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| **DNA Database Accessioning and Processing Training Log** |
| **Training Area** | **Date Completed/Initials** | **Trainer’s Initials** |
| 1. **Safety**
 | **FSM APPROVAL** |  |
| Chemical hazards/MSDS sheets |  |  |
| Blood borne pathogens |  |  |
| 1. **Aseptic Technique and Contamination Control**
 | **FSM APPROVAL** |  |
| Cleaning of equipment |  |  |
| Use of biosafety hood |  |  |
| Use of biohazard waste containers |  |  |
| Handling of database samples |  |  |
| 1. **Retrieval of Database Samples**
 | **FSM APPROVAL** |  |
| Retrieval from Evidence Control Unit |  |  |
| 1. **SpecMan Overview**
 |  **FSM APPROVAL** |  |
| Understand SpecMan basic operation |  |  |
| 1. **Accessioning**
 | **FSM APPROVAL** |  |
| Understand acceptance criteria |  |  |
| Proper method of accessioning samples |  |  |
| Proper method to reject samples |  |  |
| 1. **Staining**
 |  **FSM APPROVAL** |  |
| Proper staining techniqueProper procedure with dried stains |  |  |
| Proper procedure with dried stains |  |  |
| 1. **Rejection Processing**
 | **FSM APPROVAL** |  |
| Understand when and how to contact agencies |  |  |
| Proper procedure for printing letters and returning samples to agencies |  |  |
| Proper method to store rejected samples |  |  |
| 1. **Eligibility Verification**
 | **FSM APPROVAL** |  |
| Understand how SpecMan queries CCH |  |  |
| Understand when Secondary Verification is required |  |  |
| Determine accurately if an AR has a qualifying event |  |  |
| Determine accurately if a CO has a qualifying event |  |  |
| Proper method for documenting information on card |  |  |
| 1. **Secondary Verification**
 | **FSM APPROVAL** |  |
| Proper method for using other information sources |  |  |
| Proper method for documenting a secondary verification |  |  |
| 1. **Reviewing Person/Donor Record**
 | **FSM APPROVAL** |  |
| Understand scenarios when a CO sample is received |  |  |
| Understand scenarios when an AR sample is received |  |  |
| 1. **Analysis Batch Assignment**
 |  **FSM APPROVAL** |  |
| Proper method to assign sample to regular batch |  |  |
| Proper method to assign sample to confirmation batch |  |  |
| Proper method to label sample |  |  |
| 1. **Duplicate Processing**
 | **FSM APPROVAL** |  |
| Proper method to process duplicate samples |  |  |
| Proper method to store duplicate samples |  |  |
| 1. **Sealing**
 | **FSM APPROVAL** |  |
| Proper method for sealing samples (both blood and buccal) |  |  |

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| 1. **Generation of Subject Information Assessment (SIA) Reports**

**(required for CJS)** | **FSM APPROVAL** |  |
| Receive required training and understand how to access and utilize law enforcement databases |  |  |
| Generate and assemble an SIA report |  |  |
| 1. **Processing of Expungements (required for CJS)**
 | **FSM APPROVAL** |  |
| Observe demonstration of SpecMan processing |  |  |
| Complete one supervised expungement in SpecMan |  |  |
| 1. **Miscellaneous**
 | **FSM APPROVAL** |  |
| Proper method for contacting agencies |  |  |
| Understand policy for releasing information |  |  |

DNA Database Trainee and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DNA Database Trainer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This trainee is approved to perform DNA Database Analysis.

DNA Database Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: