

PLIMS User Manual – Controlled Substances / Fire Debris

09-17-2014 V1.0

PLIMS User Manual –Controlled Substances / Fire Debris

Requesting Evidence:

To Request Evidence:

Log into the PLIMS with your user name and password.

On the PLIMS dashboard go to “Quick Find” and search using the complaint number of the case you wish to request or scan the barcode sticker on the folder (if present).

When the case opens click on the “Items” tab at the top of the window.

Match up the control number and item requested on the request form to the LIMS item number using the DI# filed on the Items tab page.

On the right side of the “Items” tab click the “Items List” button.

Check off the items you want delivered.

At the bottom under “List Type” choose “Delivery Request”

Requested By “Your name”

Deliver for (should default to Crime Lab Dev)

Enter any comments if any (Hold for a certain date or what not) and hit “Save”.

Your case is now requested for delivery from Property Control. If you need to check what cases you have requested or want to verify they all went through see the section supervisor who can generate a “Pull List” report.

Alternate method for cases with only an electronic Service Request: Log into the PLIMS with your user name and password.

On the PLIMS menu on the left side of the window go to “Service Request” and choose “review request.”

Using the search box in the middle of the page find the case (probably the best way is to search by complaint number).

If there was a service request made for the case it will show up at the bottom of the screen:

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Filter Service Requests

Request Date From

Reporting District

Complaint Number

Section On-Hold

Charge

Agency

Court Date From

Request Date	Sections	URN/Dept Case#	Agency	Charge	Case Type	Requested By	Status	Court Date	Comments
04/07/2014	CS	20140220180305	02-METRO DIV	Drug Equipmer		Jamie B York	Requested		See attached.

If you click on the **BLUE** complaint number it will open up the service request form that the requesting person filled out. This should contain information about what they want/need tested or indicate that a request was received and attached to the case electronically.

If you click on any other part of the service request search result it will bring you to the “Service Request Details” page:

Service Request Details

Filter by Section:

Request Date	Sections	URN/Dept Case#	Agency	Charge	Case Type	Requested By	Status	Court Date	Comments
04/07/2014	CS	20140220180305	02-METRO DI	Drug Equipme		Jamie B York	Requested		See attached.

Controlled Substances

Item#	Description	Request Comments	Status	Status Comments	Deliver
<input checked="" type="checkbox"/> 10	Drugs - ZMARIJUANA ITMVALDSC: 20.00 ITMCOLDSC: GREEN ITMCNTQTY: 1.3 ITMUNTMEA: GM		Requested		No

Check the items you want requested/approved and under the “Delivery” heading choose “Yes”. Then hit the “Accept Button”.

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The service request is now accepted and the evidence associated with the case is requested for delivery.

If you need to check what cases you have requested or want to verify they all went through see the section supervisor who can generate a “Pull List” report.

Once you receive your evidence:

On receiving evidence you first must scan it into your custody.

Scan YOUR barcode and then the evidence’s barcode (you can scan multiple items at a time)

When prompted enter your PLIMS password (if you are transferring the evidence from another analysts custody that person must also enter their password)

Scan the item of evidence in PLIMS to open the case and go to the “Assignments tab”.

Click the “Edit” button at the bottom:

Change “Lab Code” to “Crime Lab”

Section should be “Controlled Substances or Fire Debris”

Change Date to the current date.

Analyst Assigned (That’s you) which should already be filled in if the case is in your custody.

Priority: “Normal” unless you know otherwise.

Report Type: Change only if you know this is a second or greater report or an amended report.

Under the “Items” box on the right side of the page insure that the checked off items are the ones you requested/received (if you only requested item 1 but also received items 2 and 3 you have to check those boxes to insure they are included on your report even if you are listing them as “not analyzed”

Hit save and you are ready to begin analysis.

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Case Analysis:

Generate a worksheet either through the PLIMS or from the electronic copy on the R: drive.

Open your case and begin your analysis.

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GCMS:

When building your GCMS sequence the “Sample” field MUST be formatted as:

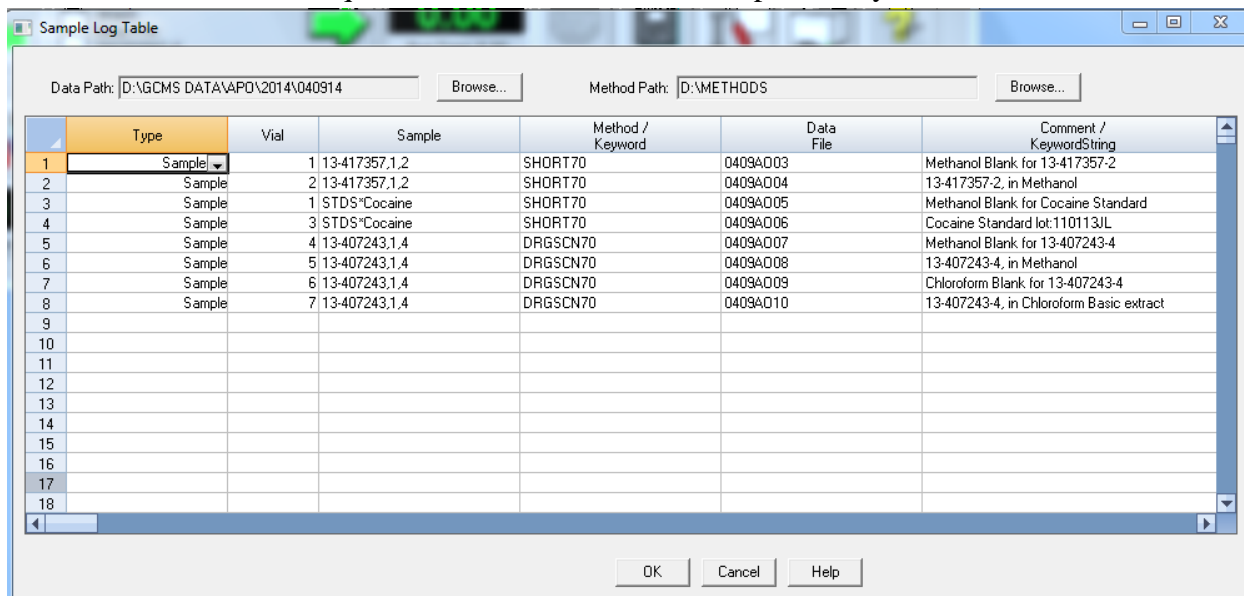
NN-NNNNNN,S,I

Where N=Lab number of the case

S=the Sequence (also known as assignment) number

I=the item number

Be sure to note the lab, sequence, and item numbers are separated by commas.



