

## Batched DNA Administrative Review Checklist

Case #: \_\_\_\_\_

Batch #: \_\_\_\_\_

### REPORT

Case file

- \_\_\_\_\_ All key information included in report?
- \_\_\_\_\_ Report accounts for all evidence examined?
- \_\_\_\_\_ Correct punctuation, spelling, and grammar in the report?
- \_\_\_\_\_ Accurate transfer of data and conclusions from the notes to the report?
- \_\_\_\_\_ Inclusion, exclusion, inconclusive statements consistent with results?
- \_\_\_\_\_ Profile tables in the report match the profile tables in the notes?
- \_\_\_\_\_ Accurate description of technology/PCR kit?
- \_\_\_\_\_ Correct symbols used in table legend?
- \_\_\_\_\_ Statistics in the report match the statistic calculations in the notes?
- \_\_\_\_\_ Correct laboratory case number, agency, agency case number, and victim and subject names on the report?
- \_\_\_\_\_ Disposition statement accurate?
- \_\_\_\_\_ Signatures of the analyst, tech and admin reviewers, and dates on the report?
- \_\_\_\_\_ Service provided responsive to the request for analysis?

### BATCH FILE AND CASE NOTES

Batch file      Case file

- \_\_\_\_\_ DNA profiles on the CODIS worksheet, the LDIS Specimen Detail Report, and the notes match?
- \_\_\_\_\_ Current summary page used?
- \_\_\_\_\_ Summary page completed by analyst and tech reviewer?
- \_\_\_\_\_ Page numbers, batch number/lab case number, initials, and date on all pages?
- \_\_\_\_\_ Review sheets signed/initialed and dated?
- \_\_\_\_\_ Photographs properly marked?
- \_\_\_\_\_ All cross-outs initialed and dated with one single line?
- \_\_\_\_\_ Proper note correction technique?
- \_\_\_\_\_ Case number on all administrative document pages?

Admin Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Title: DNA: Batched Administrative Review Checklist  
Approved by: Laboratory Director  
Issue Date: 09/2015

Revision No: 0  
Document Class: Form