

APPENDIX A - REPORTS

I. FORMAT

A. Heading

This section of the report contains information placed there by LIMS. The examiner will enter the date the report is being prepared.

B. Items Submitted

This section of a report contains a description of the item(s) submitted listed by control number. A description of the packaging is not appropriate unless an item is not examined. When relevant, the description will contain information such as manufacturer, caliber or gauge, condition (live vs. discharged), firearm type, action, serial number, etc.

C. Results

The findings will contain a concise summary of the results of the examinations, such as an identification or elimination or a description of class, size, or nature of an item. The results will identify or describe the method(s) used in the analysis. This section may, at the discretion of the examiner, contain additional comments relating to future submissions of comparative evidence, etc. Results will list measurement uncertainties in barrel and overall length measurements per the SOP.

II. TERMINOLOGY

- A. The decimal point will be omitted before the numerical caliber of a firearm or cartridge; i.e., 30-30 Winchester instead of .30-30 Winchester.
- B. The words "tool mark" will be combined into one word, "toolmark".
- C. The words "shot shell" will be combined into one word, "shotshell".