	Type	Vial	Sample	Method / Keyword	Data File	Comment / KeywordString
1	Sample	1	13-417357.1.2	SHORT70	0409AD03	Methanol Blank for 13-417357-2
2	Sample	2	13-417357.1.2	SHORT70	0409AD04	13-417357-2, in Methanol
3	Sample	1	STDS*Cocaine	SHORT70	0409AD05	Methanol Blank for Cocaine Standard
4	Sample	3	STDS*Cocaine	SHORT70	0409AD06	Cocaine Standard lot:110113L
5	Sample	4	13-407243.1.4	DRGSCN70	0409AD07	Methanol Blank for 13-407243-4
6	Sample	5	13-407243.1.4	DRGSCN70	0409AD08	13-407243-4, in Methanol
7	Sample	6	13-407243.1.4	DRGSCN70	0409AD09	Chloroform Blank for 13-407243-4
8	Sample	7	13-407243.1.4	DRGSCN70	0409AD10	13-407243-4, in Chloroform Basic extract
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

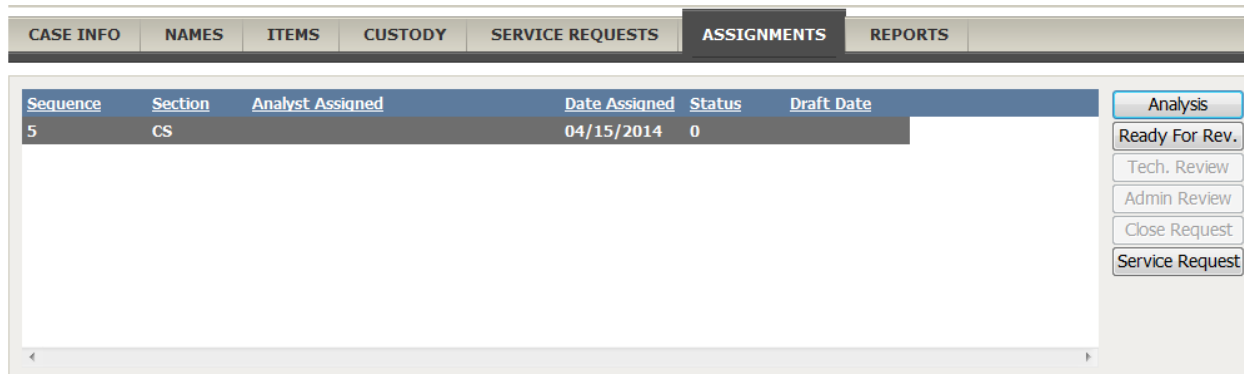
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The rest of the information on the sequence table is filled in as you usually would, but be sure to put some unique identifying information for your blank/sample in the Comment/Keyword String field so you can tell your samples apart after they run.

For **standards** the “Sample” field **MUST** be formatted as:

STDS*standard name (ie. STDS*Cocaine) and the Comment/Keyword String field can contain the lot number or other information.

NOTE: The sequence number can be found on the “Assignments” tab of your case, if you have multiple assignments for one complaint number be sure you are choosing the one that corresponds with the item numbers of the evidence you are trying to run on the GCMS



Sequence	Section	Analyst Assigned	Date Assigned	Status	Draft Date
5	CS		04/15/2014	0	

Analysis
Ready For Rev.
Tech. Review
Admin Review
Close Request
Service Request

Run your sequence.

When the sequence is complete review all your data on the computer insuring all the samples, blanks, standards meet acceptance criteria (see Chemistry SOP for more information)

Data Processing:

Make sure “Black Ice” is selected as the printer in the ChemStation software.

Open InstPop.exe and Login with your PLIMS user number/password.

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InstPop will ask “CS is the selected section. Do you wish to start processing the instrument files?” Answer: **Yes (If processing Fire Debris Data choose No and from the drop down on the InstPop choose “FD”)**

Load your data files in chemstation and print them using either the **Drug Macros: Library Search Macro** or the File: Print command.

When all data/standards have been processed you may close Instpop and then open PLIMS on the instrument computer.

From the PLIMS dashboard choose **Instrument** and then **Inst View**.

The screenshot shows the PLIMS dashboard interface. On the left is a vertical menu with options: Dashboard, Search, Bulk Container, Service Request, LAM, Admin, Activity Log, Documents, Setup, DNA, Instrument, and Logout. The 'Instrument' option is expanded, showing sub-options: Batch Create, Batch Results, Worklist Search, Olympus, and Inst View. The main content area is titled 'Quick Find' and contains search fields for Department (a dropdown menu), Complaint# / Agency Case#, Lab Case #, and Control #. Below these fields are 'Clear' and 'Search' buttons. Underneath the search section is a 'Recent Cases' table with two columns: 'COMPLAINT# / AGENCY CASE#' and 'UNIT / AGENCY'. The table lists several cases with their respective units and agencies.

