Lab Types Database		
Status:Published		Document ID: 1184
DATE EFFECTIVE 01/03/2017	APPROVED BY Quality Assurance Manager	PAGE 1 OF 4

Lab Types Database

GUIDING PRINCIPLES AND SCOPE

"Lab Types" is a DNA database that contains the DNA profiles of individuals who have access to laboratory space and/or may come into contact with an item of evidence prior to or during processing. It also contains locally- and nationally-recognized exogenous DNA profiles. This database is a part of the Quality Assurance Program of the laboratory and must be searched in order to assure that no casework DNA profile was contributed by someone during or after the investigation.

The individuals contained in Lab Types include DNA profiles from Department of Forensic Biology staff, known contaminant DNA profiles, and other DNA profiles from known individuals such as janitorial staff, NYPD crime scene and laboratory personnel and OCME visitors having any potential contact with evidence.

This procedure describes the collection, identification, processing, and disposition of samples used to create the DNA profiles stored in the database. It also describes the processes for the maintenance of the database as well as how the database is used by casework analysts.

The Lab Types database is part of the Combined DNA Index System (CODIS). The DNA profiles contained in the Lab Types DNA database make up the Lab Type Index of the Department of Forensic Biology Local DNA Index System (LDIS).

PROCEDURE

A. Sample Collection

1. All samples collected internally for Lab Types processing must be collected by an authorized individual. The OCME Human Resource Department most often collects and records each swab taken. Swabs are then sent to the Department of Forensic Biology for processing.

2. A consent form must be completed by the donor prior to the collection of the swabs. This form will be stored with the Quality Assurance (QA) Group.

3. A five-digit sample ID number is generated for each donor. The five-digit ID number meets the following conditions:

   a. It falls within the numerical range 00000 to 99999, inclusive.
   b. It is generated randomly each time a new swab is collected.

c. It is unique to all other assigned ID numbers, past or present.
d. This number becomes the sample identifier.

4. After the oral swab is collected, the name of each individual associated with a given swab is anonymized and assigned the unique five-digit sample ID number. From that point on throughout all of the DNA testing procedures including the final submission of the DNA profile to LDIS, only the sample ID number is associated with any given sample.

5. Lab Types samples are classified as reference materials according to the ISO17025 International Standards (section 5.6.3.2 Reference materials; see also ASCLD LAB Supplemental Requirements section 5.6.3.2.1).

B. Sample Processing

1. Lab Types samples can be processed along with casework exemplar samples.

2. After cutting, the swabs are returned to their envelopes. These envelopes are placed in the appropriate container for storage. For situations where samples need to be discarded, see the *Sample Disposition* section.

3. Extraction, quantitation, amplification, and STR analysis are performed identically to casework exemplar samples. The results are reviewed and submitted to LDIS by the Quality Assurance (QA) group or Functional Group X (FGX) for NYPD samples.

C. Sample Disposition

1. Lab Types samples and extracts are stored like all other exemplar swabs. Depending on the circumstance, swabs will be saved, returned or discarded.

   a. NYPD swabs will be returned to the NYPD after testing is complete and the associated profile has been submitted to LDIS. When returning a sample, the five digit ID number written on the envelope will be obscured or removed.

   b. All other swabs are discarded after the sample DNA profile has been determined and submitted to LDIS.

   c. If in the rare instance there is an insufficient amount of DNA extracted from the sample cutting, a best effort will be made (up to the point of sample

consumption) to recut and retest the sample in order to obtain a DNA profile. If after such an effort there is still insufficient DNA, further testing will stop and the original swabs will be discarded.

2. The Department of Forensic Biology will remove **employees'** DNA profiles from the database, and discard the employees' original swabs (if not done so already) and DNA extracts, one year from the date of the employee's departure from the OCME. This will be done on a semiannual basis.

3. The DNA profiles for **non-OCME employees** will be retained indefinitely unless a request for expungement form is signed and dated by the non-OCME employee (this form is available for the non-OCME employee to sign at the time of swabbing). The non-OCME employee can submit a signed and dated written request at any time for the expungement of their profile.

   If either of these expungement requests is submitted, the non-OCME employee's DNA profile will be removed from the database, and the associated swab (if not previously discarded) and DNA extract(s) will be discarded 3 years after the termination of the non-OCME employee's relationship with the OCME. This will be done at the first semiannual expungement after the 3 year period expires.

D. Database Maintenance

1. The QA group and the FGX group (for NYPD samples) is in charge of keeping the Lab Types Database up-to-date with all relevant information. After the sample DNA profiles have been submitted to LDIS, the CODIS group will maintain them in the LDIS database.

2. Only a limited number of authorized staff within the Department of Forensic Biology have access to a Lab Types excel spreadsheet that associates each unique five digit sample ID number with the donor of any given sample. This limited access includes QA and FGX Criminalist level III and IV analysts, as well as the Managers of these groups. Temporary access may also be given to individuals working in the QA or FGX group that are involved in the front end of sample processing.

E. Searching the Lab Types Database

1. Once a given Lab Types DNA profile is submitted to LDIS it will be auto searched regularly with all of the indexes contained in LDIS as described in the Department of Forensic Biology CODIS manual.

2. Interpreting analysts and their technical reviewers can routinely compare appropriate preliminary DNA profiles and/or any potential contaminating DNA profiles with those in LDIS as described in the Department of Forensic Biology CODIS manual.