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	Submission of Documents to the Forensic Biology Website	
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Submission of Documents to the Forensic Biology Website

1 General Rules for Documents to be Submitted

1.1   The overarching link for the Forensic Biology website is:
https://www1.nyc.gov/site/ocme/services/department-of-forensic-biology.page

    1.1.1   Utilize the website for past submissions as a point of reference if needed.

1.2   File names must be:

    1.2.1   in .PDF format unless another format is required.

    1.2.2   lowercase

    1.2.3   contain no spaces

    1.2.4   not contain any special characters, such as ™ or © or ®.

    1.2.5   The file name should be short, yet descriptive, and must be unique.

    1.2.6   If a current document on the website is being replaced, either due to it being archived, retired, or modified for another reason, the replacement version must be saved using the same naming convention currently being used for that document on the website. This will ensure the proper document is replaced on the Forensic Biology Website.

1.3   Formatting of new sections of the website should follow NYC Information Technology & Telecommunications Procedures. The most up to date procedures can be found by contacting DOITT or the OCME IT department.

    1.3.1   If a new page, or an overhaul of a page is required, contact DOITT as submission will need to be done via a MS Word document in their format, similar to section 7.2

    1.3.2   New links should be placed in the topmost section of each category, keeping the link that goes to the most current version of the document at the top of the webpage. New expandable/collapsible categories can be placed in any location, however categories based on year should be in chronological order, with the most recent year at the top of the page.

1.4   Submission to IT

    1.4.1   Email all requests for changes to the websites to webmail@doitt.nyc.gov

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1.4.2   If a large quantity of files will need to be sent, zipping the files and sending via email is acceptable. The use of share file is also acceptable.

1.4.3   Once the changes are complete, DOITT should email a statement of completion. Check the website to ensure changes are correct.

1.4.4   See Section 7 Appendix B –Example email instructions

2   Manuals

2.1   All current, archived, and retired protocols and procedures associated with the following Manuals must be made available on the Department Manual Websites.

- Management System Manual

- Administrative Manual

- Evidence and Case Management Manual

- Quality Assurance/Quality Control Manual, excluding Reagent Sheets and QA Procedures

- Serology Procedures Manual

- Protocols for Forensic STR Analysis Manual

- Protocols for Mitochondrial DNA Analysis Manual

- Training Manual

- CODIS Manual.

2.2   The main page contains all .pdf files from 1992 until June 20, 2016 organized in collapsible categories by year. Since protocols within Qualtrax are updated separately, not as complete manuals, this page also contains links to individual manual pages for all procedures and protocols processed via Qualtrax. These pages are as follows:

https://www1.nyc.gov/site/ocme/services/ *page extension name* (see below)

Table 1 – Manual Web Page Extensions

Manual Title	Page extension name
All Pre June 2016 manuals	technical-manuals.page
Post June 2016 manuals:	
Management System Manual	fbio-management-system-manuals.page
Administrative Manual	fbio-administrative-manuals.page
Evidence and Case Management Manual	fbio-evidence-and-case-management-manuals.page
Quality Assurance/Quality Control Manual	fbio-quality-assurance-manuals.page
Serology Procedures Manual	fbio-serology-procedures-manuals.page
Protocols for Forensic STR Analysis Manual	fbio-protocols-for-str-analysis-manuals.page
Protocols for Mitochondrial DNA Analysis	fbio-protocols-for-mtdna-manuals.page
Training Manual	fbio-training-manuals.page
CODIS Manual	fbio-codis-manuals.page

2.3   If this is a new procedure that has never been placed on the website, save the document with a file name based on section 1 of this manual.

2.3.1   Utilize Section 6 Appendix A – Fbio Manual Naming Conventions to ensure the file name is unique. Ensure common names, such as "appendix" or "references" are altered with a pre-fix or suffix to ensure they cannot be accidentally overwritten.

2.3.2   Determine the naming convention for the new link on the website. In general, this will be the "*Name of the Manual* effective *MM/DD/YY* – current", whereas MM/DD/YY is the date effective listed in the header.

