

Rhode Island State Crime Laboratory

Operations – Submission Manual

LABORATORY SERVICES AND REQUIREMENTS FOR SUBMITTING EVIDENCE

Date: 12/09/22

REV. 15

Approved:

The Rhode Island State Crime Laboratory (RISCL) aims to provide our customers with scientific results and administrative services in a reasonable time frame. This document is designed to make the process of submitting Evidence to the RISCL easier, safer, and more efficient. This document is extensive, but additional section-specific guidelines may exist. Should you require additional information, please call the RISCL at 401-874-2893 for assistance.

HOURS OF OPERATION

RISCL hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday.

Evidence submission hours are **BY APPOINTMENT ONLY**. Contact RISCL for your specific submission needs.

RISCL LOCATION

Fogarty Hall, Campus Avenue Entrance
41 Lower College Road
Kingston, RI 02881-1966
<http://web.uri.edu/riscl/>

Main Telephone: 401-874-2893 FAX: 401-874-4868

Director: 401-874-5056

Latent Print Section: 401-874-2922

Trace Analysis Section: 401-874-4114

Firearms/Toolmarks Section: 401-874-5436

Evidence Receiving: 401-874-5227

SERVICES PERFORMED BY THE RISCL

RISCL offers a range of scientific services for all appropriate agencies investigating Evidence related to federal, state, or local crimes. Services offered may change from time to time depending on the availability of scientific expertise.

Automated Fingerprint

Identification System

Biological Evidence

Search

Distance Determination

DNA Swabbing

Fibers

Firearms

Fire Debris

Footwear and Tire

Impressions

Physical Fit

Gunshot Residue

Glass (Limited)

Hair Screening and

Comparisons

Latent Prints

National Integrated

Ballistic Network (NIBIN)

Paints and Coatings

Plastics/Polymers

Serial Number Restoration

Test Fires

Toolmarks

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Evidence Submissions

All submissions of exhibits must be connected to an official investigation. No evidence will be analyzed for private individuals or corporations.

There are two methods of submission, in person and by mail. At this time, the RISCL does not accept any evidence by email submission.

Whichever method is used, the officer/submitting agency must take care to ensure that the Evidence will not be lost, damaged, or contaminated and that the chain of custody is maintained at all times. It is equally important to recognize and observe that proper safety precautions have been used at all times not only in the collection of Evidence but also when submitting Evidence to the RISCL.

Right of Refusal

All Evidence being submitted to the Rhode Island State Crime Laboratory that is known to contain or has contained drug related Evidence must adhere to the following:

- No unknown drug related Evidence will be accepted. All drug related Evidence must first be tested for its components prior to the lab accepting the Evidence.
- All drug-related Evidence must be removed prior to Evidence being submitted to RISCL, and evidence submission personnel *must* be notified by the submitting agency/officer that the Evidence being submitted at one time contained drug-related Evidence.
- If the drug-related Evidence cannot be removed prior to submission, a decision will be made by the Director whether or not we will accept the delivery of the Evidence. In this case, prior arrangements *must* be made with RISCL for delivery, and the item must be clearly marked as a "Possible Contamination."

Evidence Delivery Methods

In Person:

Evidence submission hours, at this time, are by appointment only. Please call the RISCL for your specific submission needs.

Mailing/Common Carrier:

All submissions by mail/common carrier must follow the general requirements for submitting Evidence to the RISCL. It is strongly recommended that any evidence sent via mail/common carrier be sent by tracking with a return receipt. Please call RISCL with

Note: The U.S. Post Office will not transport human remains or body parts. Evidence, with some exceptions, may be sent by common carrier to the RISCL. Commercial carriers have additional regulations and must be consulted regarding their individual requirements.

Documents Required when Submitting Evidence

Case Documentation and Prelog Web Portal

The submitting agency is responsible for completing an Evidence Submission Form prior to submitting Evidence to the RISCL through the Prelog web portal. The Prelog User Guide describes the general requirements for submitting Evidence to the laboratory. See Appendix A for Prelog User Guide Instructions.

The Prelog web portal provides a means for law enforcement personnel in Rhode Island to record or "log" Evidence into the web-based portal prior to delivery to the crime laboratory. The Prelogging process benefits the laboratory and the law enforcement agency by streamlining our services. Additionally,

- All submissions of exhibits must be connected to an official investigation.
- No evidence will be analyzed for private individuals or corporations.
- At this time, the RISCL does not accept any evidence by email submission.
- The officer/submitting agency must ensure that the Evidence will not be lost, damaged, or contaminated, and the chain of custody must be maintained.
- Observe that proper safety precautions have been used at all times.

Review this manual and Appendix A: the Prelog User Guide for all instructions prior to use. If you need any assistance with Prelog or to obtain a username and password, contact Amy Duhaime at 874-4114 or asduharme@uri.edu

Directions for submission are included at the end of this document. If you have any questions please call 401-874-2893.

Service Requests

All Evidence submitted for scientific analysis must have a service requested in writing on the RISCL Prelog Evidence Examination Request. Some evidence requires only one service (e.g. NIBIN entry); however, other Evidence may require more than one type of scientific analysis. It is important that all services required for a complete analysis be requested by the submitting agency to ensure that the Evidence is submitted for the appropriate analyses in the proper sequence. Coordination of these service requests by the RISCL is necessary to prevent damage or loss of evidentiary value. Unless otherwise noted in the report, all analyses of Evidence will take place at the RISCL.

Reporting Results

The results of scientific testing are provided through the RISCL Official Reports. The reports are signed by the analyst(s) performing the examination(s). RISCL Official Reports are not official unless signed. A separate report will be issued for each service under the same RISCL case number if multiple services were requested.

The reports generated by the RISCL are considered "simplified" reports. These reports contain a general description of the Evidence, a simple description of the methods used for analysis, results and conclusions. The conclusions section includes the opinions and interpretations of the analyst.

The simplified reports do not include the following information. However, this information is available in the analyst's notes (where applicable) and is available upon request.

1. The specific date(s) that each step of the analysis was performed.
2. Reference to the sampling plan and/or sampling method used, if applicable
3. Additions, deviations, and exclusions to the methods used
4. Information of specific test conditions, if applicable

The customer's signature on the Evidence Submission Report indicates their agreement to receive a simplified report.

The Return of Evidence

In most cases, Evidence will be only temporarily stored in the RISCL system until all services have been completed. Upon completion, Evidence will be returned to the submitting agency. Appointments are required for evidence pick-up.

A submitting agency may elect to have evidence "destroyed" instead of returned (Firearms evidence is not eligible for destruction). The destruction option is available by written authority only. The submitting agency must return, to the RISCL, a signed and dated *Permission to Destroy Evidence Form* (OPS FORM 4). Forms are available upon request. Evidence will be destroyed by the RISCL upon receipt of proper documentation.

Packaging, Sealing, and Labeling Evidence

Packaging: All Evidence should be packaged in a suitable container which prevents loss, damage, and contamination to the Evidence, as well as minimizes potential safety hazards to employees. Evidence with suspected biological material should be packaged in paper. Wet items should be dried prior to packaging, with the exception of fire debris evidence. Large or bulky items that cannot be easily packaged (e.g. car doors) may be submitted without packaging, although an effort should be made to protect any areas of interest.

Sealing: All Evidence must be sealed when submitted to the RISCL. A proper seal should extend across the opening of the package to prevent loss or contamination of Evidence. Tamper proof tape or heat seals are recommended. Staples are not an acceptable means of sealing an item. It is strongly recommended that the seals be marked with the initials of the person sealing the Evidence (or by some other distinguishing mark such as a badge number). It is also strongly recommended that the seal be dated. Unsealed Evidence will not be accepted and will be returned to the submitting officer.

Labeling: All items of Evidence must be labeled with the agency case number and an item identification number/letter at a minimum. It is recommended that the label also include the agency name, description of the item, and the location, date and time of collection.

