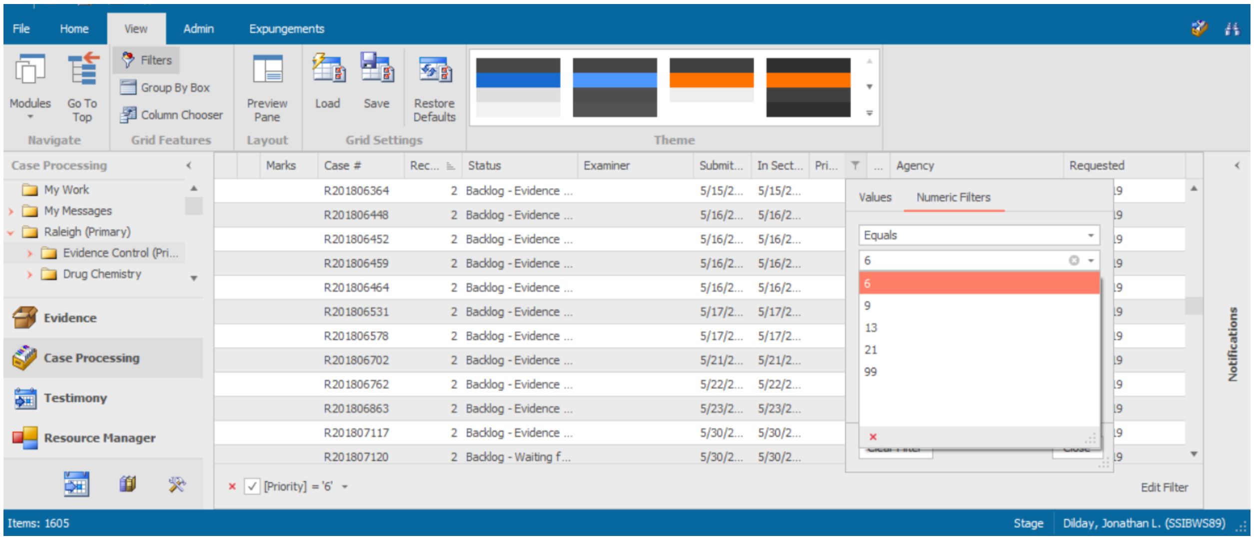
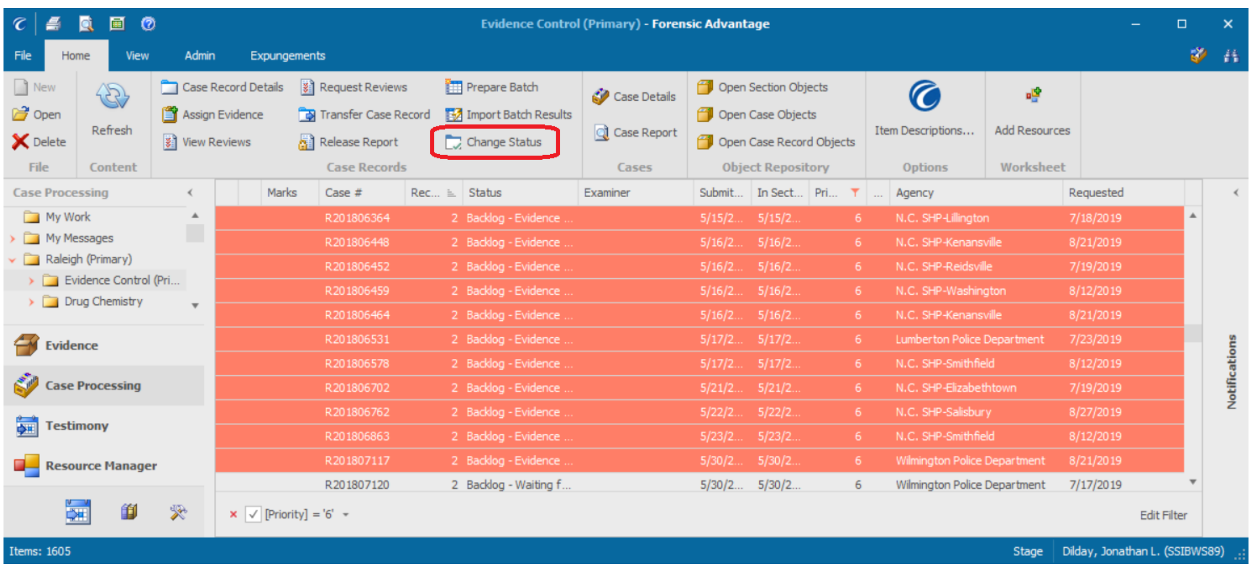
FA Blood Destruction Instructions

1.0 To find the blood samples that need to be destroyed, in FA, go to the Case Processing module. In case processing, open the Evidence Control queue.