2.3.2.1   Note: Once submitted, update Appendix A with the new file name. This will be needed for future updates to this procedure

2.4   When a revision is made to a document that is already established on the website

2.4.1   Save the .pdf file of the new manual from Qualtrax, using the already established naming convention of the procedure (see Appendix A – Fbio Manual Naming Conventions). In general, the format will be the modified *"Manual name*_MMDDYY" where MMDDYY

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is the date the manual went into effect. Some longer document names have been truncated.

2.4.2   Save a copy of the document that was just archived from Qualtrax, using the same naming convention.

2.4.2.1   Permission in Qualtrax is required to see the archived document via the properties tab.

2.4.2.2   This document will be the same as the "current" version on the website, however, will now contain an "Archived" watermark.

2.4.2.3   Save the archived document based on the naming convention already established for that document. (see Appendix A – Fbio Manual Naming Conventions).

2.4.2.4   This document will need to replace the document currently on the website, therefore naming it the same as the document already on the site is important.

2.5   If a document was retired (not replaced with a new version), the watermarked document will be found in Qualtrax under the Reports → System → Retired Document list.

2.5.1   If known, it is easier to locate the retired document by searching by the document ID number instead of running the report.

2.5.2   Permission in Qualtrax is required to see the retired document and document list.

2.5.3   This document will now contain a "Retired" watermark.

2.5.4   Save the retired document based on the naming convention already established for that document. (see Appendix A – Fbio Manual Naming Conventions).

2.5.4.1   This document will need to replace the document currently on the website, therefore naming it the same as the document already on the site is important.

2.6   Open the Manual website and compare the saved documents to the current links available, noting any changes that will need to be made. This can be in terms of the naming of the document, addition of new links, adding new categories, or overall text.

2.6.1   Documents that are now archived or retired will need to have the link name changed to reflect the date it was taken out of use.

For example, on 04/18/17 when the General Serology Guidelines was revised, the manual General Serology Guidelines effective 06/20/16 – current link will need to be changed to General Serology Guidelines effective 06/20/19 – 04/18/17

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2.6.2   When a Document is retired, a request will need to be made to add a line to the website to state "This procedure has been retired as of MM/DD/YY" whereas the MM/DD/YY is the date the procedure was retired above the appropriate section of links.

2.7   It is recommended to run a "Published Documents in a Time Range" Query in Qualtrax at least yearly to compare versions of manuals in Qualtrax to versions on the website to ensure all documents have been provided to DOITT and uploaded accordingly.

2.7.1   The Documents Published in a Time Range query can be run by Qualtrax Administrators from the Reports → Document Tab.

2.7.2   Enter a time range to check. Ideally the start date would be the last date this query was run to check against the website.

2.7.3   Choose the Location Folder of the document you will be checking by clicking the check box next to the Folder needed. This can be a general folder, such as the Manuals folder under Forensic Biology, or a specific Manual folder, such as the CODIS Manual.

2.7.4   Click Run Report

2.7.5   The Query should list the Manual Title, the Title of the procedure, the Document ID Number, the Revision Number, who approved the document, and the Date Approved.

2.7.6   Export the query to MS Excel using the "Export to XLSX" button.

2.7.7   Filter the Excel File by Manual Title, Document ID and Revision Number. Delete any duplicates. The line with the latest Date Approved will help determine actual date published.

2.7.8   Check this list against the files/link names on the Website and determine if any corrections to the website need to be made.

3   Accreditation Certificates

3.1   All accreditation certificates (ANAB and NYS) and the scope of accreditation will be maintained on the website: https://www1.nyc.gov/site/ocme/services/accreditation-certificates.page

3.2   Each set of certificates will be grouped in a collapsible category by year.

3.3   Upon completion of a new accreditation cycle, a new collapsible category will need to be created, encompassing the start of the new cycle → current. The previous collapsible category heading will need to be changed to state the year range, replacing the word current with the end year of that cycle.