Note: Keep the RISCL evidence examination request form and other paperwork separate from the Evidence. Do not seal it inside the packaging.

Safety Considerations for submission of Evidence

Biohazards

All biohazards must be packaged in a leak-proof container if necessary, that will contain all contents and prevent leakage during handling, storage, and transport. All items contaminated with blood should be air dried prior to packaging, with the exception of Evidence being submitted for fire debris analysis.



Warning Labels

Warning labels are recommended. Note any warning on the package. Example:

- Warning: Biohazard
- Warning: Hepatitis or HIV Positive
- Warning: Glass
- Warning: Sharp

Hazardous Chemicals

Flammable and other hazardous chemical materials must be delivered in person and must be in a leak-proof container that will contain all contents and prevent leakage during handling, storage, and transport.

Syringes

Syringes may be valuable pieces of Evidence in some cases. Therefore, in life threatening situations, they are accepted by the RISCL for analysis. However, for safety reasons, syringes must be submitted with the needles removed. Removal of the needle is the responsibility of the submitting agency/officer.

Loaded Firearms

Refer to Submitting Evidence to the Firearms Division.

Submitting Evidence to the Firearms Division

The Firearms Section is dedicated to providing reliable scientific support to all law enforcement personnel. Services are provided at both the investigation and trial preparation stages of criminal cases involving the use of a firearm or other tool.

The firearms section is a versatile, well-equipped unit offering several services that can be useful to investigators. The section may be able to determine the following:

- The type of firearm that a particular projectile or expended cartridge case was fired from.
- Whether a projectile was, or could have been discharged, from a suspected firearm.
- Whether an expended cartridge case was, or could have been discharged, in a suspected firearm.
- Whether a tool found in a suspect's possession was, or could have been, used to cut, scrape, pry, or pinch evidence material seized from a crime scene.
- The original serial number of a firearm or other metal object after the number has been obliterated.
- If gunpowder is present on a victim's clothing or on other Evidence.
- The distance from the muzzle of the firearm to the target at the time the firearm was fired.*** Though the test may be completed by RISCL, distance determination is not an accredited test.
- Firearms submitted in criminal cases will be test fired and cartridge cases from those firearms will be entered into the NIBIN system.

****Muzzle-to-target distance tests cannot be done without the firearm that was involved in the shooting. Note: It cannot be determined "how long" it has been since a firearm was fired.*

Analysts in the Firearms Section may conduct other testing that is of special interest to an investigator. Such requests may be made at the time of evidence submissions or by phone.

Collection and Submission of Evidence

The following are general requirements for officers and other law enforcement personnel for collecting and submitting Evidence to the Firearms Section. As in all cases, common sense should be used when attempting to protect the integrity of Evidence as well as the insuring the safety of those who will handle the Evidence.

Firearms

Firearms should be collected carefully so that no parts of the firearm are damaged. Officers should make sure that nothing comes in contact with either the inside of the barrel or the breech face, which is where the head of the cartridge rests before firing. If a firearm(s) in question is to be examined for fingerprints or swabbed for DNA samples, it should be carefully handled and not touched by the evidence officer. Firearms to be swabbed for DNA samples should not be test fired prior to submission to the laboratory. Assume that all firearms are biological hazards, use gloves when handling firearms.

Firearms Recovered from Water

Firearms removed from fresh or salt water should be sprayed heavily with WD-40 or other lubricant and taken to the Firearms Section as soon as possible. The firearm, removed from the water, must be oiled, ensuring that the inside of the barrel is sprayed or filled with oil. The procedure may slow the oxidation process. The slightest bit of rust on the inside of the barrel may alter the individual characteristics necessary to make an identification. Heavily bloodstained firearms should be labeled with a biohazard label. Note: Do not use plastic bags.

Protecting the Firearm from Damage

Do not insert foreign objects into any part of the firearm such as the barrel or ejection port. Do not dry fire or work the action of any firearm that is to be submitted to the crime lab. In the event the firearm will be dusted for fingerprints or super glued, block both ends of the barrel gently with tape. This will prevent residue from building up inside of the barrel.

In cases involving revolvers, the chamber containing the last discharged cartridge should be marked on either side before removing the fired cartridge case. The cartridge case should be packaged separately. All other cartridge cases that were discharged should be numbered in the order of the discharge. These cartridge cases may be removed and packaged separately.

Loaded Firearms

Loaded firearms will not be accepted at the RISCL unless:

- It cannot be determined whether a firearm is loaded or unloaded.
- The firearm is jammed or otherwise cannot be unloaded safely.

Note: It is imperative that the firearm not be disturbed prior to RISCL examination.

Only firearms analysts may accept loaded firearms at the RISCL.

To submit a loaded firearm:

- 1) The firearms section must be contacted prior to submission and the circumstances explained.
- 2) A date and time for delivery must be arranged with the firearms section.

Projectiles, Expended Cartridge Cases, and Cartridges

When projectiles and expended cartridge cases are submitted for analysis, they must be described and entered into Evidence separately. Therefore, projectiles and expended cartridge cases should be individually packaged in their own envelope or other small container.

- Do not mark or engrave any surface on a projectile or expended cartridge case, as this may damage individual characteristics. If Evidence must be marked, mark the Container.
- Do not let any metal object, such as forceps, knives, or screwdrivers, come into contact with a projectile. Metal objects may scratch the surface and alter the markings used for identification.
- Be sure to collect any wads or pellets in cases involving a shotgun. Many times a wad can be matched to the barrel of a shotgun, especially if it has a sawed-off barrel.
- For any projectiles collected from autopsy which are heavily soiled with blood and/or tissue, please request that the Medical Examiner gently clean the projectile to remove as

much material as possible. Rinse with water to remove obvious blood and tissue and then soak in either an alcohol or bleach solution for a few minutes. Allow to air dry before packaging. This procedure will not affect the striations on the projectiles. If the projectile is to be examined for trace evidence, DO NOT clean the projectile prior to submission.

Clothing

Clothing submitted to the Firearms Section to be checked for gunpowder should be packaged separately in a paper bag or box. Do not package wet or bloody clothes until they have air-dried. Wet clothes will mold, making them difficult to examine. Only the outermost layer of clothing needs to be submitted. When performing muzzle-to-target distance determinations, the firearm identified as being used in the shooting must also be submitted. If no firearm has been seized, the examination will be limited to a search for gunpowder or a gunpowder pattern.

Automobiles

If it is necessary to have a firearms analyst examine a car or other vehicle associated with a gunshot or gunshots, the vehicle should be secured at an indoor location, if possible, by the requesting agency. The Director of the RISCL will then be contacted and a request made for examination of the vehicle. Examination of glass fractures can be critical; therefore, all precautions should be taken not to further fracture any glass on the vehicle.

Integrated Ballistic Identification System (IBIS)/ National Integrated Ballistic Information Network (NIBIN)

The Integrated Ballistic Identification System (IBIS) is a computerized image analysis system that allows firearm technicians to acquire, digitize, and compare markings made by a firearm on projectiles and expended cartridge cases. The National Integrated Ballistic Information Network (NIBIN) is a database network that enables law enforcement agencies to discover possible links between crimes. Firearm evidence images from discharged cartridge cases and test fired cartridge cases can be acquired and entered into the ATF-maintained database. Test fired cartridge case entries are correlated with previously entered images of discharged cartridge cases. Discharged cartridge case entries are correlated with previously entered images of other discharged cartridge cases and test fired cartridge cases. The IBIS system applies an algorithm and assigns a score/number to associated images. A lead/hit is generated when two cartridge cases viewed side-by-side, exhibit markings that are similar enough to warrant further microscopic examination. For cases with an incident date prior to 09/14/21, the RISCL analyst will review the correlations and notify the submitter if a lead/hit is identified. For cases with an incident date on or after 09/14/21, the NIBIN National Correlation and Training Center (NNCTC) will review the correlations and notify the submitter if a lead/hit is identified.

