

PLIMS User Manual – For BAC

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Processing Evidence Analysis and Request

- 1) Request blood kits from Property Control: (Service Requests) sent via PLIMS, unless an outside agency is involved. Outside agencies will continue to use the older printed Laboratory Request Form.
- 2) By receiving the kits from Property you are automatically assigned as the analyst for each case you received. However, after receiving your blood kits you will still need to edit each case under the Assignments tab to correct the following information:
 - a) Lab code (*Crime Lab*)
 - b) Date assigned (*date kit was received*)
 - c) Priority (*Normal – in most cases*)

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The screenshot displays the PLIMS software interface. At the top, the header includes the system version 'CMPD Build 1.9475-NET4.0.30319, PRODUCTION, Jennifer S Leiser, 61-CRIME LAB BUREAU', a 'BARCODE' field, and the case number '20140905003203 / 27-FREEDOM DIVISION' with the date '14-011699' and links for 'Dashboard | Logout'. The main navigation bar contains tabs for 'CASE INFO', 'NAMES', 'ITEMS', 'CUSTODY', 'SERVICE REQUESTS', 'ASSIGNMENTS', and 'REPORTS'. The 'ASSIGNMENTS' tab is active, showing a table with columns: Sequence, Section, Analyst Assigned, Date Assigned, Status, and Draft Date. A single row is visible with Sequence 1, Section BAC, Analyst Assigned Jennifer S Leiser, Date Assigned 09/05/2014, and Status 0. To the right of the table are buttons for 'Analysis', 'Ready For Rev.', 'Tech. Review', 'Admin Review', 'Close Request', and 'Service Request'. Below the table is a 'Details' section with tabs for 'Details', 'Tasks', and 'Routing'. The 'Details' tab is selected, showing a form with fields for Lab Code (Crime Lab), Section (Blood Alcohol), Date Assigned (09/19/2014), Analyst Assigned (Jennifer S Leiser), Priority (Normal), Status (1 Assigned to Analyst), Report Type, and Grant ID. A 'Comments' text area is at the bottom. To the right of the form is a table with 'Items' and 'Names' tabs. The 'Items' tab is selected, showing a table with columns 'Description' and 'Status'. The first row is checked and contains 'SANDY, BRANDON - Suspect'. The second row is unchecked and contains ', - Victim Business'. Red arrows point from the 'Lab Code', 'Section', 'Date Assigned', and 'Status' fields to the 'Items' table. At the bottom of the interface, a 'Status' bar contains the text 'Crime Fighter B.E.A.S.T. © 1995, 2014 Porter Lee Corporation. All rights reserved.'

- 3) While under the Assignments tab make sure there is a suspect/subject associated with the kit by checking the Names tab under the Assignment tab.
- 4) If the subject/suspect's name is not linked to the Item use edit to link the DWI kit to the associated suspect here in the Assignments tab. If it was not linking in the Assignments tab that means the item was never linked to a suspect/subject to begin with. So after you have done this under the Assignments tab go to the Items tab and associate the kit to the appropriate subject. (If the officer does not link the DWI kit to the Subject it will not be linked in our assignments tab. It must be linked in both places for the information to appear on the report).

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CMPD Build 1.9475-NET4.0.30319, PRODUCTION, Jennifer S Leiser, 61-CRIME LAB BUREAU BARCODE

20140905003203 / 27-FREEDOM DIVISION 14-011699 Dashboard | Logout

CASE INFO | NAMES | **ITEMS** | CUSTODY | SERVICE REQUESTS | ASSIGNMENTS | REPORTS

Item #	DI #	Category	Packaging	Item Type	Item Location
1		Evidence	Box	DWI Kit	Property TRF001

Dupe
Sample
Kit
Container
Item List
Evidence Page
Transfer
Label

Find Custody Location: Property-TRF001

Item # Qty DI #

Category * Evidence

Packaging * Box

Item Type * DWI Kit

Description

Collected * Nicholas S Bush * 09/05/2014 * 02:51

Location * 1000 blythe bv, charlotte, NC, [Address Book](#)

