



# Intermountain Forensics

SOP #

EVD-202

Revision #

02

Forensic DNA Technical Leader Approval

Issue Date

03/01/2023

## 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 Chain of Custody for the test items associated with each case.

### 3. Procedure

---

#### Initial Evidence Receipt

Refer to EVD-200 Evidence Receiving for the procedure for evidence receipt and the initiation of the chain of custody in JusticeTrax®.

#### Evidence Transfers for Laboratory Processing

1. Click the **Transfer** tab and select **Transfer** from the dropdown.
2. Add source to the "From" field
3. Add destination to the "To" field
4. Add Evidence number to the "Evidence to Transfer" field.
5. Click Submit Page.

#### Evidence Transfer for Shipping to Client

1. Click the **Transfer** tab and select **Transfer** from the dropdown.
2. Add Storage Location to the "From" field.
3. Add the Lab Staff that is shipping the evidence to the "To" field.
4. Add Agency Representative, shipping information ("Via" dropdown) and tracking number (in notes field) to the "Then To" section.
5. Add Evidence number to the "Evidence to Transfer" field.
6. Click Submit Page.

#### Evidence Transfer Using My Items

1. Click the **Transfer** tab and select **My Items** from the dropdown.
2. Click the check boxes for the items to be transferred.
  - a. The list will only show items in your custody at that time.
3. Select the "To" location for where the items are being transferred to.
4. Verify all correct items have been selected.
5. Click the green **Transfer** button.

### 4. References

---

N/A

### 5. Definitions

---

N/A