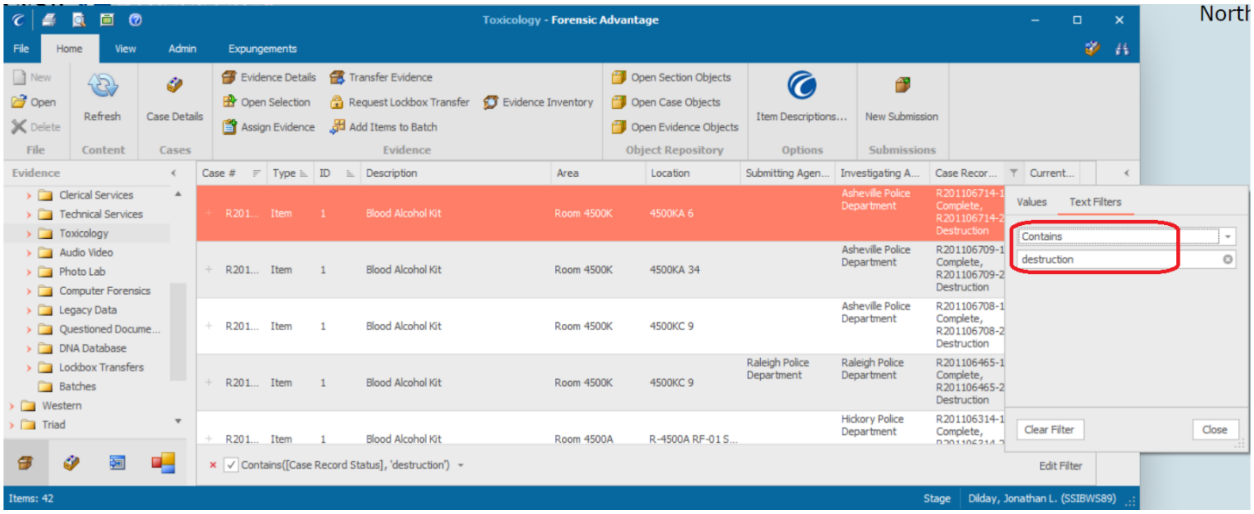
2.0 Turn on the column filter and filter the grid to show case records with a priority of 6. These are the blood destruction case records.



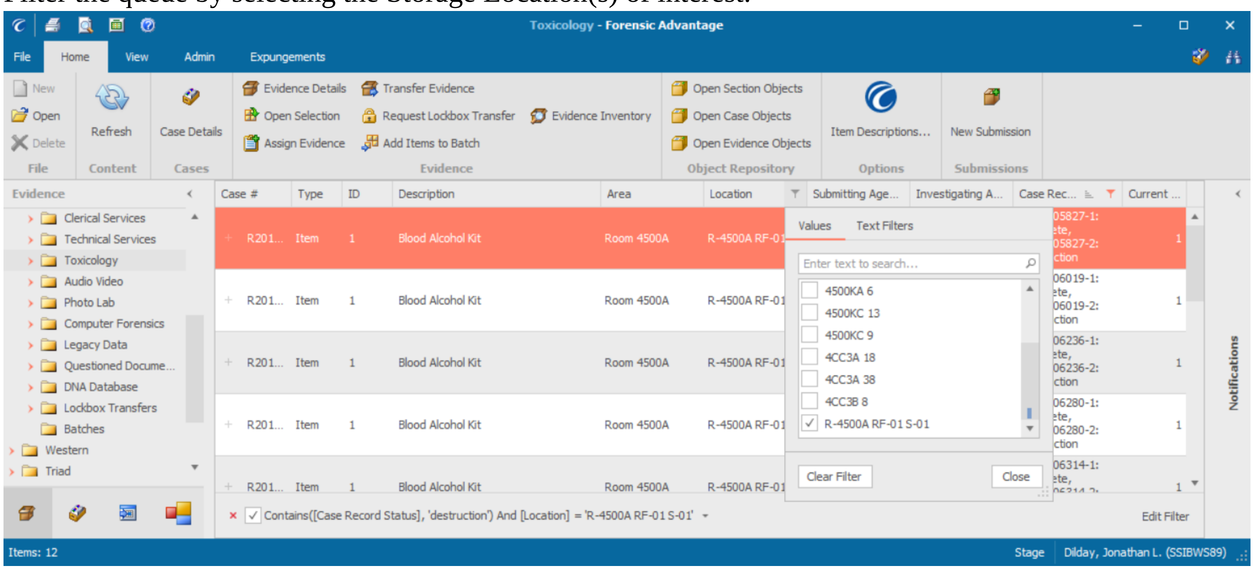
3.0 Select the list of case records that are set for destruction. Click on the Change Status button and choose the status called Destruction. This will change the status of all selected case records to Destruction.



