restrictions, special handling, etc.

2 Related Chapters
Case Activities (LIMS-02-19)

3 Policy
Phone calls, emails, etc. will not be placed in case messages and should be placed in Case Activities.

4 Instructions
1. Open the Case and select the Case Info tab.

2. Right click in the General Info section and select Case Message in Case Info Menu.
   a) Type the Case Message.
   b) Click OK

3. This message will appear for all users at the bottom of the case. It is visible in all of the available tabs for the case. (See examples below.)
5 Preferred Practice

Any correspondence with the case agency should not be placed in case messages. **Case Activities** will be used to document correspondence.
LIMS-02-21 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
1. Select Utilities from the Justice Trax menu bar.
2. Select Autotext File.
   a) 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.
   b) The list of abbreviations can be printed by selecting the print icon in the lower middle area of the window.

4.2 Using Autotext/Hotkeys
1. Type the abbreviation.
2. Press the F3 key.
3. 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.
LIMS-02-22  WORKLISTS/BATCH PROCESS

1  Scope
These procedures establish guidelines for how to create a worklist in LIMS. Creating a worklist allows the analyst to group all of their samples for the same analysis together and to update the status all at once. The worklist also facilitates entering results, allowing the analyst to go from sample to sample entering results without having to continually close and open cases individually.

2  Related Chapters
Barcode Labels (LIMS-02-24)
Requests Tab instructions (LIMS-02-07)
Blood Alcohol Workflow (LIMS-12-01)

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 Requests Tab instructions (LIMS-02-07)
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-02-24) 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.

<table>
<thead>
<tr>
<th>Case #</th>
<th>Individual</th>
<th>Evid #</th>
<th>Evidence</th>
<th>Location</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>TES-15-0066-0001</td>
<td>QUALITY ASSURANCE</td>
<td>01</td>
<td>DPS Blood (Blood)</td>
<td>Alcohol Content</td>
<td></td>
</tr>
<tr>
<td>TES-15-0066</td>
<td>Test 1, Test</td>
<td>04-01</td>
<td>gray tip tube (Blood)</td>
<td>Alcohol Content</td>
<td></td>
</tr>
<tr>
<td>TES-15-0067-0001</td>
<td>QUALITY ASSURANCE</td>
<td>01</td>
<td>DPS Blood (Blood)</td>
<td>Alcohol Content</td>
<td></td>
</tr>
<tr>
<td>TES-15-0067</td>
<td>Test 2, Test</td>
<td>04-01</td>
<td>gray tip tube (Blood)</td>
<td>Alcohol Content</td>
<td></td>
</tr>
<tr>
<td>TES-15-0068-0001</td>
<td>QUALITY ASSURANCE</td>
<td>01</td>
<td>DPS Blood (Blood)</td>
<td>Alcohol Content</td>
<td></td>
</tr>
<tr>
<td>TES-15-0068</td>
<td>Test 3, Test</td>
<td>04-01</td>
<td>gray tip tube (Blood)</td>
<td>Alcohol Content</td>
<td></td>
</tr>
<tr>
<td>TES-15-0069-0001</td>
<td>QUALITY ASSURANCE</td>
<td>01</td>
<td>DPS Blood (Blood)</td>
<td>Alcohol Content</td>
<td></td>
</tr>
<tr>
<td>TES-15-0069</td>
<td>Test 4, Test</td>
<td>04-01</td>
<td>gray tip tube (Blood)</td>
<td>Alcohol Content</td>
<td></td>
</tr>
<tr>
<td>TES-15-0070-0001</td>
<td>QUALITY ASSURANCE</td>
<td>01</td>
<td>DPS Blood (Blood)</td>
<td>Alcohol Content</td>
<td></td>
</tr>
<tr>
<td>TES-15-0070</td>
<td>Test 5, Test</td>
<td>04-01</td>
<td>gray tip tube (Blood)</td>
<td>Alcohol Content</td>
<td></td>
</tr>
</tbody>
</table>

I. Close the worklist print preview page and if applicable select the appropriate instrument. (BA Only)
4.2 Entering Results

1. Select Request Batch Updates from the Analysis menu.
2. Scan the Worklist Barcode into the yellow field.
3. Select Findings Entered from the Milestone dropdown.
4. 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.

   a) 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.

   b) 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.

   **Note:** See your disciplines workflow instructions for assistance adding results.

   c) Continue down the worklist until the results for all samples have been entered.

5. Click OK and click Yes to Confirm Update all requests will be updated to the milestone Findings Entered.
6. For technical and administrative reviewer to use Request Batch Updates the analyst must provide the worklist for the reviewer.

4.3 Reprint Worklist

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

   a) Enter the Worklist ID in the Worklist ID field or

   b) Enter the Case Number of one of the requests on the worklist as well as the Request number in the appropriate fields.

   c) Click Print.
4.4 Batch Update Process

1. Select Request Batch Updates from the Analysis menu.
2. Scan the worklist barcode into the yellow field.
3. Select the appropriate Milestone from the Milestone dropdown.
4. Select all of the requests in the worklist to be updated using the blue arrows, then click OK.
5. 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)
LIMS-02-23 CARBON COPIES (CCs)

1 Scope

These procedures establish guidelines for how to set up default carbon copy lists for the distribution of final reports to agencies as well as carbon copies for specific requests. A default CC list can be set up for each agency, which can include multiple agencies and recipients. The CCs can be associated with specific departments as well as all departments.

2 Related Documents

None

3 Policy

None

4 Instructions

4.1 Carbon Copy on the Request

1. Select the Requests Tab and right click on the Request.
2. Select CC List on the Request for Analysis Menu.
3. Click the plus sign.
4. Select the appropriate **Agency** and appropriate **Agency Rep** on the **Add Final Report Receipt** pop up.

![Add Final Report Receipt](image)

5. Click **Add** and then **Close**.

### 4.2 Removing a CC

Open the **CC list** as described above, select the appropriate **Agency Rep** from the **CC List** and then click the **x** and then **Close**.

### 4.3 Agency Default CCs

A. Default CCs are added to the lab of whoever is adding the CCs, so if they need to be added to multiple labs LIMS_Support will have to be contacted.

1. Click Administration from the menu bar and select Add Agency / Representative.
2. Select the appropriate **Agency** and click on the Three Paper Icon.

![Add Agency/Representative](image)

3. Select the appropriate **Department** that needs the CC. If the CC is for **all departments** leave *All Departments* highlighted.
5. Once all CCs have been added and can be viewed in the **Default CC List** window click **Close**.
6. To remove a CC access the list as described above, then highlight the appropriate name and click the \[x\] and then Close.

![Screen capture of Agency List and Default CC List](image)

**B. Default CCs are NOT retroactive.** They will not be added to any pre-existing requests.

*Note: Should an agency representative become inactive and they are currently default CCs, they will remain a default CC on all pre-existing cases unless they are removed from the CC list before they are set to inactive.*

5 **Preferred Practice**

Prior to releasing a report check that the requesting representative has a valid email address otherwise the final report will not be mailed to the Carbon Copies.
LIMS-02-24  BARCODE LABELS

1  Scope
These procedures establish guidelines for 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
CLS Manual: Submission and Receipt of Evidence

3  Policy
None

4  Instructions

4.1 Evidence Barcodes

1. Select the appropriate item of evidence.
2. Click on the barcode icon to the right of the Evidence No.
3. Select Generate to print a barcode for that item of evidence.
   a) Select PROD Evidence Label from the Label Definition dropdown.
   b) Select the correct Wasp printer from the Selected Printer dropdown.
   c) Select the amount of labels to print in the Number of Labels to Print box.
   d) Click OK.
4. Select Register when a barcode is already provided and only needs to be associated with the evidence.
5. Only LIMS Support can Delete-Unregister barcodes. 
   Note: contact LIMS Support at LIMS_Support@dps.texas.gov.

B. 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

1. Right Click on the Request.
2. Select Edit Request.
3. Select the Barcode icon in the lower right hand corner of request screen.
   a) Select the Standard Request Label from the Label Definition menu.
   b) Select correct wasp printer from the Selected Printer dropdown.
   c) Select the amount of labels to print in the Number of Labels to Print box.
   d) Click OK.

4.3 Submission Labels

A. 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.


C. Select PROD Submission Form Label from the Label Definition dropdown.

D. 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-02-25 MARKING REQUESTS AS DISTRIBUTED

1 Scope
These procedures establish guidelines for how to mark requests as distributed. This can be used as confirmation that a final report was successfully issued to the agency.

2 Related Chapters/Documents
Crystal Reports (LIMS-01-08)
CLS Manual: Laboratory Reports, Letters, and Certificates

3 Policy
A. Reports will be routinely issued following administrative review by e-mail to valid addresses provided by the submitting officer or agency, which may include authorized submitting officers, investigators, agencies, or their designee. Additional copies of reports may be distributed upon request from the customer.

B. Only secure and valid agency email addresses, such as those ending in .gov or .edu, may be used. DPS will not routinely send reports to public domain email addresses such as Gmail, yahoo, or other internet providers.

C. In the event that an email address is invalid or unavailable, the report will be distributed to the customer by mail, fax, or in person.

4 Instructions
4.1 Requests to Be Marked as Distributed
A. Select Administration from the Justice Trax menu bar
   1. Select Crystal Reports.
   2. Select Generate Reports.
   3. Select the Requests to be Marked as Distributed report.
      a) Click Print and a pop-up will appear, select Screen.
      Note: For quicker access the user can select the crystal report icon from the Justice Trax toolbar
      b) Select the appropriate Laboratory
      c) Select the appropriate Date and click OK.
4. A crystal report will open showing all the requests that were released that day with the following information:
   a) Case Number
   b) Agency Case Number
   c) Request Type
   d) Request Barcode

5. Print the Report
   
   *Note: The report is sorted by Agency Case Number*

   ![Crystal Report Example]

6. Compare the reports on the list to the Crime Lab Inbox
   a) Sort the Inbox by day.
   b) Sort by attachments.
   c) The order should match that of the crystal report.
   d) Check off all of the ones that match using the check box next to the Case Number.
   e) Mark the ones undeliverable as such.

4.2 Marking Requests as Distributed

1. Select Analysis from the Justice Trax menu bar.
2. Select Mark Requests as Distributed.

   ![Justice Trax Menu]

   *Note: For quicker access to the Distribute Reports screen click on the Postal Envelope from the Justice Trax Toolbar.*
3. The **Distribute Reports** screen will pop up.

4. Using the **Requests to Be Marked as Distributed** crystal report, scan the **Request Barcodes** of the completed reports into the yellow field.

5. Click **Close**.

   \textit{Note: Double check scanned items to make sure that all of them were barcoded successfully.}

4.3 Auditing Requests

A. Once a week print out the **Reports Not Marked as Distributed** crystal report. This is a good check to see which reports need to be mailed to the agency and which agency emails are no longer valid.

B. Select **Administration** from the Justice Trax menu bar

   1. Select **Crystal Reports**.
   2. Select **Generate Reports**.
      
         a) Select the **Requests Not Marked as Distributed** report.
         
         b) Click **Print**. The **Print destination** Pop-Up will appear. Select **Screen**.
            
            i. Select the appropriate **Laboratory**.
            
            ii. Select the appropriate **Date Range**.

3. A crystal report will open showing all the requests that have not been distributed within the date range entered. The report includes the following information:

   a) **Case Number**
   b) **Distributed?**
   c) **Agency Case Number**
   d) **Request Type**
   e) **Request Barcode**

4. **Print** the report.
C. The reports associated with these requests will have to be printed and mailed to the agency representative and any corresponding carbon copies associated with that request since the report was undeliverable via email.

D. Once the report has been mailed; use the barcode to mark the requests as distributed. 

   **Note:** Recommend writing a case activity that explains that the report was mailed out by hand.

![Requests Not Marked as Distributed](image)

### Preferred Practice

None
LIMS-02-26 OUTSOURCING EVIDENCE TO EXTERNAL AGENCIES

1 Scope

These procedures establish guidelines for outsourcing cases to a non-DPS agency and provide the laboratory with tracking and metrics information and must be followed.

The instructions are divided into disciplines: Seized Drugs, Forensic Biology, and Toxicology. The evidence that is outsourced may be returned directly to the submitting agency by the outsourcing agency, or returned back to the appropriate DPS laboratory.

2 Related Chapters/Documents

Crystal Reports (LIMS-01-08)
Requests Tab (LIMS-02-07)
CLS Manual: Submission and Receipt of Evidence

3 Policy

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

4 Instructions

4.1 Seized Drugs

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 an Outsource Request, as described in the Requests Tab instructions (LIMS-02-07).
   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 Hotkey: 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 one of the following Hotkeys:

**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 NMS Forensic Client Support, 866-522-2216 or Forensics@nmslabs.com and reference account number 20152.

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

**OUT4**

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

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 [Laboratory Contact] at [Phone Number/Email].

Upon receiving your analyzed evidence back from [Laboratory], you may discard any additional layers of packaging.”

**OUT5**

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

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 [Laboratory Contact] at [Phone Number/Email].

Upon receiving your analyzed evidence back from [Laboratory], 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 Outsource 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.

   a) Evidence being outsourced to the Dallas location will be transferred to the NMS Outsource DFW location.
b) Evidence being outsourced to the Pennsylvania location will be transferred to the NMS Outsource location.

c) Pending shipments will be transferred to the NMS Pending Shipment locations. Each lab will have three NMS Pending Shipment locations.

i. Evidence will be transferred in groups of 100 or less to one of the three locations, to facilitate with creation of the manifest ahead of time for NMS. The pending locations will have the Pennsylvania address populate on the Manifest.

2. Generate the **NMS Manifest Form** from the Crystal Report menu, as described in the **Crystal Reports** instructions (LIMS-01-08).

   a) Select the appropriate laboratory.

   b) Enter the appropriate NMS Location.

   c) Print the report.

      i. To generate the manifest form the technician will barcode the pending storage location to the appropriate NMS Outsource location.

      ii. Print Manifest, then scan the NMS Outsource location back to pending if it is going to be shipped at a later date.

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

4. Go to [www.FedEx.com](http://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 CLS policy.

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 CLS policy.

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 an Outsource Request, as described in the Requests Tab instructions (LIMS-02-07).
   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 appropriate statement or use Hotkey: RFB “Screen for Biological Evidence.” or RDNA “Perform Forensic DNA Analysis.”
         Note: Hotkey RBIOLOGY also results in the same statement as the RFB Hotkey.
   g) Click Apply.
   h) Add a !Conclusion result to the service.
      i. Enter the following statement or use one of the following Hotkeys:

         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.

         Please note that trace evidence analysis may be beneficial to this case. If analysis of trace evidence is necessary, please contact your local Texas Department of Public Safety Crime laboratory.”
DNA (prescreened by DPS): **OUT6**
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.

**DNA Non-CODIS Labs: BROUT1**

“This case has been outsourced to [vendor name] for purposes of [Forensic Biology/DNA] analysis at no cost to your agency. A report will be issued directly to your agency from the vendor laboratory that contains results of the analysis and instructions regarding the disposition of evidence. If DNA data is generated, it will be provided by the vendor laboratory to the DPS Crime Laboratory for evaluation for Combined DNA Index System (CODIS) entry. Your agency will be notified if any CODIS entries have been made.”

**DNA CODIS Labs: BROUT2**

“This case has been outsourced to [vendor name] for purposes of [Forensic Biology/DNA] analysis at no cost to your agency. A report will be issued directly to your agency from the vendor laboratory that contains results of the analysis, instructions regarding the disposition of evidence, and information regarding any Combined DNA Index System (CODIS) entries.”

**ii. Click Apply.**

B. Evidence

1. Pull the appropriate evidence and transfer to the appropriate **Outsource** storage location.
   
   **Note:** The Batch Worklist can be used to create a list of evidence with the locations.

2. **UNT Outsourcing**
   
   a) Generate the **UNT Manifest Form** from the Crystal Report menu, as described in the **Crystal Reports** instructions (LIMS-01-08)
   
   i. Select the appropriate laboratory.
   
   ii. Print the report.

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

   c) Place the original **UNT Manifest Form** printout in the shipping container along with the evidence.

   d) 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.

   e) **UNT** takes complete ownership of the case and will handle the return of the evidence to the appropriate agency


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

4. Follow the prompts on the website.
5. Transfer the evidence to the **DNA OUTSOURCE** agency representative for the appropriate agency.
   
   a) Select **FedEx** from the **VIA** dropdown menu.
   
   b) Include the FedEx tracking number in the **Note** field.

### 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. Create an Outsource Request, as described in the **Requests Tab** instructions (LIMS-02-07).

2. Right click on the **Outsource** request and select **Edit Request**.
   
   a) Select **Outsource (TOX)** from the **Tracking** dropdown menu.
   
   b) Enter the following statement or use the Hotkey: **TO26** in the **Assignor Notes Field**:
      
      > “Further analysis for [drug name] will be completed by [Laboratory].
      
      The Texas Department of Public Safety has been provided with funding to outsource cases pending toxicology analysis. The analysis will be conducted at [Laboratory].
      
      This case has been closed without further analysis by the Texas Department of Public Safety. The evidence will be forwarded to the [Laboratory] in [Location]. 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 [Laboratory Contact] at [Phone Number/Email].”
   
   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** Hotkey note will be changed to “**Additional analysis**” as opposed to “Further analysis”.

3. 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.

4. If there are multiple specimens for a specific case, flag the folder so the outsourcing agency can be notified.

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

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

7. Do not remove the folder card.

8. Scan the Folder to Tox Outsource Pending.
9. 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 the outsourcing agency can be notified that their report will only be mailed.

10. Scan the Folder to Tox Outsource Ready.

11. Generate the Toxicology Outsourcing Report from the Crystal Report menu, as described in the Crystal Report instructions (LIMS-01-08) and compare to Outsourced Agency Manifest.
   a) Add the drug categories for testing to the 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.

12. Scan folders to Tox Outsource Sent box.

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 Manifest to Agency.

3. Ensure that the evidence to be transferred appears on the 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, agency representative in the 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 Manifest Form printout in the shipping container along with the evidence.

8. Store a copy of the 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

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 with CLS policy.

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 CLS policy.

7. Discard the white box.

D. Return/retain the evidence as usual.
LIMS-02-27 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 Chapters
Crystal Reports (LIMS-01-08)

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

4 Instructions

4.1 Shipping
1. 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-01-08) for guidance.
2. Scan the folders to the Neubus Digital Archiving storage location.
3. 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.
4. Place the folders in appropriate boxes.
5. Follow the instructions from the outsourcing agency.
6. 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
1. 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-01-08) for guidance.
2. Scan the folders to the Folder Contents Migrated into LIMS storage location.
3. 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.
1. Rename the files by adding an email address and timestamp to the filename of each document.
2. Upload the files into LIMS.
3. Verify 10% of cases to make sure they uploaded correctly and store the documentation of verification on SharePoint.
   a) Use the Images by Date crystal report to aid in verification of the files being uploaded. See the Crystal Report instructions for assistance (LIMS-01-08).

### 4.4 Disposition of Folders and DVDs

1. Shred the folders once LIMS has uploaded the case files from the DVDs into LIMS.
2. Label the DVDs as a convenience copy and store within the laboratory. The DVDs will not be tracked in LIMS.

### 5 Preferred Practice

None
LIMS-02-28 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
   Ex. HOU-1601-NCS

C. LIMS will track all the cases in a separate document on SharePoint.

D. Depending upon the use of the cases, there may be a NCS case issued for each month.

E. 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.
LIMS-02-29 STATEMENT OF QUALIFICATIONS AND DISCLOSURE FORM

1 Scope
These procedures establish guidelines for how to fill out the Statement of Qualifications (SOQ) form and the Disclosure Form (DF).

2 Related Documents
CLS Manual: Forensic Disclosure and Compliance Policy

3 Policy
It is the employee’s responsibility to disclose all qualifying incidents as per CLS.

4 Instructions
4.1 Opening the Web Page
1. Open the webpage by typing the SOQ URL https://limsutilities.tle.dps/ in the search bar in either Internet Explorer or Firefox
2. Users must enter their ACID for username and their TLE Password
3. Click Login
4. The screen will display the user profile and various SOQ tabs.
   Note: Those who approve DFs homepage will be the approvals page.
5. To make changes to the profile, select update next to Profile, update name and/or title click Submit.
4.2 Disciplines

Select the Disciplines tab. Any fields with asterisks are required in order for the **Add** button to become active.

1. Fill in the dropdowns to add a Discipline
   
   a) **Click on the** button under **Discipline**
   
   b) **Choose the discipline from the drop down**
   
   c) **Click on the** button under **Category of Testing**
   
   d) **Choose the category from the drop down**
   
   e) **Click on the** button under **Status**
   
   f) **Choose the status from the drop down**
      
      i. **Training:** Individual will enter all the areas that they are trained in, but not currently testing.
      
      ii. **Testing:** Individual will enter all areas that where they are currently performing testing.
      
      iii. **Certified:** Breath Alcohol analysts only
   
   g) **Click on Add**

2. Repeat steps a through g for all Forensic Categories and disciplines in which the analyst currently performs testing or is trained.

