

FORENSIC BIOLOGY EVIDENCE AND CASE MANAGEMENT MANUAL

Postmortem Review & Sign-in		
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Postmortem Review & Sign-in

1 PM Review

1.1 Open LIMS

1.1.1 In LIMS, go to All PM Items → Unpacked today (or selected date range) → OK

1.1.2 In “Group by” drop-down, select None

1.1.3 Copy all PM items displayed

1.2 Open the PM Review Log Excel file: M:\FBIIOLOGY_MAIN\XTEAM\PM review - crimIVs only

1.2.1 In the PMs Unpacked tab, paste to Match Destination Formatting

1.2.2 Unpacked PM items in this tab are divided by day

1.3 Review all autopsy case worksheets received and note manner of death on the corresponding census sheet. If case worksheets are not available, wait for the paperwork to arrive before beginning PM review, or follow the instructions below to find the manner of death in CMS.

1.3.1 Open CMS

1.3.1.1 Type the ME case number in the “ME case” search field

1.3.1.2 In the left side menu, click “Postmortem” → “Death Certificate”

1.3.1.3 Scroll down and note the “manner of death”

1.4 Cross check the census sheet with the items listed in the PMs Unpacked tab of the Excel file to verify concordance.

1.4.1 During this process, delete the PM items that do not need further attention (e.g., stain card unpacked for natural manner of death)

1.5 In the PMs Unpacked tab of the PM Review Excel file, copy any cases that need to be signed in and paste into the “ME Cases Need FB#” tab. Cases that need sign-in are:

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- Homicides
- PMSAKs (for any MOD)
- Loose PMSAK swabs (for any MOD)
- Genetic/paternity testing request
- IRC request
- Preservation order

- 1.6 If necessary, screen additional documents in CMS to determine if two or more homicides are linked. If so, add a message to the Notes column next to the case in the “ME Cases Need FB#” tab indicating that the cases are linked and must be signed into the same FB case.
- 1.7 When the list in the PMs Unpacked tab is clear, PM Review is finished.
- 1.8 Autopsy Case Worksheet Attachment
- 1.8.1 Save the autopsy case worksheet PDF in the folder for the appropriate year in the following destination on the network:
- 1.8.1.1 M:\FBI BIOLOGY_MAIN\EXEMPLAR\Exemplar Scanned Paperwork\Autopsy Sheets
- 1.8.2 In the “Others” tramline, selected the “ME Cases” tram stop and search for the ME case.
- 1.8.3 Select the case and click Edit
- 1.8.4 Go to the Attachments tab and click Manage, then Add
- 1.8.5 Select the “Autopsy Worksheet” as the file type in the dropdown menu.
- 1.8.6 Click Browse and locate the autopsy case worksheet previously saved in the network folder.
- 1.8.7 Click Save.
- 1.9 For sexual assaults or any other case in which PM evidence will be immediately scheduled for exam, CMS should be checked for a police report. If found, save the PDF to the following destination on the network:
- 1.9.1 M:\FBI BIOLOGY_MAIN\EXEMPLAR\Exemplar Scanned Paperwork\Police Story Report
- 1.9.2 Attach the police report to the ME Case in LIMS by following the same procedure for attaching autopsy case worksheets described above. In the file type dropdown, select Autopsy Worksheet. This is the only file type that will pull the police report into the FB Case in LIMS.

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2 PM Sign-in

- 2.1 Go to the evidence exam area on the 5th floor and sign in to LIMS
- 2.2 Open the PM Review Log Excel file: M:\FBI BIOLOGY_MAIN\XTEAM\PM review - crimIVs only
- 2.3 Go to the ME Cases Need FB# tab.
- 2.4 Pull PM items to be signed in from unsorted box, refrigerator, or freezer
- 2.5 In LIMS, go to All PM Items tram stop
- 2.6 Click “Search by ME case #” and type the ME number to search
- 2.7 Notice the EU# for all items that populate under the ME number searched
- 2.8 If all items for the ME case have the same EU#, all can be signed in at the same time
- 2.9 If there are multiple EU numbers under the same ME#, only those with the same EU# can be signed into an FB case together.
 - NOTE: if loose PM SAK items are received (e.g., vaginal swab, anal swab, oral swab), at this time you should follow the specific instructions for signing in “Loose PM SAK Items”
- 2.10 Select all PM item(s) under the same EU number and click “Assign to Case”
- 2.11 Confirm all information in the Review Evidence window
- 2.12 Click “Assign to Case” in the Review Evidence window
 - 2.12.1 If the ME case is already associated to an FB#, a window will pop up. Click OK to assign the PM item to the auto-suggested FB#
- 2.13 If there is no previous link to an existing FB case, a new FB case must be created. Before creating a new FB case, verify that no pre-existing FB# is associated to the items by searching the ME case number and decedent name
 - 2.13.1 Confirm no record found
 - 2.13.2 If found, check the box and click “Assign to Selected”
 - 2.13.3 If not, click “Create New”