A lead/hit can be microscopically compared by a Firearms Examiner to verify that the expended cartridge case(s) or test fired cartridge case(s) were discharged from the same firearm. The RISCL will notify the submitting agency when or if the lead/hit is confirmed.

All NIBIN entries are initially searched in an ATF database. The RISCL routine regional search includes participating New England laboratories, certain Federal laboratories and others sites as requested. Additionally, upon request, RISCL can manually search additional geographical areas or nationally.

Tool Mark Comparisons

The Firearms Section can receive tools suspected of being associated with a crime scene. The officer must take great care to protect the marking surfaces on the tool. Suspect tools should never be placed into unknown tool mark impressions to see if they "fit." If the entire tool cannot be wrapped, the marking surface of the tool should be protected using whatever materials are available to the officer. Materials at the crime scene displaying unknown tool mark impressions should be photographed and then carefully removed from the scene so that the toolmark impressions are not compromised. If the item bearing the tool mark impression cannot be removed, the unknown impression can be photographed and cast. Note: a full tool mark comparison cannot be conducted on photographs. Each item should be packaged separately and submitted to the RISCL.

Future testing

During analysis, items of Evidence may be created or collected which may be used for future testing. In the firearms and tool mark section, this includes test fires, casts and trace evidence. Test fires, casts, and trace evidence will be returned to the submitting agency.

Submitting Evidence to the Latent Print Division

Latent Prints are among the most valuable and common types of physical Evidence. All objects at the crime scene should be considered sources of latent prints that may lead to the offender's identification. By examining the Evidence submitted, the RISCL may be able to:

- Determine the presence of latent prints
- Determine if the latent prints are identifiable
- Compare and identify latent prints with the known exemplar prints of suspects and with others for eliminating purposes
- Establish the identity of unknown persons
- Identify the latent print via the Automated Fingerprint Identification System (AFIS)

Collection and Submission of Evidence

Evidence should be submitted for examination as soon as possible after its recovery. Gloves should be used to pick up items of Evidence, being careful not to wipe possible latent prints off the surface. Never wrap nonporous items in cotton or cloth – they damage or destroy the latent impressions.

Identify all Evidence, indicating if it is an original article, a lift, a photograph, a photographic negative, or a digital image. It is strongly recommended that all photographic and digital images include a scale. Photographs and digital images without a scale will be evaluated by the latent print analyst on a case by case basis and may not be acceptable for further analysis.

The only exception to multiple items for analysis sealed in one package is when paper specimens containing latent prints, such as lifters, may be placed in a single container for transmittal. Either of the following may protect these: place them in manila envelopes or plastic folders, put them

between stiff cardboard, or wrap them in a box. Large articles containing latent prints should be secured with string or wire to a rigid surface to prevent shifting and contacting other items.

Exposure to water or dampness does not necessarily destroy all latent prints. Any wet or damp object must be air dried before it is packaged for transport.

Items of Evidence that are to be examined for latent prints should be submitted to the Latent Prints Section, before submitting to any other section(s) except the Trace Evidence Section.

If items have been processed prior to submission to the RISCL, package those items to prevent smudging of the latent prints or possible breakage. A notation should be made when using the Prelog Web Portal indicating which items have been processed prior to submission and which processing methods were used. In addition, a notation should be placed on the evidence packages(s) indicating prior processing.

Submission of Latent Prints for Comparison

Submission of latent print(s) may include the original, a lift, a photograph, a photographic negative, or a digital image. Photography shall include traditional based film or digital technology. For digital images, a minimum resolution of 1000 pixels per inch (PPI) when calibrated to actual size (1:1) is strongly recommended. Digital images of less than 1000ppi will be evaluated by the latent print analyst on a case by case basis and may not be acceptable for further analysis. If at all possible, it is recommended that the item of Evidence from which the latent print(s) was obtained, also be submitted to the RISCL.

Submission of Known Exemplar Prints for Comparison

Treat all known exemplar print cards as Evidence: seal, package, and label as Evidence. Known exemplar prints for comparison with latent prints may be submitted with the Evidence. Photocopies of prints may be submitted, but originals are preferred. If known exemplar prints are not available, the investigator may name the person(s) for comparison, and an effort will be made to locate the prints in the R.I. Attorney General's Office BCI files. All descriptive data available about the individual should be listed.

Often latent prints found at the scene of a crime involve areas of the palms, second and third joint of the fingers, and the finger sides and tips. For this reason, the investigator should take complete major case prints of all the ridges on the hands of subjects and persons known to have legitimately handled the Evidence (elimination prints) to permit comparisons. Palm prints should always include prints of the lower finger joints, as well as an extra print of the outer edge of the palm.

Identifying the Deceased

Complete major case prints and footprints should routinely be taken of deceased subjects for potential investigative purposes. To identify a deceased subject, known exemplar fingerprints and palm prints should be taken for comparison purposes. Please contact the Latent Prints Section for further instructions if legible prints cannot be obtained.

Automated Fingerprint Identification System (AFIS)

The Automated Fingerprint Identification System (AFIS) is a computerized system capable of reading, matching, and storing fingerprints and palm prints for every criminal justice agency in Rhode Island. AFIS-quality latent prints are entered into the AFIS to search for possible matches against the state-maintained database of known exemplar print records. By examining the Evidence submitted, the RISCL may be able to determine the presence of AFIS-quality prints on the Evidence, photographs, latent lifts, and/or negatives for possible AFIS search. RISCL will notify the submitting agency of the AFIS search results. If an identification is not made due to the local State of Rhode Island latent fingerprint database search, a second search is done at the Federal level.

Unidentified Latent Prints

Entry of unidentified latent prints into the AFIS Unsolved Latent Print Database will be determined by the quality of the latent print(s) submitted and the particular criminal offense. The RISCL Official Report will notify the submitting agency if an identification is made. Unidentified latent prints of good quality entered into the Unsolved Latent Print Database will be compared daily to new print records being added to the main print database.

Future testing

During analysis, items of Evidence may be created or collected which may be used for future testing. In the latent print section, this includes digital images and lifts of latent prints. These items are maintained at the RISCL.

UNCONTROLLED **Submitting Evidence to the Trace Evidence Division**

Trace evidence examinations encompass a wide variety of evidence types that include trace (transfer) Evidence, fractured materials (physical fits) and impression evidence (footwear and tire).

Trace (Transfer) Evidence

Examination of questioned and known materials can determine whether samples could (or could not) have a similar source of origin. This category of Evidence includes materials that are often microscopic in nature and are readily exchanged between people, places and objects upon contact. Examples of this type of Evidence include hair, fiber, glass, paint and plastic.

Fractured Materials (Physical Fits)

It is possible to examine any broken, torn, or cut items to determine whether they were a single, intact item at one time. This type of examination can determine if evidence originated from one particular source.

Impression Evidence

In many instances, footwear and tire impressions can be identified as having been made by a specific shoe or tire.

Collection and Submission of Evidence

The following are general requirements for officers and other law enforcement personnel for collecting and submitting Evidence to the Trace Evidence Section.

General Trace (Transfer) Evidence

Trace evidence may not be visible to the naked eye; therefore, special care must be taken to preserve and prevent loss or contamination. Whenever possible, submit the entire item suspected of bearing trace evidence. All trace evidence must be collected by the RISCL before items are processed for other types of Evidence.

- Enclose **small items** (e.g. hairs, fibers, paint scrapings or glass fragments) in sealed paper folds, post-its or other appropriate packaging material. Enclose the paper fold or post-it in a sealed outer container such as an envelope or plastic bag.
- Do not put clothing, damp items, or items bearing biological Evidence in plastic bags. **Each piece of Evidence must be packaged separately in a paper bag, envelope, or box**
- Clothing and bed linens from suspect and victim must be handled and packaged separately to avoid cross contamination.