3. To update the discipline, choose the update button.

4. For **Status**, choose the appropriate update. In this example, the update will be from **Testing** to **Trained**.
   
   a) **Click on Update. The success pop up will appear in the upper right hand corner of web page**
5. Should a category and discipline be entered in error, click in the discipline column and click **remove**.
   
a) The pop up **Remove Category of Testing** will appear.

b) Click **Remove Category of Testing** or click **Cancel** to return without removing the selected **Discipline** entry.

6. If an individual is no longer performing testing, they must update that discipline/category and enter it as trained or certified.
   
   **Note:** If something is entered as both testing and trained it will default to show that the individual 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. Any fields with asterisks are required in order for the **Add** button to become active. **The order in which they are entered is the order they will appear on the SOQ.**

1. Click on the **Education** tab

2. Enter the **Name** of the institution in the **Institution** field. Upon typing an entry, a list of Universities will appear to choose from. Choose appropriate University.

3. Enter the **field of study** in the **Major** field. Upon typing an entry, a list of majors will appear to choose from.

4. Enter the **Degree** earned in the **Degree** field. If no degree was earned, enter **None**.

5. Enter the **Start Date** and **End Date** of attendance in the **Start** and **End Date** fields.

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**Effective Date:** 5/11/2020

**Issued by:** System Quality Manager

*Printed copy is uncontrolled. Refer to electronic copy for current version.*
a) **Under Start Date**
   i. Click on the button by Month
   ii. Choose the month from the drop down
   iii. Enter the year in YYYY format

b) **Under End Date,**
   i. Click on the button by Month
   ii. Choose the month from the drop down
   iii. Enter the year in YYYY format

c) Leave the End Date blank if the education is current.

6. Click on the Add button. The success pop up will appear in the upper right hand corner of web page

7. Repeat steps 1 through 6 for all Institutions in which the individual attended.

8. To update education, choose the update button.
   a) Make updates to appropriate fields.

   ![Update Education](image)

   b) Click on Update. The success pop up will appear in the upper right hand corner of web page

9. To remove education, choose the remove button.
   a) The pop up Remove Education will appear. Click Remove Education or click Cancel to return without removing the selected education entry.

   b) The success pop up will appear in the upper right hand corner of web page

### 4.4 Training

Enter formal coursework, conferences, workshops, in-service, and any other applicable training including past forensic related positions. Any fields with asterisks are required in order for the Add button to become active.

1. Click on the Training tab
2. Enter the **Training Title** in the **Course Title** field. Upon typing an entry, a list of courses will appear to choose from or a custom course can be added. 

   *Note: This field is only 64 characters long.*

3. Enter the **Source of the training** in the **Source** field. Upon typing an entry, a list will appear to choose from or a custom course can be added. 

   *Note: This field is only 64 characters long.*

4. Enter the **Start Date** in the **Start Date** field. 

   a) **Under Start Date**

      i. Click on the button by Month

      ii. Choose the **month** from the drop down

      iii. Enter the **year** in YYYY format.

5. Enter the **Time Spent** in the **Time (Hrs)** field.

6. Click on the **Add** button. The success pop up will appear in the upper right hand corner of web page

7. Repeat steps 1 through 6 for all trainings in which the analyst attended.

8. To update **training**, choose the update button. 

   a) **Make updates to appropriate fields.**

   b) **Click on Update.** The success pop up will appear in the upper right hand corner of web page

9. To remove **training**, choose the remove button. 

   a) **The pop up Remove Training will appear. Click Remove Training or click Cancel to return without removing the selected training entry.**

   b) **The success pop up will appear in the upper right hand corner of web page**

### 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. Any fields with asterisks are required in order for the **Add** button to become active.

1. Click on the **Testimony** tab

2. Enter the Category or Discipline in the **Category field**
3. Enter the Number of times testified in the Times field
4. Enter the Year of First Testimony in the Period field
   a) Enter the year in YYYY format.
5. Click on the Add button. The success pop up will appear in the upper right hand corner of web page
6. Repeat steps 1 through 5 for all categories in which the analyst testified.
7. To update testimony entry, choose the update button.
   a) Make updates to Period Since or Times Testified. Forensic Biology was utilized in the example below:

   ![Update Testimony]

   b) Click on Update. The success pop up will appear in the upper right hand corner of web page
8. To remove testimony, choose the remove button.
   a) The pop up Remove Testimony will appear. Click Remove Testimony or click Cancel to return without removing the selected testimony entry.
   b) The success pop up will appear in the upper right hand corner of web page

### 4.6 Certifications

List Forensic Licenses and Certifications held the issuing body, and the effective dates. Any fields with asterisks are required in order for the Add button to become active.

1. Click on the Forensic Certifications tab

   ![Certifications]

2. Enter the Certificate in the Certificate or License Field.
3. Enter the Issuing Body in the Issued by field.
4. Enter the Start Date and End Date of attendance in the Start and End Date fields.
   a) Under Start Date
      i. Click on the button by Month
      ii. Choose the month from the drop down
      iii. Enter the year in YYYY format
b) **Under End Date,**
   
   i. Click on the button by Month
   
   ii. Choose the month from the drop down
   
   iii. Enter the year in YYYY format
   
   c) Leave the End Date blank if the Certificate or License is current.

5. Click on the Add button. The success pop up will appear in the upper right hand corner of web page

6. Repeat steps 1 through 5 for all Forensic Licenses and Certifications in which the analyst was certified or licensed.

7. To update **certificate or license,** choose the update button.
   
   a) Make updates to appropriate fields.

   ![Update Forensic Certification](image)

   b) Click on Update. The success pop up will appear in the upper right hand corner of web page

8. To remove **certificate or license,** choose the remove button.
   
   a) The pop up **Remove Forensic Certification** will appear. Click **Remove Certification** or click **Cancel** to return without removing the **certificate or license** entry.

   b) The success pop up will appear in the upper right hand corner of web page

4.7 **Affiliations**

List professional organizations for which the individual is or has been a member. Indicate any offices or other positions held and the date of the activity. Any fields with asterisks are required in order for the Add button to become active.

1. Click on the **Affiliations** tab

   ![Affiliations Tab](image)

2. Enter the Organization in the **Organization** Field.

3. Enter the duration of the organization in the **Period** field as YYYY –YYYY
4. Enter the **Position Held/Activities** in the **Activities** field

5. Click on the **Add** button. The success pop up will appear in the upper right hand corner of web page

6. Repeat steps 1 through 5 for all organizations in which the analyst was affiliated with

7. To update the **affiliation**, choose the update button.
   a) **Make updates to appropriate fields.**

   ![Update Affiliation](image)

   b) **Click on Update.** The success pop up will appear in the upper right hand corner of web page

8. To remove **affiliation**, choose the remove button.
   a) The pop up **Remove Affiliation** will appear. Click **Remove Affiliation** or click **Cancel** to return without removing the selected **affiliation** entry.
   b) The success pop up will appear in the upper right hand corner of web page

### 4.8 Employment

Enter all Employment for scientific or technical positions held, particularly those related to forensic science here. Be sure to indicate employer and give a brief summary of principal duties and tenure in each position. **List the current position first.** Any fields with asterisks are required in order for the **Add** button to become active.

1. Click on the **Employment** tab

![Add Employment](image)

2. Enter the **Job Title** in the **Job Title** Field.

3. Enter the **Employer** in the **Employer** field.
4. 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.

   a) **Under Start Date**
      i. Click on the button by Month
      ii. Choose the **month** from the drop down
      iii. Enter the **year** in YYYY format

   b) **Under End Date,**
      i. Click on the button by Month
      ii. Choose the **month** from the drop down
      iii. Enter the **year** in YYYY format

   c) Leave the **End Date** blank if the employment is current.

5. Describe applicant employment duties in the **Employment Duties** Field.

6. Click on the **Add** button. The success pop up will appear in the upper right hand corner of web page

7. Repeat steps 1 through 6 for all scientific or technical positions in which the analyst was employed.

8. To update employment, choose the update button.

   a) Make updates to appropriate fields.

   b) Click on **Update.** The success pop up will appear in the upper right hand corner of web page

9. To remove employment, choose the remove button.

   a) The pop up **Remove Employment** will appear. Click **Remove Employment** or click **Cancel** to return without removing the selected Employment entry.

   b) The success pop up will appear in the upper right hand corner of web page
4.9 Other Qualifications

A. May include:

1. All personal certifications identifying the issuing organization and the dates;
2. All scientific publications and/or presentations that have been authored or co-authored by the individual;
3. Research in which the individual has been involved;
4. Academic or other teaching positions;
5. Any other information which considered relevant to the individual’s qualifications.

B. Any fields with asterisks are required in order for the Add button to become active. The order in which they are entered are how they will appear on the SOQ.

1. Click on the Other Qualifications tab

2. Select the appropriate Category from the Category drop down.
   a) Award
   b) Certification
   c) Other
   d) Publication
   e) Presentation
   f) Research
   g) Teaching

3. Enter the Details of the category selected in the Details field.

4. Click on the Add button. The success pop up will appear in the upper right hand corner of web page.

5. Repeat steps 1 through 4 for all qualifications not listed in any of the other tabs.

6. To update qualification, choose the update button.
   a) Make updates to appropriate fields.
   b) Click on Update. The success pop up will appear in the upper right hand corner of web page.
7. To remove other qualification choose the remove button.
   a) The pop up Remove Other will appear. Click Remove Other or click Cancel to return without removing the selected qualification entry.
   b) The success pop up will appear in the upper right hand corner of web page

4.10 Disclosure

List any incidents requiring disclosure for the indicated employee. Any fields with asterisks are required in order for the Add button to become active.

A. If there are no disclosures None will be entered.

B. For entries of None the Tracking number will not be required. None will be entered in the description and the start date will be the employee’s laboratory start date.

   Note: If none is entered in a field other than Type of Incident the report will not populate correctly.

1. Click on Disclosure in the local navigation area of the web page.

2. Enter the Tracking Number in the Tracking Number field.

3. 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.

4. 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.

5. Enter details of the incident/resolution in the Description of Incident/Resolution field.

6. Click on the Add button. The success pop up will appear in the upper right hand corner of web page

7. Repeat steps 1 through 6 for all disclosures of the indicated employee.
8. To update Disclosure, choose the update button.
   a) Make updates to appropriate fields.
   
   ![Update Disclosure Form]

   b) Click on Update. The success pop up will appear in the upper right hand corner of web page

9. To remove the disclosure choose the remove button.
   a) The pop up Remove Disclosure will appear. Click Remove Disclosure to continue or click Cancel to return without removing the selected disclosure.
   b) The success pop up will appear in the upper right hand corner of web page

4.11 Quality Manager Approval

Only Quality Managers or designees can approve disclosure entries. Any fields with asterisks are required in order for the Add button to become active.

1. Open the application as stated in section 4.1.

2. Once logged in, the screen should be displaying any and pending approvals.

   ![LIMS Utilities]

3. Select Review to approve, update or remove a disclosure event.
   a) If the disclosure needs to be update, update the field that needs to be changed once a field is changed the Update button will become active.
   b) Click Update. The success pop up will appear in the upper right hand corner of web page
4. To remove a disclosure event select **Enable Remove Disclosure Button** to enable the **Remove** button.
   a) The pop up **Manager Remove Disclosure Confirmation** will appear. Click **Remove Disclosure** or click **Cancel** to return without removing the selected Disclosure entry.
   
   ![Manager Remove Disclosure Confirmation](image)

   b) Click **Remove Disclosure**. The success pop up will appear in the upper right hand corner of web page

5. To approve a disclosure event select **Enable Approve Disclosure Button** to enable the **Approve** button.
   a) The pop up **Manager Approve Disclosure Confirmation** will appear. Click **Approve Disclosure** or click **Cancel** to return without approving the selected Disclosure entry.

   ![Manager Approve Disclosure Confirmation](image)

   b) Click **Approve Disclosure**. The success pop up will appear in the upper right hand corner of web page

6. **Reviewed Disclosures**
   a) A Quality Manager can look up previously approved disclosures by either entering the analyst name or selecting **View All**.

   ![Reviewed Disclosures](image)

   b) To view a previously viewed disclosure select **View**.
   c) Select **Un-Approve** if the disclosure needs to be unapproved.
   d) The pop up **Manager Un-Approve Disclosure Confirmation** will appear. Click **Un-Approve Disclosure** or click **Cancel** to return without Un-Approving the selected Disclosure entry.
   e) Click **Un-Approve Disclosure**. The Success pop up will appear in the upper right hand corner of web page.

5 **Preferred Practice**

None
LIMS-02-30 CASE RECORD

1 Scope
To establish guidelines for how to obtain the portion of the Case Record that is in the Laboratory Information Management System (LIMS).

2 Related Documents
CLS Manual: Laboratory Records

3 Policy
A. Any documentation in any format concerning a case submission comprises part of the case record.
B. Raw electronic instrument data or non-LIMS related analytical software data is not considered part of the case record.

4 Instructions
4.1 General Case Record
A. Final Report
   1. Open the Requests Tab and right click on the request and select Print Final Report.
   2. Select Screen from Print Report Menu and click OK. The final report will pop up.
      a) Go to File on menu bar
      b) Select Print...(or CTI+P)
      c) Click on Print to Print the Final Report.
B. Main Case Report
   1. Select Case from the menu bar and select Print Case Report, choose Screen from the Print Destination Menu. This report includes
      a) General Case Information
         i. Synopsis
      b) Agency Information
         i. Agency Name
         ii. Agency Case Number
      c) Offense(s) Information
         i. Code
         ii. Offense Date
         iii. County of Offense
         iv. Description
      d) Individual(s) Information
         i. Type
         ii. Name
e) Evidence Information
   i. Item #
   ii. Description
   iii. Submitted By
   iv. Submitted On

f) Request for Analysis Information
   i. Number of Requests with Type of Request (including analyst assignment, and technical and administrative reviewers)

g) Case Activity Information
   i. Activity
   ii. Started
   iii. Staff Member
   iv. Completed
   v. Notes

2. The Main Case Report will capture request related communication, Quality Incidents, as well as any other relevant documentation.

C. Submission Information relevant to the specific request for analysis

1. Click on the Camera icon in the lower right hand portion of the Jtrax application or
2. Click on Case from the menu bar and select Image Information to open the Imaging Module.
   a) Print out any scanned images such as submission forms that are relevant to the request under Case Images.

D. Other Images

1. Open the Imaging Module as described in section 4.1.C.
2. Select the appropriate images such as chromatograms, worksheets, photographs, and notes etc. that are relevant to the request being prepared.
   a) To select multiple images hold down the control key and click on the images (select the first image twice).
   b) Select Send To, to print the images all at once.

E. Chain of Custody record/evidence disposition relevant to the specific request for analysis

1. Click on Case from the menu bar and select Case COC Report, choose Screen from the Print Destination Menu.
2. When prompted “Do you want to view Full COC or the Condensed version of the COC?” Select Full COC.
   a) This report will display all the evidence items in the case, evidence notes, and the full Chain of Custody for each of the items.
b) If the Chain of Custody is being requested for a single item of evidence in a multiple item case, the COC for the single item can be printed.
   i. Select the Evidence Tab highlight the appropriate item of evidence, right click and select Chain of Custody.
   ii. Click the red print icon in the lower right hand corner of the Chain of Custody.

F. Examination Records
1. Any other images or crystal reports related to the examinations which are captured in LIMS. (e.g. A TOX Review Supplement)

4.2 Electronic Case File
A. Open the Case Info Tab and right click to open the Case Info Menu or select Case from the Jtrax Menu bar.
B. Select Show Electronic Case File; this will open the Electronic Case File List.
   1. Click on the green plus sign icon in the lower right hand corner of the Electronic Case File List to add the documents to be included in the Electronic Case File.
   2. Select the Reports and Images to be included in the Electronic Case File.
      a) There is a check box at the bottom of the Reports Tab to select the Main Case Report to be included in the Electronic Case File.
   3. The Imaging Tab has an option to use Photo Printing Wizard which allows the end user to size images.
      a) Any resized images will print at the end.
   4. In the Print Tab the end user can select the order in which the files will print.
      a) The Autofill button will print the documents in the order in which they appear in the Print Tab.
      b) Click in the Order Box column to customize the order in which the documents will print.
      c) Once the reports and images have been selected and ordered, click Print in the Print Tab to print the Electronic Case File.
      d) The final page of the report will contain the path and file name of the Electronic Case File.

4.3 Review of Electronic Case Notes for Court (when testifying to someone else’s work)
A. When an analyst or supervisor have to testify to someone else’s work, print out all of the case notes, review them and initial and date the printed documents.
B. The initialed copies are scanned back into the case under Case Images.

5 Preferred Practice
The E-Case File option is not the preferred method of producing a case file, due to issues with annotation/images and size of file. It is preferred that case records are prepared by printing everything out separately.
LIMS-02-31 OUTSOURCE REQUESTS

1 Scope
These procedures establish guidelines for the entry of information into the Laboratory Information Management System (LIMS) for the Outsource Request.
The Outsource Request will be used for cases that are being closed out and forwarded to an external non-DPS lab for testing.

2 Related Chapters/Documents
Requests Tab (LIMS-02-07)
General Module Workflow (LIMS-02-11)
Autotext (LIMS-02-21)
Outsourcing Evidence to External Agencies (LIMS-02-26)
CLS Manual: Laboratory Reports, Letters, and Certificates

3 Policy
The Outsource hotkeys are required. The hotkeys are described in section 4.B.2.b.

4 Instructions

4.1 Outsource Request
A. Add the request as described in the Requests Tab Instructions (LIMS-02-07).
   1. Select Evidence Processing from the Department menu.
   2. Select Outsource Request from the Service menu.
   3. Assign an Analyst from the Analyst menu if known and click OK.
      Note: If there is an existing request that is being closed the user should cancel that request first.
   4. Select the appropriate Outsource Type from the tracking dropdown menu.
      a) Outsource (CS)
      b) Outsource (DNA)
      c) Outsource (TOX)
B. Write the Report

1. Right click on the request and select **Edit Findings**.

2. Right click on the request and select **Add Result**.

3. Select **Requested Analysis/Exam Count** from the **Result Type** menu.
   
   a) **Enter a statement regarding the type of analysis that was requested and why no analysis was performed.**
   
   b) **The following hotkeys can be used to explain why the case is being outsourced for analysis instead of hand typing the explanation:**

   **Note:** There may be pre-existing hotkeys specific to a certain Outsource Laboratory. These keys may also be used. Please refer to the Autotext instructions for how to use the hotkey (autotext) feature (LIMS-02-21).

   i. **DNA: 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.

   Please note that trace evidence analysis may be beneficial to this case. If analysis of trace evidence is necessary, please contact your local Texas Department of Public Safety Crime laboratory.”

   ii. **DNA (prescreened by DPS): OUT6**

   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.

   iii. **DNA Non-CODIS Labs: BROUT1**

   “This case has been outsourced to [vendor name] for purposes of [Forensic Biology/DNA] analysis at no cost to your agency. A report will be issued directly to your agency from the vendor laboratory that contains results of the analysis and instructions regarding the disposition of evidence. If DNA data is generated, it will be provided by the vendor laboratory to the DPS Crime Laboratory for evaluation for Combined DNA Index System (CODIS) entry. Your agency will be notified if any CODIS entries have been made.”

   iv. **DNA CODIS Labs: BROUT2**

   “This case has been outsourced to [vendor name] for purposes of [Forensic Biology/DNA] analysis at no cost to your agency. A report will be issued directly to your agency from the vendor laboratory that contains results of the analysis, instructions regarding the disposition of evidence, and information regarding any Combined DNA Index System (CODIS) entries.”
v. Toxicology: TO26

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

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

This case has been closed without further analysis by the Texas Department of Public Safety. The evidence will be forwarded to the [Laboratory] in [Location]. 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 [Laboratory Contact] at [Phone Number/Email].”

vi. Controlled Substance (Non DPS Cases): OUT4

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

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 [Laboratory Contact] at [Phone Number/Email].

Upon receiving your analyzed evidence back from [Laboratory], you may discard any additional layers of packaging.”

vii. Controlled Substance (DPS Cases): OUT5

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

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 [Laboratory Contact] at [Phone Number/Email].

Upon receiving your analyzed evidence back from [Laboratory], you may discard any additional layers of packaging.”

4. Click **Apply**.

5. A **Disposition** or **Conclusion Result Type** can also be added if needed depending on the end users discipline.
5 Preferred Practice

The Outsource Request should replace the Closed Without analysis request that is currently issued when cases are outsourced.
LIMS-02-32 TESTIMONY TECHNICAL REVIEW

1 Scope
These procedures establish guidelines for the entry of information into the Laboratory Information Management System (LIMS) for the Testimony Technical Review request. The Testimony Technical Review request is to track which analysts have had their testimony technically reviewed.

