

FORENSIC BIOLOGY EVIDENCE AND CASE MANAGEMENT MANUAL

Postmortem Specimen and Preservation Holds		
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Postmortem Specimen and Preservation Holds

1 Outside Laboratory Testing Requests

- 1.1 Determining what sample(s) the laboratory has in storage (Specimen Hold Request)
 - 1.1.1 Forensic Biology Legal Counsel will send an email inquiring about available specimens
 - 1.1.2 Use the ME# and search in LIMS or other case databases to locate the PM samples or determine if the ME case was assigned a FB#
 - 1.1.2.1 Databases to search
 - 1.1.2.1.1 PM database (M:\FBIولوجY_MAIN\MPERSONS\PM)
 - 1.1.2.1.2 Case Logbook (M:\FBIولوجY_MAIN\EXEMPLAR)
 - 1.1.2.1.3 Logbook (M:\FBIولوجY_MAIN\EXEMPLAR)
 - 1.1.2.1.4 FBDMS
 - 1.1.2.1.5 CMS – ME case record attachments
 - 1.1.3 Pre-LIMS ME cases
 - 1.1.3.1 Locate the PM items available in long term storage.
 - 1.1.3.2 Any items located should be placed in a red bin and transferred from EU to FBio custody. The item(s) must then be unpacked and LIMS labels affixed.
 - 1.1.3.3 A FB# must be assigned.
 - 1.1.3.3.1 Follow the instructions for how to assign PM items and create a FB case, Classification = Criminal; Type = Other, and schedule with “N” under the X-Team FG
 - 1.1.3.4 Place the items in the appropriate storage box
 - 1.1.3.5 Update the PM database (M:\FBIولوجY_MAIN\MPERSONS\PM) with the FB# assigned to the ME#.
 - 1.1.3.6 Add a note in the LIMS case “Paternity testing hold requested” or whatever the reasoning is from Legal.

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- 1.1.3.7 Add the email request from Legal to the FB case comm log.
- 1.1.3.8 Reply to the email sent by FBio Legal with what was found.
- 1.1.4 LIMS ME cases
 - 1.1.4.1 For ME cases that are in LIMS, find the PM items in the All PM Items tram stop and follow steps 1.1.3.3-1.1.3.8
- 1.2 Preparing Sample to Ship to External Laboratory
 - 1.2.1 Once the Kit arrives, 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
 - 1.2.2 Fill out the [private laboratory paper Chain of Custody](#) found in the Forms Manual →Evidence Sign in and Tracking Forms within Qualtrax.
 - 1.2.3 Scan the paternity kit paperwork, which includes all paperwork enclosed with the kit and private laboratory paper chain of custody form along with the envelopes (mailing labels) as one document
 - 1.2.4 In the M:\FBIIOLOGY_MAIN\EXEMPLAR\Exemplar Scanned Paperwork\Paternity Request Emails folder, create a folder for your case and save the PDFs
 - 1.2.5 Attach PDFs to case in LIMS
 - 1.2.6 Drop off the envelope to the mailroom on the first floor
 - 1.2.7 Email Forensic Biology Legal Counsel so they can update their records. Make a communication log entry in LIMS documenting the correspondence with OCME legal.
 - 1.2.8 Optional: in a few days, check for delivery confirmation. Save and attach to case.

2 Preservation Orders

- 2.1 The preservation hold request will be sent by Forensic Biology Legal Counsel detailing what material the hold is concerning.
- 2.2 Use the ME# and search in LIMS or other case databases to locate the PM samples or determine if the ME case was assigned a FB#.
 - 2.2.1 Databases to search
 - 2.2.1.1 PM database (M:\FBIIOLOGY_MAIN\MPERSONS\PM)

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- 2.2.1.2 Case Logbook (M:\FBIOLOGY_MAIN\EXEMPLAR)
- 2.2.1.3 Logbook (M:\FBIOLOGY_MAIN\EXEMPLAR)
- 2.2.1.4 FBDMS
- 2.2.1.5 CMS – ME case record attachments
- 2.2.2 Pre-LIMS ME cases
 - 2.2.2.1 Locate the PM items available in long term storage
 - 2.2.2.2 Any items located should be placed in a red bin and transferred from EU to FBio custody. The item(s) must then be unpacked, and LIMS labels affixed.
 - 2.2.2.3 A FB# must be assigned
 - 2.2.2.3.1 Follow instructions for how to assign PM items and create a FB case, Classification = Criminal; Type = Other, and schedule with “N” under the X-Team FG
 - 2.2.2.4 Place the items in the appropriate storage box
 - 2.2.2.5 Update the PM database (M:\FBIOLOGY_MAIN\MPERSNS\PM) with the FB# assigned to the ME#
 - 2.2.2.6 Attach legal department’s email regarding the preservation order as a PDF into LIMS as a “Preservation Order” Type.
 - 2.2.2.7 On the LIMS case page, check the Preservation Orders box (with a checkmark)
 - 2.2.2.8 Email the legal department that a hold has been placed.
- 2.2.3 LIMS ME cases
 - 2.2.3.1 For ME cases that are in LIMS, find the PM items in the All PM Items tram stop and follow steps 2.2.2.3-2.2.2.8.
- 2.2.4 If a preservation hold is received for a case that has a criminal part, the assigned criminalist will be notified by management.
 - 2.2.4.1 It is the responsibility of the assigned case criminalist to move the extracts of case evidence samples to cryoboxes designated in LIMS for preservation order holds, currently – BX-00002962.

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- 2.2.5 The preservation order CANNOT be released with the certified casefile. Be sure to use the attachment type “Preservation Order” when attaching the email PDF in LIMS. This will prevent it from pulling into the administrative paperwork. Be sure to manually deselect it when creating the file. This will prevent it from pulling into the technical paperwork. Confirm both has been done properly by running the paperless file.
- 2.2.6 Preservation holds may also be lifted at a later time. Forensic Biology Legal Counsel will email detailing a particular hold has been lifted.
- 2.2.6.1 Print to PDF the email that is sent from Legal and attach it to the LIMS record using the attachment type “Preservation Order”. This email CANNOT be released with the certified file as indicated above.
- 2.2.6.2 On the LIMS case page, uncheck the Preservation Orders box