

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: _____