2 Related Chapters/Documents
General Module Workflow (LIMS-02-11)
Requests Tab (LIMS-02-07)
CLS Manual: Court Testimony and Monitoring

3 Policy
None.

4 Instructions
A. Add a Request (see LIMS-02-07: Requests Tab for assistance). The person who is testifying will add the request in LIMS. If multiple scopes were testified to, then there will need to be a separate request for each one.
   1. Select the requesting Agency Representative of the previous requests in the case. If there should be multiple requestors select the most recent one.
   2. Select the appropriate Department from the Department Dropdown menu.
   4. Select the Analyst who will be Testifying from the Analyst dropdown menu.
   5. Click OK.
   6. It is not necessary to relate individuals, evidence, or offense to the request.

B. Enter results (see LIMS-02-11: General Module Workflow instructions for assistance).
   1. Right-click on the newly created request and select Edit Findings
   2. Right-click on Testimony Technical Review and select Add Result.
   3. Select !Requested Analysis/Exam Count from the Result Type dropdown menu and click Apply.
   4. Click on the ellipse.
      a) Select from the Scope of Testimony dropdown.

Printed copy is uncontrolled. Refer to electronic copy for current version.
5. Click **Apply** and close

6. The review paperwork (e.g. completed Testimony Technical Review form) should be uploaded into the imaging module under the Testimony Technical Review Request before changing the request milestone.
   a) *Images should be named with the appropriate nomenclature: [CLU-ID]-Court-[yyyy]-[mmdd]-[Alphabetical]*
   b) *Date = date of testimony*
   c) *See the Electronic Storage and Archival of Records chapter of CLS Manual for additional instructions regarding the naming and filing of testimony records.*

7. Set the request milestone to **Draft Complete**.

C. This request is technically reviewed to track the review process but should never be administratively reviewed. The Technical Reviewer is the individual who monitored the testimony.

5 **Preferred Practice**

None
03 EVIDENCE COORDINATION

LIMS-03-01 RECEIVING A NEW CASE

1 Scope
These procedures establish guidelines on how to receive a new case into the Laboratory Information Management System (LIMS).

2 Related Chapters/Documents
Offense Tab (LIMS-02-04)
Individuals Tab (LIMS-02-05)
Evidence Tab (LIMS-02-06)
Requests Tab (LIMS-02-07)
Receiving Additional Evidence (LIMS-03-02)
CLS Manual:
- Submission and Receipt of Evidence
- Evidence Processing
- Laboratory Reports, Letters, and Certificates

3 Policy
Evidence should be handled in accordance with CLS policy.

4 Instructions
4.1 New Case
1. Select File from the Justice Trax menu bar and click New.
   Note: For quicker access to opening a new case, select the folder icon from the toolbar.

2. 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.

3. Enter the Agency Case Number, if given. Do not enter any symbols and or punctuation. Those must be omitted.

4. Click OK.
5. **Click New Case.**

   ![Image of New Case button]

   **a) If the agency case number is duplicated, JTrax will indicate that it is already assigned to another case (Duplicate ACN Found).**

     i. **Click UPDATE CASE to view case details. Agencies may use the same case numbers requiring the end user to double check the current case with those already in the system.**

     ii. **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-03-02). If they are different, then enter as a new case.**

4.2 **Offense Tab**

Refer to the **Offense Tab** instructions (LIMS-02-04) for guidance on how to add an offense.

4.3 **Individuals Tab**

Refer to the **Individuals Tab** instructions (LIMS-02-05) for guidance on how to add an individual.

4.4 **Adding Evidence**

1. Refer to the **Evidence Tab** instructions (LIMS-02-06) for guidance on how to add evidence to a case.

2. Once the evidence is added click **Apply** to generate the **Lab Case Number**.

4.5 **Requests Tab**

Refer to the **Requests Tab** instructions (LIMS-02-07) for guidance on how to add a request.

4.6 **Print Submission Labels**

1. Select the **Evidence tab** and click on the **barcode icon** next to the evidence number.

2. Select **Generate**.

3. Select **PROD Submission Form Label**.

4. Select the **appropriate printer** and **number of labels**.

5. Click **OK**.
6. 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 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.*

---

4.8 Submission/Additional Paperwork

A. Paperwork received at the time of submission and considered part of the case record must be scanned into the **Case Images** section of the imaging module and named appropriately. For a full explanation of what constitutes the case record please review the *Laboratory Reports, Letters, and Certificates* chapter of the CLS Manual. Some examples are:

1. Submission Form
2. Offense Report
3. Evidence Receipts
4. Case related communication

B. The paperwork should be scanned in the same day as it is received.

---

5 Preferred Practice

None
LIMS-03-02 SUBMISSION OF BULK EVIDENCE

1 Scope
These procedures establish guidelines to standardize the system-wide practices for the submission of seized drugs bulk evidence in LIMS.

2 Related Documents
CLS Manual: Submission and Receipt of Evidence
CLS Manual: Evidence Processing
Seized Drugs Manual: Examination and Destruction of Excess Quantity Seized Drug Property

3 Policy
A. Bulk Evidence is added to LIMS according to the agency items listed on the submission form, and stored appropriately.

B. At a minimum, 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 is in accordance with SD Manual policy.

Note: It may be discovered during analysis that the offense code needs to be changed. The seized drug bulk evidence submission policy and instructions are still applicable.

4 Instructions
4.1 Agency Item Received as Loose Bundles
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.

In this example, the submission form listed 2 agency items
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.

![Image of LIMS Container]

**Item 01 was placed in 2 different storage locations**

![Image of LIMS Container]

**The LIMS Container for Item 01-01 is set 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.

![Image of Multiple Containers]

*In this example, the submission form listed 1 agency item in 3 separate containers*
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.

6 Literature References and Supporting Documentation

Texas Health and Safety Code §481.160 and Texas DPS Administrative Code Title 37 Part 1 §13.151(2)
LIMS-03-03 RECEIVING ADDITIONAL EVIDENCE

1 Scope
These procedures establish guidelines for how to receive additional evidence for pre-existing cases.

2 Related Chapters/Documents
Offense Tab (LIMS-02-04)
Individuals Tab (LIMS-02-05)
Evidence Tab (LIMS-02-06)
Requests Tab (LIMS-02-07)
CLS Manual: Submission and Receipt of Evidence
CLS Manual: Evidence Processing

3 Policy
Evidence should be handled in accordance with CLS policy.

4 Instructions
4.1 Receiving the Case
A. Agencies may already have the previous lab number on the submission form. If this occurs, type in the lab number to open the case and receive the evidence as described in the Evidence Tab instructions (LIMS-02-06).
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.

   ![Duplicate ACN Found]

   3. If they are different then refer to Receiving a New Case (LIMS-03-01).

   Note: Additional Evidence may be submitted by a different agency or additional agencies depending upon the case.

4.2 Individuals Tab
1. Refer to the Individuals Tab instructions (LIMS-02-05) for guidance on how to add an Individual if there are additional suspects/victims or elimination persons.
2. Relate new individuals to any existing unreleased requests and any new requests.
4.3 Adding Evidence
Refer to the Evidence Tab instructions (LIMS-02-06) for guidance on how to add evidence to a case.

4.4 Requests Tab
Refer to the Requests Tab instructions (LIMS-02-07) for guidance on how to add a request.

4.5 Print Submission Labels
1. 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).
   
   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.

2. Click on the barcode icon next to the evidence number.
3. Select Generate.
4. Select PROD Submission Form Label.
5. Select the appropriate printer and number of labels.
6. Click OK.

<table>
<thead>
<tr>
<th>Evidence No</th>
<th>01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extraction type</td>
<td>Register</td>
</tr>
</tbody>
</table>

5 Preferred Practice
A. If additional evidence is logged in as new case, contact LIMS Support for assistance.
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.
LIMS-03-04 RETURNING EVIDENCE

1 Scope
These instructions illustrate how to return evidence to agencies.

2 Related Documents
CLS Manual: Return of Evidence

3 Policy
Evidence should be handled in accordance with CLS policy.

4 Instructions
4.1 Pull Evidence for Return
1. Run the Evidence Ready for Return crystal report to determine what evidence is ready to be returned.
2. Pull the appropriate evidence for return.

4.2 Return the Evidence
1. Select Transfer from the Justice Trax menu bar and select Evidence Transfer. The evidence transfer screen will now appear.
   
   ![Evidence Transfer Screen]

2. Leave the From field blank.
3. The To field will be the End Users Barcode.
   a) Scan barcode and enter personal pin #.
4. 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.
5. 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.

6. 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.
LIMS-03-05  INTER-LABORATORY EVIDENCE TRANSFER

1 Scope

These procedures 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

CLS Manual: Submission and Receipt of Evidence
CLS Manual: Evidence and Database Sample Integrity

3 Policy

A. If evidence is shipped, evidence must be barcoded to the agency representative that represents the receiving laboratory prior to being shipped.

B. If evidence is transferred in person, the PIN number of the receiver must be entered.

C. 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

1. Print the Evidence Ready for Transfer crystal report to determine what evidence is ready to be transferred.

2. Ensure that the appropriate requests have been entered.
   a) Create a new request if needed and relate the appropriate evidence and individuals.
   b) Right-click on the request and select Related Individuals. The related individuals screen will appear.
   c) Right-click on the request and select Pending Request. The request will appear in black until the status is changed.

3. 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.

4. 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.
5. Print the Evidence Transfer Receipt crystal report.
   a) Ensure that all evidence intended to be transferred was actually transferred.
   b) Ensure that a request has been created for the appropriate laboratory, if necessary.
   c) Ensure that the appropriate individuals are related to the request.
   d) Place the Evidence Transfer Receipt crystal report in the packaging with the evidence.

6. Forward the evidence using the appropriate method.

4.2 Shipping – Receiving Laboratory
1. Ensure that all evidence that was forwarded matches what is on the Evidence Transfer Receipt.

2. Receive the evidence into the laboratory.
   a) Enter the agency representative of the Receiving laboratory into the From field.
      i. (XXX) Coordination, Evidence of the receiving lab.

3. Scan the Receivers barcode in the To field.
4. Enter the appropriate storage location in the Then To field.
5. Discard the Evidence Transfer Receipt crystal report.
6. 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
1. Print the Evidence Ready for Transfer crystal report and determine what evidence is ready to be transferred.
   a) Barcode the evidence to the laboratory personnel that will be physically transferring the evidence to the receiving laboratory.
   b) A secure PIN of the receiver must be entered during the transfer.
2. Print the **Evidence Transfer Receipt** crystal report.
   a) *Ensure that all evidence intended to be transferred was actually transferred.*
   b) *Ensure that a request has been created for the appropriate laboratory, if necessary.*
   c) *Ensure that the appropriate individuals are related to the request.*

3. When at the receiving laboratory, barcode the evidence from the person relinquishing the evidence to the receiver using the secure PIN of the receiver.

4. 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-03-10) for guidelines.

### 5 Preferred Practice

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.
LIMS-03-06  AUTHORITY FOR DESTRUCTION OF EVIDENCE

1  Scope

These procedures establish guidelines for 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-03-10).

2  Related Chapters

Entry of Case Activities (LIMS-02-19)
Long-Term Storage of Toxicological Evidence (LIMS-03-10)

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  Evidence marked authorization to destroy:

1.  Scan the order into the Case Images section of the Imaging Module, and name the image “Authority for Destruction”

2.  Add a CS – Destruction Orders case activity with an Authorized Destruction Date Sub Activity.

4.2  Evidence marked as Do Not Destroy:

1.  Scan the order into the Case Images section of the Imaging Module. A specific filename is not required.

2.  Add a CS – Destruction Orders case activity with a Do Not Destroy Sub Activity.

5  Preferred Practice

None
LIMS-03-07 EVIDENCE DESTRUCTION

1 Scope
These procedures establish guidelines for the process of destroying evidence in LIMS.

2 Related Chapters/Documents
Crystal Reports (LIMS-01-08)
Long-term Storage of DPS Toxicological Evidence (LIMS-03-10)
CLS Manual: Destruction of Evidence
SD Manual: Examination and Destruction of Excess Quantity Seized Drug Property

3 Instructions

3.1 Seized Drugs
A. Generate the Evidence Ready for Destruction crystal report and select Non-Toxicological Evidence, as described in the Crystal Reports instructions (LIMS-01-08).

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.
3. 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.

4. Click Apply.
   a) Click Yes on the Confirm Transaction screen.
   b) The window below the Evidence to Transfer field will now appear blank indicating that all items have been transferred.

5. Click Close.

D. Barcode the evidence to be destroyed by the 2nd witness.

1. Select Transfer from the Justice Trax menu bar and select Evidence Transfer.
2. Leave the From field blank.
3. Scan the end users barcode into the To Field: enter Personal Pin.
4. Enter the method of destruction in the VIA field (i.e. Incineration (Destruction))
5. 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.
6. 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.
7. 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.
8. Click **Apply**.
   a) Click **Yes** on the **Confirm Transaction** screen.
   b) The window below **Evidence to Transfer** field will appear blank indicating that all items have been transferred.

9. Click **Close**.

E. Generate the **Destruction Log** crystal report as described in the **Crystal Reports** instructions (LIMS-01-08), 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-01-08).

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.

D. 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**.

E. Generate the **Destruction Log** crystal report as described in the **Crystal Reports** instructions (LIMS-01-08), to ensure that all destruction transactions were successful.

### 4 Preferred Practice

None
LIMS-03-08 EVIDENCE RECONCILIATION

1 Scope
These procedures establish guidelines for how to use the evidence reconciliation software. The software is used when performing inventory of evidence locations, as it allows for the lab to ascertain if any items have been misfiled or moved.

2 Related Documents
CLS Manual: Evidence and Database Sample Integrity

3 Policy
LIMS locations should be inventoried in accordance with CLS policy.

4 Instructions
4.1 Create Text File
1. Open Notepad.
   a) Go to the computer Start menu.
   b) Select Programs.
   c) Select Accessories.
   d) Select Notepad.

2. Scan the end user barcode.

3. 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.

4. 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.

5. 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
1. Select the Evidence Reconciliation icon from the desktop.
2. Login with Justice Trax Account User Name and Password.
3. Click New from the Evidence Reconciliation menu.
4. Uncheck the “Pull File from Pocket PC” box.

5. Click **Browse** to locate the text file from the **Locate Text File** screen.

6. Click **OK**.

7. Select the **most recent file** from the drop down.

8. Select **Run** to view the report.
4.3 Evidence Reconciliation Report

1. There are four parts to the report
   a) Evidence in Correct Storage Location – everything in this section has been reconciled and is in the right location.
   b) Evidence in Incorrect Storage Location – evidence is physically in the scanned location, but in a different location in LIMS.
   c) Evidence not found in Scanned Location – evidence is in the scanned location in LIMS, but in a different physical location
   d) Exception Report – barcodes that are not a storage location or evidence barcodes.

2. Check for any discrepancies in the evidence scanned and resolve

3. Repeat 4.1 through 4.3 to make sure all discrepancies are resolved.

5 Preferred Practice

It is best practice to use a separate text file for each location inventoried.
LIMS-03-09 CRIME SCENE EVIDENCE SUBMISSION

1 Scope
These procedures establish guidelines for how to receive crime scene evidence into the Laboratory Information Management System (LIMS).

2 Related Documents
CLS Manual: Evidence Processing

3 Policy
A. Evidence collected from a crime scene will be handled in the same manner as evidence submitted by another agency.

B. Crime scene evidence brought to the laboratory will be appropriately identified, packaged, and entered into LIMS by the next business day.

4 Instructions
4.1 Evidence Collected and Submitted by Laboratory Staff
A. Refer to Receiving a New a Case (LIMS-03-01) for how to create a new case and receive evidence into LIMS.

B. In the Initial Transfer screen the “from” field in LIMS should be listed as “Investigation by laboratory staff” with no VIA entry.
   1. Click the no barcode icon and select Storage Location.
   2. Select Special Locations and select “Investigation by Laboratory Staff” and click OK.

C. Proceed as described in the Receiving a New a Case instructions (LIMS-03-01).

4.2 Evidence Collected by an Officer and Given to Laboratory Staff at Crime Scene to Submit.
A. Refer to Receiving a New a Case (LIMS-03-01) for how to create a new case and receive evidence into LIMS.
B. In the Initial Transfer screen the “from” field in LIMS should be listed as the submitting officer and the VIA entry indicated as “Crime Scene Team.”
   1. Click the no barcode icon and select Agency Representative.
   2. Select Appropriate Agency Rep and click OK.
   3. Select Crime Scene Team from the VIA dropdown.

C. Proceed as described in the Receiving a New a Case instructions (LIMS-03-01).

5 Preferred Practice

None
LIMS-03-10 LONG-TERM STORAGE OF DPS TOXICOLOGICAL EVIDENCE

1 Scope
These procedures establish guidelines to standardize the long-term storage process in LIMS of toxicological evidence submitted by DPS Divisions. They will also 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 Chapters/Documents
Entry of Case Activities (LIMS-02-19)
Inter-laboratory Evidence Transfer (LIMS-03-05)
CLS Manual: Destruction of Evidence

3 Policy
A. DPS toxicological evidence that is forwarded to or originated in the Austin Regional Laboratory will be stored long-term in the Austin Regional Laboratory.
B. All other DPS toxicological evidence will be stored long-term at the Houston Regional Laboratory in the Bio-Warehouse.
C. For evidence being shipped to the Houston Regional 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 designated laboratory toxicological evidence destruction points of contact are responsible for ensuring the destruction authority is complete and/or accurate.
F. The laboratory responsible for storing the DPS toxicological evidence long-term will be responsible for the destruction within one year of the authorized destruction date.

4 Instructions
4.1 Originating Laboratory
1. 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 Regional Laboratory for long-term storage.
2. Forward requests needing Toxicology analysis to the Austin Regional Laboratory for analysis and long-term storage.
3. Ship the evidence to the Houston Regional Laboratory, as described in the Inter-laboratory Evidence Transfer instructions (LIMS-03-05) weekly, based on a schedule that is decided by the Houston Regional Laboratory.
4. When a holiday falls on a laboratory’s assigned shipping day, wait until the following week to ship the evidence.
4.2 Houston Long-Term Storage

1. Ensure that all evidence that was forwarded matches what is on the Evidence Transfer Receipt crystal report.

2. Receive the evidence into the Houston Regional Laboratory. Refer to the Inter-laboratory Evidence Transfer instructions (LIMS-03-05) for guidance.

3. Transfer the evidence to the appropriate child storage location that is under the parent storage location Long-term DPS Kit Storage.
   
a) Within the parent location there may be additional child locations to help organize the storage and simplify the inventory/audit process (ex. LTKS-Bin1).

   b) The Evidence Inventory – LOCATION crystal report can be used to view the evidence that is being stored long-term.

4.3 Austin Long-Term Storage

A. Upon completion of analysis the evidence will be transferred to the appropriate child storage location that is under the parent storage location WALK IN.

1. Within the parent location there may be additional child locations to help organize the storage and simplify the inventory/audit process (ex. TR1A).

2. The Evidence Inventory – LOCATION crystal report can be used to view the evidence that is being stored long-term.

4.4 Court/Further Testing – Originating Laboratory

1. Enter a BA/Tox Evidence Shipment Request case activity as described in the Entry of Case Activities instructions (LIMS-02-19).

   Note: This entry is documented and captured on the Toxicological Evidence Shipment Request crystal report that the long-term storage laboratory will use.

2. When the requested evidence arrives in the laboratory, transfer it to the appropriate refrigerated storage location.

3. If a shipment request needs to be cancelled, edit the appropriate BA/Tox Evidence Shipment Request case activity.
   
a) Select Cancelled from the Sub Activity dropdown menu.

4.5 Court/Further Testing – Long-Term Storage Laboratory

1. Run the Toxicological Evidence Shipment Requests crystal report daily to determine the evidence that has been requested for shipment and include the report in the shipping packaging. The report should be run prior to the pick-up of overnight shipments to other labs.

   Note: This will alert the receiving laboratory that the shipment contains evidence for transfer only and that no other actions are needed in LIMS.

2. Prepare and ship the evidence overnight via the contracted carrier as described in the Inter-laboratory Evidence Transfer instructions (LIMS-03-05).

3. Edit the appropriate BA/Tox Evidence Shipment Request case activity.
   
a) Select Shipped from the Sub Activity dropdown menu.

   Note: This will remove the case activity from the Toxicological Evidence Shipment Requests crystal report.
4.6 Authority for Destruction

A. When a laboratory Destruction Authorization form or applicable court document authorizing destruction of the toxicological evidence is received, the receiving laboratory shall date the record.

1. If the Destruction Authorization form or applicable court document authorizing destruction of the toxicological evidence does not have a judge’s signature, scan the documentation into the Case Images section of the Imaging Module. A specific filename is not required.