Paint and Coating Evidence

Examination of paint in the laboratory may reveal the following information:

- The color of a hit-and-run vehicle and information concerning the year, make and model of the vehicle.
- Whether a paint fragment originated from a particular source (physical fit).
- Whether paint samples could (or could not) have a similar source of origin (comparison of known and questioned samples).

Hit-and-Run Paint-Evidence

NOTE: Time is critical in hit-and-run cases requiring investigative lead information. Please submit Evidence from hit-and-run victims as soon as practical.

Vehicles or other modes of transportation that may have been involved in a hit and run have the potential for the collection of paint smears. Submit the painted surface in its entirety or remove a small portion of the item for submission.

- Collect the unknown paint sample by cutting or carving the item with a new and clean scalpel or razor blade.

Hit and Run Scene Evidence

There is a potential to physically fit paint chips left at the scene back to a suspect's vehicle. If this potential exists, no paint should be removed from any damaged vehicle areas. Submit the questioned paint chips and the vehicle (or vehicle part removed) to the laboratory for a physical fit analysis.

Paint Database Query for Unknown Paint Samples

The International Forensic Automotive Paint Data Query (PDQ) database is a searchable database of chemical and color information of original automotive paints. Unknown paint samples collected at a scene may be submitted to the RISCL and a request made for information

regarding the possible make, model, year, and assembly plant for the unknown paint sample. The unknown paint samples are most often collected in druggist folds and then packaged in a sealed envelope. Road sweepings may also be collected at the crime scene and placed into a sealed metal can.

Collection of Exemplar Paint Samples

A paint standard is an exemplar sample of the undamaged paint collected as close as possible to each damaged area. Paint may vary in type or composition in different locations on a vehicle or item even though the color appears the same. Therefore, it is important that exemplar paint samples be collected near **each area** of damage. The exemplar sample should contain all layers of paint down to the metal surface. Each exemplar sample should be collected in a druggist fold and then packaged into a sealed envelope.

- Collect the exemplar paint samples by chipping or carving the item with a new and clean scalpel or razor blade.

Paint Evidence on Clothing

Clothing should be handled as little as possible. Do not attempt to remove paint from clothing. Wet clothing must be air dried on clean butcher paper being careful not to lose any microscopic evidence. Package clothing and the paper it was dried on in a sealed paper bag.

Paint on Tools and Other Objects

Package the end of the tool containing the trace evidence in a plastic or paper bag and seal to prevent loss. Submit the entire item for analysis.

Plastic and Polymer Evidence

Submission of plastic and polymer evidence may include vehicular car parts, adhesive tapes and miscellaneous items.

Vehicle car parts bearing numbers or markings recovered from hit-and-run scenes may be submitted to the laboratory for examination.

Adhesive tape evidence may be submitted to the laboratory for a tape comparison. Care should be taken with the collection of adhesive tape samples to ensure that the tape does not become entangled or "wadded up." It is suggested that the tape evidence be placed into an opened plastic bag and then the plastic bag be placed into a sealed envelope. If the tape must be cut prior to submission, the investigator must indicate which ends were cut.

Fractured Materials (Physical Fits)

It is possible to examine any broken, torn, cut or separated items to determine whether or not they were at one time a single, intact item. Pieces collected from **different locations must be packaged separately**, taking care to avoid any further damage to the fractured surfaces.

Fiber Evidence

Clothing/Bedding: Clothing, bedding, and other fabric material submitted to the RISCL must be packaged separately in an appropriately sealed paper bag or box. Do not handle the victim and suspect's clothing in the same room. At no time should they be allowed to come in contact with each other.

Any items that are wet, need to be air dried prior to submission and placed in an appropriate sealed paper bag or box.

Transferred Fibers: Fibers that have been transferred to an item may be collected with tape lifts, post-its or may be picked off with a clean forceps and placed into a druggist fold. The tape lifts, post-its or druggist folds must be placed into an appropriate sealed envelope.

Hair Evidence

Unknown and known hairs may be submitted to the RISCL for analysis. Additionally, items such as, but not limited to, clothing/bedding and clothing may be examined for unknown hairs.

Clothing, bedding, and other fabric material submitted to the RISCL must be packaged separately in an appropriately sealed paper bag or box. Do not handle the victim and suspect's clothing in the same room. At no time should they be allowed to come in contact with each other. Any wet items need to be air-dried before submission and placed in an appropriate sealed paper bag or box.

Unknown hairs that have been transferred to an item may be collected with tape lifts, post-its or may be picked off with a clean forceps and placed into a druggist fold. The tape lifts, post-its or druggist folds must be placed into an appropriate sealed envelope.

Microscopic Hair Comparison:

When requesting a hair comparison only head and pubic hairs will be examined. A minimum of fifty exemplar pulled head hair samples and twenty-five (25) pulled pubic hairs need to be taken in order for a full hair comparison to be conducted. Ten exemplar head hair samples need to be pulled from five (5) regions (front, top, back, left side, and right side) of the head. These samples should be collected and packaged separately in a druggist fold and sealed in an appropriate envelope. **Note:** Microscopic hair comparison is not a positive means of identification.

Hair Screening:

In lieu of a full microscopic hair comparison, unknown hairs may be screened for suitability for DNA analysis.

Biological Evidence/Touch DNA

Searching for Biological Evidence

Evidence may be submitted to the RISCL to examine areas of fluorescence that may indicate the presence of biological material. Evidence submitted may include but is not limited to bedding and clothing. Clothing, bedding, and other fabric material submitted to the RISCL must be packaged separately in an appropriately sealed paper bag or box. Do not handle the victim and suspect's clothing in the same room. They should not be allowed to come in contact with each

other. Wet items must be air-dried before submission and placed in an appropriate sealed paper bag or box.

Swabbing for Touch DNA

Evidence may be submitted to the RISCL for swabbing of possible Touch DNA. Requests for Touch DNA swabbing must be made at the time of submission. The Evidence being submitted for Touch DNA swabbing must be packaged appropriately. If the item is to be processed by the Latent Print and/or Firearms section, it must be evaluated by the Trace Evidence section first to determine the proper order of analysis. All firearms should be swabbed for Touch DNA before test firing.

Impression Evidence

Two-Dimensional Impression Evidence

Before removing the impression evidence from the scene, exam-quality photographs must be taken for possible comparison purposes. The following photography practices are recommended for exam-quality photos:

- Camera needs to be set at an F-stop of F8 or higher and in Aperture Priority Mode.
- Camera needs to be placed on a tripod.
- The camera and tripod need to be parallel and perpendicular to the unknown impression.
- A scale **MUST** be placed at the same depth as the unknown impression. If the scale is not placed correctly with the unknown impression, a full comparison may not be conducted.
- The images must be taken in RAW, TIFF or High Resolution JPEG format.
- The image should be a close up image and the unknown impression should fill the frame of the camera.
- Please submit all images.

If the impression evidence can be removed from the scene, protect the impression from possible damage before submitting it to the laboratory. If the two dimensional impression cannot be removed from the scene, it can be lifted with a gel lift. The gel lift should be kept in a flat container and packaged in an appropriate sealed envelope.

Special Considerations:

- Do not cover or collect a two dimensional impression with tape. The tape may destroy the impression.
- Once the cover of the gel lift is placed on the impression, **DO NOT REMOVE THE COVER.**

Three-Dimensional Impression Evidence

Prior to removal of the impression evidence from the scene, exam quality photographs must be taken for possible comparison purposes. Follow the photography practices as described for two-dimensional impressions for exam quality photos.

A three-dimensional impression can be collected with a casting material such as Dental Stone. After the cast has been removed and air dried, place the cast in an appropriate sealed box to ensure it will not get broken.

