Review Checklist - Casework

Batch Verification Review

Note: As a batch reviewer, you cannot review a batch that you had Items associated with.

FA
Worksheets Tab
Check worksheet for resources
Evidence description updated (if applicable)
Object Repository
Check photos (if applicable):
Case number, date, initials and item number are included
Areas that were swabbed/cut are noted
Sub-items are noted (if applicable)
Check Kit papers (if applicable):
Case number is included on the first page and numbered as 1 of X total pages
Pages are numbered on each page
QAS files are present (if applicable):
Quant
Amp
CE
Quant EDS file is present
Multiple QAS/EDS files are labeled accordingly with date and/or number (if applicable)
Workbook
Packaging page
Type of packaging is listed
Packaging is described (sealed, unsealed)
Notes have been added about items created and consumed (i.e. a sub-item was created and no packaging was required)
"Not analyzed" items have been explained (if needed/applicable)
Initials are present at the top
If the evidence description does NOT match the physical evidence, it is noted and a verification review was generated/completed
All applicable items are present
Extraction
Questioned items were extracted separately from the knowns
Appropriate controls were included
Notations of unusual extract color or why samples may be diluted prior to quant have been made (if applicable)
Initials, date, time, instruments, extraction final volumes, and evidence consumption amounts listed
Check for appropriate sampling

Quant
Initials are present for all analysts batching together
Prior approval present/instruments offline if a manual set up was performed (if applicable)
Check male/female ratios
Check quant results for no further analysis
T. Small autosomal results are consistent with dilution table
Notes are present in the following situations:
If a point(s) from the standard curve was dropped (well must be noted and original standard curve printed)
If a sample was inhibited
If the entire run was not used
If samples were diluted prior to quant
Ensure the standard curve passes (small/y -3.0 to -3.6, large -3.1 to -3.7 and $R^2 \geq 0.99$)
Check IPC's (Should **NOT** be **Undetermined**)
Ensure all items listed on the quant set-up page are present on the dilution data table
The pdf file includes set up, robot post-run report, and instrument printouts (as applicable)
Amp
Initials are present for all analysts batching together
For robotic amp, DNA volumes/concentrations correspond with the dilution sheet
Prior approval present/instruments offline if a manual set up was performed (if applicable)
A note is present on the pdf file if an item was diluted
All appropriate samples are amplified
The pdf file includes set up, robot post-run report, and instrument printouts (as applicable)
If the workbook starts at amp and amp is batched with another analyst(s), the wells for re-amping analyst are indicated
CE
Initials are present for all analysts batching together
Plate name is present
The pdf file includes set up and robot post-run report (if applicable)

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Technical Review

Note: If no batch verification review was performed on a case record, verify the Batch Verification Checklist items above as well as the Technical Review Checklist included below.

Serology Workbook
Initials are present
QC information for all reagents used is completed at top
A comment is present if QC did not work properly
A description is present for each item listed
All appropriate items have been tested
The date of testing is listed for each item
The correct test choice is selected
Tests are in the correct order
Results for each test performed are present
A verification review is present if:
One sperm is noted microscopically
RSID blood or semen testing has been done
A note is present indicating a cutting/swabbing was taken and a sub-item is listed in the column next to the test area (if applicable)
All areas tested are listed in "area" column
A control area is present for items tested with AP
A 1:10 dilution for high dose hook effect is present (if applicable). If not done, a note is present to explain why no dilution was made
For items being sent for Trace exam:
A note is present indicating the reason a whole item is being sent for Trace exam (i.e. a hair is found)
A note is present in the comments section of the DNA packet indicating that items are being sent for Trace.
Object Repository
The GMIDX and GMIDX_STRmix files are present
The compressed CE folder(s) are present, with the correct case number and consistent with case working table
CE Neg Raw Data file is included
All samples that produced no DNA profile are printed
All injection failures are printed
STRmix data/reports(s) are present (if applicable)
CV is present for the analyst of record (as well as the individual inventorying a SAECK, if applicable)
All relevant documents are present (egrams, pictures, kit papers, allele tables etc)
Appropriate emails are present
Workbook and Workbook verification (if applicable) are present
Stats reference is present (if applicable)