2. If the Destruction Authorization form or applicable court document authorizing destruction of the toxicological evidence has a judge’s signature:
   a) Forward the documentation via mail to a designated laboratory toxicological evidence destruction point of contact for review. 
      
      Note: The crystal report Authorization Received – Destruction can be used to view all cases that need to be reviewed.
   b) Alternatively, scan the documentation into the Case Images section of the Imaging Module and name the image “BA/TOX Authority for Destruction”.
   c) Add a BA/TOX - Destruction Orders case activity with an Authorization Received sub activity.
   d) Refer to the Entry of Case Activities instructions (LIMS-02-19) for guidance.

B. When a valid authorized date for destruction has been obtained and reviewed by a designated laboratory toxicological evidence destruction point of contact:

1. Scan the documentation into the Case Images section of the Imaging Module and name the image “BA/TOX Authority for Destruction” if not done previously.

2. Update the case activity BA/TOX - Destruction Orders – Authorization Received to have the Authorized Destruction Date sub activity.

3. Refer to the Entry of Case Activities instructions (LIMS-02-19) for guidance.

4.7 Destruction of Toxicological Evidence

1. 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”.

2. Destroy the evidence as described in CLS policy and Destruction of Evidence (LIMS-03-07).

5 Literature References and Supporting Documentation

Texas Code of Criminal Procedure Article 38.50
LIMS-03-11 SEXUAL ASSAULT KITS

1 Scope

These procedures establish guidelines on how sexual assault kits are managed in the Laboratory Information Management System (LIMS). These procedures will specify how to mark evidence that is a sexual assault kit, since there may be instances where items do not come in the standard kit container and how to mark non-reported sexual assault kits which are for storage only.

2 Related Chapters

Evidence Tab (LIMS-02-06)
Autotext (LIMS-02-21)
Bio-Warehouse (LIMS-03-12)

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.

2. Follow the Evidence Tab instructions (LIMS-02-06) 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-02-21).

   c) Under the New Evidence Submission window select Sexual Assault Kit from the Evidence Type dropdown.

      Note: Evidence Type is only needed for Sexual Assault Kits from Victims NOT Suspects.

   d) The Track-Kit barcode will be scanned into the notes section. The hotkey Track-Kit can be used to populate the Track-Kit b, which can be scanned after the hotkey.
3. The case number barcode from the submission form will be used to scan the case number into Track-Kit.

B. Non-Traditional Sexual Assault Kits

1. 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.

2. Determine the container that is closest to the standard items collected from the hospital. In most instances this will be the sexual assault kit.

3. The following items are not considered a sexual assault kit:
   a) Clothing
   b) Bedding
   c) Other large items

4. 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.

*Note: Evidence Type is only needed for Sexual Assault Kits from Victims NOT Suspects.*

4.2 Non-Reported Sexual Assault Kits

A. Sexual Assault Kits that are for storage only are kept in the Bio-Warehouse. The Bio-Warehouse has a separate login.

B. When evidence is received under the Bio-Warehouse, agencies are designated with a B before the name of the agency. An example would be B – Quality Assurance.

C. Sexual Assault Kits logged in for storage purposes (Article 38.43 Code of Criminal Procedure) will be marked with the Evidence Type of BIO – Long Term Storage.

D. Kits that will be analyzed will be marked with the Evidence Type of Sexual Assault Kit.

*Note: Evidence Type is only needed for Sexual Assault Kits from Victims NOT Suspects.*

E. Non Reported Kits received from hospitals (SANE nurse) will be stored in specific locations based on packaging. Please refer to LIMS-03-12 for further guidance.
5 Preferred Practice

A. The kit option must be used for Sexual Assault Kits to prevent possible user error.

B. Sexual Assault Evidence type should be selected for Sexual Assault Kits from Victims and NOT from Suspects.
LIMS-03-12 BIO-WAREHOUSE

1 Scope
These guidelines are to establish the LIMS instructions associated with evidence submitted to the Bio-Warehouse. The Bio-Warehouse is used for the long-term storage of toxicological evidence under Article 38.50 Code of Criminal Procedure, the storage of non-reported sexual assault kits under Article 56.065 Code of Criminal Procedure and for evidence under Article 38.43 Code of Criminal Procedure, the long term storage of biological evidence for counties with a population less than 100,000.

Texas Administrative Code Title 37 Chapter 28 Subchapter L addresses cataloging, delivery to the department, and disposition of biological evidence for counties with a population less than 100,000 as specified in Code of Criminal Procedure, Article 38.43.

 Texas Administrative Code Title 37 Chapter 28 Subchapter M addresses sexual assault evidence in cases without law enforcement reporting pursuant to Code of Criminal Procedure, Article 56.065. It directs the reader to the Department's website at www.dps.texas.gov. Instructions and forms regarding the submission, transfer, and preservation of evidence and allowable reimbursement are located at the Crime Laboratory Service's homepage.

2 Related Chapters/Documents
Crystal Reports (LIMS-01-08)
Enter of Case Activities (LIMS-02-19)
Sexual Assault Kit instructions (LIMS-03-11)
CLS Manual: Non-Reported Sexual Assault Evidence Program

3 Policy
None

4 Instructions
4.1 Non-Reported Sexual Assault Kits
A. Kits are received into the Bio-Warehouse at least once per week.
   
   **Note:** The days they are received may vary depending on the volume of kits received each week

B. Kits are received in the same manner as regular evidence, except there may be less information entered. Refer to Receiving a New Case (LIMS-03-01) for guidance on how to receive them into LIMS.

C. The receiving technician will login into the Bio-Warehouse lab with their separate Bio-Warehouse login.

D. The majority of kits are submitted by hospitals. The hospitals will be identified in LIMS with a B – prefix in their name.

E. Non-Reported Kits will be described as Sexual Assault Evidence Collection Kit and will be received from the SANE Nurse.
   
   1. Select Sexual Assault Kit as the evidence type. If using the Kit option, the evidence type will auto populate refer to the Sexual Assault Kit instructions (LIMS-03-11).
2. Depending upon the packaging the kit will be stored either in:
   a) SA Kit 1 thru SA Kit 8 (Actual SA Kits)
   b) SA Envelopes (Bags and Envelopes)

3. Any other items received with the Sexual Assault Kit will be entered as the container it is packaged in and marked with the evidence type: **BIO-Additional SAK Items**.

F. The Sexual Assault Kit receives a BIO case number.

G. Enter the Sexual Assault Collection Date
   1. Go to **Case Activities** and hit the green plus sign
   2. Leave the **Department** and **Service** blank.
   3. Select **SAK Collection Date** from the **Activity** dropdown menu.
   4. Enter the collection date in the **Start** and **Completed** date fields.
   5. Add additional notes if necessary.

H. Kits are received into Track-Kit after receipt into LIMS.

I. Kits remain stored in the Bio-Warehouse until either analysis is requested or until destruction. Refer to the **Non-Reported Sexual Assault Evidence Program** chapter of the CLS Manual.

J. For kits received prior to 9/1/2019 ONLY:
   1. Once the **Non-Reported Kits** are received, a **Receiving Report (PRO-3)** form is completed and scanned into case images. The form, along with the submission form and the list of services from the SANE Nurse, are emailed to the point of contact at the Bio Warehouse.
   2. **Non-Reported Kits** which are submitted by a law enforcement agency do not require that a Receiving Report (PRO-3) be completed.

K. Kits can be destroyed 5 years after the date of collection.
   *Note: Run the coinciding destruction crystal report for the Bio-Warehouse to see what is ready to be destroyed. Refer to Crystal Reports (LIMS-01-08) on how to run a report.*

L. When analysis is requested the survivor must fill out the appropriate form **Consent for Release of Sexual Assault Evidence** (LAB-207). The form is submitted to the lab and the Kit is released to the agency either in person or via LSO.
   1. The Consent for Release of Sexual Assault Evidence (LAB-207) is scanned into Case Images.
   2. The evidence is barcoded to the agency under the Bio-Warehouse.
   3. For evidence that is shipped a copy of the Consent for Release of Sexual Assault Evidence (LAB-207) form is included. Evidence that is picked up in person the technician asks them if they would like a copy of the form.

M. The agency will re-submit the kit to the appropriate lab for analysis at which time it will be assigned a new case number in Justice Trax.
4.2 Long Term Storage (Article 38.43 Code of Criminal Procedure)

A. Agencies that do not have the means to store biological evidence may submit it to the Bio-Warehouse for storage. This pertains specifically to agencies where the population of the county is fewer than 100k.

B. The Biological Evidence Storage Form (LAB-204) must be used to submit evidence for long term storage.
   1. The receiving technician will verify that the submitting county’s population is less than 100,000 by referring to Texas State Library and Archives Commission (www.tsl.texas.gov).
   2. The receiving technician will login into the Bio-Warehouse lab with their separate Bio-Warehouse login.
   3. The evidence will receive a BIO case number.
      a) For evidence with an existing Justice Trax number, the BIO number shall be related to the Jtrax case.
   4. The Evidence Type selected will be BIO-Long Term Storage.

C. Should an agency want to submit evidence that is currently in the laboratory’s possession for Long Term Storage, the evidence must be returned to the agency under the Jtrax number.

D. The evidence is then received into the Bio-Warehouse with the Biological Evidence Storage Form (LAB-204), assigned a BIO case number and it is related to the existing Jtrax Case Number.

4.3 Toxicological Evidence

A. Toxicological evidence is transferred and stored in the Bio-Warehouse once testing is completed by labs other than Austin. Refer to LIMS Manual Long Term Storage of Toxicological Evidence (LIMS-03-10) for the workflow.

B. All transfers for Long Term Storage of Toxicological Evidence are performed under one’s regular Justice Trax login and NOT the Bio-Warehouse.

5 Preferred Practice

None

6 Records

Biological Evidence Storage Form (LAB-204)
Consent for Release of Sexual Assault Evidence (LAB-207)
Receiving Report (PRO-3)
04  AFIS

LIMS-04-01  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 Chapters/Documents
General Module (LIMS-02-11)

CLS Manual:
- Laboratory Reports, Letters, and Certificates
- Submission and Receipt of Evidence
- Evidence Processing

AFIS Manual: Report Writing Guidelines

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).

C. Methods (only add if a deviation was used)
   1. Click Apply then click on the ellipses.
   2. Check the Deviation Used Checkbox in the Dynamic User Interface (DUI) if a deviation from the method was used.

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.
05 BIOLOGY/DNA

LIMS-05-01 BIOLOGY WORKFLOW

1 Scope
These procedures establish guidelines for the entry of information into the Laboratory Information Management System (LIMS) for the Biology/DNA discipline.

2 Related Chapters/Documents
General Module Workflow (LIMS-02-11)
CLS Manual: Laboratory Reports, Letters, and Certificates

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. Select the appropriate disposition statements. (Optional)

D. Any statements written in the Conclusion will populate after the pre-populated statements.

E. If no pre-populated statements are chosen, the statements written in the Conclusion will appear as normal.

F. Click **Apply** then **Close**.

Note: If the DUI is empty, please contact LIMS_Support@dps.texas.gov to activate the screen.

G. Right-click on the request and select **Add Result**.

H. Select **Requested Analysis/Exam Count** from the **Result Type** dropdown menu and click **Apply**.
I. Click on the **ellipsis**.
   1. Enter the following information into the Dynamic User Interface (DUI).
      a) **Exam counts**.
      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](image_url)

   **Note:** The P30 and Hematrace QCs are performed and recorded in a separate area outside of this DUI.

J. **Methods** (only add if a deviation was used)
   1. Click **Apply** then click on the **ellipses**.
   2. Check the **Deviation Used Checkbox** in the Dynamic User Interface (DUI) if a deviation from the method was used.

K. The worksheet is displayed in the Imaging Module when the request milestone reaches Draft Complete.
L. 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 re-draft 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. Information should be completed in the same manner.

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.

6 Records

Biological Screening Worksheet (LAB-DNA-01)
LIMS-05-02 DNA WORKFLOW

1 Scope
To establish guidelines for the entry of information into the Laboratory Information Management System (LIMS) for the Biology/DNA discipline.

2 Related Chapters/Documents
Requests Tab (LIMS-02-07)
General Module (LIMS-02-11)
CLS Manual: Laboratory Reports, Letters, and Certificates

3 Policy
None

4 Instructions
Enter reporting statements as described in the General Module instructions (LIMS-02-11).

4.1 Worksheet
A. 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.

B. Select the existing Conclusion result that has been entered for the appropriate item of evidence and click on the ellipsis.
C. 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.
   
a) **Depleted**: populates the worksheet with “Depleted” and populates the report with the statement “The DNA extract from this item was depleted during DNA analysis.”
   
b) **Depleted no**: populates the worksheet with “Depleted” and does not populate the report with a statement.
   
c) **Frz/Ret**: populates the worksheet with “Frozen/Retained” and populates the report with the statement “The DNA extract(s) from this item has been retained.”
   
d) **Frz/Ret no**: populates the worksheet with “Frozen/Retained” and does not populate the report with a statement.

2. Enter any relevant **notes** in the Notes field.

D. 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. Enter the **number of uninformative suspects** in the How Many Suspect(s) were Uninformative field.

5. Select **No suspects this analysis** if no suspects were compared.

6. Enter the **Date Range** for which the testing occurred.
   
a) **Enter the dates in the following format: MM/DD/YY - MM/DD/YY**
7. Enter the total number of **STR Exams** in the STR Exams field.

8. If the case was worked using grant funds, select the appropriate grant from the **Worked on Grant** dropdown menu.

9. 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) **Negative Y Screen** – select when male screening done prior to DNA analysis was negative.
   f) **Suppress Addendum** – select to block the DNA Appendix from being attached to the report.
   g) **CODIS Yes** – select when CODIS profiles were uploaded for the case and use the drop down menu for **Profile Level** to indicate the highest level of CODIS to which profiles were uploaded.
   h) **CODIS No** – select if no CODIS profiles were uploaded for the case.
   i) **Type of Kit** – select the correct kit or kit combination to populate the following statements on the report:
      i. **None**: no statement populates in the report and a statement that includes either the amplification kit information OR the loci that were amplified must be typed into the !Requested Analysis/Exam Count result type.
      ii. **24plex**: "STR (Short Tandem Repeat) PCR (Polymerase Chain Reaction) was performed using the Investigator 24plex amplification kit."
      iii. **24plex/ID**: "STR (Short Tandem Repeat) PCR (Polymerase Chain Reaction) was performed using the Investigator 24plex and Identifiler Plus amplification kits."
      iv. **Identifiler**: "STR (Short Tandem Repeat) PCR (Polymerase Chain Reaction) was performed using the Identifiler amplification kit."
      v. **Id Plus**: "STR (Short Tandem Repeat) PCR (Polymerase Chain Reaction) was performed using the Identifiler Plus amplification kit."
      vi. **Minifiler**: "STR (Short Tandem Repeat) PCR (Polymerase Chain Reaction) was performed using the Minifiler amplification kit."
      vii. **Profiler/Cofiler**: "STR (Short Tandem Repeat) PCR (Polymerase Chain Reaction) was performed using the Profiler Plus and Cofiler amplification kits."
viii. **Profiler:** “STR (Short Tandem Repeat) PCR (Polymerase Chain Reaction) was performed using the Profiler Plus amplification kit.”

 ix. **Cofiler:** “STR (Short Tandem Repeat) PCR (Polymerase Chain Reaction) was performed using the Cofiler amplification kit.”

 x. **Identifiler/Minifiler:** “STR (Short Tandem Repeat) PCR (Polymerase Chain Reaction) was performed using the Identifiler and Minifiler amplification kits.”

 xi. **Id Plus/Minifiler:** “STR (Short Tandem Repeat) PCR (Polymerase Chain Reaction) was performed using the Identifiler Plus and Minifiler amplification kits.”

 xii. **Identifiler/ID Plus:** “STR (Short Tandem Repeat) PCR (Polymerase Chain Reaction) was performed using the Identifiler and Identifiler Plus amplification kits.”

 xiii. **YSTR:** “The DNA isolated was analyzed using Y-STR (Short Tandem Repeat) Polymerase Chain Reaction (PCR) analysis. The following loci were examined: DYS456, DYS389I, DYS390, DYS391, DYS458, DYS19, DYS385, DYS393, DYS391, DYS439, DYS635, DYS392, YGATAH4, DYS437, DYS438, and DYS448.

 xiv. **Y23:** “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, DYS459, DYS533, DYS438, DYS437, DYS439, DYS635, DYS390, DYS393, DYS392, DYS643, DYS393, DYS458, DYS385, DYS456, and YGATAH4.”

 xv. **24Plex/Mini/IDPlus:** “STR (Short Tandem Repeat) PCR (Polymerase Chain Reaction) was performed using the Identifiler Plus, Investigator 24plex, and Minifiler amplification kits.”

 xvi. **24Plex/Mini:** “STR (Short Tandem Repeat) PCR (Polymerase Chain Reaction) was performed using the Investigator 24plex and Minifiler amplification kits.”

 xvii. **24Plex/ID Plus/Identifiler:** “STR (Short Tandem Repeat) PCR (Polymerase Chain Reaction) was performed using the Investigator 24plex, Identifiler Plus and Identifiler amplification kits.”

10. Enter the number of **Inclusions**, **Exclusions**, and **Uninformative** results. If none, ever “0” in the appropriate box(es).

C. **Click Apply and Close.**

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4.3 Methods (only add if a deviation was used)

A. Click **Apply** then click on the **ellipses**.

B. Check the **Deviation Used Checkbox** in the Dynamic User Interface (DUI) if a deviation from the method was used.

**Note:** If the additional data screen is blank contact **LIMS_Support@dps.texas.gov** to have it activated.

4.4 Other

A. Select **Minifiler** as the service to populate the following statement on the report:

   "STR (Short Tandem Repeat) PCR (Polymerase Chain Reaction) was performed using the Minifiler amplification kit."

B. Select **YSTR** as the service on the request and then select the correct kit on the Type of Kit drop down to populate the following statements on the report.

   1. **YSTR**: “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.”

   2. **Y23**: “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.”

4.5 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-02-07).

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.

![Form]

**F. Requested Analysis/Exam Count**

1. Select the existing ![Requested Analysis/Exam Count](image) result that has been added to the request and click on the ellipsis.

2. In the white space enter the appropriate **Hotkey**, based on the results of the evaluation:
   
   a) **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) **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].”

3. Fill in the appropriate information into the Dynamic User Interface (DUI) as described in 4.2.

**5 Preferred Practice**

None
LIMS-05-03 AMENDED DNA STATISTICAL 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 standard 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 or Laboratory Manager will issue the amended report.

2 Related Chapters/Documents

Amended Reports (LIMS-02-13)

CLS Manual: Laboratory Reports, Letters, and Certificates

3 Policy

A. The report header must include “Amended” in the title.

B. The administrative reviewer of any amended report is the 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

1. Add the Amended Statistical DNA Report request as a related request to the parent DNA request as described in the Amended Reports instructions (LIMS-02-13).

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

   b) Relate the appropriate evidence and individuals.

2. Indicate the Reason for the Amended Report as described in the Amended Reports instructions (LIMS-02-13).

4.2 Amend the Report

1. Add a Conclusion result to the appropriate item of evidence.

2. Enter the corrections to the report in the white space.

3. Click Apply.
4. Add a Requested Analysis/Exam Count result.
5. Reference the previous report in the white space. The required statement will prepopulate into the Requested Analysis section of the report.
6. Click **Apply**.

### 4.3 Legacy Cases

1. Create a request in Jtrax and relate the appropriate containers as described in section 4.1. This request will not be a related request.
2. Add a Conclusion to the request.
3. Enter the corrections to the report in the white space and click **Apply**.
4. Follow steps 4 through 6 in section 4.2.
LIMS-05-04 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 Chapters
Forensic Biology Workflow (LIMS-05-01)

3 Policy
None

4 Instructions
4.1 Forensic Biology

1. Follow the instructions for entering Requested Analysis/Exam Count as described in the Forensic Biology instructions.

2. Select the appropriate grant used from the Worked on Grant dropdown menu.
4.2 DNA Tracking

1. Follow the instructions for entering **Requested Analysis/Exam Count** as described in the DNA instructions.

2. 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.
LIMS-05-05 USING LIMS FOR CODIS

1 Scope

These procedures establish guidelines for how LIMS is used for CODIS purposes, including tracking CODIS hits by utilizing the case activities feature and using CODIS requests. These case activities will help management track CODIS hits made from DNA cases worked on a grant. These instructions will also include how to track CODIS cases received from outside labs for possible upload into the CODIS database.

2 Related Chapters/Documents

Case Activity (LIMS-02-19)
Requests Tab (LIMS-02-07)
DNA Manual: Outsourcing
DNA Manual: CODIS

3 Policy

Refer to the DNA Manual for applicable polices.