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For example, the "2020→ current" category will need to be changed to "2020-2024" and a new collapsible category 2024 → current will be made above all of the existing categories. Most current documents should always be at the top of the page.

3.4   To submit new files to DOITT, use the following formats and order for files to keep the links consistent between years.

   3.4.1   This will also make it easier to update any files in instances where a specific link/file needs to be replaced as opposed to added.

Table 2 – Naming Conventions for Accreditation Certificates

File Type	File name*	Link on Website*
Certificate of Accreditation	anab_coa_YYYY.pdf	ANAB Certificate of Accreditation
Scope of Accreditation	anab_scope_YYYY.pdf	ANAB Scope of Accreditation
Gap Accreditation Certificate	nys_gap_coa_YYYY.pdf	New York State Gap Accreditation Certificate
NYS Certificate of Accreditation	nys_coa_YYYY.pdf	New York State Accreditation Certificate

*Update accrediting body name as needed

4   Annual Report of Proficiency Test Results

4.1   A link to an Annual Report of all Proficiency test is located at https://www1.nyc.gov/site/ocme/services/annual-report-of-proficiency-test-results.page

4.2   The file is updated yearly and overwritten.

4.3   The file should be created in the beginning of each year and named/submitted as "annual_report_proficiency_test_results", with the request to replace the existing file.

5   Validation Summary

5.1   Validation Summaries that are to be made public are located at:: https://www1.nyc.gov/site/ocme/services/validation-summary.page

5.2   Currently the site contains a running list of validations. To add a new validation, follow the naming requirements in section **1** of this manual.

6   Appendix A – Fbio Manual Naming Conventions

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6.1 If a Naming Convention cannot be found below, and the policy/procedure is already on the Website, the filename may be found by clicking on the corresponding link on the website and looking at the webpage URL address. The name should be the last portion of the address.

6.2 MMDDYY is the date the document was effective, per the date in the header or footer.

6.3 MM/DD/YY – MM/DD/YY is the range the manual was in effect, with the first date being the date effective (as per above) and the second being the date the document was taken out of use (archived or retired)

6.4 MM/DD/YY – current is the naming convention for the most current document that is in use and will be the convention used for the new documents being submitted.

6.5 The following naming conventions are for files that may need to be updated on the website; therefore, retired procedures may not be listed

6.6 **Management System Manual** Naming Conventions

Link on Website*	File name*
Management System Manual effective MM/DD/YY – current	management_system_manual_MMDDYY

6.7 **Administrative Manual** Naming Conventions

Manual Name / Link on Website*	Link on Website*
Attorney Requests effective MM/DD/YY – current	attorney_requests_MMDDYY
Control of Records effective MM/DD/YY – current	control_of_records_MMDDYY
Discrepancies in Interpreted Results effective MM/DD/YY – current	discrepancies_in_interpreted_results_MMDDYY
DNA Technical Leader effective MM/DD/YY – current	dna_technical_leader_MMDDYY
Document Control effective MM/DD/YY – current	document_control_MMDDYY
Management System Review effective MM/DD/YY – current	management_system_review_MMDDYY
Protocol for digitization of Forensic Biology Records effective MM/DD/YY – current	digitization_of_forensic_biology_records_MMDDYY
Protocol for Providing Data to Outside Agencies via ShareFile effective MM/DD/YY – current	data_to_outside_agencies_via_sharefile_MMDDYY
Purchasing Services and Supplies effective MM/DD/YY – current	purchasing_services_and_supplies_MMDDYY
Security effective MM/DD/YY – current	security_MMDDYY
Staff Roles and Responsibilities effective MM/DD/YY – current	staff_roles_and_responsibilities_MMDDYY
Submission of documents to the Fbio Website effective MM/DD/YY	website_documents_MMDDYY

