

## **DNA: Preparing Samples for External Analysis**

---

### **External analysis requests**

A written request must be received from the Deputy District Attorney assigned to the case before a sample will be provided to the defense for analysis by a referee laboratory. Samples will not be prepared until the analyst is contacted by the defense and a time is designated for pick-up of the samples.

Approval must be obtained from the Chief Deputy District Attorney or the Assistant District Attorney before a sample may be sent to an outside laboratory for external analysis.

---

### **Precautions**

The following precautions must be followed when preparing samples for external analysis.

- Gloves are changed between each item sampled.
  - The exam paper is changed between each item.
  - Implements are thoroughly cleaned between each item.
  - Disposable scalpels, if used, are discarded between each item.
- 

### **Limited samples**

If there is insufficient sample remaining for a requested split, the analyst must notify the Deputy District Attorney assigned to the case.

---

### **Sample preparation**

Use the following procedure to prepare a sample for external analysis.

<b>Step</b>	<b>Action</b>
1	A photograph containing a scale should be taken of each item before sampling.
2	Cut the sample approximately in half using clean implements.
3	Photograph the two pieces together with a scale. Record in the notes or on the photograph which sample is to be retained and which is to be provided for outside analysis.
4	Place the two samples in separate, appropriately marked, and tape-sealed envelopes.

---

*Continued on next page*

## **DNA: Preparing Samples for External Analysis, Continued**

---

**Control and reference samples**

Control and reference samples should be provided when appropriate. They should be packaged in separate envelopes from the evidence samples.

---

**Additional packaging guidelines**

Individually packaged samples should be grouped in separate larger envelopes, for example, one for evidence samples and one for reference samples.

---

**Case tracking**

The split samples must be entered into the case management system as derivative evidence, creating their own chain of custody. Refer to the *Quality Manual, 14 Evidence Control, EVC: Analyst Evidence Handling Requirements* for additional information on samples prepared for external analysis.

---