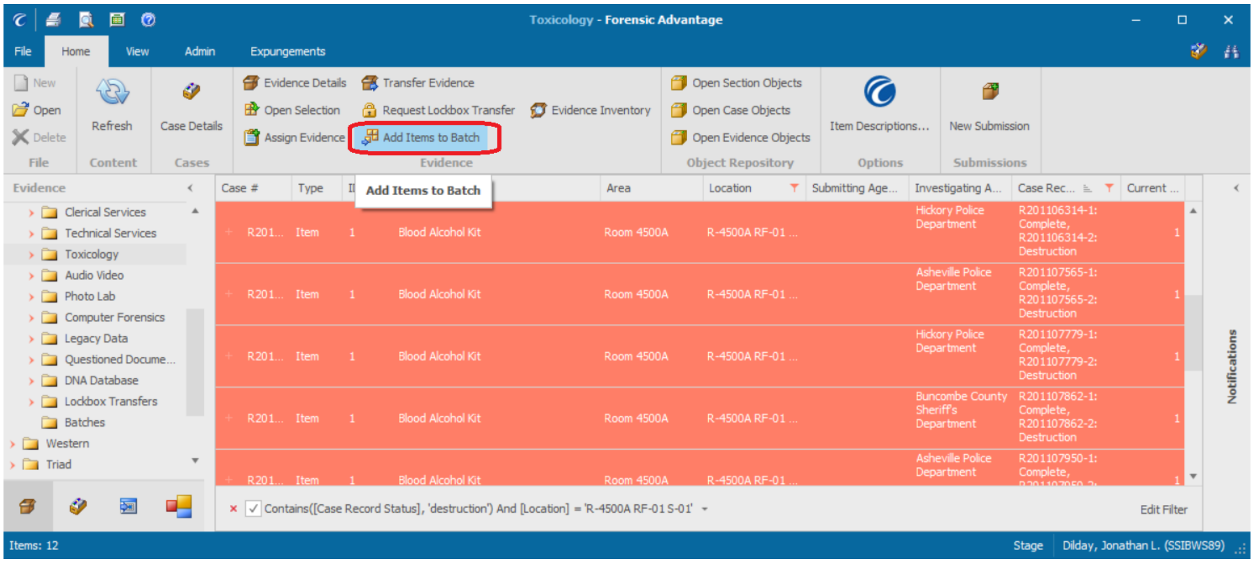
4.0 Switch to the Evidence Module and open the Toxicology queue (this same process will need to be completed for the Evidence Control evidence queue if kits are stored in the Evidence Control section). Filter the Case Record Status column to show case records that contain the word Destruction. This will show all evidence in that section that is assigned to a case record with a status of Destruction.



