



Intermountain Forensics

SOP #

ADM-104

Revision #

04

Forensic DNA Technical Leader Approval

Issue Date

03/06/2023

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
 - a. If no work or partial work is performed, on an item this will be communicated to the customer in the report.
2. Every report includes:
 - a. Case identifier (IMF Case Number)
 - i. Revision number is also included for multiple submissions of a IMF Case Number
 - b. Client information
 - i. Client name
 - ii. Client address/contact information
 - iii. Client representative (if known)
 - c. List of evidence received/analyzed
 - i. If the evidence received has been reported in a previous report, the list may be limited to only the evidence analyzed as part of the subsequent report.
 - d. Technology used for amplification (if applicable)
 - e. Loci, sequence region, or amplification system (if applicable)
 - f. Results and/or conclusions for each sample tested
 - g. A quantitative or qualitative interpretative statement to support all non-intimate inclusions/matches
 - i. Any inconclusive statement will be characterized by a reason for this conclusion (i.e., statistical rarity threshold not met, complex mixture etc.)
 - ii. Statistical calculations should be included for all non-exclusions
 1. This includes non-exclusions to unknown individuals when references are not available or excluded from the unknown profile.
 - h. Date of preparation
 - i. Disposition of evidence
 - j. Processing timeframe
 - k. 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



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- b. Final Report
 - i. Any testing performed after the Preliminary report is issued
 - ii. Created for the reporting of additional services beyond the Preliminary Report
 - iii. If a Preliminary report is not issued, the documentation required for the Preliminary report must be included with the Final 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
 - iii. Documented in Library Preparation Worksheets
 - 1. Library Preparation Reagents, processing date, and processor
 - 2. Library Indexing Reagents, processing date, and processor
 - 3. Library QC Reagents, processing date, and processor
 - iv. Documented on Case Notes Document or its equivalent.
 - 1. Processing Date and processor for whole genome sequencing
 - 2. Quality metrics obtained from the whole genome sequencing instrument:
 - a. % pass Filter
 - b. Q30
 - c. Cluster Count
 - d. Phasing/Prephasing values
 - e. % Occupied
 - f. Q Score Distribution
- 5. Use of the ANAB logo on Reports
 - a. The ANAB logo will only be used on reports which contain conclusions for work included on the scope of accreditation, in accordance with ANAB's PR 1018 Policy on Use of ANAB Accreditation Symbols and Claims of Accreditation Status.
 - i. Alternatively, a qualifying statement may be added to the report, to clearly indicate the work performed that is not accredited by ANAB.
 - b. If in doubt on the use of the logo, refer to GD 3064 Forensic Guidance Document – Drafting a Scope of Accreditation for clarification of the scope document or contact the accrediting body directly.

4. References

N/A

5. Definitions

N/A