Special Considerations:

- Do not attempt to wash the cast. Submit the cast to the laboratory as is.
- If casting a tire impression, at least eight feet of the tire impression must be casted in order to capture the entire circumference of a tire.
- Impressions in snow should be sprayed with protective wax material before casting. The wax protects the impression from the heat generated during the curing of the impression material.
- Call the laboratory for special instructions on collecting tire exemplars.

Fire Debris Evidence

All fire debris evidence should be collected and submitted in appropriate sealed vapor-tight containers such as unused lined metal cans with friction fit lids.

Special Considerations:

- The fire debris evidence containers should only be filled three-quarters full. The space at the top of the can is necessary for proper analysis.
- The outside of the fire debris containers should be kept clean and dry to reduce corrosion of the cans. It is possible for corrosion on the metal container to damage the container which would result in contamination and or evaporation of the Evidence.
- Liquid samples should be submitted by placing 2-4 drops on sterile gauze or sterile paper towels and sealed in an unused lined metal can.
- Fire debris samples containing soil should be refrigerated as soon as possible to prevent bacterial degradation of petroleum products. These samples should be identified at the time of submission to the laboratory so they can be properly stored.
- The RISCL does not routinely screen for alcohol. If alcohol is suspected, a request for analysis must be made upon submission of Evidence.
- The RISCL offers a quality control check of lined metal cans used for fire debris evidence. Please call the laboratory for further information.

Gunshot Residue Evidence

Primer gunshot residue may be detected on the hands, clothing and/or face of a person suspected of discharging a firearm. The primer gunshot residue samples should be collected using adhesive stubs found in gunshot residue kits. After collection the kits should be sealed appropriately and submitted to the RISCL.

Special Considerations:

- Primer residue is very fragile and it is strongly recommended that the samples are collected within four (4) hours of the shooting.
- Do not allow suspects to wash their hands before collection.

Examination of Miscellaneous Materials

This class of materials includes glass, bank dye packs, fire extinguisher residue, metals, cosmetics and building materials. This list is not all-inclusive, but will include materials that

have not been expressly discussed in prior sections. These types of examinations may include identification or classification of the material as well as comparison with suspected sources.

Future testing

During analysis, items of Evidence may be created or collected, which may be used for future testing. For trace evidence, fire debris extracts, exemplar test impressions, lifts/casts of unknown impressions, digital images, microscope slides, and trace evidence are included. Digital images, fire debris extracts, and microscope slides are typically maintained at the RISCL but may be returned to the submitted agency. All other Evidence will be returned to the submitting agency

Quality Control Check for Fire Debris Collection

RISCL offers a quality control check of metal cans and vapor tight bags designed for collection of fire debris, such as Kapak brand bags. Agencies may submit a select number of cans/bags from each lot purchased to check for potential contamination. RISCL will process the items in the same way that Evidence in a regular case is processed and a report will be generated. Any contamination detected will be reported, as well as a recommendation as to whether the lot is appropriate for evidence collection. If the submitted items are shown to be free from contamination, the entire lot is deemed suitable for evidence collection. For items which show Evidence of contamination, a recommendation will be made for remediation.

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Should you require additional information or guidance, please call the
RISCL at 401-874-2893 for assistance.

Appendix A: Prelog User Guide

The Prelog application is administered and maintained by the Rhode Island State Crime Laboratory (RISCL). The web-based application provides a means for law enforcement agency personnel in Rhode Island to Prelog evidence prior to delivery to the crime laboratory.

This manual contains the following topics:

<u>Topic</u>	<u>Page</u>
Prelog Introduction.....	A2
Selections Available on the Prelog Web Portal.....	A3
How to Login to the web portal.....	A4
How to enter information into Prelog.....	A5
Step 1. Enter Case Information.....	A6
Step 2. Add Case Names.....	A7
Step 3. Add Case Items.....	A8
Step 4. Prepare Lab Submission.....	A9
A. "Add" a Submission.....	A9
B. General Information.....	A10
C. Choose "Analysis Requested".....	A12
D. "Submit" case.....	A13
Laboratory Analysis Evidence Submission Form Example.....	A14
Open or Find a Case.....	A15
Edit Options.....	A16
Add Options.....	A17
Delete Options.....	A18
Duplication of Information Options.....	A19
Cancel Options.....	A19
Finding Your Report.....	A20

PRELOG INTRODUCTION

The Prelog application is administered and maintained by the Rhode Island State Crime Laboratory (RISCL). The web-based application provides a means for law enforcement agency personnel in Rhode Island to record or "log" Evidence into the web-based portal prior to delivery to the crime laboratory. The Prelogging process benefits both the laboratory and the law enforcement agency by offering several services:

- Time spent at the laboratory delivering cases will be reduced.
- Law enforcement personnel can use the portal to view the status of Evidence delivered to the laboratory. Users may learn: if evidence items have been Prelogged; if the laboratory has received evidence items; if a laboratory analyst has been assigned to the case; if a report has been written, etc.
- Law enforcement personnel can download and store electronic copies of approved laboratory reports.
- Law enforcement personnel can query Prelogged cases by various criteria, including location, P.D. case number, case officer's name, RISCL lab case number, submitting officer's name, offense type, or the date the case was completed.

All evidence packaging requirements remain in effect as defined by the RISCL. Please consult the RISCL Submission and Service Manual for the evidence packaging requirements/guidelines. www.uri.edu/riscl/files/OP-SM-1-1-07_Submission-and-Service-Manual.pdf

RISCL provides one user name and password per law enforcement officer. The law enforcement agency is responsible for determining which personnel will have access to the web portal. Any individual with a valid agency user name and password for the web portal will be able to access all of their designated department information on the portal and will also be able to read and download any reports available to the agency.

There are four steps to create an electronic submission entry in the Laboratory Information Management System (LIMS):

1. Enter case information
2. Enter case names
3. Enter case items
4. Prepare lab submission

Once submitted into Prelog, a Laboratory Analysis Evidence Submission Form **must** be printed. This form contains a barcode that represents the submission information. The Laboratory Analysis Evidence Submission Form **must** accompany the Evidence to the laboratory.

SELECTIONS AVAILABLE ON THE PRELOG WEB PORTAL

Lab Web -V8.13r Depa

Department: [REDACTED]

User Name: [REDACTED]



RI STATE CRIME LABORATORY

41 Lower College Road

Kingston, RI 02881

401-874-2893 Voice

401-874-4868 Fax

Pending Assignments

Evidence Prelog

Case Inquiry

Recent Submissions (30 days)

Download Forms

Logout

User Info

THIS EVIDENCE IS BEING SUBMITTED FOR EXAMINATION BY THE RI STATE CRIME LABORATORY (RISCL) IN CONNECTION WITH AN OFFICIAL INVESTIGATION BY A LAW ENFORCEMENT AGENCY. THIS EVIDENCE HAS NOT BEEN EXAMINED BY ANY OTHER LABORATORY, UNLESS NOTED. THE RISCL MAY PERFORM OTHER EXAMINATIONS IN ADDITION TO OR INSTEAD OF THOSE REQUESTED. THE RISCL MAY SHARE INFORMATION CONCERNING THE RESULTS OF THESE EXAMINATIONS WITH OTHER AUTHORIZED FEDERAL, STATE AND LOCAL LAW ENFORCEMENT AGENCIES UNLESS OTHERWISE REQUESTED. THE RISCL MAY USE BASIC CASE DATA FOR STATISTICAL REPORTING. BY SUBMITTING EVIDENCE TO THE RISCL, THE CUSTOMER AGREES TO RECEIVE A SIMPLIFIED VERSION OF THE REPORT. THE RISCL COMPLIES WITH ALL SUBPOENAS.
Dennis C. Hilliard, M.S., Director

The web portal entry screen provides several options.