Egrams
On the casework table:
The positive/negative control(s) and ladder are assigned as the correct sample name
The correct analysis settings are used
The heading information is correct
WEN is printed for every sample showing required peaks
Verify ladder and positive/negative controls.
Artifacts are marked
Ensure the user corresponds with the analyst
All runs (used or not) are printed
Allele Call Tables
Allele call tables match egram calls
Case #s and Item descriptions correct
Run numbers/dates are present (if applicable)
Conclusions are listed with assumptions including # of contributors and if a sample is interpretable etc.
CODIS
The profile is eligible for CODIS based on the information provided
The "unreviewed\pending" profile is entered correctly
The correct category is noted in comments based on MME and sample (forensic partial, forensic unknown, etc)
Appropriate profiles are deleted based on new matches (if applicable)
Source ID is changed to "yes" if the case record is a result of a CODIS hit
For sexual assault cases, if a Forensic sample (other than a Suspect Known) is entered into CODIS, a "100" code is present in the Discipline field on the Case Record Details window
FA
Main Page
Type of Analysis Requested is accurate
Evidence descriptions for standards have been change in FA to add names (if applicable)
Worksheets Tab
All item numbers and containers have been assigned
Serology/DNA Results Tab
All items/results are present and reported including F1, F2, and BF (if applicable)
Items results are listed in numerical order
Item headers are present
Not analyzed statement, including all appropriate samples, is present (if applicable) (i.e. smears and slides)
Previously analyzed statement, including all appropriate samples, is present (if applicable)
No confirmatory testing statement are present (if applicable)
Serology results match the serology workbook page
No chemical analysis statement is present for swabbings or cuttings taken that were not examined for body fluid
Results were typed accurately, descriptions match item #s, items reflect "swabbings/cuttings"
Proper stats were performed and entered correctly
No stats statement is present for the donor to intimate items
The words "blood" and "suspect" are removed/substituted in item descriptions ("possible blood" or similar is okay)
Order of results reflects report standardization
Previous technology statement is included (if applicable)

Disposition
Previously returned items are noted
Items consumed are reflected (verify against the chain of custody, RFLE and communication log)
Other
Check communication log and FA messages
Interpret results independently of the case analyst and ensure that the conclusions match
Verify unknown profiles against batched cases
Ensure that changes to results/conclusions, interpretation, or results in additional work being performed as a result of the technical review are correct
Ensure that changes requested by the combined reviewer during a second technical review are correct
Additional required case records generated (if applicable)

Combined Admin/Technical Review

Note: Verify the Technical Review Checklist items above as well as the additional combined Admin/Technical Review Checklist items included below.

CODIS
All unknown profiles have been searched against the employee database and results printed
Deletion reports are present (if applicable)
The CODIS profile is entered correctly, the category updated, and the sample marked for upload appropriately
For one-time/keyboard searches:
Email approval is present
The Match Estimator was run
The appropriate database was selected
Performed at the original 13 core loci only
Report
The results and conclusions section accurately reflect the DNA results/disposition tab
Items/sub-items list agency item numbers (if applicable)
Header text has been adjusted for Results and Disposition
Items are bold and underlined
Stats are listed below the corresponding results?
The date of offense and agency number(s) are listed
Second Report, etc. is listed (if applicable)
SBI case numbers are listed (if applicable)
The CODIS statement is modified to reflect major/minor/non-sperm/sperm fractions/fraction 1 or 2, no items entered or no new items entered
Check cc's: DA, SBI records, etc.
Other
Check chain of custody, RFLE, and evidence receipts
All documents are approved
Check header information in RFLE against report

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