COMPLAINT# / AGENCY CASE#	UNIT / AGENCY
Batch Create	14-UNIVERSITY CITY DIVISION
Batch Results	22-SOUTH DIVISION
Worklist Search	21-STEELE CREEK DIVISION
Olympus	72-FIB - ARSON
Inst View	21-STEELE CREEK DIVISION
	01-CENTRAL DIVISION
	06-EASTWAY DIVISION

From there you can review your printed data, re-order pages and annotate them if needed (see PLIMS user guide for annotation instructions), and attach and standards.

When completed press the view results button and hit process to upload the data to PLIMS.

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FTIR:

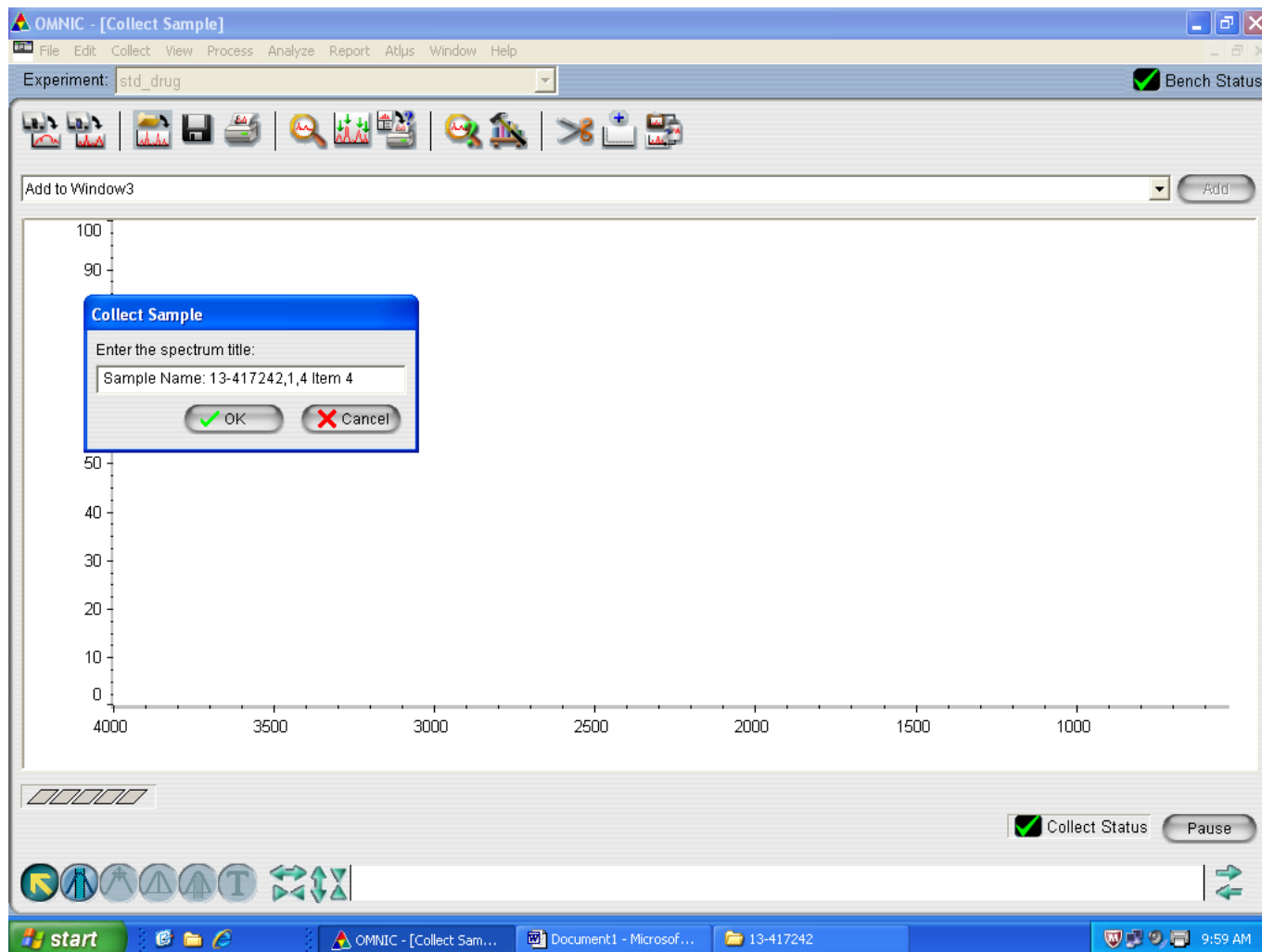
The process for the FTIR is mostly the same as that for the GCMS, however there are a few differences to be aware of:

When you name/save your sample you **MUST** add in the “Sample Name:” portion manually so it will look like this:

Sample Name: 13-417242,1,4

With the words “Sample Name: “ and then the lab number with the sequence,item numbers.

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Run your samples.

When you have run all your samples review all your data on the computer insuring all the backgrounds, blanks, and samples, meet acceptance criteria (see Chemistry SOP for more information)

Data Processing:

Open InstPop.exe and Login with your PLIMS user number/password.

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InstPop will ask “CS is the selected section. Do you wish to start processing the instrument files?” Answer: **Yes**

Load your data files in the OMNIC software and print them as you normally would, making sure that “**Black Ice**” is selected as the printer.

When all data/standards have been processed you may close Instpop and then open PLIMS on the instrument computer.

From the PLIMS dashboard choose **Instrument** and then **Inst View**.

The screenshot shows the PLIMS dashboard interface. On the left is a vertical menu with options: Dashboard, Search, Bulk Container, Service Request, LAM, Admin, Activity Log, Documents, Setup, DNA, Instrument, and Logout. The 'Instrument' option is selected. The main content area is divided into two sections: 'Quick Find' and 'Recent Cases'. The 'Quick Find' section contains search fields for Department (a dropdown menu), Complaint# / Agency Case#, Lab Case #, and Control #, along with 'Clear' and 'Search' buttons. The 'Recent Cases' section displays a table of recent cases.

