

### Locations of resources

1. File Folder location and FA software:
  - a. J drive -> labs -> Crime Lab Outsourcing -> Sexual Assault Evidence Collection Kit  
Outsourcing -> Bode -> Technical Reviews -> 2020 -> contract employees
  - b. FA -> Forensic Biology -> Priority 57 and 58 -> Sequence 5
2. Readings:
  - a. Bode documentation:
    - i. Extraction
    - ii. Quantification
    - iii. Amplification
    - iv. CE Analysis
    - v. Reporting
  - b. NCSCL documentation:
    - i. Outsourcing technical review checklist
    - ii. Procedure for DNA data acceptance from a vendor laboratory
    - iii. SAECK outsourcing review standardization

### Forensic Advantage

3. Open the master case file list
4. Find the FA case record
5. Check Requested date and locate the case file date on the J drive folder location from above under contract employees
6. Check the notes and note the Bode Case Number (NCS) XXXX-XXXX (Bode case number)
7. Check to see if the comments say standard only – if so only print the suspect standard using the below workflow.
8. Also in the comments note 57 – Bode or 58 - NMS

### File Folders

9. Find the agency associate with the case
10. Find the NCS within the agency folder
11. Click on the CODIS folder
12. Open the case PDF file – this is the Bode report

### Benchwork

13. Scroll to find the allele call table(s) (could be multiple pages based on number of samples, highlight and print the allele call table as its own pdf
  - a. Note the reagent blank (RB)
  - b. Note the amplification tray id
  - c. Note the positive and negative control run dates
  - d. If a different negative – RB is used, do not print the RB on the allele call table, print the “clean” RB” data and controls



14. Find male and/or major components. If multiple are listed see if they profiles match and note the sample(s) number evidence sample/epi/sperm [E(Item)-EF/SF]
15. Scroll up to the report and confirm the sample number(s) are being reported as interpretable portions and highlight
16. Go to the Core Forms folder to find extraction/quant/amp/ce data – this may span over a few months
17. Scroll to the Inventory list and note the date the item was cut and attempt to find the chain of custody and exaction of that item. Print the corresponding pages in order starting with the chain of custody, followed by extraction. Highlight samples
18. Look for the quantification data either within the extraction month folder or in later months. Print the pages in order and highlight samples
19. Print the microcon page, if the sample was concentrated and highlight samples
20. Print all pages of the amplification data, in order and highlight samples
21. Print the ce plate set ups and controls and highlight samples
22. If the reference was applied, print the reference extraction/quant/amp/ce pages after the evidence sample(s)

#### **Bode report**

23. Find the kit paperwork and highlight Last intercourse prior to assault
24. Quantifiler Trio Results – highlight sample
25. Case Notes – highlight only sample if it is impacted and note the controls used to confirm sample was clean
26. CE tray and corresponding pages – highlight sample(s) used for controls and CODIS upload

#### **Review forms**

27. Print all review forms to include review form:case file
28. In Core forms – controls – review forms:core forms and/or controls binder
29. In Core forms – NCS (month) core forms\_review forms
30. These forms should reflect months of the folders used to pull data and the associated case number

