
Procedure for Sample Accessioning and Processing Training

- 1.0 Purpose** – To provide a training program for sample accessioning and processing procedures in the DNA Database Section.
- 2.0 Scope** – The training program in this document applies to database employees (DNA Database Forensic Scientists, Contract Workers, and Criminal Justice Specialists) in the DNA Database Section at the State Crime Laboratory.
- 3.0 Definitions** – N/A
- 4.0 Equipment** – This document provides an overview of procedures written in additional detail in specific DNA Database Section documents. To see equipment required for particular procedures, reference the appropriate document listed in the references section.
- 5.0 Procedure**

- 5.1 Responsibilities**

- 5.1.1 Sample Accessioning and Processing Trainee** – The trainee shall read and understand the DNA Database Section Procedures and the DNA Database Sample Accessioning and Processing Training Log.

- Note: Review the Responsibilities section of the DNA Database Administrative Policy and Procedure for Sample Accessioning and Processing for restrictions on tasks performed by each job title.

- 5.1.2 Sample Accessioning and Processing Trainer** – It is the responsibility of the Sample Accessioning and Processing Trainer to ensure the trainee understands and can perform tasks as outlined in the Sample Accessioning and Processing Training Log.

- 5.1.3 Forensic Scientist Manager** – It is the responsibility of the Forensic Scientist Manager to assign a Sample Accessioning and Processing Trainer to a trainee, to monitor training progress, and to release the trainee to perform sample accessioning and processing tasks as outlined in the Responsibilities section of DNA Database Administrative Policy and Procedure.

- 5.1.4 Safety Officer** – It is the responsibility of the Section Safety Officer to provide laboratory safety training to the trainee prior to the commencement of training.

- 5.2 Goals**

- 5.2.1** To understand Section policies regarding contamination control.
 - 5.2.2** To understand workflow of the sample accessioning and processing areas.
 - 5.2.3** To understand the need for confidentiality and security of genetic profiles/personal information as governed by Article 13 of Chapter 15A of the North Carolina General Statutes. To understand that authorization is needed to disseminate such records.
 - 5.2.4** To understand procedures described in the DNA Database Section Sample Accessing and Processing Procedure and the DNA Database Section Procedure for Sample Processing

Quality Control including accessioning, handling, processing, and retaining DNA samples.

- 5.2.5** To perform procedures outlined in the DNA Database Sample Accessioning and Processing Training Log correctly.

5.3 Tasks

- 5.3.1** To read and understand the DNA Database Section Procedure for Sample Processing Quality Control and the DNA Database Section Procedure for Sample Processing Quality Control.

- 5.3.2** To receive an overview/tour of Sample Accessioning and Processing area workflow.

- 5.3.3** To articulate to the satisfaction of the Sample Accessioning and Processing Trainer/Forensic Scientist Manager the correct policy of release of genetic/personal information from individuals within the Database as outlined in the Access to Data and Information section of the DNA Database Administrative Policy and Procedure.

- 5.3.4** To demonstrate procedures outlined in the DNA Database Sample Accessioning and Processing Training Log correctly and to the satisfaction of the Sample Accessioning and Processing Trainer/Forensic Scientist Manager.

6.0 Limitations – N/A

- 7.0 Safety** – This document provides an overview to procedures that are written in additional detail in specific DNA Database documents. To see safety hazards for particular procedures, reference the appropriate document listed in the references section.

8.0 References

DNA Database Administrative Policy and Procedure

DNA Database Administrative Policy and Procedure for Safety and Hazardous Waste Disposal

DNA Database Section Procedure for Expungement of Arrestee and Convicted Offender Samples

DNA Database Section Procedure for Sample Accessioning and Processing

DNA Database Section Procedure for Sample Processing Quality Control

State Crime Laboratory Quality Manual

State Crime Laboratory Safety Manual

9.0 Records

- DNA Database Sample Accessioning and Processing Training Log

10.0 Attachments – N/A.

Revision History		
Effective Date	Version Number	Reason
12/18/2013	1	Original Document
10/09/2015	2	Changed Information Processing Technicians to Criminal Justice Specialists ; 2.0 - Removed Medical Laboratory Technologist
03/03/2017	3	2.0-Removed interns; Updated procedure references throughout document; Updated References