FORENSIC BIOLOGY ADMINISTRATIVE MANUAL

	Protocol for Digitization of Forensic Biology Records	
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Protocol for Digitization of Forensic Biology Records

1 Digitization of Records

1.1 Digitization of Department of Forensic Biology records may be done by either an employee of the Department, by an intern for the Department, or by a contracted vendor. Records may include but are not limited to binders of work product or validation records, case files, and proficiency test files.

1.2 For Digitization performed by employees or interns of the Department of Forensic Biology:

  1.2.1 Designate network destination for the file prior to scanning

  1.2.2 Check scanner software settings on the Fujitsu ScanSnap ix500 or S1500

  - Documents should be saved as a PDF
  - Set to 8.5x11" paper size
  - Minimum resolution of 300 dpi for color/ 600 dpi for black and white
  - Scan as single pages unless document is double sided
  - Check box for automatic image rotation
  - Check box for blank page removal

  1.2.3 Remove all staples, post-its and paperclips, as necessary

  1.2.4 Scan document

  1.2.5 Select destination folder by clicking "Scan to Folder" button

  1.2.6 Name the document within "File Name" field

  1.2.7 Check preview pages of document scanned to ensure they match the hard copy

  1.2.8 Check that the file will be saved as a PDF

  1.2.9 Click "Save", click "OK"

  1.2.10 Replace post-its, staples, and paperclips, as necessary.

  1.2.11 Pages that cannot be scanned (ex. Polaroids or Quantiblots) must be photographed. Once photographed, the image is uploaded into the destination folder as specified above.

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2 Uploading Photos Using a Nikon D300s

2.1   Secure the camera to the photocopy stand by screwing it into the bottom of the camera

2.2   Attach the flash

2.3   Turn on the flash, the light next to the word "ready" should turn red

2.4   Plug in additional light source/lamps as necessary

2.5   Attach remote shutter switch

2.6   Attach USB cable from the camera to the computer

2.7   Remove lens cap

2.8   Turn on camera

2.9   Open the prompt that says "View Files"

2.10   Open all destination folders until you reach the jpeg images stored on the camera

2.11   Adjust all settings to automatic

2.12   Use magnetic border bars to line the image up with the view finder

2.13   Make sure image is in focus

2.14   Press the remote switch

2.15   Check the image quality on the computer screen and add flash or reduce lighting as needed

2.16   Discard poor quality images to reduce space

2.17   Rename the image as it pertains to the document being scanned

2.18   Transfer the renamed image to the destination folder

2.19   Resolution for saving photo on network must be at least 300 dpi

2.20   Save photo in JPEG format

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3   Quality Control

3.1   A Quality Control check of the digitization process is performed by either an employee of the Department or a contracted vendor. A 10% QC check of digitized documents must be performed by members of the Department to ensure that hardcopy pages are identical to the digitized version. This QC check involves a side-by-side comparison of the original hardcopy document(s)s to 10% of the digitized versions of individual document(s) or comparison to 10% of the total number of digitized documents. Determining which method is used is at the discretion of the QA Manager and is dependent on the number of documents digitized at one time. Additionally, the percentage of document(s) undergoing QC check may be increased due to the nature of the document(s) and is at the discretion of the QA Manager. Side-by-side comparisons shall be performed with attention paid to clarity, readability and accuracy. If the contracted vendor has a QC protocol that they implement, and this protocol has been vetted and accepted by the QA Manager, then this protocol may supersede the need for members of the Department performing a separate QC check.

3.2   The Department's Quality Control process consists of the following:

3.2.1   Correct image filing naming convention

3.2.2   Correct file format

3.2.3   Quality of the image is an accurate reproduction of the original and includes:

- Document dimensions, size and resolution are correct
- Orientation is proper- landscape or portraits
- Image is not skewed, distorted or obscured
- Image is neither too dark nor too light
- Curvature of the page does not obscure or distort the text such that it is illegible
- Information not contained in the original has not been added to the image

3.2.4   Appropriate indexing terms have been entered and associated with the image

3.3   The LIMS case file record may also be considered a hardcopy version for QC comparison check.

3.4   If any of the above criteria are not met during the QC check:

3.4.1   Rescans of a document(s) will be necessary.

3.4.2   Depending on the number of errors found during the QC check, the QA Manager will assess if the number of documents to undergo QC check should be increased to 25%. If additional errors are found, the QA manager may raise the percentage of documents undergoing QC check incrementally.

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3.5 If a file was scanned by a contracted vendor, and the vendor does not have a QC protocol in place or has been deemed unacceptable by the QA manager, the documents must undergo QC check as indicated above.

3.5.1 The Image file to undergo QC check will be accessed through a link or flash drive provided by the vendor. Save the image file in the appropriate network destination folder.

3.6 Fill out the appropriate Quality Check Control Form:

3.6.1 A *File Digitization Quality Control Form* must be completed, digitized, and saved within the same destination folder as indicated above once the QC check has been completed. The original *File Digitization Quality Control Form* must be placed in the hardcopy file and/or destroyed along with the hardcopy file.

3.6.2 A *Validation Binder Digitization Quality Control Form* must be completed, digitized, and saved within the same destination folder as indicated above once the QC check has been completed. The original *Validation Binder Digitization Quality Control Form* must be placed in the hardcopy validation binder and/or destroyed along with the hardcopy binder.