4 Instructions

4.1 Tracking CODIS Hits

Add a Case Activity (see LIMS-02-19 Entry of Case Activities for assistance)

1. Select Forensic Biology from the Department dropdown.
2. Select the appropriate CODIS Hit Activity from the Activity dropdown.
3. Enter a record of what occurred in the Notes field (not required)
4. Click OK.

![Image of LIMS interface showing case activity input fields]
4.2 CODIS Requests

Add a Request (see LIMS-02-07 Requests Tab for assistance)

1. Select **Forensic Biology** from the **Department** Dropdown menu.
2. Select the appropriate **CODIS Request** from the **Service** dropdown menu.
3. Click **OK**.
4. Types of CODIS Requests
   a) **CODIS Letter**
      i. This request type is used when a CODIS profile hit report needs to be issued. This is applicable to Forensic Hits, Legal Hits, Suspect Hits.
      ii. The title of the report is "CODIS Hit Report."
   b) **CODIS Notification**
      i. This request type is used when there is no hit, a profile is deleted from CODIS or a profile submitted by an outside source is not uploaded.
      ii. The title of the report is "CODIS Notification Laboratory Report."
   c) **CODIS Upload**
      i. This request type is used when profiles submitted by an outside source are uploaded to CODIS.
      ii. The title of the report is "CODIS Upload Laboratory Report."
   d) **CODIS Entry**
      i. This request type is optional and can be used to assist with organizing and reviewing CODIS profile entries.
      ii. This request can be technically reviewed to track the review process but should never be administratively reviewed.
      iii. No report is issued when using a CODIS Entry request.

4.3 Submission of profiles generated by non-CODIS laboratories for CODIS entry

A. Case Entry
   1. On the report from the non-CODIS laboratory there will be an agency that submits to that lab regularly along with the agency’s case number. Enter this as the primary agency.
   2. The non-CODIS laboratory will be added as an additional agency with their case number.
   3. Add the victim and suspect information if listed. Stamp all pages with the lab case number.

B. Profile Upload
   1. Eligible for Upload
      a) Create CODIS Upload Request.
      b) Select the appropriate Submitting Laboratory from the Tracking dropdown when creating the request. The tracking will be CODIS – [Submitting Lab].
2. Ineligible for Upload
   a) Create CODIS Notification Request.
   b) Select the appropriate Submitting Laboratory from the Tracking dropdown when creating the request.

4.4 Profiles Received back from being outsourced

A. Profile Upload
   1. Eligible for Upload
      a) Create CODIS Upload Request.
      b) Select the appropriate Submitting Laboratory from the Tracking dropdown when creating the request.
   2. Ineligible for Upload
      a) Create CODIS Notification Request.
      b) Select the appropriate Submitting Laboratory from the Tracking dropdown when creating the request.

5 Preferred Practice

None
LIMS-05-06 CPI EVALUATION REPORTS

1 Scope

These procedures establish guidelines for the entry of information into the Laboratory Information Management System (LIMS) for the Combined Probability of Inclusion (CPI) Evaluation service. The CPI Evaluation is based on a request from the Texas Forensic Science Commission who receives requests from individuals.

2 Related Chapters/Documents

Agency Tab (LIMS-02-03)
Requests Tab (LIMS-02-07)
General Module Workflow (LIMS-02-11)
CLS Manual: Laboratory Reports, Letters, and Certificates

3 Policy

A. The use of the CPI Hotkeys are required if any of the situations described in section 4.3.F of this document apply.

B. 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

A. The Texas Forensic Science Commission will submit a list of individuals requesting evaluation to the Laboratory Director.

B. Determine the laboratory case number associated with the individual, by searching for the individual's 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 Laboratory Director via email.**

   b) **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.**

C. If the individual is related to multiple cases that involve DNA analysis, an evaluation will be performed for each case.

D. If the individual is related to a case that involves DNA analysis that occurred in multiple laboratories, an evaluation will be performed for each laboratory that conducted DNA analysis.
E. If there are multiple individuals that are related to the same case, an evaluation will be performed on each individual.

F. If the individual is not related to any case in the LIMS, notify the Laboratory 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-02-03).

2. Add the CPI Evaluation request to the case as described in the Requests Tab instructions (LIMS-02-07).
   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

A. 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.

B. The laboratory manager has the discretion to assign the CPI Evaluation requests appropriately to any qualified DNA analyst.

C. 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 Hotkey.

D. Edit findings as described in the General Module Workflow (LIMS-02-11).

E. Select !Conclusion from the Result Type dropdown menu.
F. In the white space enter the appropriate **Hotkey**, based on the results of the evaluation:

1. **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. **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. **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. **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. **CPI5**: use when no DNA analysis was performed.
   
   “DNA analysis was not performed on this case, therefore no CPI was performed.”

G. Click **Apply**.

H. 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 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.

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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 reinterpretation would not be beneficial indicate the reason in the **Comments** field.

   **Note:** Comments will always be entered when using Hotkeys CPI2, CPI3, and CPI4.

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![Image](image-url)

**Note:** If the additional data screen is blank contact LIMS_Support@dps.texas.gov to have it activated.

I. Do not add any other results (Requested Analysis and Evaluation Interpretation are prepopulated on the report).

   **Note:** Should any technical questions arise, contact the DNA advisory board chair.
LIMS-05-07 MALE SCREENING WORKFLOW

1 Scope

These procedures are 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 Chapters/Documents

Requests Tab (LIMS-02-07)
General Module Workflow (LIMS-02-11)
CLS Manual: Laboratory Reports, Letters, and Certificates

3 Policy

None

4 Instructions

4.1 Submission

1. Upon submission of a sexual assault kit with a female victim and a male suspect, add a Male Screening request, located under the Forensic Biology Department. Refer to the Requests Tab instructions (LIMS-02-07) for guidance.

2. If a Forensic Biology request was entered initially, edit the request and change it to a Male Screening request.

4.2 Conclusion

1. Enter reporting statements as described in the General Module Workflow instructions (LIMS-02-11).

2. Add a !Conclusion result to the item of evidence, click Apply, and click on the ellipsis.
3. Fill in the appropriate information into the Dynamic User Interface (DUI).

![Dynamic User Interface (DUI) screenshot]

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

1. Select the existing Requested Analysis/Exam Count result that has been added to the request and click on the ellipsis.
2. Fill in the appropriate information into the Dynamic User Interface (DUI).

![Dynamic User Interface (DUI)](image)

*Note: Enter the dates in the following format: MM/DD/YY separated by commas, or if it is a date range use a dash. 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.*

3. 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.

4.4 Methods (only add if a deviation was used)

1. Click Apply then click on the ellipses.
2. Check the Deviation Used Checkbox in the Dynamic User Interface (DUI) if a deviation from the method was used.

5 Preferred Practice

None
06 CRIME SCENE RESPONSE

LIMS-06-01 CRIME SCENE RESPONSE REPORT

1 Scope
These procedures 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 Chapters/Documents
Requests Tab (LIMS-02-07)
General Module (LIMS-02-11)
CLS Manual:
- Laboratory Reports, Letters, and Certificates
- Submission and Receipt of Evidence
- Evidence Processing

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
1. Add a Crime Scene Response request as described in the Requests Tab instructions (LIMS-02-07).
2. Select Evidence Processing from the Department dropdown menu.
3. Select Crime Scene Response from the Service dropdown menu.
4. Click OK.

4.2 Crime Scene Response Report
1. Right click on the Request and select Edit Findings.
2. Right click on the Request and select Add Result.
3. Select CSR Synopsis from the Result Type dropdown menu.
   a) 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.
   b) Click Apply.
4. Click on the Ellipsis.
5. 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.

6. Click **Apply** then **Close**.
7. Right click on the Request and select Add Result.
8. Select CSR Scene Information from the Result Type dropdown menu. In the white space, enter scene information, such as:
   a) Details of the scene as encountered
   b) Processing information
   c) Description of what was collected with item numbers, if appropriate
   d) Who collected the items
   e) Scene arrival/departure times
9. Add an Investigative Leads result and/or a Disposition result as described in the General Module Workflow instructions (LIMS-02-11), 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.
07 DIGITAL/MULTIMEDIA

LIMS-07-01 DIGITAL/MULTIMEDIA WORKFLOW

1 Scope
These procedures establish guidelines for the entry of information into the Laboratory Information Management System (LIMS) for the Digital/Multimedia discipline.

2 Related Chapters/Documents
Requests Tab (LIMS-02-07)
General Module Workflow (LIMS-02-11)
Case Activities (LIMS-02-19)
CLS Manual: Laboratory Reports, Letters, and Certificates

3 Policy
Digital/Multimedia Manual

4 Instructions
4.1 Computer Forensics/Mobile Device Forensics
Enter reporting statements as described in the General Module Workflow instructions (LIMS-02-11).

A. Conclusion
1. Enter any notes in the white space.
2. Click Apply. Then if completing a Mobile Device Forensics Request click on the ellipses.
3. Fill in the appropriate information into the Dynamic User Interface (DUI), based on the item tested.
   a) Device Model
   b) Manual Exam conducted
   c) Operating System
   d) Version of Forensic Tool Used
   e) Full Supported
   f) Partially Supported
   g) Not Supported
4. The Reason will be selected based on whether the item is Fully, Partially or Not supported.
   a) Logical Not Supported
   b) FS Not Supported
   c) Physical Not Supported
   d) Encrypted
   e) Decoding Not Supported
B. **Requested Analysis/Exam Count.**

1. Click **Apply** then click on the **ellipses**.

2. Fill in the appropriate information into the Dynamic User Interface (DUI).
   
a) **Number of Mobile Devices**

b) **Number of Hard Disk Drives**

c) **SIM Cards**

d) **SD Cards**

e) **Number of USB Devices**

f) **Number of Gigabytes**

g) **Number of Terabytes**

h) **Number of Total Files**

i) **Possible Contraband (if applicable)**

j) **Number of JTAG/Physical Chip Type Exam**

k) **Number of Devices Not Supported**

l) **Number of Manual Exams Conducted**

m) **NCMEC Submission (if applicable)**
n) ICAC Submission (if applicable)

o) Number of Items Repaired

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<table>
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</table>

C. Methods (only add if a deviation was used)

1. Click Apply then click on the ellipses.

2. Check the Deviation Used Checkbox in the Dynamic User Interface (DUI) if a deviation from the method was used.

3. Update the milestones as described in the General Module Workflow instructions (LIMS-02-11).

4.2 Audio/Video/Photography Workflow

A. Enter reporting statements as described in the General Module Workflow instructions (LIMS-02-11).

B. Add a !Requested Analysis/Exam Count result type to the request.

1. Click Apply then click on the ellipses.

2. Fill in the appropriate information into the Dynamic User Interface (DUI).

   a) Number of Images Enhanced
   b) Number of Images Captured
   c) Audio Clips Enhanced
   d) CD/DVD
   e) USB Flash Drive
   f) Hard Drive
   g) Video Clips Enhanced
C. Add a **Methods** result type to the request. (Only if a deviation was used)
   1. Click **Apply** then click on the **ellipses**.
   2. Check the **Deviation Used Checkbox** in the Dynamic User Interface (DUI) if a deviation from the method was used.

D. Updated the milestones as described in the **General Module Workflow** instructions (LIMS-02-11).

4.3 **Department Activities**

A. External Activities are entered when a request is made outside of the department for one of the following. Refer to the **Entry of Case Activities** Instructions (LIMS-02-19) for guidance on how to enter a case activity.
   1. VIDEO CLIPS ENHANCED – external
   2. AUDIO CLIPS ENHANCED – external
   3. CD/DVD – external
   4. USB FLASH DRIVE – external
   5. HARD DRIVE – external
   6. IMAGES CAPTURED – external
   7. IMAGES ENHANCED – external
   8. PRINTS – large (external)
   9. PRINTS – medium (external)
   10. PRINTS – small (external)
B. Internal Activities are entered when a request for one of the following is made from another department within the lab. Refer to the Entry of Case Activities Instructions (LIMS-02-19) for guidance on how to enter a case activity.

1. VIDEO CLIPS ENHANCED – internal
2. AUDIO CLIPS ENHANCED – internal
3. CD/DVD – internal
4. USB FLASH DRIVE – external
5. HARD DRIVE – external
6. IMAGES CAPTURED – internal
7. IMAGES ENHANCED – internal
8. PRINTS – large (internal)
9. PRINTS – medium (internal)
10. PRINTS – small (internal)

5 Preferred Practice

The preferred method is to enter the conclusion on the item of evidence and to enter the Requested Analysis/Exam Count on the request.
08 FIREARMS & TOOLMARKS
LIMS-08-01 FIREARMS & TOOLMARKS WORKFLOW

1 Scope
These procedures establish guidelines for the entry of information into the Laboratory Information Management System (LIMS) for the Firearms & Toolmarks Workflow.

2 Related Chapters/Documents
General Module Workflow (LIMS-02-11)
CLS Manual:
- Laboratory Reports, Letters, and Certificates
- Submission and Receipt of Evidence
- Evidence Processing
FTM Manual: Report Writing Guidelines
FTM Manual: Item Counting Guidelines

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-02-11).

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 FTM Exam Count Dynamic User Interface.
3. Enter the appropriate information.

   **Note:** Refer to the FTM Manual 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) **Ejection Pattern Test**
   j) **Trajectory Exams**
   k) **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.
D. !Methods (only add if a deviation was used)
   1. Click Apply then click on the ellipses.
   2. Check the Deviation Used Checkbox in the Dynamic User Interface (DUI) if a deviation from the method was used.

E. Add !Disposition and !Investigative Leads as needed.

F. 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-02-11).

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 Distance Determination Exam Count Dynamic User Interface.
   3. Enter the appropriate information.

   \textit{Note: Refer to the FTM Manual for the most up to date guidance on counting items for entry into the below field.}

   a) \textit{Defects Analyzed}

C. Select !Conclusion from the Result Type dropdown menu and click Apply.

   \textit{Note: The conclusion may be added to the request or the item.}

   1. Enter the appropriate reporting statement.

D. !Methods (only add if a deviation was used)
   1. Click Apply then click on the ellipses.
   2. Check the Deviation Used Checkbox in the Dynamic User Interface (DUI) if a deviation from the method was used.
E. 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, Methods, Investigative Leads, and Disposition on the Request.
09  FORENSIC DOCUMENT EXAMINATION

LIMS-09-01  FORENSIC DOCUMENT EXAMINATION WORKFLOW

1  Scope
These procedures establish guidelines for the entry of information into the Laboratory Information Management System (LIMS) for the Forensic Document Examination discipline.

2  Related Chapters/Documents
Requests Tab (LIMS-02-07)
General Module Workflow (LIMS-02-11)
CLS Manual: Laboratory Reports, Letters, and Certificates

3  Policy
Refer to the Forensic Document Examination discipline’s manual for policy regarding exam counting.

4  Instructions
4.1 Forensic Document Examination
A. Enter reporting statements as described in the General Module Workflow instructions (LIMS-02-11).

B. Requested Analysis/Exam Count.
1. Click Apply then click on the ellipses.
2. Fill in the appropriate information into the Dynamic User Interface (DUI).
   a) Number of Questioned Exhibits
   b) Number of Known Exhibits
   c) Number of Handwriting and Hand-printing Analysis.
      i. Number of Questioned Signatures.
      ii. Number of Questioned Lines of Text.
      iii. Number of Known Signatures.
      iv. Number of Known Lines of Text.
   d) Number of Physical Comparisons
      i. Number of Paper Batch and Edge Matching.
      ii. Number of Envelope Batch Matching.
      iii. Number of Charred/Saturated.
      iv. Number of Typewriting/Examination of Carbon Ribbon.
   e) Number of Image Enhancements
      i. Number of ESDA lifts.
      ii. Number of items examined by VSC.
      iii. Number of items examined by Oblique.
      iv. Number of A/O/E areas examined.
f) **Writing Instruments**
   i. Spectral – number of ink areas examined.
   ii. Number of Pencil areas examined.

g) **MISC.**
   i. Number of documents examined for Conventional/Digital Print Process (ID and Analysis).
   ii. Total number of Rubber Stamps examined.
   iii. Total number of Checkwriters examined.
   iv. Total number of Seals examined.
   v. Total number of Questioned Sequence documents.

---

C. Methods (only add if a deviation was used)

1. Click **Apply** then click on the **ellipses**.
2. Check the **Deviation Used Checkbox** in the Dynamic User Interface (DUI) if a deviation from the method was used.

---

D. Update the milestones as described in the **General Module Workflow** instructions (LIMS-02-11).
5 Preferred Practice

The preferred method is to enter the Requested Analysis/Exam Count on the request.
10  FRICION RIDGE

LIMS-10-01  FRICION RIDGE WORKFLOW

1  Scope

These procedures establish guidelines for the entry of information into the Laboratory Information Management System (LIMS) for the Friction Ridge Workflow. This does not include cases that do not meet the case acceptance policy for the friction ridge discipline.

2  Related Chapters/Documents

General Module Workflow (LIMS-02-11)

Closed Without Analysis and Supplemental Reports (LIMS-02-12)

CLS Manual:
- Laboratory Reports, Letters, and Certificates
- Submission and Receipt of Evidence
- Evidence Processing
- Friction Ridge Examination

Friction Ridge Manual: Report Writing Guidelines

3  Policy

None

4  Instructions

4.1 Entering Results

A. Enter reporting statements as described in the General Module Workflow instructions (LIMS-02-11).

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. !Methods (only add if a deviation was used)
      1. Click **Apply** then click on the **ellipses**.
      2. Check the **Deviation Used Checkbox** in the Dynamic User Interface (DUI) if a deviation from the method was used.

   E. Add !Disposition and !Investigative Leads as needed.
   F. Right click on the request, select Set Milestone, and then click Draft Complete.
4.2 Review Documentation

Entering Review Activities: the activity will be entered on the Latent Prints Examination request.

1. Right click on the **Request** and select **Activities**
2. Click the **Green Plus** sign
3. Select the appropriate **Lab** from the **Laboratory** dropdown.
4. Select the appropriate **Department** from the **Department** dropdown.
5. Select the appropriate **Service** from the **Service** dropdown.
6. Select the appropriate **Lab Rep** from the **Lab Rep** dropdown. 
   
   **Note:** All of these fields should be prepopulated with the correct information.
7. Select **Evidence Review/Latent Review/Verification** as appropriate from the **Activity** dropdown.
8. 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.
9. Click **OK** to add the activity.
5 Preferred Practice

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.
11 SEIZED DRUGS

LIMS-11-01 SEIZED DRUGS WORKFLOW

1 Scope
These guidelines establish procedures for the entry of information into the Laboratory Information Management System (LIMS) for seized drug analysis. In order to streamline the analytical process and facilitate the review process, information traditionally documented on the worksheet will be entered directly into LIMS.

2 Related Documents
Crime Laboratory Service Manual: Laboratory Reports, Letters, and Certificates
Seized Drugs Manual

3 Policy
A. Information will be entered into the Seized Drugs module in accordance with the instructions below.
B. Analysis notes will be documented within LIMS.
C. The measurement uncertainty will be determined by entering both the balance ID and the number of weighing events.

4 Instructions
4.1 Itemization
Right click on the Request and select Edit Findings.
1. Select the item that is to be itemized right click and select itemize Evidence.
2. Evidence will be itemized in accordance with the CLS Manual.
   a) In the New Evidence Submission Screen, the Agency, Badge Rep, Inherit, Container and Evidence No will be pre-populated. The following fields will need to be filled in.
      i. Agc Exh# (if applicable).
      ii. Description of evidence in accordance with the CLS Manual and/or Seized Drugs SOP.
      iii. Set the bar code to 0, click Apply and Close.
   b) Separate (subdivide) in accordance with the Seized Drugs SOP.

4.2 Add Results
A. Right click on the appropriate item of evidence and select Add Result.
B. Analysis Notes
   1. Enter the appropriate case notes, including weights, preliminary/confirmatory examinations, and any additional observations relevant to the evidence in the Analysis Notes Field.
2. Hotkeys incorporating prepopulated fields may be used to enter this information (e.g. Hotkey: \texttt{dcoke}).
   a) \textit{Before analysis weight}
   b) \textit{Tare weight}
   c) \textit{After analysis weight}
   d) \textit{Marquis}
   e) \textit{Co (SCN)$_2$}
   f) \textit{GC/MS}

3. Refer to the \textbf{Autotext} instructions (LIMS-02-21) for assistance on using Hotkeys.

4. If a Hotkey was used and the test was not performed, either delete that portion of the Hotkey contents or indicate that the test was not performed.