- **Pending Assignments**
Select this option to view a list of cases with outstanding laboratory assignments.
- **Evidence Prelog**
Select this option to create a new case and Prelog evidence for submission to the laboratory; find an existing case to either edit information or add additional Evidence to be submitted to the laboratory.
- **Case Inquiry**
Select this option to search for cases with Evidence that has been Prelogged **and** delivered to the laboratory. Search criteria may include location, incident number, name, case officer, or laboratory case number. From this screen, the status of the case may be viewed, and available reports may be downloaded.
- **Recent Submissions (30 days)**
Select this option to view a list of the cases submitted to the laboratory in the past 30 days. Cases are displayed in order of the submission date. Clicking on the blue hyperlink will take the user to the case.
- **Download Forms**
Select this option to access uploaded forms.
- **Logout**
Select this option to end the web portal session.
- **User Info**
Select this option to display laboratory code(s) for the agency logged into the portal.

HOW TO LOGIN TO THE WEB PORTAL

The web portal link for the LIMS will take you to the login screen.

Enter your **User ID** and **Password**. Password is case-sensitive.

Select **Login**

Crime Fighter BEAST-Lab Web-Version 8.13i



RI STATE CRIME LABORATORY
41 Lower College Road
Kingston, RI 02881
401-874-2893 Voice
401-874-4868 Fax

Sign On
Please enter your User ID and Password.

User ID

Password

THE EVIDENCE DESCRIBED BELOW IS SUBMITTED FOR EXAMINATION BY THE RI STATE CRIME LABORATORY. THIS EVIDENCE IS BEING SUBMITTED IN CONNECTION WITH AN OFFICIAL INVESTIGATION OF A CRIMINAL MATTER. THIS EVIDENCE HAS NOT BEEN EXAMINED BY ANY OTHER LABORATORY, UNLESS NOTED THE CRIME LABORATORY MAY PERFORM OTHER EXAMINATIONS IN ADDITION TO OR INSTEAD OF THOSE REQUESTED. THE CRIME LABORATORY MAY SHARE INFORMATION CONCERNING THE RESULTS OF THESE EXAMINATIONS WITH OTHER AUTHORIZED FEDERAL, STATE AND LOCAL LAW ENFORCEMENT AGENCIES UNLESS OTHERWISE NOTED.
Dennis C. Hilliard, M.S., Director
NOTE: The RI State Crime Laboratory Evidence Receiving hours are: Monday, Tuesday, Thursday and Friday from 8:30AM to 1:30PM or by appointment.
NOTE: Prelog works on Internet Explorer, Google Chrome and Mozilla Firefox.

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Note: The RISCL will assign user accounts. Submitters will be provided with a username and temporary password. The submitter will be prompted to change the temporary password during the first Login. The new password created by the submitter will not be known or saved by the RISCL.

If you need a username and password, or for other account issues, contact: Amy Duhaime at 401-874-4114 / asduhaime@uri.edu

HOW TO ENTER INFORMATION INTO PRELOG

Select **Evidence Prelog**. This will take the user to the Barcoded Evidence Analysts Statistics & Tracking (BEAST) Web Prelog home page. The LIMS program will herein be called the BEAST.

Note: The web portal entry screen provides several other options. Refer to Appendix A.

Lab Web -V8.13r Depa
Department: ██████████
User Name: ██████████



RI STATE CRIME LABORATORY
41 Lower College Road
Kingston, RI 02881
401-874-2893 Voice
401-874-4868 Fax

Pending Assignments
Evidence Prelog
Case Inquiry
Recent Submissions (30 days)
Download Forms
Logout
User Info

THIS EVIDENCE IS BEING SUBMITTED FOR EXAMINATION BY THE RI STATE CRIME LABORATORY (RISCL) IN CONNECTION WITH AN OFFICIAL INVESTIGATION BY A LAW ENFORCEMENT AGENCY. THIS EVIDENCE HAS NOT BEEN EXAMINED BY ANY OTHER LABORATORY, UNLESS NOTED. THE RISCL MAY PERFORM OTHER EXAMINATIONS IN ADDITION TO OR INSTEAD OF THOSE REQUESTED. THE RISCL MAY SHARE INFORMATION CONCERNING THE RESULTS OF THESE EXAMINATIONS WITH OTHER AUTHORIZED FEDERAL, STATE AND LOCAL LAW ENFORCEMENT AGENCIES UNLESS OTHERWISE REQUESTED. THE RISCL MAY USE BASIC CASE DATA FOR STATISTICAL REPORTING. BY SUBMITTING EVIDENCE TO THE RISCL, THE CUSTOMER AGREES TO RECEIVE A SIMPLIFIED VERSION OF THE REPORT. THE RISCL COMPLIES WITH ALL SUBPOENAS.
Dennis C. Hilliard, M.S., Director

UNCONTROLLED

On the BEAST Prelog home page, select - **New Case**

Lab Web -V8.13r Department: Rhode Island State Crime Lab [RISCL] / User Name: PPRE

Department: Rhode Island State Crime Lab [RISCL] / User Name: Prelog Testing



New Case Find Case Back

STEP 1. ENTER CASE INFORMATION

Lab Web - v0.101 Department: Rhode Island State Crime Lab (RISCL) / User Name: P...
NEW CASE

(1) Case Info (2) Names (3) Items (4) Lab Submission

Department Case #
Case Officer Pick -- No Selection --
New Entry
Officer EMail
Officer Phone
Offense Date
Offense Location
Case Type -- No Selection --
Related Case

Edit Save Cancel Delete Back

Complete fields:

Department Case Number – enter agency case number

Case Officer Pick – once a user has been entered into the system, they will be able to use the drop down menu and click on their name to pre-fill the appropriate fields.

For first-time users, complete the following fields:

New Entry – enter the case officer's full name with rank prefix

Officer Email – enter case officer's email address

Officer Phone – enter case officer's phone number

Offense Date – enter the date of the offense

Offense Location – enter address where the offense took place

Case Type – use the drop-down menu and select the best option

Select "Misc/Other" when all other options are not appropriate

Related Case – optional field for referencing any related case(s) using department case number(s). "Related Case" is not mandatory.

Select **Save**. The case will not **Save** unless all mandatory fields are filled.

The user may edit or delete an entry using the **Edit** or **Delete** button.

Always **Save** after editing or deleting.

Both the **Back** and **Cancel** buttons will go to the BEAST home page.

STEP 2. ADD CASE NAMES

Case: 18-001-OF / Location : Fairfield

(1) Case Info (2) Names (3) Items (4) Lab Submission

Select a name to maintain

Number	Type	Last Name	First Name	Middle Name	Sex	Race
Type	Sex	Arrest Date				
Last	Race					
First	DOB					
Middle						

Add Edit Save Cancel Delete Dupe Back

Select **(2) Names** tab

Select **Add**

Complete fields: (note: names and corresponding information are all **optional entries**)

Type – select Elimination, Involved, Suspect or Victim

Name – enter Last, First, Middle

Sex – select Female, Male, Not applicable or Unknown

Race – select American Indian, Asian, Black, Hispanic, Other, Unknown or White

DOB – use the drop-down options to complete

Case: 18-001-OF / Location : Fairfield

(1) Case Info (2) Names (3) Items (4) Lab Submission

Select a name to maintain

Number	Type	Last Name	First Name	Middle Name	Sex	Race
Type	Sex	Arrest Date				
Last	Race					
First	DOB					
Middle						

Add Edit Save Cancel Delete Dupe Back

Select **Save** to save the name. For additional names select **Add** and repeat Step 2. Names will be numbered in order of entry. By default, all names will be included in the Laboratory Analysis Evidence Submission Form. Refer to **Step 4B** to deselect any names the user does not want included in the Submission Form.

The user may add, edit, duplicate (Dupe), or delete an entry as needed by choosing the appropriate button.

Always **Save** after adding, editing, duping, or deleting.

The **Cancel** button will clear all fields of any unsaved information.

The **Back** button will go to the BEAST home page.

The **Dupe** button will completely duplicate the previously entered name with all its information and create an additional entry for the same person. You may edit or delete this entry as desired.