COMPLAINT# / AGENCY CASE#	UNIT / AGENCY
Batch Create	14-UNIVERSITY CITY DIVISION
Batch Results	22-SOUTH DIVISION
Worklist Search	21-STEELE CREEK DIVISION
Olympus	72-FIB - ARSON
Inst View	21-STEELE CREEK DIVISION
	01-CENTRAL DIVISION
	06-EASTWAY DIVISION

From there you can review your printed data, re-order pages and annotate them if needed (see PLIMS user guide for annotation instructions), and attach and standards.

When completed press the view results button and hit process to upload the data to PLIMS.

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Scanning/Electronic Attachments:

In the process of case work the analyst may encounter/generate electronic or paper copies of case records that need to be included in the PLIMS casework packet. These documents include (but are not limited to): Lab requests, outside agency paperwork, photographs, and emails.

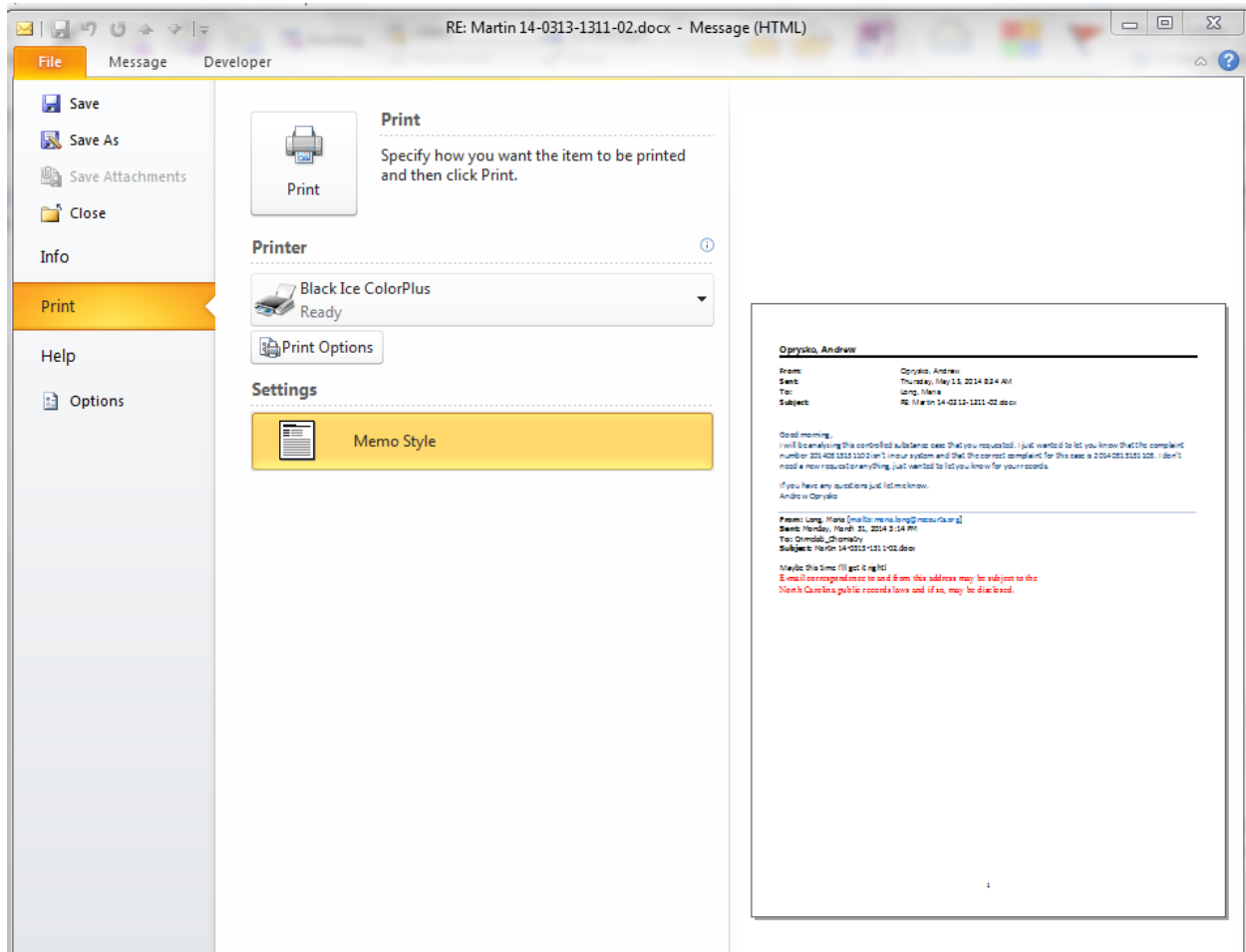
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Electronic documents:

Electronic documents may be uploaded into the PLIMS and attached directly to the case for inclusion in the electronic case packet.

In the case of documents such as email the following procedures can be followed:

Open the email you want to attach, click on the File tab and choose print....for printer select Black Ice Color Plus and click the Print Button.



The file will be saved as a PDF in the C:\LabSave\BLACKOUT folder and will be named something like “Microsoft Outlook - Memo Style.pdf”

Open the case in the PLIMS and go to the Assignments tab, and click on the paper clip attachment icon.

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Attachments for 201403131103 / Mecklenburg County Sheriffs Office 13-420164 [Dashboard](#) | [Logout](#)

CASE INFO	NAMES	ITEMS	CUSTODY	SERVICE REQUESTS	ASSIGNMENTS	REPORTS
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There are no attachments here.