5. Additional observations may be documented within the Analysis Notes Field.

C. Weight Field

1. Select the appropriate \textbf{Weight Type} from the \textbf{Weight} dropdown menu in accordance with the Seized Drugs SOP. The following list may not be all inclusive. \textit{Note: Anything with ZZ in front is no longer used.}
   a) \textit{Abuse Units}
   b) \textit{After Analysis Count}
   c) \textit{After Analysis Weight}
   d) \textit{Before Analysis Weight}
   e) \textit{Excess for Destruction}
   f) \textit{Net Wet}
   g) \textit{Gross}
   h) \textit{Gross Inventory Weight}
   i) \textit{Net}
   j) \textit{Quantitation (GC – composite)}
   k) \textit{Quantitation (GC)}
   l) \textit{Quantitation (UV – composite)}
   m) \textit{Quantitation (UV)}
   n) \textit{Sampled}
   o) \textit{Submission Weight}
   p) \textit{Tare Weight}

2. In the next field, enter the \textbf{Numerical Weight}. 
3. In the next field, select the appropriate Units from the Unit dropdown menu.
   
   a) If a trace amount is observed, select Net Weight for the weight type, leave the Weight field blank. Select Trace from the Unit dropdown menu. No numerical amount will be entered.

   b) If the weight type is Abuse Units then select Abuse Units for the weight type. Select Abuse Units from the Unit dropdown menu.

4. If the uncertainty is to be suppressed as per Controlled Substances SOP, enter a “0” in the +/- field.

   Note: The unit field next to the uncertainty is pre-populated when the weight units are selected.

5. Select the appropriate Balance used from the dropdown menu.

6. Click Apply.

7. Non-Reported Weights
   
   a) Gross Inventory Weight – required, when the gross inventory weight is five (5) pounds or more.

   b) Excess Destruction - the approximate weight of excess slated for destruction.

4.3 Sample Preparation

A. Highlight the appropriate selection in the Available Sample Preparations window and then use the blue arrow to transfer the selections to the Selected Sample Preparations window.

   Note: The analyst may adjust the count to the appropriate number so that the appropriate number will populate.
B. Available Sample Preparations Usage

*Note: Anything with ZZ in front is no longer used.*

1. 50% Statistical Sampling Plan
2. 75% Statistical Sampling Plan
3. 90% Statistical Sampling Plan
4. Number of Similar Packaging (for TARE calc)
   a) *To be used in accordance with the Seized Drugs Manual. Enter the number of similar packaging.*
5. Number of items
   a) *Number of individual items received.*
6. Number of items tested
   a) *Number of individual items on which examinations were performed.*
7. Number of weighing events
   a) *The total number of weighing’s used in the determination of a reported weight.*

C. Typical Exhibit

1. Number of Items
2. Number of Items Tested
3. Weighing Events
4. As needed Similar Packaging and Statistical Sampling Plans.
   *Note: An item cannot have similar packaging and a statistical sampling plan.*

D. Trace

1. Number of Items
2. Number of Items Tested
3. Weighing Events
4. As needed, select Similar Packaging and Statistical Sampling Plans

E. Similar Packaging

1. Number of Items
2. Number of Items Tested
3. Weighing Events
4. Similar Packaging

F. Statistical Sampling Plan

1. Number of Items
2. Number of Items Tested
3. Weighing Events
4. Statistical Sampling Plan
G. No Analysis
   1. Weighing events if a weight is reported.

H. Preliminary Pharm ID
   1. Weighing events if a weight is reported.

I. Enter the appropriate number of items, number of items tested, and number of weighing events. Add the appropriate number in the # Performed field for each Selected Sample Preparations selection.
   
   \textbf{Note: The following error will occur if the weighing events are set to 0 and a balance is selected}

   ![Error Message]

J. If applicable, select Number of Similar Packaging (for TARE calc) as per the Seized Drugs SOP.

4.4 Methods (Examinations)

1. Enter method information using the Examinations tab.

2. Highlight the appropriate Method(s) in the Available Examinations window and then use the blue arrow to transfer the selections to the Examinations window.
   
   a) Color Tests
   b) Fourier Transform Infrared Spectroscopy
   c) Gas Chromatography Flame Ionization Detector
   d) Gas Chromatography Mass Spectrometry
   e) Liquid Chromatography Ultraviolet Spectroscopy
   f) Macroscopic Examination
   g) Mass Spectrometry
   h) Microcrystalline Tests
   i) Microscopic Examination
   j) Pharmaceutical Identification
   k) Raman Spectroscopy
   l) Thin Layer Chromatography
   m) Ultraviolet/Visible Spectrophotometry

3. Select the Deviation Used checkbox in the dynamic user interface if a deviation from a method is used.
4. Click on the Ellipsis.

4.5 Results and Result Notes Field

A. Typical Exhibits
   1. Select the appropriate result from the Result dropdown menu.
   2. Enter any relevant result notes into the Result Notes field.
      
      Note: DO NOT report results in the Result Notes Field.
   3. Click Apply.
   4. Repeat the above steps for any additional items. Upon completion set the request to Draft Complete. (For further guidance on milestones please refer to Requests Tab instructions. LIMS-02-07)

B. Preliminary pharmaceutical identifications (without further confirmation in accordance with the Seized Drugs SOP).
   1. Select Prelim Drug from the Result dropdown menu.
   2. Enter any relevant result notes into the Result Notes field.
   3. Click on the Ellipsis.

   4. Select the appropriate pharmaceutical substance from the Pharmaceutical ID dropdown.

   5. Add an additional result for each pharmaceutical identification made.
   6. Click Apply and Close.
7. Ensure all data is entered appropriately and click **Apply** and **Close**.
   
   *Note: DO NOT report results in the Result Notes Field.*

C. For Quantitation entry, refer to the **Seized Drugs Quantitation** instructions.

### 4.6 Substances defined by the September 1, 2015 legislative action

1. If date of offense is prior to 09/01/2015, select the appropriate drug result ([drug result] < 9/1/15) from the **Result** dropdown menu.

2. If date of offense is after 09/01/2015, select the appropriate drug result from the Result dropdown menu. Do not select a result that contains “< 09/01/2015” in the name.

3. Enter any relevant result notes into the **Result Notes** field.
   
   *Note: DO NOT report results in the Result Notes field.*

### 5 Preferred Practice

A. When the sampled weight is to be reported, the **result** should be added to both the net/gross weight and the sampled weight results, so that the sample weight is displayed underneath the net/gross weight on the report. The footnote should be added to the sampled weight result.

B. If the **Sample Preparation Tab** is not displaying correctly contact LIMS Support at **LIMS_Support@dps.texas.gov**.

C. It is best to enter the Net Weight first when entering results.
LIMS-11-02 SEIZED DRUGS BULK EVIDENCE ITEMIZATION

1 Scope

These procedures establish guidelines to standardize the system-wide practices for itemization and analysis of seized drugs bulk evidence in LIMS. Additionally, these instructions prescribe the retention of excess quantity evidence items.

2 Related Documents

CLS Manual:
- Submission and Receipt of Evidence
- Evidence Processing
- Destruction of Evidence

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 seized drug cases, and 18 for all other seized drugs cases.

4 Instructions

4.1 Evidence Transfer

1. If Friction Ridge analysis is requested, ensure that friction ridge processing has been completed prior to transferring the evidence to the assigned seized drugs analyst.
   a) If prints were developed on any item, then it will have been itemized by the Friction Ridge analyst.
   b) If no prints were developed, the items may have been itemized as a group.
2. Transfer the itemized evidence/containers to the analyst. If the evidence has not been itemized then transfer the original agency item to the analyst.
3. 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.
4. Add to the evidence description of the submitted evidence container the total number of bundles as appropriate.

4.2 Analysis and Itemization

1. Document the weight of the evidence to be reported under the original agency item.
   a) If the gross weight is to be reported out, then enter the gross weight as a result.
   b) If the net weight is determined directly, then enter the net weight as a result.
   c) 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.
2. 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:
   a) **Excess quantity (material to be destroyed)**
   b) **Excess quantity exemplar (amount retained)**
   c) **Excess quantity samples (retained representative samples)**
   d) **Photograph(s) of the evidence (Image(s) retained)**

3. Ensure that the appropriate offense code is indicated for the case.

4. 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.

5. 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.

6. Change the LIMS Container field of the excess quantity exemplar(s) and excess quantity samples to their new lab container(s).

7. Change the LIMS Container field that contains the excess quantity (material to be destroyed) to blank.

8. Enter a result under the lab container that contains the excess quantity exemplar and record the gross inventory weight.

9. Track the Evidentiary Images
   a) **Images as evidence in DIMS (See LIMS Manual; Storage of Evidentiary Images in DIMS)**
      i. Upload the image(s) to DIMS.
      ii. Add the image(s) as evidence in LIMS.
   b) **Images as evidence in LIMS**
      i. Copy the image to a CD.
      ii. Add a new lab container to LIMS for the CD.
      iii. Change the LIMS Container field of the CD to the new lab container.
      iv. Transfer the lab container to a secure storage location.

10. Barcode the original agency item to “This item has been sub-itemized.”

11. Report the results of the analysis under the original agency item.

12. 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.
LIMS-11-03 AMENDED SEIZED DRUGS REPORTS

1 Scope

These instructions discuss the standardized format of Amended Reports in the Laboratory Information Management System (LIMS) for Seized Drug Module users. Instructions cover how to create an amended report to correct administrative errors as well as technical errors. Technical errors require a Quality Incident (QI) to be completed.

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 or Laboratory Manager can issue the amended report.

2 Related Chapters/Documents

Requests Tabs (LIMS-02-07)
Seized Drugs Workflow (LIMS-11-01)
CLS Manual: Laboratory Reports, Letters, and Certificates

3 Policy

The Laboratory Manager is the designated administrative reviewer for amended reports.

4 Instructions

4.1 Adding the Request

A. Add the appropriate amended seized drugs related request as described in the Requests Tab instructions section 4.3.B (LIMS-02-07).

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-02-07).

   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-02-07).

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 weight.
      
      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.

   g) **Deviation was not properly communicated** – Should be checked when a deviation from the method was not communicated.
C. Fill out the Explanation/Reason.

1. Write a brief description of the issue and reason for the change. The root cause will need to be documented in the QI. Enter a QI case activity so that the QI note will populate at the bottom of the report.

   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.

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/Incorrect Method/Incorrect Date(s) of Analysis/Deviation not communicated)
   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.
      Note: If an amended report is being issued on a report that was released prior to the 4/15/19 implementation of the CLS Manual the dates of analysis and methods of testing will not display 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)
      x. Deviation
   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.**

![Image of LIMS interface]

\[\text{Related Evidence: 9}\]

\[\text{OK} \quad \text{Cancel} \quad \text{SOP}\]

\\

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.

![Image of amended result process]

Printed copy is uncontrolled. Refer to electronic copy for current version.
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 Seized Drugs Workflow instructions (LIMS-11-01) for entering results.

5 **Preferred Practice**
   A. The **Laboratory Manager** is the designated **reviewer** for amended reports.
   B. Examples of Types of Amended Reports:
      1. Case Information Correction

      ![Example Case Information](image)

      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.**
Evidence Description Correction/Adding a Note

2. Evidence Description Correction/Adding a Note

- **Requested Analysis:** Examine for the presence of controlled substances. This amended report serves as a replacement to the original laboratory report dated October 13, 2017. Any shaded or bordered areas indicate corrections.
- **Reason for Amended Report:** Incorrect evidence description entered by laboratory.

<table>
<thead>
<tr>
<th>Corrected Evidence Description, Results of Analysis and Interpretation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>06: 9 x 12 Envelope</td>
</tr>
<tr>
<td>06-01: ziploc bag with red pills</td>
</tr>
<tr>
<td>Contains Methamphetamine</td>
</tr>
</tbody>
</table>

- **Original Evidence Description, Results of Analysis and Interpretation:**
- **03:** Box
- **03-01:** Brown Paper Bag (Item 2)
- **06: 9 x 12 Envelope**
- **06-01:** ziploc bag with red pills

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.

3. Incorrect/Incomplete Result Correction

- **Submission Information:**
  - 01: Brown Box on October 13, 2015 by QA, System
- **Requested Analysis:** Examine for the presence of controlled substances.
- **Reason for Amended Report:** Incorrect and or incomplete result was initially reported.

<table>
<thead>
<tr>
<th>Corrected Evidence Description, Results of Analysis and Interpretation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Brown Box</td>
</tr>
<tr>
<td>Contains Amphetamine</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Original Evidence Description, Results of Analysis and Interpretation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Brown Box</td>
</tr>
<tr>
<td>01-01: Plastic bag with 16 white tablets each marked Watson 347 (ex # FD1)</td>
</tr>
<tr>
<td>Contains Flurazepam</td>
</tr>
<tr>
<td>10.25 grams (+/- 0.03 grams) net weight</td>
</tr>
<tr>
<td>1 item(s) sampled for analysis</td>
</tr>
<tr>
<td>01-02: Ziplock Bag with white powdery substance</td>
</tr>
<tr>
<td>Contains Carisoprodol</td>
</tr>
</tbody>
</table>

The corrected result is displayed in the bordered area.
LIMS-11-04 MISDEMEANOR SEIZED DRUG CASES

1 Scope
These are guidelines to assist with the processing of misdemeanor seized drugs cases in LIMS.

2 Related Chapters/Documents
Requests Tab (LIMS-02-07)
Seized Drugs Workflow (LIMS-11-01)
CLS Manual: Case Acceptance and Analysis Policies

3 Policy
   A. A Closed without Analysis request must be used to close a seized drugs 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 to be a misdemeanor. Explanations and examples of misdemeanor offenses can be found in the CLS Manual.

4.1 Misdemeanor Offense determined during submission of evidence
   A. In Person (Non-DPS)
      1. Do not accept the evidence without a written request from the District or County Attorney’s Office.
      2. DPS will no longer test misdemeanor Cannabis plant material cases, even if a prosecutor’s letter is provided.
   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 Requests Tab instructions (LIMS-02-07).
      3. Enter the paragraph below into the white space or use Hotkey: DMISD2, for non cannabis plant cases.
         “Seized drug analysis was not performed on this case. Evidence in misdemeanor drug offense cases will not be analyzed without a letter from the prosecuting attorney. Please review the evidence submission guidelines in the Laboratory Customer Handbook at: http://www.dps.texas.gov/CrimeLaboratory/Pubs.htm.”
      4. Enter the statement below into the white space or use Hotkey: DMISD3 for Cannabis plant material cases.
         “Seized drug analysis was not performed on this case. Misdemeanor marihuana offenses are not worked by DPS Crime Laboratories. Please refer to the Crime Laboratory Service Manual at: https://www.dps.texas.gov/CrimeLaboratory/Pubs.htm.”

Go to Table of Contents
4.2 Misdemeanor Offense Determined after Submission, before Evidence is Opened

1. Cancel the Controlled Substance request, as described in the Requests Tab instructions (LIMS-02-07).

2. 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 Requests Tab instructions (LIMS-02-07).
   b) Create and complete a Closed without Analysis request, as described in section 4.1.B.2.

2. If preliminary examinations were performed:
   Follow the Seized Drugs Manual and Seized Drugs Workflow instructions (LIMS-11-01) for reporting preliminary examinations.

B. Felony and misdemeanor evidence submitted together

1. For misdemeanor evidence where no preliminary examinations were performed:
   a) Select Misdemeanor from the result dropdown. This will populate a result of No Analysis NOT Misdemeanor.
   b) Enter the following as a Result Note which informs the customer as to why the evidence was not analyzed or use Hotkey: DN1
      “In view of other exhibits, no examination was performed on this exhibit”
      Note: Refer to the Seized Drugs Workflow instructions for guidance.
   c) Click Apply. - No Analysis will appear as the result under the item of evidence.

2. For Misdemeanor evidence where preliminary examinations were performed, follow step 4.3.A.2.

3. For Felony evidence, analyze according the the Seized Drugs SOP and add the appropriate result (as described in the Seized Drugs Workflow instructions (LIMS-11-01).

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 seized drugs analyst to ensure that the offense determination is accurate.
LIMS-11-05  SEIZED DRUGS QUANTITATION

1  Scope

The purpose of this document is to establish guidelines for the entry of quantitative information into the Laboratory Information Management System (LIMS) for Seized Drugs analysis.

2  Related Chapters/Documents

Seized Drugs Workflow (LIMS-11-01)
Evidence Tab instructions (LIMS-02-06)
Requests Tab instructions (LIMS-02-07)
Seized Drugs Manual

3  Policy

A. Information will be entered into the Controlled Substance module in accordance with the instructions below.

B. Quantitation results are reported by using a Quantitation Analysis request.

C. The Seized Drugs analysis report will reference the upcoming Quantitation Analysis report. The Quantitation Analysis report will display the results from the Seized Drugs analysis report, along with the analyst’s name that performed the analysis. All records associated with the analysis should be scanned into LIMS prior to quantitation analysis.

4  Instructions
4.1 Scenario 1 – Seized Drugs Analysis Request

The evidence submitted is more than 5 grams, and less than 1 kilogram. There is a formal request for quantitation submitted. The packaging may be such that a statistical sampling plan may be used for the analysis, but all of the evidence is collected for quantitation. Examples include:

- 30 small baggies of crystalline substance weighing <1 kilogram
- 1 large bag of crystalline substance weighing < 1 kilogram

A. Examine and document the evidence in accordance with the Seized Drugs Manual and LIMS-11-01.

1. Non-Quantitation Laboratory:
   a) Add a result note to the item of evidence that requires quantitation, using the hotkey DNQ:
      “The entire evidence sample will be forwarded to another DPS laboratory for quantitative analysis. Quantitation results to follow in a separate report.”
   b) Click Apply and Close.

2. Quantitation Laboratory:
   a) Add a result note to the item of evidence that requires quantitation, using the hotkey DQ:
      “Quantitation results to follow in a separate report.”
   b) Click Apply and Close.

B. When the qualitative analysis is complete, create a Quantitation Analysis request that is a related request to the original request and assign it to the appropriate quantitation laboratory.

C. Relate the original submitted evidence container and the appropriate evidence items to the request.

D. If the evidence is being forwarded to another laboratory, mark the Quantitation Analysis request as Pending. Please refer to the Requests Tab instructions (LIMS-02-07) for guidance.

E. Follow the appropriate steps to forward the evidence to the appropriate laboratory, if necessary.

4.2 Scenario 2 – Seized Drugs Analysis Request

The evidence submitted is more than 1 kilogram. There is a formal request for quantitation submitted. The packaging may be such that a statistical sampling plan may be used for the analysis, and a sampling procedure is needed to collect the quantitation sample. Examples include:

- 10 bags of crystalline substance weighing > 1 kilogram
- 1 large bag of crystalline substance weighing > 1 kilogram

A. Examine and document the evidence in accordance with the Seized Drugs Manual and LIMS-02-01.
B. Prepare sample(s) for quantitation analysis.
   1. Remove the appropriate amount of substance needed for quantitative analysis, in accordance with the Seized Drugs Manual.

C. Itemize the quantitation sample off of the appropriate evidence.
   1. Right click on the quantitation sample.
   2. Select Add Result.
      a) Select Sampled for Quantitation from the Weight dropdown menu.
      b) Enter the weight into the Weight field.
      c) Select the appropriate units from the Units dropdown menu.
      d) Select the appropriate balance used from the Balance dropdown menu.
      e) Select Number of Weighing Events from the Sample Preparations menu and enter the appropriate number of weighing events.
         i. Non-Quantitation Lab:
            Select Quant Rep Sample (non-quant Lab) from the Sample Preparations menu. This will populate the following statement on the report:
            “The sample was collected per the sampling procedure for quantitative analysis and will be forwarded to another DPS laboratory.”
         ii. Quant Lab:
            Select Quant Rep Sample (Quant Lab) from the Sample Preparations menu. This will populate the following statement on the report:
            “The sample was collected per the sampling procedure for quantitative analysis. A separate report will follow.”
      f) The weight from the Sampled for Quantitation result will not display on the report, but will be displayed on the worksheet.
      g) Do not select a drug from the Result dropdown menu.
   3. Click Apply and Close.

D. If forwarding to another laboratory, repackage the quantitation sample in a new container and add the new container to LIMS. Change the container of the quantitation sample to match the new container that was just added. Please refer to the Evidence Tab instructions (LIMS-02-06) for guidance.

E. Create a Quantitation Analysis request that is a related request to the original Controlled Substance request and assign it to the appropriate laboratory.

F. Relate the original submitted evidence container and the quantitation sample to the request. Do not relate the newly created container to the request.

G. If the evidence is being forwarded to another laboratory, mark the Quantitation Analysis request as Pending. Please refer to the Requests Tab Instructions (LIMS-02-07) for guidance.

H. Follow the appropriate steps to forward the evidence to the appropriate laboratory, if necessary.
4.3 Quantitation Analysis Request

A. Right click on the request and select **Edit Findings**.

B. Right click on the appropriate **item of evidence**.

C. If the sample(s) was forwarded from a non-quantitation laboratory, then perform a **weight check**:
   a) **Select Net** from the **Weight** dropdown menu.
   b) **Enter the weight** into the **Weight** field.
   c) **Select the appropriate units** from the **Units** dropdown menu.
   d) **Select the appropriate balance used** from the **Balance** dropdown menu.
   e) **Select Number of Weighing Events** from the **Sample Preparations** menu and enter the appropriate number of weighing events.
   f) The net weight result will not display on the report, but will be displayed on the worksheet.
   g) **Do not** select a drug from the **Result** dropdown menu.