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- 2.14 Make appropriate selections for Classification and Type from drop-down menus according to manner of death or other case details. Use the table below as a guide:

	Classification	Type
Any PM item for Homicide	Criminal	Homicide
PMSAKs for Homicide	Criminal	Homicide
PMSAKs for non-Homicide	Criminal	Other
Genetic/paternity request	Criminal	Other
Preservation order	Criminal	Other
PM from UHR	Missing Person	Missing Person

- 2.15 If item is a PMSAK, type “PMSAK received” in the “Notes” box
- 2.16 Click “Save”
- 2.17 Click “Close & Refresh”
- 2.18 Keep the Review Evidence window open to reference the PM item numbers in the next step.
- 2.19 Follow these instructions for staincards, fingernails, etc:
- 2.19.1 Check the box next to all PM items and click “Add Analysis”
- Note: PM items are listed under the “Items” tab; stain cards are listed under the “Stain Cards” tab
- 2.19.2 In the Analysis Code drop-down, select “N” for No Further Exam Needed
- 2.19.3 Click “Save & Close”
- 2.19.4 Assign FGX as the functional group
- Note: for PM items submitted for a homicide that also has a PMSAK, the items will be scheduled for N, HSC (the PMSAK will be scheduled for D, HSC)
 - Note: for cases where a bone was submitted with a stain card and testing is needed (e.g., Unidentified Human Remains case) inspect the stain card and schedule it for P, X-team if the blood specimen appears robust; the bone should be scheduled for N, X-team. If the stain card was not submitted, or if the blood on the stain card shows visible signs of severe degradation, schedule only the bone for testing (P, X-team).
- 2.19.5 When the Review Evidence window refreshes, the SOA just created should be visible in the “Scheduled Analysis” field.
- 2.19.6 Keep the Review Evidence window open.

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- 2.19.7 If multiple PM k-paks are stapled together, remove the staples. Open the PM k-pak pouch, using sharp scissors to create an incision away from previous seals or labels.
- 2.19.8 Remove the item (e.g., stain card, coin envelope) from the k-pak and write the FB# and PM# on the item. Both the FB# and the PM item numbers are visible in the Review Evidence window which should still be open.
- Note; for bone specimens, do not open the specimen cup. Obtain a plain white label and write the FB number and PM item number. Affix the label to the outside of the bone specimen cup.
- 2.19.9 After labeling, return the PM item to its k-pak pouch and seal. Write the FB number on the long edge of the k-pak package
- 2.19.10 Repeat the process above for any PM items under the same ME# but that may be divided across multiple EU numbers.
- 2.19.11 Once all PM items for an ME case have been signed into an FB case, the sealed and labeled k-paks should be stapled together.
- 2.19.12 Assign Storage
- 2.19.12.1 Pull the current “FB Exemplar Box” from Cage A
- 2.19.12.2 In LIMS, close the Review Evidence window by clicking Return.
- 2.19.12.3 Confirm that all PM items for the ME case have been signed into an FB case.
- 2.19.12.4 Select all items and click “Check Out”
- 2.19.12.5 In reason, type “Storage”
- 2.19.12.6 With items still selected, click “Check In”
- 2.19.12.7 Select the items, and click the magnifying glass to select “Unsorted Box”
- 2.19.12.8 In the search window, type the last four digits of the current FB Exemplar box, select it, click “Autofile”, and then “Save”
- 2.19.12.9 Click Return to List and verify that all items for the case are out of your custody.
- 2.19.13 For items signed into a Missing Persons case and scheduled for testing, follow these additional instructions:
- 2.19.13.1 Navigate to the Cases tab and search for the FB case

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2.19.13.2 Click edit and add a line under the RA tab.

2.19.13.3 Add an Assignment Start Date and choose X-team from the drop-down menu under the Report FG column. Assign an X-team RA and add this information to the appropriate X-team case logbook (e.g., "Cases Logbook 2021" in the M:\FBI BIOLOGY_MAIN\XTEAM folder.