6.8   **Evidence and Case Management Manual** Naming Conventions

Manual Name / Link on Website*	Link on Website*
Abbreviations effective MM/DD/YY – current	Abbreviations_MMDDYY
Administrative Completion of Cases effective MM/DD/YY – current	administrative_completion_MMDDYY
Administrative Review effective MM/DD/YY – current	administrative_review_MMDDYY
ALS Requests by the Medical Examiner effective MM/DD/YY – current	als_requests_by_the_medical_examiner_MMDDYY
Case Acceptance and Evidence Sign-in effective MM/DD/YY – current	case_acceptance_and_evidence_sign-in_MMDDYY
Case Files effective MM/DD/YY – current	case_files_MMDDYY
Case Management effective MM/DD/YY – current	case_management_MMDDYY
Evidence control effective MM/DD/YY – current	evidence_control_MMDDYY
Evidence Examination effective MM/DD/YY – current	evidence_examination_MMDDYY
Human Remains Examination effective MM/DD/YY – current	human_remains_exam_MMDDYY
Laser Microdissection of Products of Conception effective MM/DD/YY – current	laser_microdissection_of_products_of_conception_MMDDYY *(remove space)*
Reports effective MM/DD/YY – current	reports_MMDDYY
Subcontracting effective MM/DD/YY – current	subcontracting_MMDDYY
Technical Review effective MM/DD/YY – current	technical_review_MMDDYY

6.9   **Quality Assurance/Quality Control Manual** Naming Conventions

Manual Name / Link on Website*	Link on Website*
Audits and Assessments effective MM/DD/YY – current	audits_and_assessments_MMDDYY
Complaints effective MM/DD/YY – current	complaints_MMDDYY
Control of Data effective MM/DD/YY – current	control_of_data_MMDDYY
Control of Non-Conforming Work effective MM/DD/YY – current	control_of_non-conforming_work_MMDDYY
Control of Reference Collections effective MM/DD/YY – current	control_of_reference_collections_MMDDYY
Court Testimony Monitoring effective MM/DD/YY – current	court_testimony_monitoring_MMDDYY
Equipment Calibration and Maintenance effective MM/DD/YY – current	equipment_calibration_and_maintenance_MMDDYY
Exogenous DNA Prevention effective MM/DD/YY – current	exogenous_dna_prevention_MMDDYY
Lab Types Database effective MM/DD/YY – current	lab_types_database_MMDDYY
Preventative Action effective MM/DD/YY – current	preventive_action_MMDDYY
Proficiency Testing Program effective MM/DD/YY – current	proficiency_testing_MMDDYY
Quality Incident Review effective MM/DD/YY – current	quality_incident_review_MMDDYY
Reagents effective MM/DD/YY – current	reagents_MMDDYY
Validation effective MM/DD/YY – current	validation_MMDDYY

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6.10   **Serology Procedures Manual** Naming Conventions

Manual Name / Link on Website*	Link on Website*
General Serology Guidelines effective MM/DD/YY – current	general_serology_guidelines_MMDDYY
Bloodstain Preparation from Whole Blood effective MM/DD/YY – current	bloodstain_preparation_MMDDYY
Kastle-Meyer Presumptive Testing for Blood effective MM/DD/YY – current	km_for_blood_MMDDYY
Cell Separation and Christmas Tree Staining for Sperm Cells effective MM/DD/YY – current	cell_separation_and_christmas_tree_staining_MMDDYY
Seratec PSA-Semiquant and a-Amylase Tests effective MM/DD/YY – current	seratec_tests_MMDDYY
Processing of Postmortem Specimens effective MM/DD/YY – current	processing_of_postmortem_specimens_MMDDYY
Serology References effective MM/DD/YY – current	serology_references_MMDDYY

