



Intermountain Forensics

SOP #

EVD-204

Revision #

03

Forensic DNA Technical Leader Approval

Issue Date

03//01/2023

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 IMF item number (Level 1, entered by client through the Portal), Area of the item tested (Level 2), Cutting tube number (Level 3), and Epithelial/Sperm Fraction designation (Level 4). The combination of these numbers are used to create the item's unique barcode number for laboratory processing.

3. Procedure

Opening the Case

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

Creating Sub-Items from Evidence Items:

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



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Printing Barcodes:

1. Cutting tube
 - a. Generate level 3 barcode to apply to the cutting tube
2. Batch Barcodes
 - a. With the case open, click on **Batch Barcode** button.
 - b. Select items, barcode size, number of barcodes to be printed, and the printer.
 - i. 1 for ND
 - ii. 2 for Epithelial Fraction (Level 4)
 - iii. 1 for Sperm Fraction (Level 4)
 - c. Click the **Batch Barcode Generate/Print** button.

Export Batch Sample ID List:

1. Close out of any cases
2. Click the Analysis dropdown and select Worklists and Create Worklist
3. Fill out drop downs to narrow down case search
4. Select desired Evid No and click the **Move Down** button
5. Click Save
6. Select the **Export this Report** button  and export as an Excel file.

4. References

EVD-203 Evidence Examination and Cutting

5. Definitions

N/A