STEP 3. ADD CASE ITEMS

The screenshot shows the BEAST system interface for case 18-001-OF / Victim: Vallaro, Paul. The 'Items' tab is selected, and the 'Add' button is highlighted with a green arrow. The form contains fields for Property #, Package, Item Type, Description, and Date Collected, along with buttons for Add, Edit, Save, Cancel, Delete, Dupes, and Back.

Select **(3) Items** tab, and select **Add**

Complete fields:

Property # - enter agency property number for the item.

Package - use the drop-down menu to select the type of package

Select "Other" when no other options are appropriate

Type – use the drop-down menu to select the type of item

Select "Misc/Other" when all other options are not appropriate

Date Collected – use the drop-down menu to select correct date, not a mandatory field

Description – text box for the user to write a brief description of the item

The screenshot shows the BEAST system interface for case 18-001-OF / Victim: Vallaro, Paul. The 'Items' tab is selected, and the 'Save' button is highlighted with a green arrow. The form contains fields for Property #, Package, Item Type, Description, and Date Collected, along with buttons for Add, Edit, Save, Cancel, Delete, Dupes, and Back.

For additional items, select **Add** and repeat Step 3. Select **Save** to save the item(s).

The user may add, edit, duplicate, or delete an entry as needed by choosing the appropriate button. **Dupes** button will duplicate all fields from the previously entered item with the exception of the Property Number and Date Collected. The **Cancel** button will clear all fields of any unsaved information.

The **Back** button will go to the BEAST home page.

Always **Save** after adding, editing, duping, or deleting.

STEP 4. PREPARE LAB SUBMISSION

4A. To "add" a lab submission

Case: 18-001-OF / Victim: Vallaro, Paul

(1) Case Info (2) Names (3) Items (4) Lab Submission

Submission # [dropdown]
Submit to: [dropdown]
Delivery Type: [dropdown] Date Prepared: [dropdown]
Analysis requested: [dropdown] Tracking #: [input]
Sub. Names [button]

Property #	Item Description	Analysis Selected
------------	------------------	-------------------

Add Edit Save Cancel Delete Submit Back

Click on Submit to finish prelogging the case and print an evidence submittal form.
Using Requests

Select (4) the Lab Submission tab. Select Add.
Always verify the Submission # is correct before proceeding!

Case: 18-001-OF / Victim: Vallaro, Paul

(1) Case Info (2) Names (3) Items (4) Lab Submission

Submission # 1
Submit to: Rhode Island State Crime Laboratory [RI]
Delivery Type: -- No Selection -- Date Prepared: 1/24/2019
Analysis requested: [dropdown] Tracking #: [input]
Sub. Names [button]

Property #	Item Description	Analysis Selected	Analysis	Dupe
-345-PR	Latent Print(s) [LPO4] : one lift of fingerprint on bottle on kitchen counter		Select	Dupe

Add Edit Save Cancel Delete Submit Back

Click on Submit to finish prelogging the case and print an evidence submittal form.
Using Requests

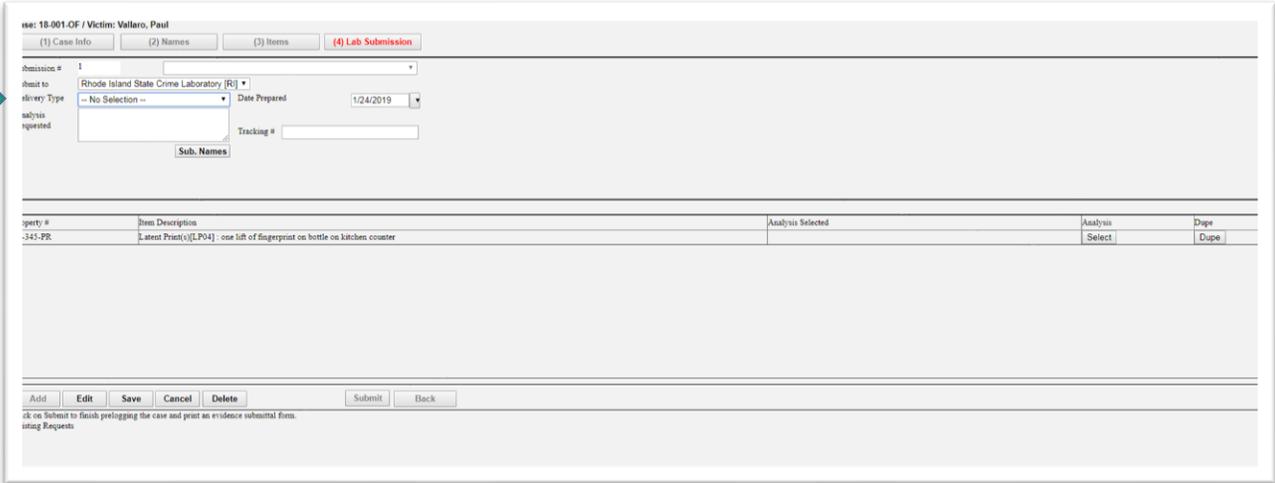
Note: All items previously entered for this case in the Items tab will automatically populate this page. The submitter will then select which items will be submitted to the laboratory. Refer to 4C. The **Dupe** button will duplicate that item's previously selected "Analysis/Exam" choices. The **Back** button will go to the BEAST home page. The **Cancel** button will clear all fields of any unsaved information.

STEP 4. SUBMIT TO THE LABORATORY (cont.)

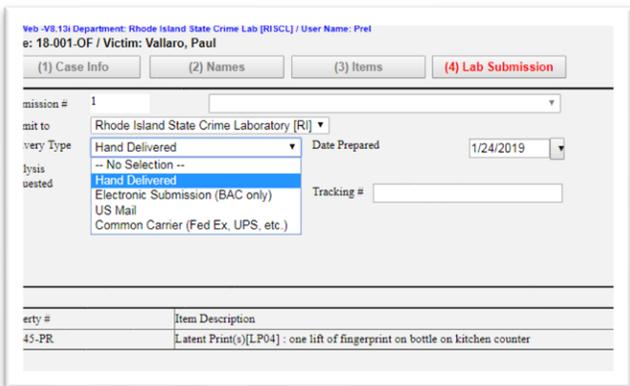
4B. General Information in the Lab Submission tab

Complete general information fields.

Delivery Type - Use the drop-down menu to select the delivery type



A screenshot of a web application interface for submitting a lab submission. The page title is "Case: 18-001-OF / Victim: Vallaro, Paul". There are four tabs: "(1) Case Info", "(2) Names", "(3) Items", and "(4) Lab Submission". The "Lab Submission" tab is active. A green arrow points to the "Delivery Type" dropdown menu, which is currently set to "-- No Selection --". Other fields include "Submission # 1", "Submit to Rhode Island State Crime Laboratory [RI]", "Date Prepared 1/24/2019", and "Tracking #". Below the form is a table with columns for "Property #", "Item Description", "Analysis Selected", "Analysis", and "Dupe". The table contains one row: "45-PR", "Latent Print(s)[LP04] : one lift of fingerprint on bottle on kitchen counter", "Select", "Select", and "Dupe". At the bottom are buttons for "Add", "Edit", "Save", "Cancel", "Delete", "Submit", and "Back".



A screenshot of the same web application interface, but with the "Delivery Type" dropdown menu open. The menu options are: "Hand Delivered", "-- No Selection --", "Hand Delivered", "Electronic Submission (BAC only)", "US Mail", and "Common Carrier (Fed Ex, UPS, etc.)". The "Hand Delivered" option is highlighted. The rest of the interface is the same as in the previous screenshot.

The **Dupe** button will duplicate that item's previously selected "Analysis/Exam" choices.

The **Back** button will go to the BEAST home page.

The **Cancel** button will clear all fields of any unsaved information.