6.11   **Protocols for Forensic STR Analysis Manual** Naming Conventions

Manual Name / Link on Website*	Link on Website*
General Guidelines for DNA Casework effective MM/DD/YY – current	general_guidelines_for_dna_MMDDYY
Extraction Procedures	
DNAIQ Extraction from Bloodstains and Other Casework Samples effective MM/DD/YY – current	dnaiq_extraction_from_bloodstains_MMDDYY
Differential Extraction from Semen Stains or Swabs Utilizing the QIAcube and EZ1 effective MM/DD/YY – current	differential_extraction_qiacube_and_ez1_MMDDYY
DNA Extraction of Bone Samples effective MM/DD/YY – current	dna_extraction_of_bone_samples_MMDDYY
DNA Extraction of Hair effective MM/DD/YY – current	dna_extraction_of_hair_MMDDYY
Extraction of Exogenous DNA from Nails effective MM/DD/YY – current	extraction_of_dna_from_nails_MMDDYY
Microcon DNA Fast Flow DNA Concentration and Purification effective MM/DD/YY – current	microcon_dna_concentration_and_purification_MMDDYY
Organic Extraction effective MM/DD/YY – current	organic_extraction_MMDDYY
EZ1 Extraction from Bloodstains and Other Casework Samples effective MM/DD/YY – current	ez1_extraction_from_bloodstains_and_other_ casework_samples_MMDDYY *(remove space)*
Recovery of Spotted DNA Extracts from Whatman FTA Elute MicroCards effective MM/DD/YY – current	recovery_of_spotted_dna_extracts_MMDDYY
Zygem One-Step Sperm Lysis of Sexual Assault Stains or Swabs effective MM/DD/YY – current	zygem_sperm_lysis_MMDDYY

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Direct Amplification Procedures	
PowerPlex Fusion Direct Amplification of DNA from Buccal Swabs effective MM/DD/YY – current	direct_amplification_of_dna_from_buccal_ swabs_MMDDYY *(remove space)*
Quantitation Procedures	
Quantifiler Trio DNA Quantification Kit effective MM/DD/YY – current	quantifiler_trio_quantification_MMDDYY
Amplification Procedures	
Amplification using the Power Plex Fusion System effective MM/DD/YY – current	amplification_power_plex_fusion_system_MMDDYY
Amplification using the YFiler System effective MM/DD/YY – current	amplification_yfiler_MMDDYY
Electrophoresis and Analysis Procedures	
General Guidelines for Fluorescent STR Analysis effective MM/DD/YY – current	general_guidelines_for_fluorescent_str_ analysis_MMDDYY *(remove space)*
YFiler – Capillary Electrophoresis effective MM/DD/YY – current	yfiler_capillary_electrophoresis_MMDDYY
PowerPlex Fusion – Capillary Electrophoresis effective MM/DD/YY – current	powerplex_fusion_capillary_electrophoresis_MMDDYY
GeneMarker Manual effective MM/DD/YY – current	genemarker_manual_MMDDYY
Fusion Ladder, PE, and SS Appendix effective MM/DD/YY – current	fusion_ladder_pe_and_ss_appendix_MMDDYY
References Allelic Ladders, Controls, and Size Standards effective MM/DD/YY – current *(ID, Yfiler, MF)*	references_allelic_ladders_controls_ss_MMDDYY
Editing Codes effective MM/DD/YY – current	editing_codes_MMDDYY
ReRun Codes effective MM/DD/YY – current	rerun_codes_MMDDYY
GeneMarker Quality Reasons Index effective MM/DD/YY – current	quality_reasons_index_MMDDYY
Manual Appendix for PowerPlex Fusion effective MM/DD/YY – current	appendix_for_powerplex_fusion_MMDDYY
Genemapper ID Analysis effective MM/DD/YY – current	genemapper_id_analysis_MMDDYY
Genemapper ID Analysis Method Editor Settings effective MM/DD/YY – current	genemapper_id_method_editor_settings_MMDDYY
Default Table and Plot Settings effective MM/DD/YY – current *(Genemapper)*	default_table_and_plot_settings_MMDDYY
Quality Flags effective MM/DD/YY – current	quality_flags_MMDDYY
Genemapper ID Troubleshooting Guide effective MM/DD/YY – current	genemapper_id_troubleshooting_MMDDYY