D. Enter the quantitation results:
   1. Select **Add Result** again.
      a) **Enter pertinent notes related to the Quantitation analysis** into the **Analysis Notes** field.
      b) **Hotkeys incorporating prepopulated fields may be used to enter this information** (e.g. Hotkey: **DQLC**).
         - Before Analysis Weight
         - Tare Weight
         - Net Weight
         - After Analysis weight
         - Composite Sample Weight
         - Color Test
         - SNP
         - FTIR/ATR
         - HPLC Quant: Performed
         - GC Quant: Performed
         - Quant Results
         - Average: ( %+ %)/2 =
         - % Difference: ( % - %)/(average)*100 = %
         - Check Standard Result: %
         - Percent Error: ( %- %)/ %)*100 = %
      c) **Select the appropriate Quantitation type** from the **Weight** dropdown menu.
      d) **Enter the Quantitation value in the Weight** field.
      e) **Select Percent (%)** from the **Unit** dropdown menu.
2. Click the **ellipses** next to the second percent sign.

3. Select the appropriate **Quantitation Method** used to populate the final report with the correct uncertainty calculation from the **Quant Method** dropdown.

4. Select the appropriate balance used from the **Balance** dropdown menu.

5. Select the appropriate result from the **Result** dropdown (result name).
   a) *Do not enter footnotes in the Result Notes.*

6. Select the appropriate **Method** from the **Examinations Tab**.

E. Click **Apply** and **Close**.

5  **Reporting Examples**

5.1  **Scenario 1**

A. Controlled Substance Analysis request performed in Non-Quantitation Laboratory.

---

**Requested Analysis:** Perform Quantitation Analysis

**Controlled Substance Analysis Results:**

01 : 9x12 Yellow Envelope - 1 item

01-01: plastic bag with crystalline substance
Contains Methamphetamine HCl

*Note: The entire evidence sample will be forwarded to another DPS laboratory for quantitative analysis. Quantitation results to follow in a separate report.*

157 grams (+/- 0.03 grams) net weight
1 of 1 item(s) sampled for analysis

The original results were reported by Kenneth Evans in the Test Lab DPS Crime Laboratory on 9/8/2017.

**Quantitation Evidence Description, Results of Analysis, and Interpretation:**

01 : 9x12 Yellow Envelope - 1 item

01-01: plastic bag with crystalline substance

Quantitation: 48.4% (+/- 4.0%)

*All uncertainty values reported as "+/-" are at the 95% confidence level.*
B. Controlled Substance Analysis request performed in Quantitation Laboratory.

**Requested Analysis:** Perform Quantitative Analysis

**Date(s) of Analysis:** 10/02/18, 09/15/18

**Test Method(s):**
Instrumental Analysis (Gas Chromatography Mass Spectrometry; Liquid Chromatography Ultraviolet Spectroscopy);
A deviation from a method was used.

**Controlled Substance Analysis Results and Interpretation:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Weight</th>
<th>Weight Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>08-01</td>
<td>White powder substance in a plastic bag (Item 1)</td>
<td>Contains Methamphetamine HCl</td>
<td>0.47 grams (+/- 0.04 grams)</td>
<td>net weight</td>
<td></td>
</tr>
<tr>
<td>08-02</td>
<td>White powder substance in a plastic bag (Item 2)</td>
<td>Contains Methamphetamine HCl</td>
<td>0.45 grams (+/- 0.04 grams)</td>
<td>net weight</td>
<td></td>
</tr>
</tbody>
</table>

The original results were reported by Shayla Garcia in the Garland DPS Crime Laboratory on 9/10/2019.

**Quantitation Analysis Results and Interpretation:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Weight</th>
<th>Weight Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>08-01</td>
<td>White powder substance in a plastic bag (Item 1)</td>
<td>Quantitation Result: 49.0 % (+/- 4.2 %)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08-02</td>
<td>White powder substance in a plastic bag (Item 2)</td>
<td>Quantitation Result: 72.5 % (+/- 6.0 %)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All uncertainty values reported as “+/-” are at the 95% confidence level.

5.2 Scenario 2

A. Controlled Substance Analysis request performed in Non-Quantitation Laboratory.

**Date(s) of Analysis:** 09/10/2018, 09/01/2017

**Test Method(s):**
Instrumental Analysis (Liquid Chromatography Ultraviolet Spectroscopy);

**Controlled Substance Analysis Results and Interpretation:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Weight</th>
<th>Weight Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>02-01</td>
<td>Twenty (20) plastic bags with crystal substance</td>
<td>Contains Methamphetamine</td>
<td>200.00 grams (+/- 0.03 grams)</td>
<td>net weight</td>
<td></td>
</tr>
<tr>
<td>02-01-AA</td>
<td>Quantitation Sample</td>
<td>The sample was collected per the sampling procedure for quantitative analysis and forwarded to another DPS laboratory</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The original results were reported by Anaceli Uptmor in the Waco DPS Crime Laboratory on 3/28/2019.

**Quantitation Analysis Results and Interpretation:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Weight</th>
<th>Weight Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-01-AA</td>
<td>Quantitation Sample</td>
<td>Quantitation Result: 91.25 % (+/- 7.43 %)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All uncertainty values reported as “+/-” are at the 95% confidence level.

B. Controlled Substance Analysis request performed in Quantitation Laboratory.

6 Preferred Practice

Completed qualitative analysis case files should be scanned as a case image.
LIMS-11-06 SEIZED DRUGS RESULT LIST

1 Scope

This guideline illustrates the procedure for adding seized drugs information to the SharePoint list and requesting additions or changes to the seized drugs 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 Drug Result List in SharePoint can be found here:
https://portal.tle.dps/sites/cls/QA/Lists/ChemicalCompounds/ApprovedDrugResults.aspx

The Drug 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

Seized Drugs Manual: Approved List of Reference Libraries and Abbreviations

3 Policy

Only references listed in the Approved List of Reference Libraries and Abbreviations will be used when entering major ions, major wavenumbers, and maximum lambda values.

4 Instructions

Go to the Drug 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.

1. Select **New Item** from the Items tab at the top of the SharePoint page.

2. Select **New** from the **Request Status** dropdown menu.

3. Enter the name of the drug in the **Drug Name** field.

4. If attaching the chemical structure to the result, select **Yes** from the **Chemical Structure Attached** dropdown menu. Otherwise, select **No**.

5. Enter the molecular formula of the drug in the **Molecular Formula** field.

6. Enter the molecular weight of the drug in the **Molecular Weight** field.

7. Enter the CAS number in the **CAS Number** field.

8. Enter IUPAC names and/or drug synonyms in the **IUPAC/Synonyms** field.

9. 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)  *Liebert®n – Black*

10. Select the appropriate checkboxes to demonstrate what supporting documentation will be uploaded with the drug entry in the **Supporting Documentation** section.

11. Enter the major ions from the mass spectra in the **Mass Spec – Major Ions** field.

12. Enter the major wavenumbers from the FTIR spectra in the **FTIR – Major Wavenumbers** field.

13. Enter the maximum lambda value from the UV spectra in the **UV – Lambda Max** field.

14. Enter the supplier and lot number information from the purchased drug standard in the **Standard Supplier and Lot Number** field.

15. Select the appropriate checkboxes to demonstrate the source that was used to verify the purchased drug standard in the **Source Used for Verification** section.

16. Enter any literature citation information in the **Literature Citation Information** field.

17. Enter any additional comments in the **Comments** field.

18. Do not fill out any other fields.

19. Attach any supporting documentation by clicking the **Attach File** icon at the top of the form.

20. 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*

21. 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 Naming Committee Review and Approval- First Review

1. Go to the Drug Result List Pending Actions SharePoint list.
2. Select the checkbox next to the appropriate entry to be reviewed that is listed under either the *New* or *Revision* Request Status groups.
3. Select Edit Item from the Items tab at the top of the SharePoint page.
4. 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.*
5. Enter name in the **Naming Committee Assigned** field.
6. Click **Save**.
7. Edit the item again to review the entry information as well as any attachments, and make appropriate changes.
8. Enter comments in the **Naming Committee Comments** field.
9. 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.
10. Enter the result text (how the result appears on the final report), in the **LIMS Result Text** field.
11. 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.*
12. 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.

13. If other notes are needed that pertain to the LIMS entry, enter the appropriate information in the LIMS Other Notes field.

14. Select the appropriate drug group from the LIMS Drug Group dropdown menu.

15. If the entry is for a new drug or for an existing drug with LIMS changes, select Inactive from the LIMS Status dropdown menu.

16. If the entry is for an existing drug, with no LIMS changes, select Active from the LIMS Status dropdown menu.

17. Select 2 In second review by naming committee from the Request Status dropdown menu.

18. Click Save.

4.3 Naming Committee Review and Approval- Second Review

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.

1. Go to the Drug Result List Pending Actions SharePoint list.
2. 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.
3. Select Edit Item from the Items tab at the top of the SharePoint page.
4. Review the entry information as well as any attachments, and make appropriate changes.
5. Select 3 Ready for CS chair approval from the Request Status dropdown menu.
6. Click Save.

4.4 Seized Drugs 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.

1. Go to the Drug Result List Pending Actions SharePoint list.
2. 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.
3. Select Edit Item from the Items tab at the top of the SharePoint page.
4. Review the entry information, including revision notes entered into the Comments field, as well as any attachments, and make appropriate changes.
5. Drugs with no LIMS Changes
   a) If the entry is for an existing drug with no changes to LIMS, select Completed from the Request Status dropdown menu.
   b) Click Save.
   c) Select the checkbox next to the appropriate entry and select Approve/Reject from the Items tab at the top of the SharePoint page.
d) Select the Approved radio button and click OK.

6. Drugs with LIMS Changes
   a) 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.
   b) 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.

1. Go to the Drug Result List Pending Actions SharePoint list.
2. Select the checkbox next to the appropriate entry to be reviewed that is listed under the 4 Ready for LIMS approval Request Status group.
3. Make the appropriate addition/changes in LIMS.
4. Select Completed from the Request Status dropdown menu.
5. Select Active from the LIMS Status dropdown menu.
6. Click Save.
7. Select the checkbox next to the appropriate entry and select Approve/Reject from the Items tab at the top of the SharePoint page.
8. Select the Approved radio button and click OK.

5 Preferred Practice

None
LIMS-11-07 REVERSAL AND CANINE EVIDENCE WORKFLOW

1 Scope
The purpose of this document is to establish the process for preparing evidence for Canine Training Aid and Drug Reversal use as well as how to handle the evidence once it is returned to the lab.

2 Related Chapters/Documents
Evidence Tab (LIMS-02-06)
Non Case-specific Items (LIMS-02-28)
Receiving a New Case (LIMS-03-01)
Returning Evidence (LIMS-03-04)
Seized Drugs Workflow (LIMS-11-01)
Seized Drugs Manual
Austin Laboratory Manual:
- Preparation of Canine Training Aids
- Release of Canine Training Aids
- Controlled Substance Reversal Program

3 Policy
Refer to the Release of Canine Training Aids chapter of the Austin Laboratory Manual

4 Instructions
4.1 Canine Evidence
A. The lab receives a district court order forfeiting the seized drug evidence to the law enforcement agency for official purposes.
B. Lab creates a NCS (Non Case Specific) case in Justice Trax. Refer to LIMS-02-28 for further explanation of NCS cases.
   1. Evidence submitted for aid usage will be logged as normal under the designated NCS case number.
   2. The evidence is added to that case. For guidance on how to add evidence refer to the Evidence Tab instructions (LIMS-06-06).
      a) Evidence item XX will be the Drug Description.
      b) Evidence XX-XX will describe the number of items and packaging.
      c) Evidence item XX-XX-AA will be the training aids.
   3. The description of the training aids will contain the approximate weight of the substance.
4. If the evidence originated from an existing case, relate the existing case to the NCS case.

5. A Controlled Substance Analysis request is made and a report is completed on the bulk item (XX-XX) in accordance with the Seized Drugs Manual and LIMS-11-01 instructions.

   Note: Choose the Initial Testing, Crime Lab rep for this report since this report is for internal purposes only. Make sure the lab manager is CC’d on this request.

6. A copy of the report will go to the Canine/Drug Reversal inbox which will have the appropriate people associated with it who should receive copies of the reports.

7. The court order should be scanned into Case images for both cases as applicable.

C. Once the report is completed on the bulk item, the analyst itemizes and packages the evidence in accordance with what is requested for training aids. (Ex: packages of 5 grams, 10 grams etc.) As the bulk item is itemized, generate a barcode for each itemized item.

D. The analyst creates a Canine Outgoing request and relates the appropriate evidence.
   1. The appropriate agency case number for the specific substance will be entered in the requestor notes field.
   2. The analyst will include the approximate weights in the description of the training aids.
   3. The Canine Outgoing Laboratory Receipt will be reviewed in the same manner as a regular controlled substance report. The Canine Outgoing Laboratory Receipt will act as a pick up confirmation receipt.
E. Evidence Pickup

1. A drug analyst will be responsible for the transfer of the evidence to the canine handler.

2. Upon pick up print a copy of the Canine Outgoing Laboratory Receipt. Both the relinquisher and the receiver must sign and date the receipt. Make a copy and give one back to the handler and the other will be scanned into Case images.

3. Transfer the evidence to the handler as described in the Returning Evidence instructions (LIMS-03-04). Barcodes will need to be printed in order to transfer the evidence unless barcodes were registered when the evidence was itemized.

F. Evidence Return

1. When the handler returns the aids back to the lab, a drug analyst will receive the evidence and it will be resubmitted under the NCS case. If a handler returns evidence to the lab due to damage from a canine, the handler will receive a new aid. Barcodes will need to be printed in order to transfer the evidence unless the barcodes have been retained.

2. The handler must return the evidence properly sealed. This is essential to the process since the weights will not be taken until the evidence is re-analyzed under the new request.

3. Create a related Canine Incoming request which will be a child request of the initial Controlled Substance Analysis request in the NCS case.

4. The Canine - Evidence Submission Receipt will be printed and the handler and the receiver will sign and date the receipt. A copy will go to the handler and the other will be scanned into Case Images.

5. The case will be worked as a normal controlled substance case.

6. A copy of the report will go to the Canine/Drug Reversal inbox which will have the appropriate people associated who should receive copies of the reports.

G. Lost/Destroyed Training Aids

1. The handler or the coordinator will submit the appropriate paperwork to the laboratory.

2. The paperwork will be scanned into the case images of the appropriate case.

3. Evidence that was lost or destroyed will be barcoded to the location ‘this item has been destroyed’.

4.2 Reversal Evidence

A. The lab receives a district court order forfeiting the seized drug evidence to the law enforcement agency for official purposes.

B. Lab creates a NCS (Non Case Specific) case in Justice Trax. Refer to LIMS-02-28 for further explanation of NCS cases.

1. The evidence is added to that case. For guidance on how to add evidence refer to the Evidence Tab instructions (LIMS-02-06).
   a) Evidence item XX will be the Drug Description.
   b) Evidence XX-XX will describe the number of items and packaging.
c) Evidence item XX-XX-AA will be the reversal evidence.

2. If the evidence originated from an existing case, relate the existing case to the NCS case.

3. A Controlled Substance Analysis request is made and a report is completed on the bulk item in accordance with the Seized Drugs Manual and LIMS-11-01 instructions.

   Note: Choose the Initial Testing, Crime Lab rep for this report since this report is for internal purposes only. Make sure the lab manager is CC'd on this request.

4. A copy of the report will go to the Canine/Drug Reversal inbox which will have the appropriate people associated with it who should receive copies of the reports. The representative will be under the Austin lab in the agency menu.

5. The court order should be scanned into case images of both cases as applicable.

C. Once the report is completed on the bulk item, the analyst itemizes and packages the evidence in accordance with what is requested. As the bulk item is itemized, generate a barcode for each itemized item.

D. The analyst creates a Drug Reversal Request and relates the appropriate evidence.

   1. The analyst will enter the weight and ID of each item as described in the Seized Drugs Workflow instructions (LIMS-11-01)

   2. The Drug Reversal Receipt will be reviewed in the same manner as a regular controlled substance report. The Drug Reversal Receipt will act as a pick up confirmation receipt.

E. Evidence Pickup

   1. A drug analyst will be responsible for the transfer of the evidence to the agent.

   2. Upon pick up, print a copy of the Drug Reversal Receipt. Both the relinquisher and the receiver must sign and date the receipt. Make a copy and give one back to the receiver and the other will be scanned into Case images.

   3. Transfer the evidence to the agent as described in the Returning Evidence instructions (LIMS-03-04). Barcodes will need to be printed in order to transfer the evidence unless barcodes were registered when the evidence was itemized.

F. Evidence Return

   1. When the agent returns the evidence back to the lab, the evidence will first be submitted as a new case.

      a) A drug analyst will receive the evidence. Please refer to Receiving a New Case (LIMS-03-01).

      b) Create a Controlled Substance Analysis request.

      c) Add the Canine/Reversal inbox as a request CC. The representative will be under the Austin lab in the agency menu.

   2. Then the receiver will go to the NCS case and receive the evidence back into the lab. Barcodes will need to be printed in order to receive the evidence unless the barcodes have been retained.

      a) The analyst will add to the evidence description the new Case Number.
b) The evidence will be barcoded to Drug Reversal – Returned to Lab which will be a return location. The evidence will show as returned in the NCS case.  

*Note: This location can be found under Special Locations.*

3. The Evidence Submission Receipt for Canine and Drug Reversals will be printed and the agent and the receiver will sign and date the receipt. A copy will go to the agent and the other will be scanned into case images.

4. The new case will be worked as a normal Seized Drugs case.

5. A copy of the report will go to the Canine/Drug Reversal inbox which will have the appropriate people associated with it who should receive copies of the reports.

G. Lost/Destroyed Reversal Evidence

1. Agent will submit the appropriate paperwork to the laboratory.

2. The paperwork will be scanned into the case images of the appropriate case.

3. Evidence that was lost or destroyed will be barcoded to the location ‘*this item has been destroyed*’.

5 Preferred Practice

None
LIMS-11-08 AMENDED EXPANDED UNCERTAINTY

1 Scope

These instructions establish guidelines for the entry of information into the Laboratory Information Management System (LIMS) for the Amended Expanded Uncertainty service.

The Amended Expanded Uncertainty should only be used when the expanded measurement uncertainty calculation associated with quantitation results has to be recalculated due to a request from the submitting agency. This request only pertains to reports from January 1, 2014 to December 1, 2017. If other corrections are needed, an amended 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 or Laboratory Manager will issue the amended report.

2 Related Chapters/Documents

Amended Reports (LIMS-02-13)

CLS Manual: Laboratory Reports, Letters, and Certificates

3 Policy

A. The report header must include “Amended” in the title.

B. The administrative reviewer of any amended report is the Quality Manager. If the author of an amended report is the Quality Manager, then an Assistant Lab Director will perform the administrative review.

C. The reason for the amended report must be documented in the Additional Data option on the request in LIMS.

D. The Amended Expanded Uncertainty 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 expanded measurement uncertainty.”

E. The Amended Expanded Uncertainty report must reference the original report by date and title.

4 Instructions

4.1 Add Request

1. Add the Amended Expanded Uncertainty Report request as a related request to the parent Controlled Substance/Quantitation request as described in the Amended Reports instructions (LIMS-02-13).

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

   b) Relate the appropriate evidence and individuals.

2. Indicate the Reason for the Amended Report as described in the Amended Reports instructions (LIMS-02-13).
4.2 Amend the Report

1. Add the same results to the appropriate item of evidence as determined in the previous report.

2. On the Quantitation result entry click on the ellipses next to the uncertainty units. 
   
   Note: Should the Quantitation Result not be the first result for the item of evidence the Quant Method will have to be selected on that result.

3. From the Quant Method dropdown select the appropriate method.
   
   a) Single Injection
   b) Double Injection
   c) 10 Percent

4. Click Apply.

5. The required statement will prepopulate into the Requested Analysis section of the report.
12 TOXICOLOGY (ALCOHOL/VOLATILES)
LIMS-12-01 TOXICOLOGY (ALCOHOL/VOLATILES) WORKFLOW

1 Scope
To establish guidelines for the entry of information into the Laboratory Information Management System (LIMS) for the Toxicology (Alcohol/Volatiles) workflow.

2 Related Chapters/Documents
Requests Tab (LIMS-02-07)
Inter-laboratory Evidence Transfer (LIMS-03-05)
Worklist/Batch Process (LIMS-02-22)
Alcohol Analysis 90 Codes (LIMS-12-03)
CLS Manual: Laboratory Reports, Letters, and Certificates

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
A. All evidence submitted for the analysis of 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.