Select Documents

All

For Assignments

For Seq # 1

Data Type

Description

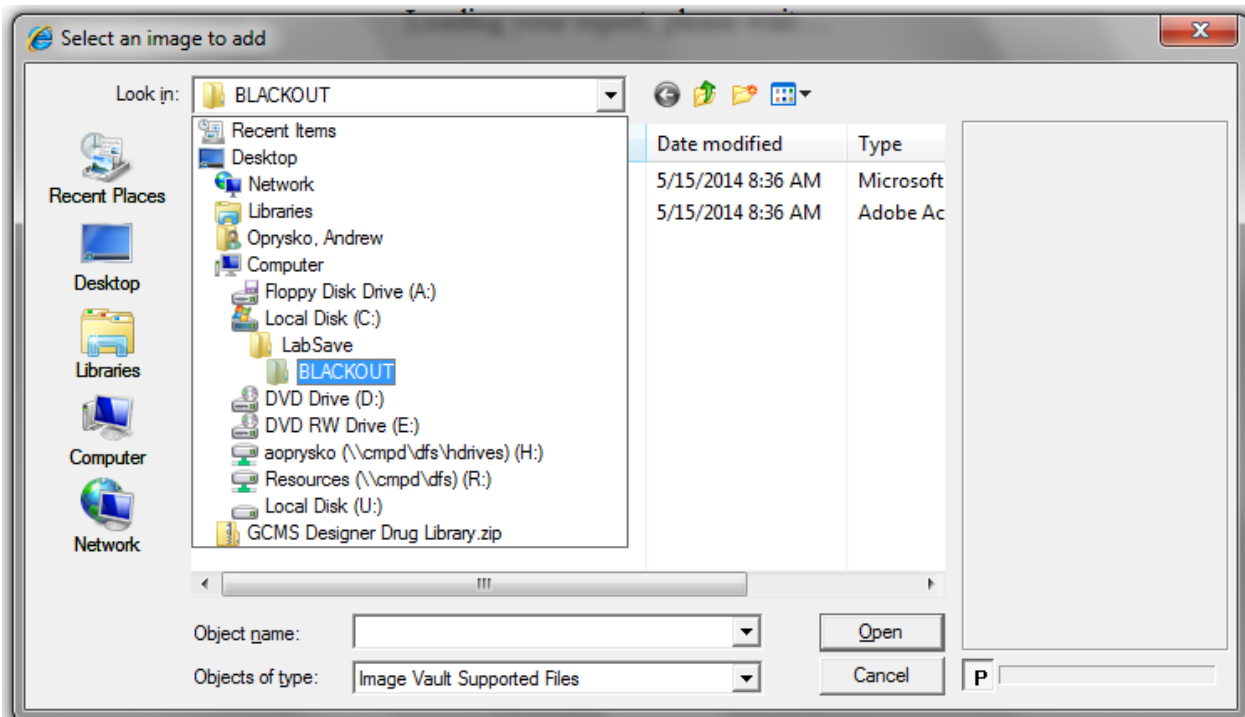
Filename

Content Type

Attached By

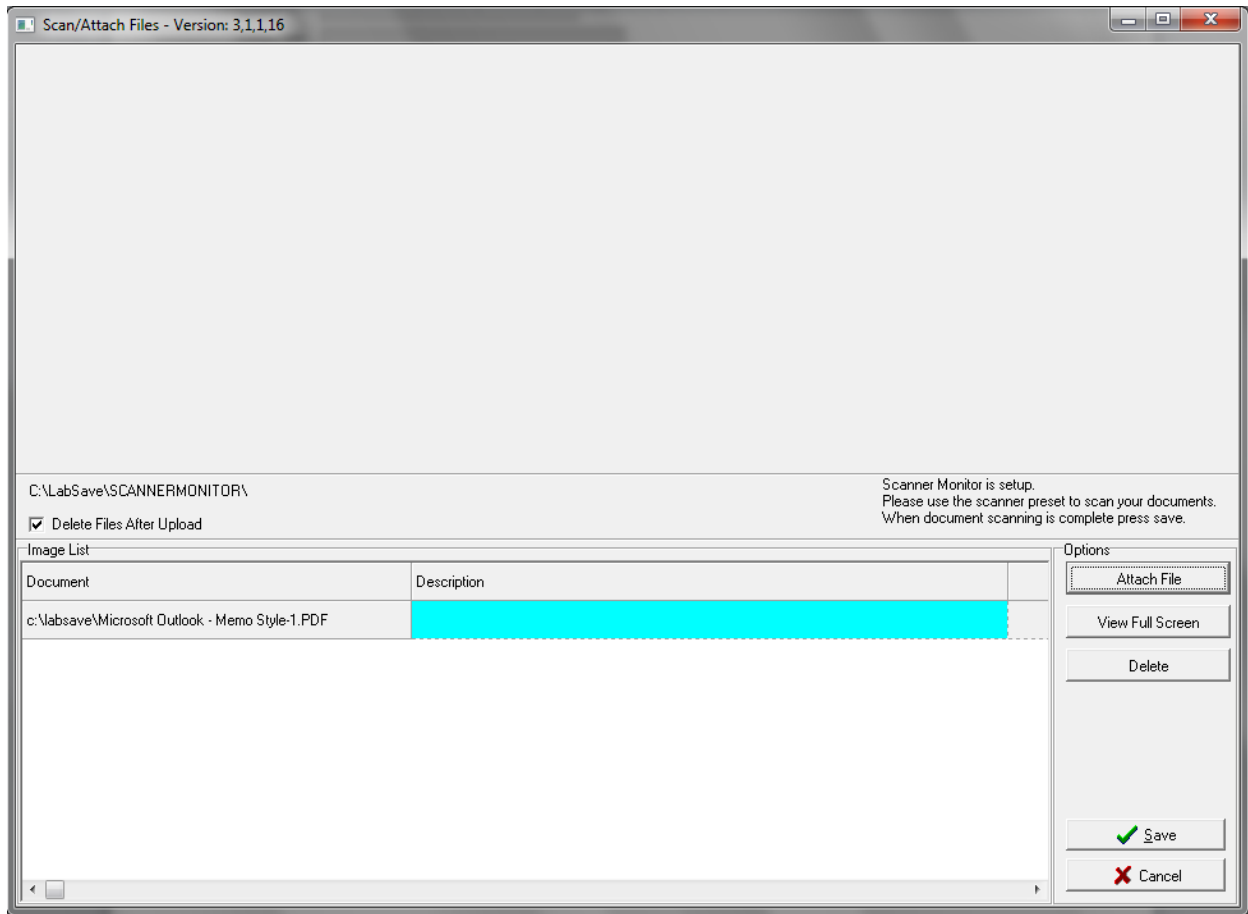
Attached Date

Click the “Attach” button and choose “Attach File”. Under the location “Look In” drop down menu...surf to the C:\LabSave\BLACKOUT folder and choose the file you want to attach and click “Open”



Add a description if desired and choose “Save”

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Remember other electronic documents may be attached using the above procedure, skipping the “print” step. I.e. If you have digital photos you have downloaded onto your computer you can attach them directly without needing to first print/scan them in.

Scanning:

To scan a paper document into the PLIMS system first open the case in the PLIMS on a computer with an attached scanner and go to the Assignments tab, and click on the paper clip attachment icon.

