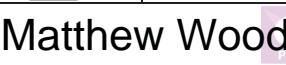



## Deviation Request Form (DRF)

Directions: The Initiator will complete Sections A through C. Additional continuation pages can be included if necessary.

<b>Initiator</b>	Matthew Wood	<b>Date</b>	6/2/2020
<b>A. Requested deviation applies to (Technical Procedure – include specific section):</b>			
Technical Procedure for System Image Restoration - Section 5.7			
<b>B. Requested deviation:</b>			
Change section 5.7 from "A notation shall be made in the log within the FA system for the applicable forensic computer. I addition, a notation shall be made in the Forensic Scientist's case notes," to "The case preparation notations shall be made in the external worksheet/examiner's notes. The "case start" date shall be the day the case was initially started and when case preparation process was completed.			
<b>C. Necessity for the deviation:</b>			
This change is being made in order to alleviate duplicated information and to streamline the examiner's case notes. This is a recommended change from the 2020 internal audit.			
<b>D. Technical review and Authorization (to be completed by the Quality Manager and/or Technical Leader)</b>			
<b>Comments(to include merits and impacts):</b>			
This change in documentation does not impact any case processing or examination. This change is being made to streamline the documentation of the case preparation process to align with the 2020 internal audit recommendations.			
Approved	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Duration 1 year
Signature	 <small>Digitally signed by Matthew Wood DN: cn=Matthew Wood, o=NC State Crime Laboratory, ou=Digital Evidence, email=ewood@ncdaj.gov, c=US Reason: I have reviewed this document Location: Date: 2020-06-02 10:20:55 Post-PhantomPDF Version: 9.1.0</small>		Date 6/2/2020
<b>E. Quality Assurance Authorization (to be completed by the Quality Manager, Forensic Scientist Manager or designee)</b>			
Acceptable within general QA guidelines and good laboratory practice?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Significant negative impact to Crime Laboratory Quality System?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Restrictions/limitations:			
<input checked="" type="checkbox"/> Authorized	<input type="checkbox"/> Rejected	Signature	 <small>Digitally signed by Timothy G. Suggs DN: cn=Timothy G. Suggs, o=North Carolina State Crime Laboratory, ou=Quality Manager, email=tsuggs@ncdaj.gov, c=US Date: 2020.06.02 12:43:10 -0400</small>
		Date	06/02/2020

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## Technical Procedure for System Image Restoration

**1.0 Purpose** - The purpose of this procedure is to restore system drives used in forensic casework to a default state in order to ensure that no cross contamination occurs between cases.

**2.0 Scope** - This procedure describes the steps to be taken by personnel of the State Crime Laboratory in preparing system drives for use in forensic computer examinations.

### 3.0 Definitions

- **System drive** – The drive that contains the operating system (OS).
- **System Image** – Backup of the system drive that contains a clean install of the operating system (OS).
- **Power-On Self Test (POST)** – A series of diagnostic tests that are performed when a computer powers on and determines proper functioning of the hardware components.

### 4.0 Equipment, Materials and Reagents

- Forensic Tower or Portable Forensic Workstation
- System Drive
- Approved software for creating and restoring system images
- Factory Restore Image
- Previously created system image (if available)

### 5.0 Procedure

**5.1** If a previously created system image is available, skip to step 5.5.

**5.2** If no previously created system image is available or updates to the default system image are required, then use the original Restore Disk that came packaged with the Forensic computer or perform a fresh install of the operating system.

**5.3** Install any software from the Approved Software and Hardware for Computer Forensic Examinations List to be included on the system image.

**5.4** Use an approved backup utility to create an image of the system drive.

**5.5** Restore the system drive using the system image.

**5.6** The Forensic Scientist shall ensure that the system drive restored properly and that the forensic computer completed its POST successfully after restore.

**5.7** A notation shall be made in the log within the FA system for the applicable forensic computer. In addition, a notation shall be made in the Forensic Scientist's case notes.

**5.8 Standards and Controls** - All forensic computers and forensic tools shall be functioning properly prior to beginning a computer forensic examination (see Technical Procedure for Computer Forensics Performance Verification).

**5.9 Calibrations** - N/A

**5.10 Maintenance – N/A**

**5.11 Sampling - N/A**

**5.12 Calculations - N/A**

**5.13 Uncertainty of Measurement - N/A**

**6.0 Limitations -** Failure to restore the system drive after each case may lead to the possibility of cross contamination.

**7.0 Safety - N/A**

**8.0 References**

- Technical Procedure for Computer Forensics Performance Verification
- Approved Software and Hardware for Computer Forensic Examinations List

**9.0 Records - N/A**

**10.0 Attachments – N/A**

Revision History		
Effective Date	Version Number	Reason
09/17/2012	1	Original Document
10/31/2013	2	Added issuing authority to header
11/07/2016	3	Throughout document: changed data overlap to cross contamination; changed hard drive to system drive; changed forensic tower to forensic computer 3.0 – added POST to definitions 4.0 – removed specific reference to CD and DVD from equipment list 5.3 – changed Approved Computer List to updated name Approved Software and Hardware for Computer Forensic Examinations 5.4 – removed reference to restore system drive 5.5 – removed reference to previously created system drive 5.6 – added Forensic Scientist shall verify restore and POST completed successfully; standards and controls moved to 5.8 and updated 5.7 – added notations for FA; calibrations moved to 5.9 and changed to N/A 6.0 – edited limitations sentence 8.0 – updated References