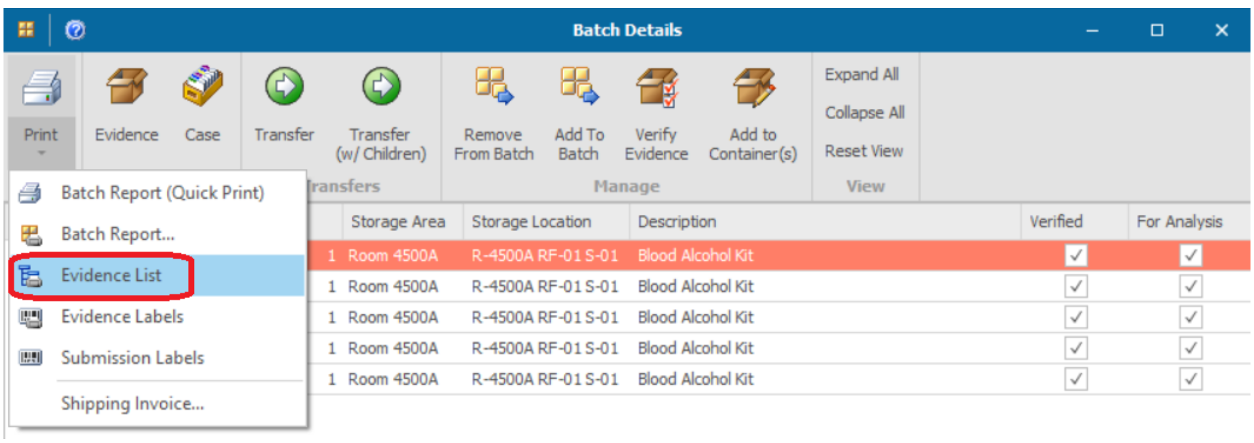
5.0 Filter the queue by selecting the Storage Location(s) of interest.



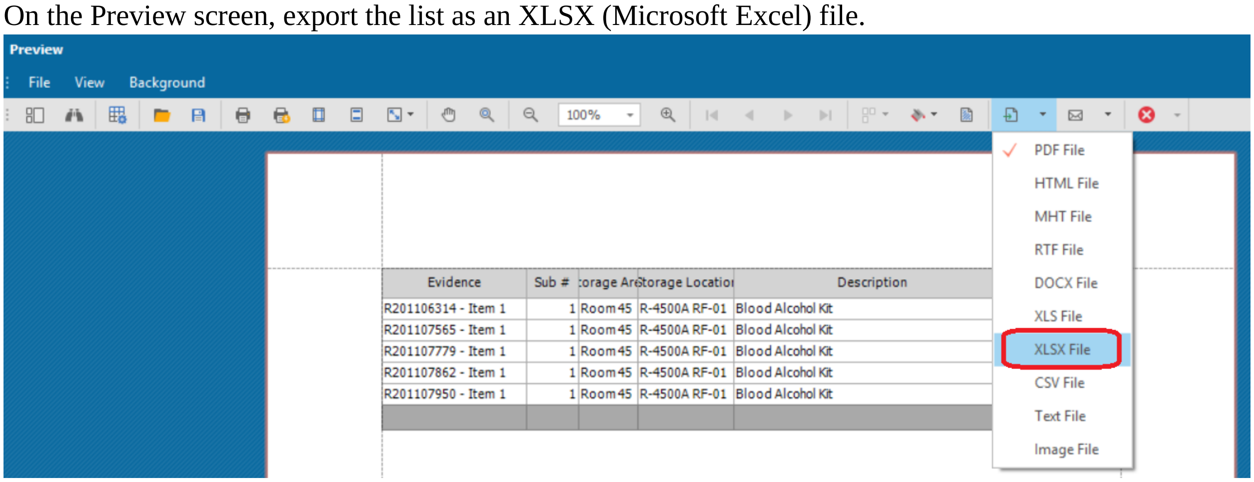
6.0 Highlight the items listed in the queue and click on Add Items to Batch. Name your new evidence batch.