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Attachments for 20140313131103 / Mecklenburg County Sheriffs Office 13-420164 [Dashboard](#) | [Logout](#)

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

There are no attachments here.

Select Documents

All

For Assignments

For Seq # 1

Data Type

Description

Filename

Content Type

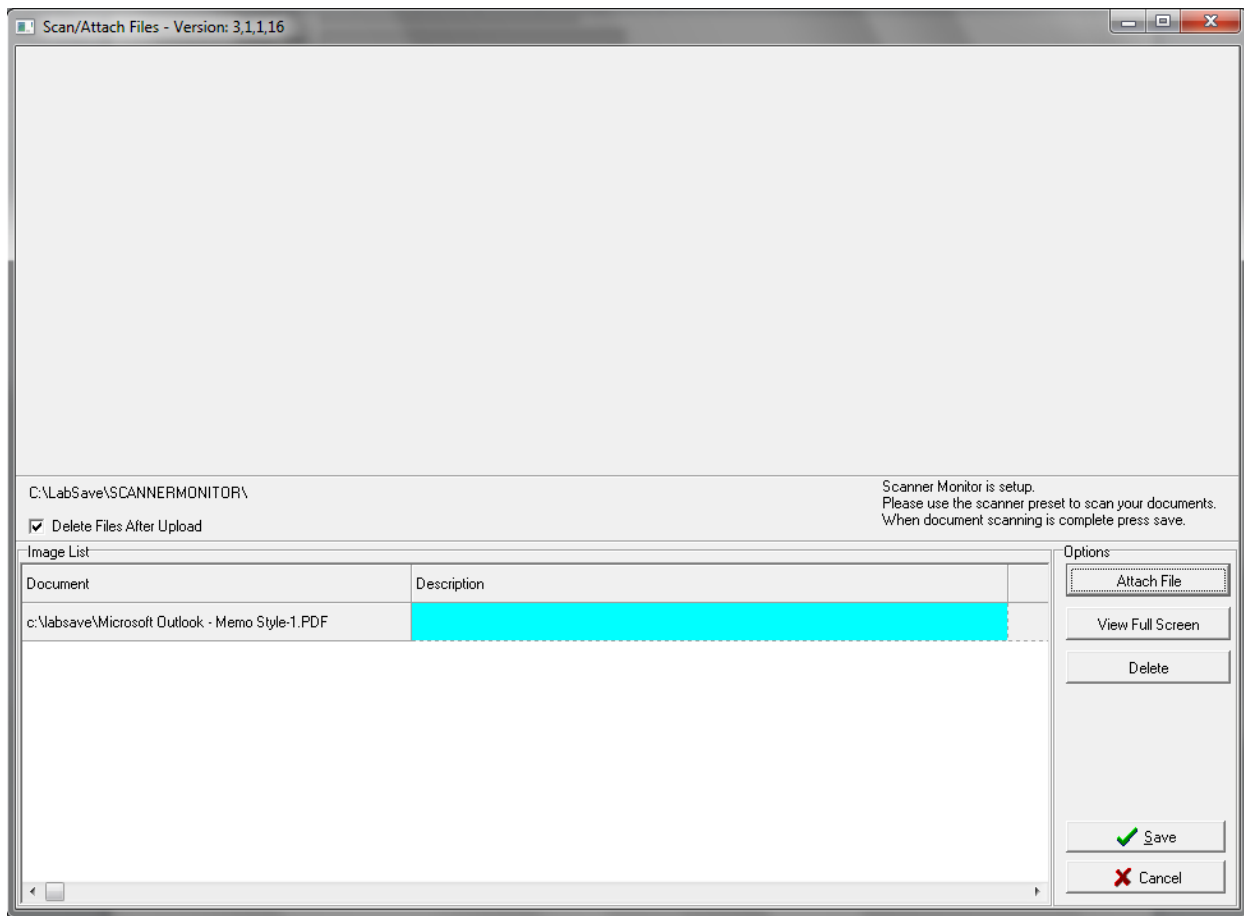
Attached By

Attached Date

Click the “Attach” button scan in the document using the attached document scanner. Give the document a name and save. The PLIMS software should automatically detect the scanned document and load it in the attachment window.

Add a description if desired and choose “Save”

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Report writing:

When you have completed your analysis and attached all necessary documents you are ready to write your report.

First open your case in the PLIMS and go to the **Assignments** tab. Click on the **Analysis** button and then choose the **Report Writing** tab.