2.19.13.4 If testing was requested for IRC via email, add the correspondence to the FB case comm log.

2.20 Follow these instructions for PM SAKs:

2.20.1 Do not open the box

2.20.2 In the All PM Items tram stop, check the box next to the PMSAK and click "Assign to Case"

2.20.3 Once in the Review Evidence window, assign an FB case number as previously described.

2.20.4 On the side of the box with the hinge, write:

- FB#
- ME#
- PM item number and description, e.g. "PM1 PM SAK"
- EU#

2.20.5 In the Review Evidence window, select the PM SAK and click "Add Analysis"

2.20.6 For non-homicide PMSAKs:

2.20.6.1 In the Analysis Code drop-down, select "N"

2.20.6.2 Click Save & Close

2.20.6.3 Assign FGX as the functional group

2.20.7 For homicide PMSAKs:

2.20.7.1 In the Analysis Code drop-down, select "D"

2.20.7.2 Click Save & Close

2.20.7.3 Assign HSC as the functional group

2.20.8 When the Review Evidence window refreshes, the SOA just created should be visible.

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- 2.20.9 Click Return
- 2.20.10 Print an EU label for the PMSAK
 - 2.20.10.1 Navigate to the PM Evidence Management tram stop in the Forensic Biology (PM) tramline.
 - 2.20.10.2 In the Search field, type the EU# and click Search
 - 2.20.10.3 Click Edit
 - 2.20.10.4 Select Print Evidence Label, label method EU Evidence
 - 2.20.10.5 Affix the label to the PMSAK
- 2.20.11 Assign PMSAK storage
 - 2.20.11.1 Navigate back to the All PM Items tram stop and search for the ME case
 - 2.20.11.2 Select the PM SAK and click “Check Out”
 - 2.20.11.3 In reason, type “Storage”
 - 2.20.11.4 Non-homicide PMSAKs should be transferred to the EU for storage.
 - 2.20.11.5 Homicide PMSAKs may either be transferred to the EU or checked into an FB cage.
- 2.20.12 For non-homicide PMSAKs, draft an email to the pathologist indicating that no testing will be performed unless requested. See below for example. Save the email and any response received in the FB case comm log

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To: Jane Smith
Cc: Fbiology_Xteam
Subject: Post-Mortem Sexual Assault Kit from M21-000000

Dr. Smith,

Forensic Biology has received a PMSAK, stain card, and R+L fingernails from M.E. case # M21-000000. These items have been assigned Forensic Biology case # FB21-000000 and placed into storage. We will only test these items now if you deem it necessary. If this cannot be determined now and it is later determined that testing is needed, please send a request to:

- Fbiology_Xteam (OCME)

If you have any questions, please let me know.

- 2.20.13 For homicide PMSAKs, draft an email to the batch builders indicating the ME case number, PM items received, FB case assigned, and SOA. See below for example.

To: Batch Builder 1, Batch Builder 2, Batch Builder 3
Subject: FB21-000000 Homicide

Batch Builders,

The following items were received for M21-000000, signed into FB21-000000, and scheduled as follows:

PM1 PMSAK: D, HSC
PM2 stain card: N, HSC
PM3 R+L fingernails: N, HSC

Please adjust the functional group above as needed. The autopsy case worksheet and 61 have been attached to the ME case in LIMS and should be visible in the FB case under the PM Evidence tab.

