



Intermountain Forensics

SOP #

ADM-104

Revision #

01

Forensic DNA Technical Leader Approval

Issue Date

6/4/20

Reports

1. Purpose

To describe the different types of reports generated during processing and analysis.

2. Summary

A report is created for every case with testing performed. Specific information is needed on every report, Preliminary and Final. Laboratory notes are kept during processing detailing what processing was performed, when, and by whom.

3. Procedure

1. Every received case that has any testing performed will have a report issued
2. Every report includes:
 - a. Case identifier (IMF Case Number)
 - b. List of evidence received
 - c. Technology used for amplification (if applicable)
 - d. Loci, sequence region, or amplification system (if applicable)
 - e. Results and/or conclusions for each sample tested
 - f. A quantitative or qualitative interpretative statement to support all non-intimate inclusions/matches
 - g. Date of preparation
 - h. Disposition of evidence
 - i. Signature and title of the person accepting responsibility for the content of the report
3. Report Types
 - a. Preliminary Report
 - i. All testing through Quantification
 - ii. Provides recommendations on applicable further processing or suitability for requested testing
 - iii. Created for all cases
 - b. Final Report
 - i. Any testing performed after the Preliminary report is issued
 - ii. Created for the reporting of additional serves beyond the Preliminary Report
4. Laboratory Notes
 - a. Case processing notes are documented at the time of testing
 - i. Documented in JusticeTrax LIMS
 1. Case Receipt and outermost container description
 2. Inner evidence packaging description
 3. Items Received
 4. Unique sample tube number assignment
 - ii. Documented in "Case Chronicle"
 1. Extraction reagents, extract volumes, processing date, and processor
 2. Quantification Plate layout, reagents, processing date, and processor
 3. Quantification Results and normalization calculations
 4. Amplification plate layout, reagents, processing date, and processor
 5. Load plate layout, reagents, processing date, and processor

4. References

N/A

5. Definitions

N/A