Review Checklist- Biology

FA:

(BV, and T/C) **Worksheets Tab:**

- (BV) (T/C, if no BV needed) Check worksheet for resources
- (T/C) Have all items and container(s) been assigned?
- (BV) (T/C, if no BV needed) If applicable, was the evidence description updated?

(T/C) **Main Page:**

- Is the Type of Analysis Requested correct?
- Was the evidence description for standards changed in FA to reflect swabs?

Workbook:

(BV) (T/C, if no BV needed) **Packaging:**

- Is packaging listed?
- Is the packaging marked (sealed, unsealed, container type)
- Have notes been added about items packaged in plastic, etc, consumed (only if a sub-item was created and no packaging was required)?
- Have "not analyzed" items been explained if needed?
- Are initials present at the top?
- Where applicable, if the evidence description does NOT match the physical evidence, was it noted and a verification review generated/completed?
- Are all applicable items present?

(T/C) **Serology:**

- Are initials present?
- Is QC information for all reagents used filled out at top?
- If QC did not work properly is there a comment next to the results?
- Is there a description of the item for each item listed?
- Are all appropriate items tested?
- Is the date of testing listed for each item?
- Is the correct test choice selected?
- Are tests in the correct order?
- Are there results for each test choice if applicable?
- Is there a verification review if RSID blood or semen has been done?
- If sub-item created, is there a note saying cutting/swabbing was taken and if applicable, is there sub-item listed in the column next to the test area (one that determined it was being sent on)
- Are all areas tested listed in area column? Slide vs Smear? Is a control area present for AP?
- If RSID semen, is 1:10 dilution for High Dose noted if needed? If not done note why no dilution made
- If whole items being sent to trace, is there a note in comments why they are being sent? Hair found?
- Is there a note in the comments section of the DNA packet for the items going to trace that states something like items being sent for trace.
- If one sperm noted, is there a verification review present?

(BV) **Extraction:**

- Were the questions extracted separately from the knowns?
- Were appropriate controls and volumes run?
- Where applicable, was a notation of extract color or why samples may be diluted prior to quant made?
- Are initials, date, time, instruments, extraction final volumes, and evidence consumption (unless on photo) amounts listed?

(BV) **Object Repository:**

- Check pictures: make sure they list case number, date, initials and item number
- Were areas that were swabbed/cut noted?
- Where applicable, were sub-items noted?

(BV) **Quant:**

- Are initials present for all analysts batching together?
- When applicable, if a manual set up was performed, was prior approval present/instruments offline?
- Were male/female ratios checked?
- Were quant results for no further analysis checked?
- Were T. Small autosomal results consistent with dilution table?
- If a point(s) from the standard curve was dropped, is the well(s) noted?
- If a sample was inhibited, was it noted?
- Is there a note if the entire run was not used?
- Is there a note if samples were diluted prior to quant?
- Check the standard curve pass (small/y -3.0 to -3.6, large -3.1 to -3.7 and $R^2 \geq 0.99$)?
- Check IPC's
- Make sure the dilution table corresponds with the set up table (ensure all items are listed on the set-up page are present on the dilution data table)

(BV) **Object Repository:**

- Does the pdf file include set up, robot post-run report, and instrument printouts (if applicable)
- Is the QAS file present? (if applicable)
- Is the EDS file present?
- Where applicable, are multiple quants/QAS/EDS files labeled accordingly (date and/or number)?

(BV) **Amp:**

- For robotic amp, do DNA volumes/concentrations correspond with the dilution sheet?
- When applicable, if a manual set up was performed, was prior approval present/instruments offline?
- If an item was diluted, it is noted on the pdf file?

(BV) **Object Repository:**

- Does the pdf file include set up, robot post-run report, and instrument printouts? (if applicable)
- Is the QAS file present? (if applicable)

(BV, and T/C) **CE:**

- (BV) Are initials and plate name listed?

Object Repository:

- (BV) Does the pdf file include set-up, and robot post-run report (if applicable)
- (BV) Is QAS file noted? (if applicable)
- (T/C) Is the GMIDX file present?
- (T/C) On the casework table, have positive/negative control(s) and ladder assigned as the correct sample name?
- (T/C) On the casework table, was the correct analysis settings used?
- (T/C) Are the compressed folders present, with the correct case number and consistent with case working table?
- (T/C) On the casework table, is the header information present (this file will contain: casework table, WEN, egrams)?

Object Repository:

(T/C) **Egrams:**

- Make sure WEN is printed for every sample showing required peaks.
- Check ladder and positive/negative controls.
- Make sure artifacts are marked.
- Make sure the user corresponds with the analyst.

