



Intermountain Forensics

SOP #

DOC-201

Revision #

01

Forensic DNA Technical Leader Approval

Issue Date

5/28/20

Case File and Report Assembly

1. Purpose

To detail the components of Preliminary Report Case Files, Final Report Case Files, and Amendments.

2. Summary

Preliminary reports are issued with processing data through quantification and includes recommendations on possible applicable testing or suitability for testing requested beyond quantification. Final reports are issued for testing beyond quantification and include any comparisons with their accompanying statistics.

3. Procedure

Case File Components

1. The Preliminary case file includes, as applicable:
 - a. Report
 - b. Client documents and communications
 - c. Laboratory notes through Quantification
 - d. Review form
2. The Final case file includes, as applicable:
 - a. Report
 - b. Allele Summary Table
 - c. Statistics worksheet(s)
 - d. Sample electropherogram(s)
 - e. Previously issued reports used for comparison
 - f. Client documents and communications
 - g. Laboratory notes of testing beyond Quantification
 - h. Control electropherograms
 - i. Review form
3. Amendments
 - a. Amendment Summary Document
 - b. Document(s) needing amendment
 - c. Any documents affected by the amendment
 - d. Review form

General Instructions

4. Identifier (initials and/or signature) and date must be included on all pages within the case file
5. Page numbering
 - a. All pages of case file and report(s) must be numbered and include current page number and total pages

4. References

N/A

5. Definitions

Allele Summary Table – Summary table of all called DNA alleles in a sample

Amendments – Any changes that are needed to a document included in a case file after it is released to a client

Report – Document with laboratory and client case information, item conclusions, and statistics

Case File – Assembly of all case documents generated for the testing of a case



Intermountain Forensics

SOP #

DOC-201

Revision #

01

Forensic DNA Technical Leader Approval

Issue Date

5/28/20