Status

Booked * Nicholas S Bush * 09/05/2014 * 04:59

Attribute Currency Names

DESCRIPTION	Relation
<input checked="" type="checkbox"/> (S) SANDY, BRANDON	(None) <input type="text"/>
<input type="checkbox"/>	(None) <input type="text"/>

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- Once the Assignment tab has been edited click on the “Tasks” link. Making sure the item you are analyzing is highlighted click on the “Add” button and change the Task Type to Alcohol Testing. You must do this for each ITEM you wish to analyze in the batch. If there is more than one than one ITEM in an ASSIGNMENT you must assign a task to each ITEM.

CMPD Build 1.9475-NET4.0.30319, PRODUCTION, Jennifer S Leiser, 61-CRIME LAB BUREAU
BARCODE

20140905003203 / 27-FREEDOM DIVISION
14-011699 [Dashboard](#) | [Logout](#)

CASE INFO
NAMES
ITEMS
CUSTODY
SERVICE REQUESTS
ASSIGNMENTS
REPORTS

TASK LIST

Case Details

Lab Case #	14-011699	
Department	ADM3	Item Number Description
Complaint# / Agency Case#	20140905003203	1

Task List

No Records Found.

Task Number:

Task Type: ▼

Priority: ▼

Status: ? Open

Analyst: ▼

Date Assigned: 📅

Date Completed: 📅

Comments:

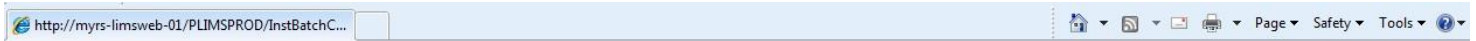
Add
Edit
Save
Cancel
Delete

Status

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- 6) Now you are ready to create a worklist. From the Dashboard go to *Instrument* then *Batch Create*, make sure your name is listed under *Assigned Analyst*. Press the + sign next to *Select Task Types*, a list will pop up, select *Alcohol Testing*. Click the *Search* button. A list will be generated of all the case assigned to you with an Alcohol Testing task assignment. By using the *All* button on the bottom right hand corner you can select all the cases listed. The number of “selected cases” should equal the number of cases in your batch. If not, correct the error before moving on. Clicking the *Update and Print* button will combine the selected cases and create the Worklist. A new window will pop open and the worklist will be visible. Print out one or more copies of the worklist.



Batch Create

Worklist Option

Lab Code: L Crime Lab

Assigned Analyst: 4417 Jenniter S Leiser

Fill In Worklist

Default: records

By Template: BATS

Select Task Types: BAC

Date Assigned: / /

Priority: ?

Created By: ?

Item Source: All

Sort By: Case # / Item #

Populate Team Members

Select	Type	Lab Case #	Complaint# / Agency Case#	Item #	Package and Type	Case Type / Due Date	Analyst
<input checked="" type="checkbox"/>	BAC	14-011699	20140905003203	1	Box DWI Kit		Alcohol T
<input checked="" type="checkbox"/>	BAC	14-011837	20140906204702	1	Box DWI Kit		Alcohol T
<input checked="" type="checkbox"/>	BAC	14-011867	20140907025300	1	Box DWI Kit		Alcohol T
<input checked="" type="checkbox"/>	BAC	14-011869	20140906232804	1	Box DWI Kit		Alcohol T
<input checked="" type="checkbox"/>	BAC	14-011891	20140907164403	1	Box DWI Kit		Alcohol T
<input checked="" type="checkbox"/>	BAC	14-012316	20140912202201	1	Box DWI Kit		Alcohol T

Buttons: All, None, Select #, Item Label, Reprint, Update and Print, Done

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- 7) Prepare blood vials as usual using the PLIMS number as the identifier on the blood tubes for cases. Make any notes regarding the packaging and contents of the kit in the comments section of the Assignments tab.

