Specimen Expungement Checklist

Specimen #:_____ **File(s):** _____
Shipment: _____ **Manifest:** _____ **Associated QC Specimen:** _____

REMOVAL OF ELECTRONIC DOCUMENTATION:
REMOVAL FROM PERSONAL COMPUTER
(Initials/Date)_____

- ❑ Reported GeneMapper ID files (.ser)   ❑ CMF Files
- ❑ Raw Data (.fsa)   ❑ Datatable
- ❑ Removal of specified items from Recycle Bin

REMOVAL FROM SERVER
(Initials/Date) _____

- ▪ **Specimen**

  Check the "Sample History Report" for the manifest containing the sample. Note how many times the sample was run and the associated files/batches. Remove the documents below from the server by using "Copy" and then "Paste" to move them to a temporary electronic storage location. Edit the documents and save them before uploading them to the server. When loading the files back onto the server, you will be "Replacing" the existing file on the server with the edited version.

- ❑ **Data Table (Excel)** - Leaving the specimen number intact, remove the profile associated with the specimen by deleting the cell contents and then using black fill color.
- ❑ **Summary Table (Excel)** – Complete in the same manner that the profile was removed from the Data Table and save.
- ❑ **CMF** - Starting with the header, delete all of the rows in the CMF file associated with the specimen including the name of the vendor technical leader.

- ❑ **Raw Data (.fsa)** - Remove the specimen from any raw data files.
- ❑ **Scanned Tray Sheets (.pdf)** - redact all of the information pertaining to the specimen while leaving the specimen ID intact (search the "Final Allele Call Table", "Allele Call Discrepancies", etc.).
- ❑ Add each of the newly saved documents back to the server.

- ▪ **Associated QC**

  If the specimen is associated with a QC specimen, redact and/or remove the associated QC profile for each file type (Excel, .dat, .ser, etc.) using the methods specified in this document.

- ❑ Data Table   ❑ CMF
                                   ❑ Raw Data Files

- ❑ Scanned Tray Sheets
- ❑ Add each of the newly saved documents back to the server.

REMOVAL OF PROFILE FROM CODIS
(Initials/date) _____

- ❑ Remove profile from CODIS using the steps cited below.
    1. Log into a CODIS computer and open NDIS Specimen Manager Program
    2. Click on "File" and select "New"
    3. Type in Specimen Number to "Specimen ID" box. Choose Arrestee or Convicted Offender from list of Indices
    4. Open the "Specimen Details"

Approved For Use By: DNA Technical Leader

5. Select "Edit". Choose "Specimen Properties", and then choose "Comments".
6. Type in "DNA profile removed from CODIS pursuant to an approved expungement request." and initial.
7. Select "Edit" and "Delete Specimen."
8. Do not print deletion report.

DESTRUCTION OF SAMPLE
(Initials/Date)_____

- ❑ Scan the card and attach as "barcode number_finalscan" in the specimen record in SpecMan
- ❑ Fill out a DNA sample destruction form and destroy the sample in the presence of the Database Manager.
- ❑ Upload a copy of the completed destruction form to the specimen record and put a note beneath it that states: "Sample destruction form for expungement request." (Initial and Date)
- ❑ Add the following note to the specimen record in SpecMan : "DNA profile removed from CODIS and redacted from any relevant documents maintained in-house pursuant to an approved expungement request." (Initial and Date)
- ❑ Change the status of the specimen to "Stored-Removed from CODIS," enter the date removed from CODIS in the field located under the "Processing" tab in SpecMan.
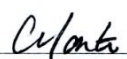

Sign: _____   **Date:** _____

Witness: _____   **Date:**_____

Approved: _____   **Date:** _____