



Intermountain Forensics

SOP # EVD-203

Revision # 01

Forensic DNA Technical Leader Approval

Issue Date

5/28/20

Evidence Examination and Cutting

1. Purpose

This document describes the procedure for Evidence Examination and Sample Cutting in preparation for DNA laboratory testing.

2. Summary

Evidence packaging is opened and described in JusticeTrax LIMS. Items are prepared for laboratory testing before remaining evidence is re-packaged and re-sealed.

3. Procedure

Evidence Examination

1. Cover the cleaned workspace with disposable protector.
2. Initial and date under the IMF case number.
3. Open evidence packaging without breaking any previous seals, if possible.
4. Mark each inner package evidence for identification with the IMF case and item number and the examiners initials and date.
5. Open and describe items, including any evidence packaging in JusticeTrax LIMS.
 - a. Descriptions should include sufficient information to accurately identify the item at trial, if required.
 - i. Observations may include the number of items (swabs), any staining, color, size, hairs, brand and designs on clothing, bedding, towels, etc.
 - b. Include the general condition if any suspected damage is noted (rips, tears, broken swab sticks). When appropriate, items contained within pockets should be inventoried and documented.
 - c. If hair is present and has the possibility of falling off or interfering with testing, collect separately and place securely with the evidence. Note the collection in the item description if performed.
6. ALS examination if necessary.
7. Sub-items are marked on the evidence if possible.

Swabbing an Item

8. Use one wet swab followed by one dry swab to swab an item if necessary.

Cutting

9. All items requested for screening and/or testing are cut for processing.
 - a. Cutting Amounts
 - i. Evidence
 1. Up to ½ of all swabs or stain for evidence items unless an order to consume has been given.
 2. For items swabbed internally, the swabs may be consumed if it is reasonable to assume that additional swabbings may be taken and obtain similar results (clothing, etc.).
 - ii. Reference: Cutting amounts may be adjusted based on any additional information (time since collection, agency specific experience, etc.).
 1. Swabs: Cut entire swab head from one swab.
 2. Saliva on Non-swab Substrate: 1cm X 1cm. Larger cuttings may be taken if degradation is suspected.
 3. Blood on Substrate: 0.5cm X 0.5cm cutting. Larger cuttings may be taken if degradation is suspected.
 4. Liquid Blood: 25µl for EDTA preserved blood, 50+µl for non-preserved blood.



Intermountain Forensics

SOP # EVD-203

Revision # 01

Forensic DNA Technical Leader Approval

Issue Date

5/28/20

5. Examiner discretion is used when multiple reference substrates are submitted.

Re-package Evidence

10. Re-package the evidence in its original packaging if possible.
11. Seal the original packaging and add Initials and date across the seal.

Received Extracts

12. Document any tube markings.
13. Centrifuge briefly.
14. Measure the volume and transfer to a new tube.
15. Add water to bring volume above 35 μ L if necessary.
 - a. An equal amount of water must also be added to the associated reagent blank.

4. References

EVD-204 JusticeTrax Evidence Documentation

5. Definitions

N/A