

1. **Review of vendor case file/bench notes**– The outsourced case will be technically reviewed solely for the purposes of CODIS entry. The purpose of this step is to independently verify the vendor’s data and conclusions.
  - If the vendor labs batched their cases, only the paperwork associated with the sample/controls of interest will be printed (to PDF) or otherwise notated in the Case Record OR.
  - Ensure that sensitive information in batched files (e.g. victim/suspect names not associated with the case) are redacted prior to placing in the Object Repository
2. **Print Vendor Allele Call Table(s)** – This will also serve as a way to document the profile to be entered into CODIS and which loci/statistic would be used if/when a positive association is made. If the vendor lab applies a reference as part of their interpretation, ensure that the reference profile is included in the review/allele call table documentation.
  - Documentation of statistical choices:
    - If a standard is applied by the vendor lab, ArmedXpert may be used. Documentation of the statistics (loci used and stats choice) shall be present in the case record. On the Allele Call Table, note “See ArmedXpert” and import the GMID-X project provided by the vendor to create a .txt file for import into ArmedXpert. An ArmedXpert Allele Call Table, ArmedXpert Data, and ArmedXpert project file will then be included in the case record.
    - If a vendor lab provides a mixture deduction worksheet, statistical choices may be documented directly on the standalone Allele Call Table and ArmedXpert may not be required. Any loci including obligates will include the combinations supported by the genetic data in the case file.
  - The limitation of future comparisons shall be noted on the allele call table:
    - If a single source/major/applied reference already factored by the vendor lab – “All future comparisons will only be made to the profile entered into CODIS.” (if a reference was applied, the foreign component).
    - If there was no standard available to apply as a reference add this additional note- “Additional interpretation may be performed with the addition of standards.”
3. **FA Case Details/Evidence** – Create a sub-item number for each DNA profile to be reviewed for CODIS entry or if used by vendor lab for interpretation or comparison (e.g. a victim, consensual partner reference or suspect standard)
  - “DNA profile obtained from (Item) (as provided by (vendor lab name)/ case number; Item number)”
4. **Case record details** –
  - In the comments field, add: “Priority code – outsourcing”
  - Add Vendor Lab Case Number in “Note” field
5. **Main Page** –
  - Type of Analysis – “Technical Review for CODIS Entry”
6. **DNA results page** – In the DNA result statements text box, use the appropriate wording from the Procedure for DNA Data Acceptance from a Vendor Laboratory to indicate:

- **CODIS entry (suspect standard/forensic sample)** – *“The DNA profile obtained from (Item) (as provided by ) has been entered into the Combined DNA Index System (CODIS) in accordance with state and national regulations, where regular searches will be performed. Notification will be issued if there is a hit in the database or if the profile is removed from CODIS at any time in the future.”*
- **No CODIS entry** – *“The DNA profile obtained from (Item ) (as provided by ) is not suitable for search or entry in the CODIS (Combined DNA Index System) Database.”*
- **Assumed Contributor** – *“The DNA profile obtained from (Item) (as provided by) is an assumed contributor to this mixture.”*
- **Comparison by Vendor Lab** – *“The DNA profile obtained from \_\_\_\_\_ (Item) (as provided by [vendor laboratory]) was analyzed and reported by a laboratory other than the NCSCCL. Please refer to the vendor laboratory report in regards to any results and conclusions involving this item.”*

7. **Disposition** –

- Disposition should read *“No physical evidence exists for Item(s), therefore no evidence is being returned.”*

8. **Laboratory Report** –

- Items submitted: Item(s) submitted by Vendor via e-mail on (date)
- Change the “Results” header to “RESULTS OF EXAMINATION AND CONCLUSIONS”
- Remove “OF EVIDENCE” from “Disposition” header

9. **CODIS eligible profiles** –

- Specimen category - “Unreviewed Casework”
- Specimen ID – sample name to include Lab case number, items number, fraction, Add grant/funding (e.g. SAECK, SAKI, DANY, etc.) information at the end of the Specimen ID#.
- Case ID field – and the vendor lab case and item number
- CODIS Eligibility Documentation - Emails to agencies must specifically request that the appropriate elimination standards be collected and submitted, if possible.

10. **Reviews** –

- Create and assign a combined review and create but do not assign a verification review until CODIS eligible profile is uploaded
- A verification review is not required if a profile is not CODIS eligible
- Combined review approved – no noted corrections:
  - Update the specimen category (e.g. forensic mixture, partial) and add documentation to the case record object repository
  - Assign verification review to combined reviewer
- Combined review returned –
  - Non-technical return -
    - If the documentation provided within the case file supports the profile was technically approved and is not the reason for the return of the review, combined reviewer should note CODIS profile okay to upload or similar. Analysts can upload the profile into CODIS and schedule the verification review to the combined reviewer. Analysts may make any required

corrections and continue the case along with the verification review to the assigned combined reviewer.

- Technical return –
  - Analysts shall not upload a profile into CODIS and schedule a verification review. Analysts shall make all the technical required changes and continue the combine review.
  - Once technical requirements have been met/approved, the case analyst shall then schedule the verification review as noted in the corresponding bullets above.
- Verification review –
  - Analysts should confirm the Specimen category, alleles, case number, and if the profile was uploaded to NDIS properly (if applicable)
  - Once all reviews are completed, publish the Case Record to include a comment consistent with the following comment: *“Initial Publication – SAK Vendor Data”*
  - Upon completion of the review, the reviewer will add a statement *“CODIS upload reviewed for accuracy” or similar.*

### Case Record Object Repository:

#### **Bode**

Agency Email  
Agency Email Response/Reply  
Allele Call Table  
ArmedXpert Allele Call Table\*  
ArmedXpert Data\*  
ArmedXpert Project\*  
CE data (zipped)\*  
CODIS  
CODIS upload  
CV (Last name Yr)  
Outsourcing Tech Review Checklist  
NCS (Bode Case Notes)  
NCS (Bode case report)  
Review Forms (Case, Control & Core)  
Stats Reference and Expected Results

#### **Vendor**

Agency Email  
Agency Email Response/Reply  
Allele Call Table  
ArmedXpert Allele Call Table\*  
ArmedXpert Data\*  
ArmedXpert Project\*  
CE data (zipped)\*  
CODIS  
CODIS upload  
CV (Last name Yr)  
Agency Case # Vendor File #  
Outsourcing Tech Review Checklist  
Stats Reference and Expected Results

\*Required only if ArmedXpert is used in documenting statistical choices

\*\* Ensure the Vendor Lab Special Notice is in the overall Case Object Repository