

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.
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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.

Step	Action
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.

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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, Evidence Control, EVC: Analyst Evidence Handling Requirements* for additional information on samples prepared for external analysis.