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Interpretation and Comparison Procedures	
STR Results Interpretation- PowerPlex Fusion & STRmix effective MM/DD/YY – current	str_results_Interpretation_fusion_strmix_MMDDYY
Additional Interpretations of Y-STR Results and Complex Y-STR Results effective MM/DD/YY – current	additional_interpretations_of_y-str_results_MMDDYY
Sample Comparisons – Identifiler and YFiler effective MM/DD/YY – current	sample_comparisons_identifiler_and_yfiler_MMDDYY
STR Results Interpretation - Identifiler and YFiler effective MM/DD/YY – current	str_results_interpretation_identifiler_and_yfiler_MMDDYY
Statistics Procedures	
STRmix Probabilistic Genotyping Software Operating Instructions effective MM/DD/YY – current	strmix_software_instructions_MMDDYY
STRmix Glossary effective MM/DD/YY – current	strmix_glossary_MMDDYY
Usage of the "Y-Mix Database Filter" effective MM/DD/YY – current	y-mix_database_filter_MMDDYY
Population Frequencies for STR's effective MM/DD/YY – current	population_frequencies_for_strs_MMDDYY
Forensic Statistical Tool effective MM/DD/YY – current	fst_MMDDYY
Paternity and Kinship	
DNA View for Paternity and Kinship and Analysis effective MM/DD/YY – current	dna_view_for_paternity_and_kinship_MMDDYY
Kinship and Paternity Analysis effective MM/DD/YY – current	kinship_and_paternity_analysis_MMDDYY
Appendix/References	
Appendix effective MM/DD/YY – current	dna_str_appendix_MMDDYY
References effective MM/DD/YY – current	str_references_MMDDYY

6.12 **Protocols for Mitochondrial DNA Analysis Manual** Naming Conventions

Manual Name / Link on Website*	Link on Website*
Mitochondrial DNA Guidelines effective MM/DD/YY – current	mitochondrial_dna_guidelines_MMDDYY
Hair Evidence Examination effective MM/DD/YY – current	hair_evidence_examination_MMDDYY
Washing Hair for Mitochondrial or Nuclear DNA Testing effective MM/DD/YY – current	washing_hair_for_dna_testing_MMDDYY
Organic Extraction for Mitochondrial or Nuclear DNA Testing effective MM/DD/YY – current	organic_extraction_mtDNA_MMDDYY
Duplex Mitochondrial DNA PCR Amplification effective MM/DD/YY – current	duplex_mtdna_amplification_MMDDYY

Quantitation using Agilent 2100 Bioanalyzer effective MM/DD/YY – current	quantitation_using_agilent_2100_MMDDYY
Cycle-Sequencing effective MM/DD/YY – current	cycle-sequencing_MMDDYY
SDS Cleanup effective MM/DD/YY – current	sds_cleanup_MMDDYY
ExoSAP-IT Sample Cleanup effective MM/DD/YY – current	exosap-it_sample_cleanup_MMDDYY 6
Centri-Sep Sample Filtration effective MM/DD/YY – current	centri-sep_sample_filtration_MMDDYY
ABI 3130xl Sequencing effective MM/DD/YY – current	abi_3130xl_sequencing_MMDDYY
Mitochondrial DNA Sequencing Analysis effective MM/DD/YY – current	mtdna_sequencing_analysis_MMDDYY
Editing Guidelines effective MM/DD/YY – current	mtdna_editing_guidelines_MMDDYY
Sequence Nomenclature and Alignment effective MM/DD/YY – current	sequence_nomenclature_and_alignment_MMDDYY
Interpretation Guidelines effective MM/DD/YY – current	interpretation_guidelines_MMDDYY
Statistical Analysis effective MM/DD/YY – current	sequence_nomenclature_and_alignment_MMDDYY
Creation of a Casefile CD effective MM/DD/YY – current	creation_of_a_casefile_cd_MMDDYY
References effective MM/DD/YY – current	mtdna_references_MMDDYY
Appendix A – Oligonucleotide Primer Sequences effective MM/DD/YY – current	appendix_a_MMDDYY
Appendix B – Mitochondrial DNA Primer Locations effective MM/DD/YY – current	appendix_b_MMDDYY
Appendix C – Revised Cambridge Reference Sequence effective MM/DD/YY – current	appendix_c_MMDDYY