Analysis

- 8) On the Headspace GC-FID computer, log onto PLIMS.
 - a) Dashboard go to *Instrument Batch Results*, make sure your name is listed under *Assigned To*.
 - b) Under the drop down part of the Worklist search for the worklist number as listed on the worklist you created above. Hit the *Export* button.

Task	Lab Case #	Complaint# / Agency Case#	Item	Item Type	Dilution
BAC	13-416223	20140105033200	1	DWI Kit	
BAC	13-417015	20140118152200	2	DWI Kit	
BAC	13-418285	20140209030501	1	DWI Kit	
BAC	13-418543	20140216021101	1	DWI Kit	
BAC	13-418977	20140222222402	1	DWI Kit	
BAC	14-000028	20140405031301	1	DWI Kit	
BAC	14-009630	20140810021603	3	DWI Kit	
BAC	14-011522	20140902235505	1	DWI Kit	

- c) In the Chemstation software, go to Sequence Parameters, change to your initials as the user and make the subdirectory the current date, click ok to accept.
- d) Sequence and select Import Worklist (front), Sequence.xml should pop up, if not highlight and click ok. Then click ok to import all.

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- e) Go to Sequence Table and add numbers to the Neg and Pos, if not already present. Save sequence as today's date. Run Sequence.

The screenshot displays the 'Blood Alc GCHSS (online): Method & Run Control' software interface. The main window is titled 'Method & Run Control' and shows a 'Not Ready' status. A 'Sequence' menu is open, listing various options such as 'Sequence Parameters...', 'Sequence Table...', 'Sequence Output...', 'Custom Fields Values...', 'Sequence Summary...', 'Extended Statistics...', 'New Sequence Template', 'Load Sequence Template...', 'Save Sequence Template', 'Save Sequence Template As...', 'Import Sequence Template (Front)...', 'Import Sequence Template (Back)...', 'Import Worklist (Front)...', 'Import Worklist (Back)...', 'Print Sequence Template...', and 'Partial Sequence...'. A 'ChemStation Status' window is open, showing 'Agilent 7890A Status' with details such as 'GC Connection State: Online', 'GC RunState: Idle', 'ALS RunState: Idle', 'GC Ready State: Not Ready', 'Front Detector: Not Ready', 'Oven Temperature: 40.0 °C', 'Front Inlet (SS Inlet): Temperature: 250.0 °C, Pressure: 11.264 psi, Flow: 25.50 mL/min, Septum Purge Flow: 3.0 mL/min', and 'Front Detector (FID)'. An 'Online Plot' window is also visible, showing a chromatogram titled 'FID1A, Front Signal' with a y-axis labeled 'pA' and an x-axis labeled 'min'. The plot shows a single sharp peak at approximately 1 minute. The status bar at the bottom indicates 'Imports XML formatted worklist' and 'Blood Alc GCHSS Ready'.

Data analysis

- 9) Load the blood alcohol method (BLD_ALC.M).
- Go to the Data Analysis screen and make a new calibration curve using your new data. Save the method to save the new calibration.
 - Print the calibration points, QCs (neg and pos), control and cal table and curves for your physical packet. Then change the printer to BlackIce and print out all data points and the cal table and curves. Wait for ChemSpool to disappear before continuing.

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Working case in PLIMS

- 10) In Dashboard go to *Instrument* and *Batch Results* and load your worklist. Click the *Import* button (this should pull up the Blackout folder and process the data).
- 11) A new window will pop up and you will see all your data as a list, ensure that it is all there. Click *Accept Imported*. Click the *Ready for Review* button (this will close the worklist). Once the worklist is closed out you can look at the packets which will show you all the data files and the reports, if everything looks correct, route to someone to review. If there is something wrong with the reports click the *Reset Worklist* button to open the worklist and make corrections.