



Intermountain Forensics

SOP #

EVD-202

Revision #

01

Forensic DNA Technical Leader Approval

Issue Date

5/28/20

JusticeTrax Evidence Storage

1. Purpose

To describe the steps to store and check-out evidence in JusticeTrax LIMS

2. Summary

Each evidence custody transfer is logged in JusticeTrax LIMS. The log of transfers makes up the Intermountain Forensics case Chain of Custody.

3. Procedure

Initial Evidence Receipt

1. In "Accept Evidence" screen click the orange **Initial Transfer** button
2. Add the Agency Representative, shipping information ("Via" dropdown), and tracking number (in notes field) in the "From" section
3. Add the Lab Staff that is receiving the evidence in the "To" section
4. Add the evidence Storage Location in the "Then To" section
5. Submit page
 - a. If the page is submitted before the transfer information is entered, click the **Transfer** tab and select **Transfer** from the dropdown
 - b. Enter the transfer information per steps 2-5

Evidence Transfers for Laboratory Processing

6. Click the **Transfer** tab and select **Transfer** from the dropdown
7. Add source to the "From" field
8. Add destination to the "To" field
9. Add Evidence number to the "Evidence to Transfer" field
10. Submit Page

Evidence Transfer for Shipping to Client

11. Click the **Transfer** tab and select **Transfer** from the dropdown
12. Add Storage Location to the "From" field
13. Add the Lab Staff that is shipping the evidence to the "To" field
14. Add Agency Representative, shipping information ("Via" dropdown) and tracking number (in notes field) to the "Then To" section
15. Add Evidence number to the "Evidence to Transfer" field
16. Submit Page

4. References

N/A



Intermountain Forensics

SOP #	EVD-202
Revision #	01

Forensic DNA Technical Leader Approval

Issue Date

5/28/20

5. Definitions

Clarify any terms used within the document