6.13   **Training Manual** Naming Conventions

Manual Name / Link on Website*	Link on Website*
Program Overview effective 12/13/19 – current	program_overview_MMDDYY
Training Program Guidelines effective 07/03/19 – current	training_program_MMDDYY
Training Specific Guidelines effective 03/12/19 – current	training_specific_guidelines_MMDDYY

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6.14   **CODIS Manual. Naming** Conventions

Manual Name / Link on Website*	Link on Website*
CODIS Terms and Abbreviations effective MM/DD/YY – current	codis_terms_and_abbreviations_MMDDYY
Overview of the CODIS Program effective MM/DD/YY – current	overview_of_the_codis_program_MMDDYY
CODIS Organization and Management effective MM/DD/YY – current	organization_and_management_MMDDYY
CODIS Profile Management effective MM/DD/YY – current	profile_management_MMDDYY
Verifying and Reporting DNA Matches effective MM/DD/YY – current	verifying_and_reporting_dna_matches_MMDDYY
CODIS Case Disposition and Hit Counting effective MM/DD/YY – current	case_disposition_and_hit_counting_MMDDYY
CODIS User Management effective MM/DD/YY – current	user_management_MMDDYY
CODIS Quality Assurance Quality Control effective MM/DD/YY – current	codis_quality_assurance__quality_control_MMDDYY
Maintaining Profile in Linkage effective MM/DD/YY – current	maintaining_profiles_in_linkage__MMDDYY

7   Appendix B –Example email instructions

7.1   See Section 1.4 for Submission to IT

7.2   Below is suggested wording to ensure all important information is relayed appropriately. Emails will need to be very specific. Using MS Word documents with the format of the websites as shown in the example below can be useful.

Addition of a revised document and archiving of the previous version

Please update the following website, *insert specific webpage name here*.

Please create a new link *insert new link name* to the attached file *insert file name,* under the collapsible category *insert category name*, as the first link.

In additions, the link in this category that currently states *insert link wording*, will need to be changed to *insert new wording that includes MM/DD/YY- MM/DD/YY*, and the file *insert archived file name* replaced with the file attached of the same name.

Retiring of a document.

Please update the following website, *insert specific webpage name here*.

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Please update the wording of the first link in the category *insert link wording*, to "*insert new wording that includes MM/DD/YY- MM/DD/YY*", and replace the file currently associated to this link with *insert archived file name* as attached.

In addition, please add the following text above all links in this category: "This procedure has been retired as of MM/DD/YY"

Creation of a new collapsible category

Please update the following website, *insert specific webpage name here*.

Please also add a new collapsible category *insert new collapsible category name* above the existing categories.

In addition, the "*insert category to be renamed*" category will need to be changed to "*insert updated category name*".

Please see below for the content for the items that will appear in this new category.

Insert new category name (make this an expandable / collapsible category). [Ariel Font 20pt.]

Insert text if needed. [Ariel font, 14pt]

Insert Header if needed [Ariel font 16pt]

- Insert link name (link to: insert_document_name.pdf) [Ariel font 12pt]
- Insert link name (link to: insert_document_name.pdf)
- Insert link name (link to: insert_document_name.pdf)

Insert updated category name(this is the category name to be updated)

FORENSIC BIOLOGY ADMINISTRATIVE MANUAL

Submission of Documents to the Forensic Biology Website		
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Example -

if a new, 2005-2009 category was to be made template would appear as follows: Leave in the Yellow highlights as directions for DOITT and type the categories in with the correct font and size, as noted above.

2005-2009(make this an expandable / collapsible category).

Manuals in use before the first date effective listed can be found in the 2000-2004 section of this site.

1 - Administrative Manual

- Administrative Manual effective 010705 (link to: admin_manual_010705.pdf)
- Administrative Manual effective 062305 (link to: admin_manual_062305.pdf
- Administrative Manual effective 010108 (link to: admin_manual_010108.pdf
- Administrative Manual effective 042408 (link to: admin_manual_042408.pdf)

2000-2004(this category currently states 2000-current and needs to be updated.).