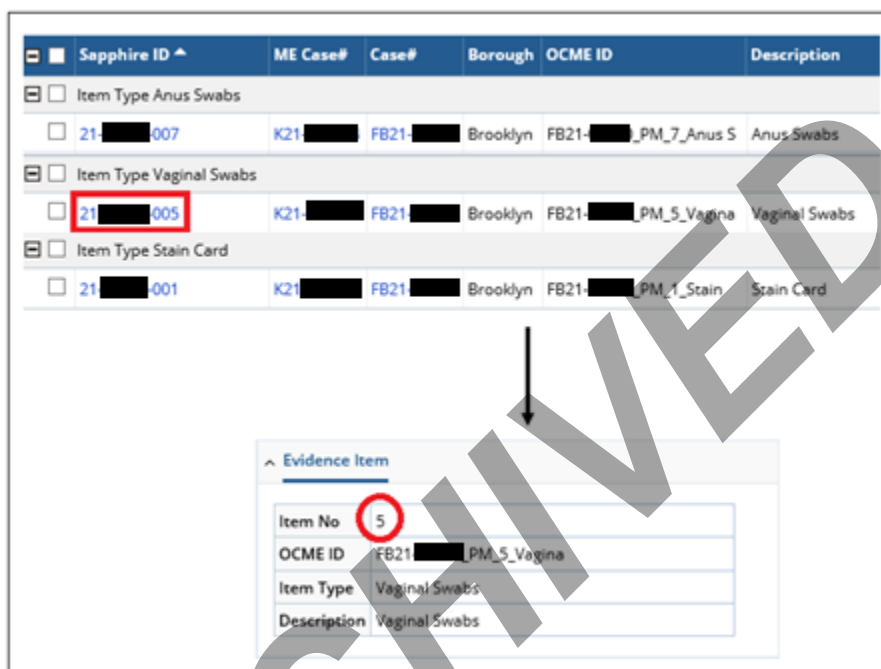
3 Appendix A: Loose PMSAK Items

- 3.1 Navigate to the All PM Items tram stop.
- 3.2 “Check out” all of the loose swabs to yourself (multiple items may be selected at once)

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- 3.3 Determine the PM item number by clicking on the hyperlinked EU number next to the item as shown below:



- Note: clicking the hyperlink is the only way to determine the PM item number; do not assume that the last three digits of the hyperlinked EU number will be the same as the PM item number.

- 3.4 Then, click on a **single item** and select “Create Package”
- 3.4.1 In the Package Information section, enter: ME#, PM# and the type of swab
 - 3.4.2 for the ‘Package Type’, select “Envelope”
 - 3.4.3 check the box for “Created in Lab”
 - 3.4.4 click Save
 - 3.4.5 click Close and Refresh
- 3.5 Repeat the step above for *each* loose swab (remember to unselect the other items when selecting new ones)
- 3.6 Next, reselect each item **one at a time** in ‘All PM Items’ and click “Send to EU”

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- 3.6.1 In the Labels Prompts popup window, select “EUEvidence” label method and the big label printer, “510Dlg”, then click “OK” and affix label to correct manila envelope
- 3.6.2 Repeat step above for additional swabs and affix labels
- 3.7 Next, select each item *one at a time* in All PM Items and click “Assign to Case”
- 3.7.1 In the Review Evidence window, select the swab, and click “Assign to Case” again. Perform the victim and ME # queries, and assign to a pre-existing or new case as necessary.
- 3.7.2 Assign a schedule of analysis as N, X-team for non-homicide PMSAKs or D, HSC for homicide PMSAKs.
- 3.7.3 In the “Submitted by” field, enter the ME name.
- 3.7.4 Keep the Review Evidence window open.
- 3.8 Obtain a large manila envelope for the loose PMSAK swab.
- 3.8.1 On the manila envelope, write the following information:
- FB number
 - ME case number
 - Decedent’s name
 - PM item number and swab type
- 3.8.2 Label the white envelope in which the loose swab is packaged with the FB# and PM item number.
- 3.8.3 Place the white envelope into the corresponding manila envelope and seal.
- 3.9 Repeat the step above for each loose swab.
- 3.10 If loose PMSAK swabs are to be transferred directly to the EU:
- 3.10.1 do so while they are now in your custody.
- 3.11 If loose PMSAK swabs are to be transferred to FB storage:
- 3.11.1 click the green button for Generic Custody.
- 3.11.2 Select Check In
- 3.11.3 Type the EU number in the Scan field and click Scan
- 3.11.4 Click Done

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- 3.11.5 Assign storage.
- 3.12 Repeat the step above for all EU numbers associated to the loose PMSAK swabs.
- 3.13 Return to All PM Items and continue assigning any remaining PM items to the FB case. Once all items have been assigned to the FB case, transfer all to the designated storage location as previously described.
- 3.14 Draft appropriate emails (as previously described) to the pathologist or batch builders.

4 Appendix B: Outside Laboratory Testing Requests

4.1 Specimen Hold Request

- 4.1.1 Yvonne Russell, OCME Legal Assistant, will send an email inquiring about available specimens
- 4.1.2 Use the ME# and search in LIMS or other case databases and reply with what is found
- 4.1.3 For pre-LIMS cases, confirm what items are available by searching long term storage first.
- 4.1.4 For any items located, an FB# must be assigned.
- 4.1.5 Follow previous instructions for how to create a FB case, Classification = Criminal; Type = Other
- 4.1.6 Add a note in the case "Paternity testing hold requested" or whatever the reasoning is from Legal. Add the email request from Legal to the FB case comm log.