B. 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-02-22).

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. The sequence file contains the following:
a)  Case Number
b)  Evidence Number
c)  Request ID
d)  Evidence ID
e)  Subject
f)  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

A. The specimen documentation for the worksheet is to be filled out on a blank result.

B. 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-02-22).

C. Do not write on the worklist so that it can be discarded after use.

D. Add a blank result to the blood tube and click Apply.

E. 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

F. 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

A. The specimen documentation for reporting purposes is to be filled out on the result that contains the reported values.

B. 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 (AustinToxicology@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."

C. 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."

D. Select the Dilution Performed checkbox if a dilution was done on the sample.
   Note: The Dilution checkbox CANNOT be checked on both results. It can ONLY be checked on the result that contains the reported value.

E. Select the Deviation Used checkbox if a deviation from the method was used.

F. Enter any volatiles found by selecting the appropriate checkboxes.
   Note: Please check the box for "No other volatiles detected" when a volatile or group of volatiles is suspected on the submission form.

G. 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.

   Note: Upon Draft Complete the worksheet will be generated and placed under the request in the imaging module.
4.5 Manual Entry of Alcohol Content Results
A. Open the Requests 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-02-22).
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 of the second result entered.
      Note: The result must be applied first before this field can be opened.
      a) Select the appropriate check boxes.
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-12-03).*

### 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 **Requests Tab** instructions (LIMS-02-07).

4. If the evidence needs to be forwarded to another lab for further testing, refer to **Inter-laboratory Evidence Transfer** instructions (LIMS-03-05).

### 4.7 Request Batch Updates/BA Reports

A. **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 BA Reports and Shimadzu Instrumentation).

   *Note: Do not use Justice Trax on the instrument computer if a process account was used to log in.*

B. **BA Reports** will save the **sequence tab** as a separate file named BA-LIMS once the run is complete. Do not name it anything else, otherwise, **Request Batch Updates will not work.**

---

**Effective Date: 5/11/2020**

**Issued by:** System Quality Manager

*Printed copy is uncontrolled. Refer to electronic copy for current version.*
C. Save the file to the specific location designated for uploading for that instrument. 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.
```

D. 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.

   **Note:** This can be reprinted form the Crystal Report menu: BA Batch Review List. The report uses the worklist barcode to populate.

   ![Batch List Report](image)

   **E.** Click **OK** and **Yes** to have the status updated to **Findings Entered**.

   **F.** The BA 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-02-16).

   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**.
G. Update the Milestone to **Draft Complete**. Refer to the **Worklist/Batch Process** instructions (LIMS-02-22) 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.

B. Justice Trax Imaging Set up

2. Right click and select Printer Preferences.
3. Select the File Formats tab.

   a) **Set File Format to TIFF Group 3, 2 Dimension (*.tif).**
   b) **Set Color Depth to 1 bit.**
   c) **Set Photo Quality to Floyd-Steinberg.**
   d) **Check Extract text to file.**
e) View the **Device Settings** tab to be sure the paper size and orientation are set appropriately.

f) 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

C. 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.

2. Once printed through JusticeTrax imaging there will be a text and a tiff file.
D. 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.

   ![JusticeTrax Batch Indexing Utility](image)

   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.

   ![Batch Image Capture Menu](image)

   Note: A negative number indicates that the program will move that many characters to the left before starting to read the data.
E. 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.
LIMS-12-02 AMENDED TOXICOLOGY (ALCOHOL/VOLATILES) REPORTS

1 Scope

The purpose of these instructions is to standardize the format of amended reports in the Laboratory Information Management System (LIMS) for Blood Alcohol Module users.

These instructions will cover how to create an amended report to correct administrative errors as well as technical errors. Technical errors require a Quality Incident (QI) to be completed.

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

CLS Manual: Laboratory Reports, Letters, and Certificates

3 Policy

The Quality Manager is the designated Administrative Reviewer for amended reports.

4 Instructions

4.1 Create Request

A. 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 from the Service drop down menu.
7. Select the Analyst who is to complete the amended report.
8. Click OK.
B. Relate the appropriate evidence, including the appropriate submitted evidence containers.
   1. For administrative corrections only relate the submitted evidence container, NOT the itemized evidence.
   2. For technical corrections relate the appropriate evidence, including submitted evidence containers.

C. 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.

g) **Deviation was not properly communicated** – Should be checked when a deviation from the method was not communicated.

4. Fill out the Explanation/Reason.

   a) Write a brief description of the issue and reason for the change. The root cause will need to be documented in the QI.

   **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 on the type of correction(s) needed.

A. There are 3 types of amendments: Administrative, Evidence and Technical.

B. 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/Incorrect Method/Incorrect Date(s) of Analysis/Deviation not communicated)
   
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.
   - Address
   - Agency Rep
   - Case Number
   - Secondary – (to show additional agencies)
   - County
   - Elimination
   - Offense Date – (use for any offense correction)
   - Submission
   - Suspect
   - Victim
   - Deviation

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.*

f) 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.

g) More than one trigger word can be entered.
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

![Printed copy](image)

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

![Printed copy](image)

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

![Printed copy](image)

The corrected result is displayed in the bordered area.
## Incorrect Method(s)/Date(s) of Analysis/Deviation not communicated

<table>
<thead>
<tr>
<th>Requested Analysis:</th>
<th>Examine for alcohol and drug content.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason for Amended Report:</td>
<td>Incorrect evidence description entered by laboratory. Deviation from a method was not properly communicated.</td>
</tr>
<tr>
<td>Date(s) of Analysis:</td>
<td>03/14/2019 to 03/14/2019</td>
</tr>
<tr>
<td>Test Method(s):</td>
<td>Headspace - Gas Chromatography - Flame Ionization Detector</td>
</tr>
</tbody>
</table>

A deviation from a method was used.
LIMS-12-03 ALCOHOL ANALYSIS 90 CODES

1 Scope
These procedures establish guidelines for when BA 90 Codes are used in Alcohol Analysis requests. The codes are used to automatically populate specific results on the Toxicology (Alcohol/Volatiles) Laboratory Report.

2 Related Chapters
Toxicology (Alcohol/Volatiles) Workflow (LIMS-12-01)

3 Policy
None

4 Instructions
Enter the following codes depending on these specific results into the result fields as described in (LIMS-12-01):

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
13 TOXICOLOGY (DRUGS)

LIMS-13-01 TOXICOLOGY (DRUGS) WORKFLOW

1 Scope
These procedures establish guidelines for the entry of information for Toxicology (Drugs) analysis into the Laboratory Information Management System (LIMS).

2 Related Chapters/Documents
Autotext (LIMS-02-21)
Toxicology (Drugs) Manual: Report Writing Guidelines

3 Policy
None

4 Instructions

4.1 Itemization from the Toxicology Module
A. Select the Requests 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 tube, Specimen container).

      Note: There are HOTKEYS such as BAGT2 = ‘Gray top tubes (2)’ and SC = ‘Specimen container’, which help facilitate the description process.

   5. Select the Evidence Type (blood, urine, serum/plasma, vitreous, or other).
   6. Set the barcode printout to zero.
   7. Enter any notes regarding the specimen, e.g. specify the 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. 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**.

   **Note:** If the Additional Data for Evidence screen is blank, check to make sure that the evidence is entered correctly, (i.e. make sure a source is entered). If evidence is entered correctly send an email to LIMS_Support@dps.texas.gov for assistance.

4.2 Results for EMIT Screening

A. Entering Results for Screens (EMIT)

1. Open the case and select the **Requests 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, click **OK**.

   **Note:** If Std button is not used the analyst will have to manually add the screens using the arrows or double clicking on the appropriate screen. The analyst will also need to change the Amphetamines Completed On date to reflect the batch date, by double clicking on it in the right hand window.
d) For positive screens click the **Pos** radio button.
e) Enter the lowest range in the **Ratio** column for blood only.
f) 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** radio button.
g) 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** radio button.

4. 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

5. Check the **Conf** box if the confirmation testing is needed
   
   *Note: Conf box should automatically become checked when Pos radio button is selected.*

6. 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 **Requests 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.

![New Confirmation Data](image)

9. Enter **99** in the **+/-** field if that result entry is not going on the report.
10. Select the appropriate **Category** from the **Screen** dropdown.
11. Click **OK** and **Close**.

   **Note:** For qualitative results enter (-0) in Quantity and it will show as detected on the report. If the result is less than or greater than, enter “less than” or “greater than” into the **Report Annotations Box**.

12. Should an analyst need to have their signature on the report but no confirmation result, the analyst will select **Add Signature** from the **Analyte** dropdown. This result will be suppressed from the report but not the signature.

![Confirmation Data](image)
4.4 Disposition/Deviation/Notes

A. Open the case and select the **Requests Tab**

B. Right click on the request and select **Edit Request**.

C. Enter the following if applicable in the **Assignor Field**.
   
   1. Notes
   
   2. Disposition Notes
   
   3. If a deviation from the method was used; the following hotkey can be used for the correct wording:

   **TO33: An approved deviation to a testing procedure was used in this case.**
LIMS-13-02 AMENDED TOXICOLOGY (DRUGS) REPORTS

1 Scope

These procedures establish guidelines to standardize the format of amended reports in the Laboratory Information Management System (LIMS) for Toxicology Module users.

This will illustrate how to create an amended report to correct administrative errors as well as technical errors. Technical errors require a Quality Incident (QI) to be completed.

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 or Laboratory Manager may issue the amended report.

2 Related Chapters/Documents

Requests Tab (LIMS-02-07)
Toxicology (Drugs) Workflow (LIMS-13-01)
CLS Manual: Laboratory Reports, Letters, and Certificates

3 Policy

The Quality Manager is the designated Administrative 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-02-07).

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-02-07).

   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-02-07).

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** – check 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.
   g) **Deviation was not properly communicated** – Should be checked when a deviation from the method was not communicated.

C. Fill out the **Explanation/Reason**.

1. Write a brief description of the issue and reason for the change. The root cause will need to be documented in the QI.

   **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.
      - Address
      - Agency Rep
      - Case Number
      - Secondary (to show additional agencies)
      - Victim
      - Elimination
      - Suspect
      - Submission
      - 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 that explains the correction in the Result Notes field.
3. **Technical Corrections** (Incorrect or Incomplete Results/Incorrect Disposition or Note)

   a) Follow the Toxicology (Drugs) Workflow instructions (LIMS-13-01) for entering results.

   Note: The notes indicating further analysis will not appear on the amended portion of the report.

5 **Preferred Practice**

Examples of Amended Reports:

**Case Information Correction.**

<table>
<thead>
<tr>
<th>Submission Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 - DPS Blood Kit on January 15, 2014 by McCluskey, Mark VIA In Person</td>
</tr>
</tbody>
</table>

**Requested Analysis:** Analyze for drug content.

This amended report serves as a replacement to the original Toxicology Laboratory Report dated March 28, 2014. Any shaded or bordered areas indicate corrections.

**Original Evidence Description, Results of Analysis and Interpretation:**

| 01 : DPS Blood Kit |

| 01-01 : Blood in gray top tube |

**Immunoeassay Screening:**

<table>
<thead>
<tr>
<th>Drug Class</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amphetamines</td>
<td>Negative</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>Negative</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>*Further Analysis</td>
</tr>
<tr>
<td>Carisoprodol/Meprobamate</td>
<td>Negative</td>
</tr>
<tr>
<td>Cocaine/metabolites</td>
<td>Negative</td>
</tr>
<tr>
<td>Opiates</td>
<td>Negative</td>
</tr>
<tr>
<td>Phencyclidine</td>
<td>Negative</td>
</tr>
</tbody>
</table>

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.

The submission information section is shaded, which indicates a correction.
Evidence Description Correction/Adding a Note

**Requested Analysis:** Analyze for drug content.
This amended report serves as a replacement to the original Toxicology Laboratory Report dated October 10, 2014. Any shaded areas indicate corrections to the original report.

**Evidence Description, Results of Analysis and Interpretation:**

<table>
<thead>
<tr>
<th>01 : DPS Blood Kit</th>
</tr>
</thead>
</table>

01-01 : Blood in gray top tube labeled "Paul Chelius"

### Immunoassay Screening:

<table>
<thead>
<tr>
<th>Drug Class</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amphetamines</td>
<td>Negative</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>Negative</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>Negative</td>
</tr>
<tr>
<td>Carisoprodol/Meprobamate</td>
<td>Negative</td>
</tr>
<tr>
<td>Cocaine/metabolites</td>
<td>Negative</td>
</tr>
<tr>
<td>Opiates</td>
<td>Negative</td>
</tr>
<tr>
<td>Phencyclidine</td>
<td>Negative</td>
</tr>
<tr>
<td>THC/metabolite</td>
<td>Negative</td>
</tr>
</tbody>
</table>

On the original Toxicology Laboratory report, the evidence description was "gray top tubes (2)." This has been corrected to say "gray top tube."

The DPS Crime Laboratory does not test for the suspected synthetic cannabinoids.

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:** Analyze for drug content.
This amended report serves as a replacement to the original Toxicology Laboratory Report dated May 21, 2014. Any shaded areas indicate corrections to the original report.

**Evidence Description, Results of Analysis and Interpretation:**

| 01-01 : Blood in gray top tube |

### Immunoassay Screening:

<table>
<thead>
<tr>
<th>Drug Class</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amphetamines</td>
<td>Negative</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>Negative</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>Negative</td>
</tr>
<tr>
<td>Carisoprodol/Meprobamate</td>
<td>Negative</td>
</tr>
<tr>
<td>Cocaine/metabolites</td>
<td>Negative</td>
</tr>
<tr>
<td>Opiates</td>
<td>Negative</td>
</tr>
<tr>
<td>Phencyclidine</td>
<td>Negative</td>
</tr>
</tbody>
</table>

*Further Analysis*

<table>
<thead>
<tr>
<th>Drug Class</th>
<th>Result</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alprazolam</td>
<td>Detected</td>
<td>GCMS</td>
</tr>
<tr>
<td>Carisoprodol</td>
<td>10 milligrams per liter</td>
<td>LCMS</td>
</tr>
<tr>
<td>Lorazepam</td>
<td>0.5 milligrams per liter</td>
<td>LCMS</td>
</tr>
</tbody>
</table>

* Immunoassay screening indicated the need for further analysis; please refer to "Confirmation" section. Further analysis may also have been performed due to submitted case information.

The corrected result is displayed in the bordered area.
14 TRACE EVIDENCE
LIMS-14-01 TRACE EVIDENCE WORKFLOW

1 Scope
These procedures 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 Appendix.

2 Related Chapters/Documents
General Module Workflow (LIMS-02-11)
CLS Manual: Laboratory Reports, Letters, and Certificates
Trace Evidence Manual: Report Writing Guidelines

3 Instructions
3.1 Requested Analysis/Exam Count

1. Enter reporting statements as described in the General Module Workflow instructions (LIMS-02-11).

2. Select the existing !Requested Analysis/Exam Count result that has been added to the request and click on the ellipses.

3. Fill in the appropriate information into the Dynamic User Interface (DUI).
   a) 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.
   b) Click Apply and Close.
4. Add **Methods** (only add if a deviation was used)
   a) Click **Apply** then click on the **ellipses**.
   b) Check the **Deviation Used Checkbox** in the Dynamic User Interface (DUI) if a deviation from the method was used.

5. Click **Apply** and **Close**.
   *Note: If the additional data screen is blank contact LIMS_Support@dps.texas.gov to have it activated.*

6. Add **Disposition** and **Investigative Leads** as needed.

7. Update the milestones as described in the **General Module Workflow** instructions (LIMS-02-11).

**4 Preferred Practice**

None
LIMS-14-02  FIRE DEBRIS WORKFLOW

1  Scope
To establish guidelines for the entry of information into the Laboratory Information Management System (LIMS) for the Fire Debris Analysis sub-discipline

2  Related Chapters/Documents
General Module Workflow (LIMS-02-11)
CLS Manual: Laboratory Reports, Letters, and Certificates
Trace Evidence Manual: Report Writing Guidelines

3  Instructions
Enter reporting statements as described in the General Module Workflow instructions (LIMS-02-11).

3.1 Conclusion
1. Right-click on the appropriate item of evidence and select Add Result.

2. Select Conclusion from the Result Type dropdown menu and click Apply.

3. Click on the ellipsis to access the Dynamic User Interface.

4. Enter the following into the Dynamic User Interface (DUI)
   a) Select the appropriate Result from the Result dropdown.
      i.  Positive
      ii. Negative
b) **Test Result 1 through 3 (Only enter if applicable)**
   
i. Select the appropriate result from the dropdown to populate the report with the correct detection statement.
   
ii. Up to 3 results can be entered for an item
   
c) **Check the boxes for Proper Seal? and Lids Intact? to be sure that they have been checked.**
   
i. When the boxes are checked a Y will populate on the worksheet.
   
ii. Should the boxes not be checked **check lids** or **check seal** will populate in red on the worksheet.
   
d) **Enter any analysis notes in the Analysis Notes field.**

5. Any statements written in the conclusion will populate after the pre-populated statements.

6. If no pre-populated statements are chosen, the statements written in the conclusion will appear as normal.

7. Click **Apply** then **Close**.

### 3.2 Investigative Leads

1. Add the investigative leads result to the Fire Debris Request

2. Enter the appropriate hotkeys associated with the results to display further information about the analyte(s) found in the samples.

3. Click **Apply** then **Close**.

### 3.3 Requested Analysis/Exam Count

1. Right-click on the request and select **Add Result**.

2. Select **Requested Analysis/Exam Count** from the **Result Type** dropdown menu and click **Apply**.

3. Click on the **ellipsis**.

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*Printed copy is uncontrolled. Refer to electronic copy for current version.*
4. Enter the following information into the Dynamic User Interface (DUI).
   
a) **Exam count**
   
i. **Total Number of Items**
   
ii. **Total Number of Items Tested**
   
iii. **SFMO Items**
   
iv. **K9 Items.**
   
b) **Select Solvent used and enter the Oven Temperature**
   
c) **Reagent quality control information.**
      
     *Note: The lot number information will be pre-populated.*
   
d) **Date(s) or date range for each Quality Check.**
   
e) **Oven Temperature**
   
f) **If a Deviation was used**
   
5. Click **Apply** then **Close**.

![Dynamic User Interface (DUI)](image)

*Note: If the DUI is empty, please contact LIMS_Support@dps.texas.gov to activate the screen.*

6. The worksheet is displayed in the Imaging Module when the request milestone reaches Draft Complete.

7. A draft copy of the worksheet can be viewed by right clicking on the request and selecting **Edit Lab Notes**. Then hit the red print icon in the lower right hand corner of the Analysis Notes screen.

![Analysis Notes screen](image)

8. 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.

### 3.4 Fire Debris Quality Control

A. This request is used to test collections cans from agencies to make sure that the collection cans are not contaminated.

B. The requests will be added to non-case specific cases which follow the following nomenclature: AUS-YYMM-FDQC. There will be one for each month.

C. The request will be processed as a typical Fire Debris request, but will have specific hotkeys/results for reporting

1. **Hotkeys**
   a) **Canqc**: “Can(s) submitted for quality control testing only (no evidentiary material)”
   b) **Qcneg**: “The submitted item(s) did not produce contamination that would compromise evidence integrity. Per commonly accepted laboratory practices for quality verifications on evidence cans, the cans under the above referenced lot number(s) have been deemed acceptable for use in evidence collection. However, it is the responsibility of the submitting agency to maintain the quality of the remaining items under the indicated lot number(s) in order to maintain suitability for use in evidence collection.”
   c) **Qcpos**: “Commonly accepted laboratory practices for quality verifications on evidence cans were used to test can(s) in the above referenced lot number(s). However, significant contamination was detected that may adversely affect results of evidence analysis. Therefore, these cans should not be used for evidence collection.”
   d) **Cand**: “Can(s) tested will be destroyed at the analyst’s earliest convenience.”

2. **Results**
   a) **Negative (QC)** which will populate: “Negative: No ignitable liquids were chromatographically detected. Cans in this lot number are cleared for evidence collection.”
   b) **Contamination (QC)** which will populate: “Contamination: Positive contamination was chromatographically detected that may interfere with effective analysis of evidence. Cans in this lot number are not recommended for use in evidence collection.”

### 4 Preferred Practice

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.
# 15 FORMS

## DIRECTORY OF FORMS

<table>
<thead>
<tr>
<th>Document Name</th>
<th>FRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence Record Sheet</td>
<td>LAB-LIMS-01</td>
</tr>
<tr>
<td>Temporary Evidence Receiving/Return Receipt</td>
<td>LAB-LIMS-02</td>
</tr>
<tr>
<td>Temporary Internal Chain of Custody Log</td>
<td>LAB-LIMS-03</td>
</tr>
<tr>
<td>iResults Agency Admin Request Form</td>
<td>LAB-LIMS-04</td>
</tr>
</tbody>
</table>