Fill in the item descriptions in the **Item Description** panel:

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ITEM REPORT WRITING GENERAL WORKSHEETS

Controlled Substance Analysis Remove

Item Description Remove

Sort Items Refresh All Item Desc

Item Number	Item Description	Report Description
Lab ITEM # 4	Drugs - 2 bags of cocaine	2 bags of cocaine
Lab ITEM # 4.1	Drugs - One clear plastic bag containing white powder.	One clear plastic bag containing white powder.
Lab ITEM # 4.2	Drugs - One clear plastic bag containing white powder.	One clear plastic bag containing white powder.
Lab ITEM # 5	Drugs - white/tan powder ecstasy "molly"	Three clear plastic bags of crystalline material.

Save Add Analysis Analytical Notes Send to Word Back to Assignments

Fill in your results on the **Controlled Substance Analysis** panel:

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ITEM	REPORT WRITING	GENERAL WORKSHEETS			
Controlled Substance Analysis Remove					
Select Item (Empty) Lab ITEM # 4 - Drugs - 2 bags of cocaine Compare Results					
Result <input type="text"/>					
Gross Weight	Units	Net Weight	Units	UOM	Units
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Result 2 <input type="text"/>					
Gross Weight	Units	Net Weight	Units	UOM	Units
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Result 3 <input type="text"/>					
Gross Weight	Units	Net Weight	Units	UOM	Units
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Examination Performed <input type="text"/>					
Comments <input type="text"/>					
Hours Worked <input type="text"/>					

***See the Drug ID SOP and QA manuals for additional reporting requirements and information.**

When all the data has been entered press the **Send to word** button to generate the report:

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CASE INFO	NAMES	ITEMS	CUSTODY	SERVICE REQUESTS	ASSIGNMENTS	REPORTS											
<table border="1"> <thead> <tr> <th>ITEM</th> <th>REPORT WRITING</th> <th>GENERAL WORKSHEETS</th> </tr> </thead> <tbody> <tr> <td>+ Controlled Substance Analysis</td> <td></td> <td></td> <td>Remove</td> </tr> <tr> <td>+ Item Description</td> <td></td> <td></td> <td>Remove</td> </tr> </tbody> </table>							ITEM	REPORT WRITING	GENERAL WORKSHEETS	+ Controlled Substance Analysis			Remove	+ Item Description			Remove
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+ Controlled Substance Analysis			Remove														
+ Item Description			Remove														
<table border="1"> <tbody> <tr> <td>Save</td> <td>Add Analysis</td> <td>Analytical Notes</td> <td>Send to Word</td> <td>Back to Assignments</td> </tr> </tbody> </table>							Save	Add Analysis	Analytical Notes	Send to Word	Back to Assignments						
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The report will open on your screen to allow you review the data and make any corrections or additions if necessary. **NOTE: When you open the report subsequent times it will ask if you want to open it ‘As Is’ or ‘Recreate Report’.** As is will open it the same as when you last closed/saved the report with any edits you have made. **“Recreate Report” will wipe out any edits or changes that have been made and pull all the data from the PLIMS system as if it was the first time your generated that report. “Recreate Report” cannot be undone!**

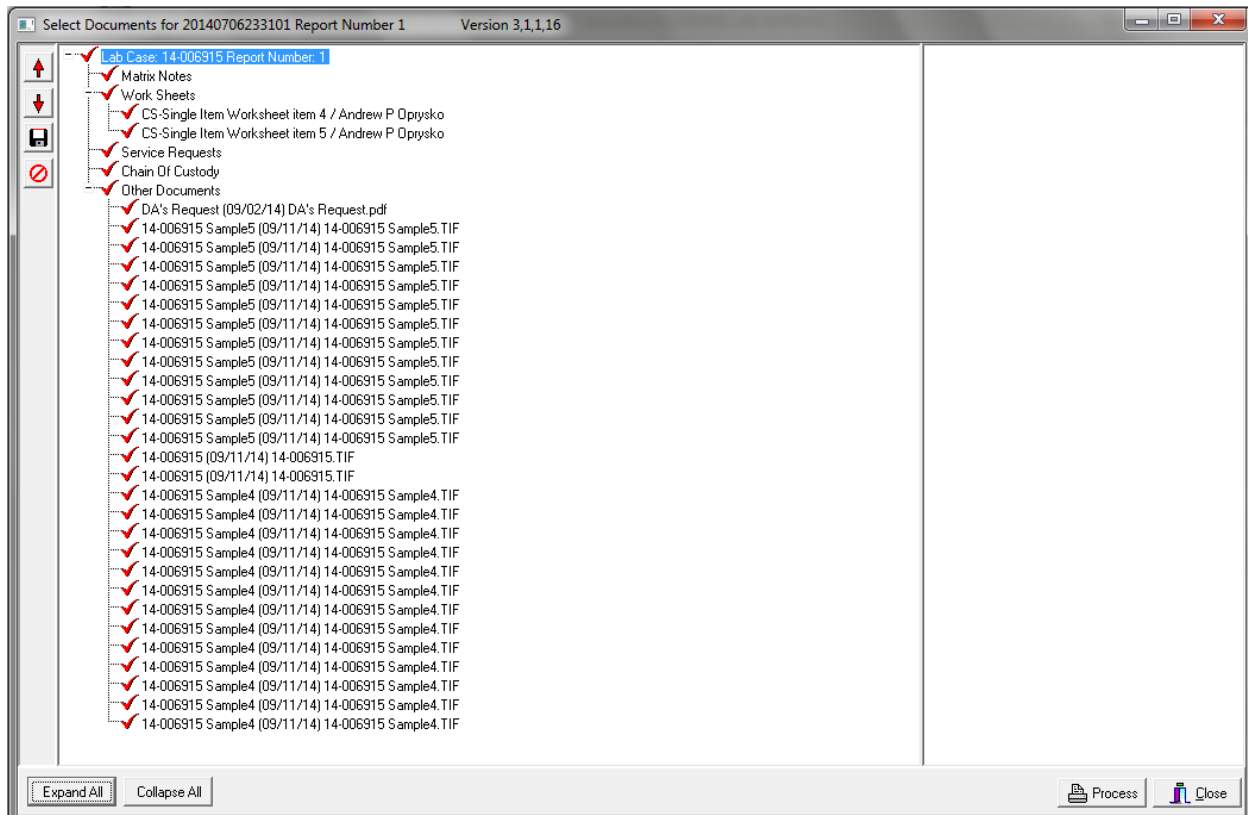
Print a draft copy of report and send case file for first review.