4.2 When the Kit Arrives

- 4.2.1 Cut ¼ (one circle) of blood card, place in a coin envelope, label (FB#, ME#, decedent name, ¼ cutting of blood card) and seal in KPAK to bring up to your desk
- 4.2.2 Fill out the [private laboratory paper Chain of Custody](#) found in the Forms Manual →Evidence Sign in and Tracking Forms within Qualtrax.
- 4.2.3 Scan the paternity kit paperwork along with the envelopes
- 4.2.4 In the M:\FBIولوجY_MAIN\EXEMPLAR\Exemplar Scanned Paperwork\Paternity Request Emails folder, create a folder for your case and save the PDFs
- 4.2.5 Attach PDFs to case in LIMS
- 4.2.6 Drop off the envelope to the mailroom on the first floor

Controlled versions of Department of Forensic Biology Manuals only exist in the Forensic Biology Qualtrax software. All printed versions are non-controlled copies.

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4.2.7 Email Yvonne Russell so she can update her records

4.2.8 Optional: in a few days, check for delivery confirmation. Save and attach to case.

4.3 Appendix C: Transferring Stain Cards to MG via the EU

4.4 A bloodcard request from Molecular Genetics is received via email

4.5 In the ALL PM ITEMS tram stop, search by the ME#

4.6 Physically get the card out of the box from storage and check it out in LIMS

4.7 Click CREATE PACKAGE

4.8 Package Information: Enter the ME # and “Stain Card”

4.8.1 Package type: Select K-Pak

4.8.2 Created in Lab: check the box

4.8.3 Click SAVE, then CLOSE & REFRESH (once this is done, you will notice that the EU# has been updated/item is now separated from the other items)

4.9 On the PM Item List, click SEND TO EU

4.9.1 Label Method: EUEvidence

4.9.2 Printer: 510D lg (or any other printer with the large labels)

4.9.3 Quantity: 1

4.10 Place the label on the K-Pak of the bloodcard

4.10.1 The bottom half of the label may be cut so that only the barcode and bolded information is left to be placed on the K-Pak

4.11 Transfer custody of the K-Pak to the EU

4.11.1 Inform EU personnel that this is for Molecular Genetics

4.12 Reply back to the MG request email stating that the stain card has been transferred to the EU

5 Appendix D: Receiving Stain Cards back from MG via the EU

5.1 Evidence Unit

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- 5.1.1 Click on the green generic custody button.
 - 5.1.2 Scan all the EU#s for the stain cards in storage that need to be checked out and check out items.
 - 5.1.3 Click on the green generic custody button again and re-scan all the EU#s for transfer back to a Forensic Biology member.
 - 5.1.4 Fill out electronic signatures to complete transfer.
- 5.2 Forensic Biology
- 5.2.1 Determine which unsorted box(es) the stain cards need to be filed away into.
 - 5.2.2 Go to the Storage tramline → Boxes tram stop, and take custody of those boxes.
 - 5.2.3 Go to the Forensic Biology (PM) tramline → Stain Cards tram stop.
 - 5.2.4 Search for the stain card(s) that need to be filed away. Perform either of the following:
 - 5.2.5 If multiple stain cards can be filed away into the same unsorted box:
 - 5.2.6 Click on the “Show Advanced Search” link in the Stain Card List page.
 - 5.2.7 Scan all the stain card labels in the “Scan in IDs” field and click the magnifying glass.
 - 5.2.8 Select all entries that come up on the page, and click “Check In”.
 - 5.2.9 In the check-in popup, select all the stain cards on the left side of the screen, look up the applicable unsorted box on the right side of the screen and auto file these items into the box.
 - 5.2.10 Make sure all stain cards are stored away in the box before exiting the page.
 - 5.2.11 If only one stain card can be filed away into an unsorted box:
 - 5.2.12 Scan the stain card label into the general search box and click the magnifying glass. Alternatively, the “Scan in IDs” field will work too but it is not necessary to use this field to pull up the stain card entry.
 - 5.2.13 Select the stain card and click “Check In”.
 - 5.2.14 In the check-in popup, select the stain card on the left side, look up the applicable unsorted box on the right side of the screen and auto file the item into the box.
 - 5.2.15 Make sure the stain card is stored away in the box before exiting the page.

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- 5.2.16 Once all stain cards have been filed away into their respective unsorted boxes, go to the Boxes tram stop again and check the boxes back into their respective storage locations using the “File” button on that page.

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