FORENSIC BIOLOGY ADMINISTRATIVE MANUAL

	Submission of Documents to the Forensic Biology Website	
Status: Published		Document ID: 34758
DATE EFFECTIVE 10/03/2022	APPROVED BY Deputy Director	PAGE 1 OF 9

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

1.2 Forensic Biology personnel may request documents to be placed on the Forensic Biology website via the Qualtrax workflow: Request for Website Upload/Submission.

   1.2.1 Manuals requested to be changed via the Document Submission Request Workflow will automatically start a workflow for website submission after the document change is published in Qualtrax.

1.3 The Document Control Coordinator or designee will make the official request for documents to be uploaded to the website.

1.4 File names must be:

   1.4.1 in .PDF format unless another format is required, such as fillable forms for Customers.

   1.4.2 lowercase

   1.4.3 contain no spaces

   1.4.4 not contain any special characters, such as ^{TM} or © or ®.

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

   1.4.6 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.

1.5 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.

   1.5.1 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 10.2

   1.5.2 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

FORENSIC BIOLOGY ADMINISTRATIVE MANUAL

	Submission of Documents to the Forensic Biology Website	
Status: Published		Document ID: 34758
DATE EFFECTIVE 10/03/2022	APPROVED BY Deputy Director	PAGE 2 OF 9

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.

1.6   Submission to IT

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

        1.6.1.1   Carbon copy required OCME IT personnel

    1.6.2   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.

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

    1.6.4   See Section 10 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)

FORENSIC BIOLOGY ADMINISTRATIVE MANUAL

Submission of Documents to the Forensic Biology Website	
Status: Published	Document ID: 34758
DATE EFFECTIVE 10/03/2022	APPROVED BY Deputy Director	PAGE 3 OF 9

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   Reference the Website Document Naming Conventions List and Appendix A –Manual Naming Conventions to ensure the file name chosen for the new manual 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.

2.4   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 –Manual Naming Conventions). In general, the format will be the modified *"Manual name*_MMDDYY" where MMDDYY 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.

FORENSIC BIOLOGY ADMINISTRATIVE MANUAL

	Submission of Documents to the Forensic Biology Website	
Status: Published		Document ID: 34758
DATE EFFECTIVE 10/03/2022	APPROVED BY Deputy Director	PAGE 4 OF 9

2.4.2.3 Save the archived document based on the naming convention already established for that document. (see Appendix A –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 an "Retired" watermark.

2.5.4 Save the retired document based on the naming convention already established for that document. (see Appendix A –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

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 A "Published Documents in a Time Range" query in Qualtrax can be ran 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.

FORENSIC BIOLOGY ADMINISTRATIVE MANUAL

Submission of Documents to the Forensic Biology Website		
Status: Published		Document ID: 34758
DATE EFFECTIVE 10/03/2022	APPROVED BY Deputy Director	PAGE 5 OF 9

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.

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, reference the Website Document Naming Conventions List 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.

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

FORENSIC BIOLOGY ADMINISTRATIVE MANUAL

Submission of Documents to the Forensic Biology Website		
Status: Published		Document ID: 34758
DATE EFFECTIVE 10/03/2022	APPROVED BY Deputy Director	PAGE 6 OF 9

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 Memos

6.1 Memos are located at: https://www1.nyc.gov/site/ocme/services/memos.page

6.2 Currently this site contains a running list of memos that have been issued to customers of the Department.

6.3 To add a new memo, follow the naming requirements in section 1 of this manual.

6.4 When a memo is no longer applicable, the Memo will remain listed on the website, and marked "Archived" with the corresponding date.

7 Local DNA Index System (LDIS) Statistics

7.1 LDIS Statistics are located at https://www1.nyc.gov/site/ocme/services/ldis-tally.page

7.2 Statistics are embedded, referencing the Power BI software.

7.2.1 Customers can change the date range within in application to obtain required statistics.

8 Customer Request Forms

8.1 Customer Request Forms are located at https://www1.nyc.gov/site/ocme/services/customer-request-forms.page

8.2 Forms must be in a protected format as to not allow changes to the forms, except where allowed.

8.2.1 If using MSWord format, ensure a complex password is utilized. The original form, restricted, but not password protected, is housed in Qualtrax.

8.2.2 The request to DOITT for MSWord, or other non-.pdf formatted documents must state that the document should be put onto the website in that format, not converted to .pdf.

FORENSIC BIOLOGY ADMINISTRATIVE MANUAL

Submission of Documents to the Forensic Biology Website		
Status: Published		Document ID: 34758
DATE EFFECTIVE 10/03/2022	APPROVED BY Deputy Director	PAGE 7 OF 9

8.3   Only current versions of forms are located on the website. Archived and out of date forms will be removed.

8.4   To add a new form, follow the naming requirements in section 1 of this manual. Reference the Website Document Naming Conventions List to ensure a unique file name is given.

9   Appendix A –Manual Naming Conventions

9.1   Reference the Website Document Naming Conventions List.

  9.1.1   If the policy/procedure is already on the Website, the original filename may also 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.

  9.1.2   If the policy/procedure is not already on the Website, follow the naming requirements in section 1 of this manual

9.2   Files names of manuals should end with MMDDYY which is the date the document was effective, per the date in the header or footer.

9.3   Links of archived manuals should include "effective MM/DD/YY – MM/DD/YY". This 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)

9.4   Links of current manual should include "effective MM/DD/YY – current". This 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.

10   Appendix B –Example email instructions

10.1   See Section 1.6 for Submission to IT

10.2   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 addition, 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.

FORENSIC BIOLOGY ADMINISTRATIVE MANUAL

Submission of Documents to the Forensic Biology Website		
Status: Published		Document ID: 34758
DATE EFFECTIVE 10/03/2022	APPROVED BY Deputy Director	PAGE 8 OF 9

Note: For complex manuals, such as the STR Protocols, stating the sub header a category is under may be useful

Retiring of a document.

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

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.

FORENSIC BIOLOGY ADMINISTRATIVE MANUAL

	Submission of Documents to the Forensic Biology Website	
Status: Published		Document ID: 34758
DATE EFFECTIVE 10/03/2022	APPROVED BY Deputy Director	PAGE 9 OF 9

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)*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.).