- Make sure all runs, used or not are printed

(T/C) **Allele Call Tables:**

- Do allele call tables match egram calls?
- Are conclusions listed with assumptions (# of contributors, stat locations of major/minor noted, if sample is interpretable including minor, armedxpert, etc.)?
- Are minor alleles marked or is an armedxpert allele call table generated?
- Are item descriptions correct?
- If applicable, are run numbers/dates present?
- Are case #s correct?

(T/C) **Raw Data:**

- Are all samples that produced no DNA profile printed?
- Are injection failures printed?

FA:

(T/C) **Serology Unknown Tab (Body Fluid Only cases):**

- Are results under the unknown tab in the FA worksheet?
- If Items not analyzed, is the not analyzed statement present and are all items not analyzed listed?
- Are item headers present?
- Are item results listed in numerical order?
- Do results for items match the serology page in the workbook?
- Are no confirmatory statements present?
- If a sub-item taken, is a sub-item statement present?
- Is there a statement saying that when standards become available to resubmit only Item … (if applicable)

(T/C) **CODIS:**

- Is the profile eligible for CODIS based on the story/information provided?
- Is the "unreviewed" profile being entered correctly and is the correct category noted in comments (forensic partial, unknown, etc)?
- If applicable, if multiple submissions were performed, do any profiles need to be deleted based on new matches?
- If part of a cross reference case, check to see if the suspect standard(s) are already entered.
- If the case record is a result of a CODIS hit (standard being submitted/analyzed) is source id changed to yes?

(C) **Object Repository:**

- Are all unknown profiles searched against the employee database and results printed?
- Is the SDIS profile entered correctly, is the category updated and sample marked for upload appropriately?
- For one-time/keyboard searches, is the Match Estimator run, was the appropriate database selected, was it performed at the original 13 core loci only?
- For one-time/keyboard searches, is there email approval?

(T/C) **DNA Results Tab:**

- Are all items reported (including non-sperm/sperm fractions and body fluid results if applicable)?
- Were proper stats performed and entered correctly?
- Were results typed accurately?
- Are all results present (including "not analyzed", "previously analyzed", etc.)
- Were the words blood and suspect removed/substituted?If the sample is intimate and no stats are performed for the intimate donor(s), does the report reflect this?

(T/C) **Object Repository:**

- Are stats present and performed per allele call table?
- If applicable, is the armedxpert raw file and/or pdf data present?
- If applicable for armedxpert: check database used, check ratio ranges, does the sample meet at least a 3:1 overall?

(T/C) **Disposition/Results:**

- Are items consumed reflected (verify against the chain of custody, RFLE and communication log)?
- If applicable, was previous technology statement listed?
- Does the order reflect standardization for reporting?
- Where applicable, were other section case records generated?
- Are previously submitted/returned items noted?
- Do the results of examination reflect swabbings/cuttings made that were not tested for body fluids (no chemical analysis performed statement added)?
- If applicable, are smears/slides stated/reported as not analyzed?

(C) **Report:**

- Do the results and conclusions section accurately reflect the DNA results/disposition tab?
- Do items/sub-items list agency item numbers (if applicable)?
- Were headers adjusted (Results and Disposition)?
- Were items bold and underlined?
- Are stats listed below the corresponding results?
- Is the CODIS statement modified to reflect major/minor/non-sperm/sperm fractions, no items entered or no new items entered?
- Is the disposition correct?
- Is the date of offense and agency number(s) listed?
- Is Second Report, etc. listed if applicable?
- Is SBI case numbers listed, if applicable?
- Check cc's: DA, SBI records, etc

(T/C) **Other:**

- Is CV present?
- Are all documents present (ie. kit papers, pictures, egrams, allele tables)?
- Kit papers will contain the following: Case number on the first page and page numbers with the first page saying 1 of ___ (for total page numbers)
- Are appropriate emails present?
- Check communication log and FA messages.
- Is the workbook and workbook verification(s) present (if applicable)?
- Is the stats reference present (if applicable)?
- Did you interpret results independently of the case analyst and did the conclusions match?
- Was a second technical required due to changes to results/conclusions, interpretation, or results in additional work being performed, and was it approved?
- If a second technical review is schedule due to changes requested by the combined reviewer, were they corrected?
- Check unknown profiles against batched cases.

(C) **Additional areas to consider/check:**

- Was chain of custody, RFLE, and evidence receipts checked?
- Are all documents approved?
- Check header information in RFLE against report
- Check for CODIS upload (category changed as appropriate)
- Check for employee searches of unknown profiles