When the first review is complete, go back to the Assignments tab for your case and press the **“Ready For Rev”** button.

CASE INFO	NAMES	ITEMS	CUSTODY	SERVICE REQUESTS	ASSIGNMENTS	REPORTS																				
<table border="1"> <thead> <tr> <th>Sequence</th> <th>Section</th> <th>Analyst Assigned</th> <th>Date Assigned</th> <th>Status</th> <th>Draft Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CS</td> <td>Andrew P Oprysko</td> <td>09/02/2014</td> <td>2</td> <td>09/17/2014</td> <td> <table border="1"> <tbody> <tr><td>Analysis</td></tr> <tr><td>Ready For Rev.</td></tr> <tr><td>Tech. Review</td></tr> <tr><td>Admin Review</td></tr> <tr><td>Close Request</td></tr> <tr><td>Service Request</td></tr> </tbody> </table> </td> </tr> </tbody> </table>							Sequence	Section	Analyst Assigned	Date Assigned	Status	Draft Date		1	CS	Andrew P Oprysko	09/02/2014	2	09/17/2014	<table border="1"> <tbody> <tr><td>Analysis</td></tr> <tr><td>Ready For Rev.</td></tr> <tr><td>Tech. Review</td></tr> <tr><td>Admin Review</td></tr> <tr><td>Close Request</td></tr> <tr><td>Service Request</td></tr> </tbody> </table>	Analysis	Ready For Rev.	Tech. Review	Admin Review	Close Request	Service Request
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The PLIMS will then open this screen:



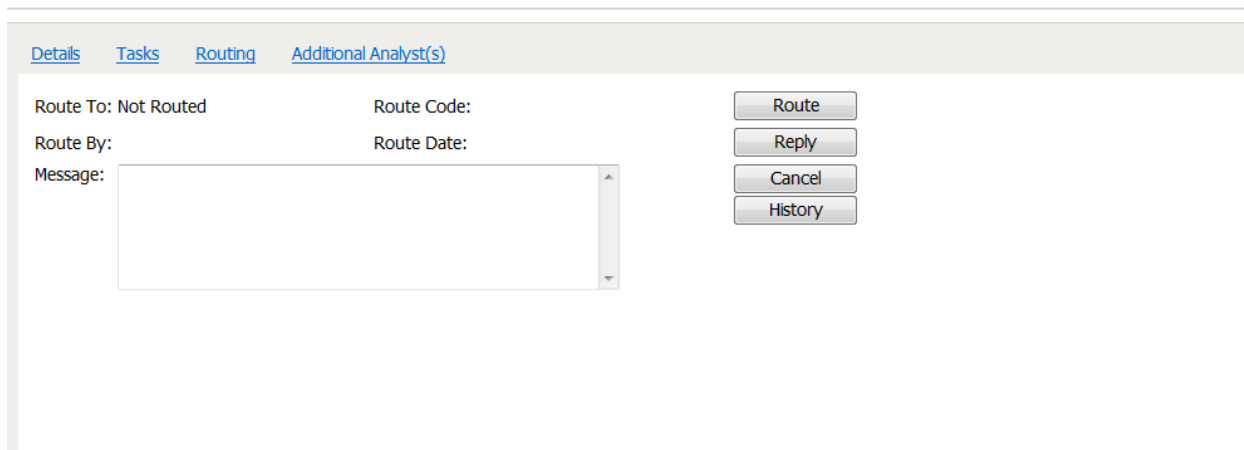
This screen shows you all the documents and files (except for the report) that will be part of the final case packet. You can select/unselect documents with the red check marks and change the order with the up and down arrow buttons. When you are ready press the “**Process**” button and the system will generate a PDF file with all your case data: worksheets, data files, scanned/attached documents, electronic chain of custody, and service requests.

When the process is completed (**for large cases with lots of pages/data files this can take several minutes**) the PDF case packet will open on your screen for you to give one final review. If you wish to make changes you can close the window or hit the **Reject** button (you then make your changes and repete the whole case file generation process).

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If the packet is acceptable press the **Accept** button and the system will finalize the packet and then open a password box which allows you to digitally sign the report/packet. Enter your PLIMS password and hit enter.

Review Process: When you are ready for the case to be reviewed click on the **Routing** link on the **Assignments** tab and then press the **Route** button:



The screenshot displays the 'Routing' tab of the PLIMS interface. At the top, there are four navigation links: 'Details', 'Tasks', 'Routing', and 'Additional Analyst(s)'. Below these links, the interface is divided into several sections. On the left, there are three labels: 'Route To: Not Routed', 'Route By:', and 'Message:'. To the right of 'Route To' is a 'Route Code:' label. Below 'Route By' and 'Route Code' is a 'Route Date:' label. A large, empty text area is positioned below the 'Message:' label. On the far right, there are four buttons stacked vertically: 'Route', 'Reply', 'Cancel', and 'History'.

Choose the analyst you wish to review your case by typing their name and enter a route code and message (if any). Give the chosen analyst the case folder for them to review.

***See Chemistry SOP and QA manuals for case review process/requirements.**

Finalizing a case: When review is complete print out a copy of the final signed report and place it in the case folder. The evidence can now be returned to the evidence control section through PLIMS evidence transfer.