7.0 On the Batch Details screen add Storage Area and Storage Location to the view. Select Print > Evidence List



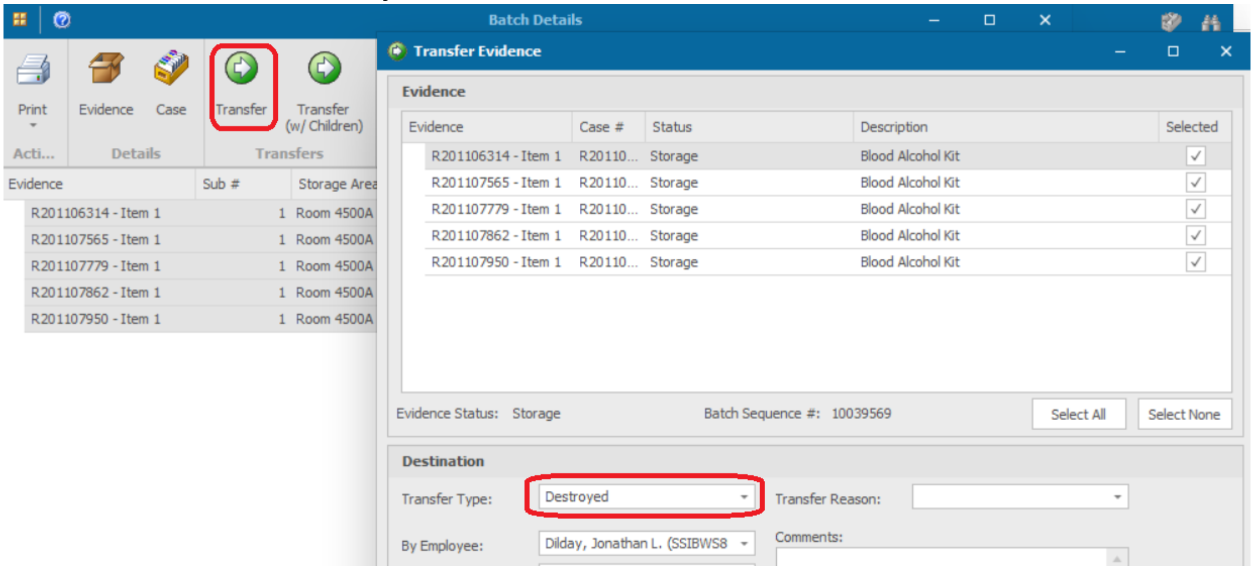
8.0 On the Preview screen, export the list as an XLSX (Microsoft Excel) file.



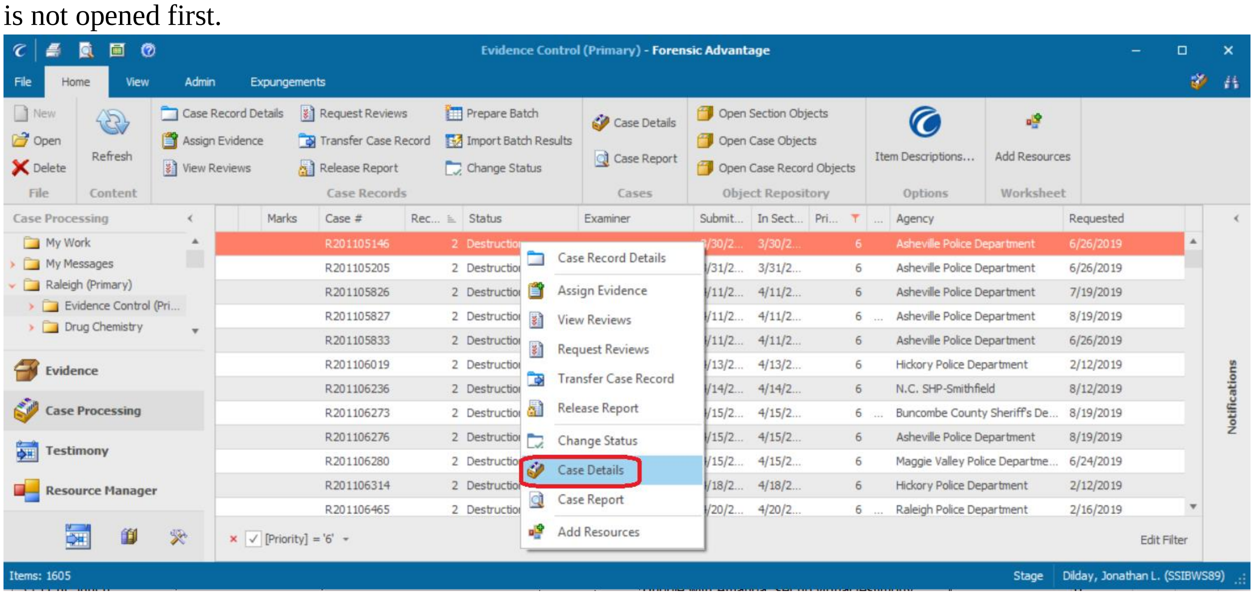
9.0 Open the XLSX batch file that was saved and sort/resize the columns as needed. Print the file to use in pulling the evidence from that location that needs to be destroyed.

