



Intermountain Forensics

SOP #

EVD-204

Revision #

01

Forensic DNA Technical Leader Approval

Issue Date

5/28/20

JusticeTrax Evidence Documentation

1. Purpose

To describe the process for entering information into JusticeTrax LIMS during Evidence Examination

2. Summary

Evidence descriptions are entered into JusticeTrax LIMS in different evidence entry levels. Levels represent the outermost packaging (Level 1, entered by client through the Portal), IMF item number (Level 2), Area of the item tested, Cutting tube number, and Epithelial/Sperm Fraction designation (Level 5). The combination of these numbers are used to create the item's unique barcode number for laboratory processing.

3. Procedure

Open the Case:

1. Click **File** dropdown and select **Open Case**
 - a. Scan case barcode with "Use Case Mask" unchecked

Itemize Evidence Items:

2. Click **Evidence** tab
3. Right click evidence packaging and select either **Itemize** or **Itemize with Kit**
4. For Itemize, select EvidType, Fill out Description, and Notes sections for levels 1-5.
 - a. Level 1: Outermost packaging (01-99)
 - i. Description: What it is (Manilla Envelope, SAEK Box, White Envelope, etc.).
 - ii. Notes: Describe the markings.
 - b. Level 2: IMF Item Number (01-99 - 01-99)
 - i. Description: What it is (Vaginal Swabs, Beer Can, Extract from Seatbelt).
 - ii. Notes: Note what it is and what packaging it was contained in.
 - c. Level 3: Area tested (01-99 – 01-99 – A-Z)
 - i. Description: Where on the item is being tested? (Entire swab, Half of all swabs, Inner waistband, etc.).
 - ii. Notes: Specific staining. (No Visible Staining, Light yellow staining, dark red-brown staining, ALS+, etc.). Also note if item was swabbed by IMF or collected by M-Vac.
 - d. Level 4: Cutting Tube number (01-99 – 01-99 – A-Z – 1-9)
 - i. Description: Non-Differential (ND) or Differential (Diff) and Tube Number count, to be combined. (ND 1, ND 2, ND 3, etc.).
 - ii. Notes: Note the total number of tubes. (3 tubes).
 - e. Level 5: Differential Fraction 1 for EF, 2 for SF (01-99 – 01-99 – A-Z – 1-9 – a-z)
 - i. Description: EF for Epithelial fraction, SF for Sperm Fraction
 - ii. Notes: Nothing needed

Print Barcodes:

5. Cutting tube
 - a. Generate level 4 barcode to apply to the cutting tube
6. Batch Barcodes
 - a. With the case open, click on **Batch Barcode** button



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- b. Select items, barcode size, number of barcodes to be printed, and the printer.
 - i. 1 for ND
 - ii. 2 for Epithelial Fraction
 - iii. 1 for Sperm Fraction
- c. Click the **Batch Barcode Generate/Print** button

Export Batch Sample ID List:

7. Close out of any cases
8. Click the Analysis dropdown and select Worklists and Create Worklist
9. Fill out drop downs to narrow down case search
10. Select desired Evid No and click the **Move Down** button
11. Click Save
12. Select the **Export this Report** button  and export as an Excel file

4. References

EVD-203 Evidence Examination and Cutting

5. Definitions

N/A