10.0 You will need to repeat steps 4.0 through 9.0 for the Evidence Module/Evidence Control queue as well to get the blood samples stored in the Evidence Control section.

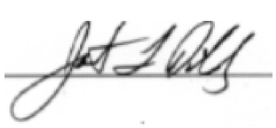
11.0 Once the evidence is pulled and destroyed, reopen the batch, highlight the entire list, select Transfer and mark it was Destroyed.

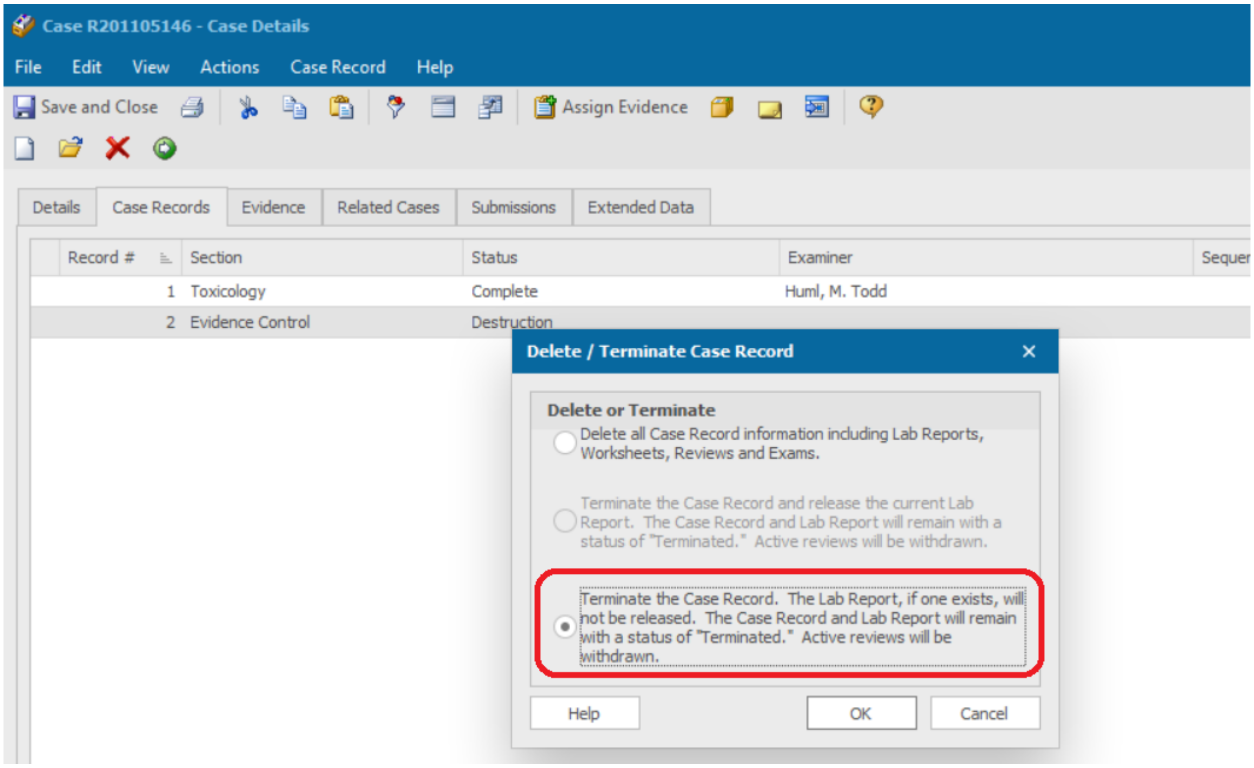


12.0 Switch back to the Case Processing module and the Evidence Control queue. For each case that was destroyed, right click on the case and select Case Details. Note, it is important that you go to Case Details rather than double clicking on the row to open the case record and then going back to the case details. The Termination of the case record will not work correctly if the Case Details is not opened first.



13.0 One the case details screen, enter the destruction comments in the Case Comments section of the Details tab. Open the Case Records tab, highlight the Evidence Control case record. Go to the Case Record menu at the top of the screen and select Delete/Terminate Case Record. Select the Terminate the Case Record option.





14.0 Double click on the Terminated case record. On the Case Record Details screen select Actions > Open Publish and Packet Manager. Publish the case record.

15.0 Terminate and Publish all case records for the evidence that was destroyed.