STEP 4. SUBMIT TO THE LABORATORY (cont.)

4B. General Information in the Lab Submission tab continued

Analysis Requested – text box for the user to write a brief statement of all the analyses requested for the items included in this submission. Example: Latent print, Firearms, and NIBIN entry

Tracking # - Tracking number from mail carrier to be entered when mailing the Evidence to the laboratory.

Names – By default, all names entered will be included in the Laboratory Analysis Evidence Submission Form. The user may deselect names by selecting **Sub Names** and then unchecking the names that the user does not want to include on the Laboratory Analysis Evidence Submission Form.

The screenshot shows a software interface for submitting evidence to a laboratory. The interface is titled "STEP 4. SUBMIT TO THE LABORATORY (cont.)" and is divided into several tabs: (1) Case Info, (2) Names, (3) Items, and (4) Lab Submission. The "Lab Submission" tab is active. The form contains the following fields and controls:

- Mission #**: A dropdown menu with "1" selected.
- Send to**: A dropdown menu with "Rhode Island State Crime Laboratory (RI)" selected.
- Delivery Type**: A dropdown menu with "-- No Selection --" selected.
- Date Prepared**: A date picker showing "1/24/2019".
- Submissions updated**: A text input field.
- Tracking #**: A text input field.
- Sub. Names**: A button located below the "Submissions updated" field.

Below the form is a table with the following columns: Item #, Item Description, Analysis Selected, Analysis, and Dupe. The table contains one row:

Item #	Item Description	Analysis Selected	Analysis	Dupe
245-PR	Latent Print(s) [14] - one lift of fingerprint on bottle on kitchen counter		Select	Dupe

At the bottom of the form are several buttons: Add, Edit, Save, Cancel, Delete, Submit, and Back. A small note at the bottom left of the form reads: "Click on Submit to finish prelogging the case and print an evidence submittal form using Requests".

The **Dupe** button will duplicate that item's previously selected "Analysis/Exam" choices.

The **Back** button will go to the BEAST home page.

The **Cancel** button will clear all fields of any unsaved information.

STEP 4. SUBMIT TO THE LABORATORY (cont.)

4C. Choose "Analysis Requested"

For each item being submitted to the laboratory for analysis:

In the **Analysis** column choose **Select** for each item to be submitted to the laboratory.

Case: 18-001-OF / Victim: Vallaro, Paul

(1) Case Info (2) Names (3) Items (4) Lab Submission

Submission # 1
Submit to Rhode Island State Crime Laboratory (RI)
Priority Type -- No Selection -- Date Prepared 1/24/2019
Analysis requested Tracking #
Sub. Names

Item #	Item Description	Analysis Selected	Analysis	Dupe
345-PR	Latent Print(s)[LP04] : one lift of fingerprint on bottle on kitchen counter		Select	Dupe

Add Edit Save Cancel Delete Submit Back

Click on Submit to finish prelogging the case and print an evidence submitted form.
Printing Requests

You may choose up to four (4) examination codes for each item of Evidence by using the Exam 1 through 4 drop-down options. Select **Save** after all Exam choices have been selected. **Note:** This will generate the requested assignment(s) for each item in the BEAST.

Case: 18-001-OF / Victim: Vallaro, Paul

(1) Case Info (2) Names (3) Items (4) Lab Submission

Item # Description
18-345-PR Latent Print(s)[LP04] : one lift of fingerprint on bottle on kitchen counter

select up to 4 examination codes for the item listed above. Select save when finished.

Exam 1 -- No Selection --
Exam 2 -- No Selection --
Exam 3 -- No Selection --
Exam 4 -- No Selection --

Save Cancel

The **Dupe** button will duplicate that item's previously selected "Analysis/Exam" choices.

The **Back** button will go to the BEAST home page.

The **Cancel** button will clear all fields of any unsaved information.

STEP 4. SUBMIT TO THE LABORATORY (cont.)

4D. "Submit" case

Always verify that all completed entries are correct before submitting.

The user may add, edit, or delete an entry as needed by choosing the appropriate button.

Always **Save** after adding or editing.

Select **Submit** to finish Prelogging the case.

Remember to **print** the Laboratory Analysis Evidence Submission Form.

It **must** accompany the Evidence when it is brought to the RISCL.

Note: **Submit** will not occur unless all the mandatory fields in all the tabs have been completed.

Case: 18-001-OF / Victim: Vallaro, Paul

(1) Case Info (2) Names (3) Items (4) Lab Submission

submission # 1 1/24/2019

submit to Rhode Island State Crime Laboratory (RI)

delivery Type Hand Delivered Date Prepared 1/24/2019

analysis requested Swab for DNA for sub to DOH
Latent print analysis
CAPIS search

Tracking #

Sub. Names

property #	Item Description	Analysis Selected
1345-PR	Latent Print(s)[LP04] : one lift of fingerprint on bottle on kitchen counter	LATENT PRINTS

Add Edit Save Cancel Delete Submit Back

Click on Submit to finish prelogging the case and print an evidence submittal form.
Printing Requests

To return to a previous page, use the **Case Info**, **Names**, **Items** and **Lab Submission** tabs.

The **BACK** button will go to the page where the user may select NEW CASE or FIND CASE.

IMPORTANT NOTE:

After the barcode on the Submission Form has been scanned into the BEAST at the laboratory, editing and deleting is no longer possible!

LABORATORY ANALYSIS EVIDENCE SUBMISSION FORM EXAMPLE

Always print this form and bring it to the lab with the evidence items.

Laboratory Analysis Evidence Submission Form [Print Prelog Form](#) [New Case](#) [Back](#) [Logout](#)

Case Information

Sent electronically to Lab: (11/08/2019 @ 09:13)
Rhode Island State Crime Laboratory



Department Case: 21-123 Submission # 1

- Department: Rhode Island State Crime Lab [RISCL] / User Name: Prelog Testing
- Department Case: 21-123
- Submission Number: 1
- Officer Name: Det. Tom Jones
- Officer Email: tj@police.com
- Officer Phone: 123-4567
- Offense Date: 11/08/2019
- Offense Location: Planet Hollywood
- Case Type: Homicide

Submission Information

- Delivery Type: Hand Delivered
- Analysis Requested: Trace evidence on dress, shoes and fingernail clippings. LP of shoes and firearm. Firearms analysis of Glock
- Date Sent: 11/08/2019

Name Information

Name Type	Full Name	Date Of Birth	Sex	Race
Suspect	Sinatra, Frank	10/24/1940	Male	White
Victim	Welch, Raquel	2/14/1945	Female	White

Analysis Request Information

Property #	Package	Item Type Code	Item Description	Exam Requests	Date Collected
21-001-PR	One sealed paper bag with:	[CLOTHING]Clothing	Pink Dress	TRACE EVIDENCE	11/09/2019
21-002-PR	One sealed paper bag with:	[TR05]Footwear	Red patent leather pumps	TRACE EVIDENCE, LATENT PRINTS	11/09/2019
21-003-PR	One sealed box with:	[MISC]Miscellaneous/Other	fingernail scrapings	TRACE EVIDENCE	11/09/2019
21-011-PR	One sealed box with:	[FA02]Firearm(s)	One Glock firearm	LATENT PRINTS, FIREARMS	11/16/2019

TO OPEN OR FIND A CASE THAT HAS ALREADY BEEN SUBMITTED

Open a Case

Login to the web portal

Select **Evidence Prelog**

On the BEAST home page, select **Find Case**

Enter the **Department Case** number

Select **Open Case**

Find a Case

Login to the web portal

Select **Evidence Prelog**

On the BEAST home page, select **Find Case**

Select the criteria used to search by choosing the (1) Case Number, (2) Case Names, or (3) Items tab

Enter the information in the appropriate active fields

Select **Find**

A list of cases that matches the criteria will populate the screen

Highlight the case of interest

Select **Open Case**

The screen will display the (1) Case Info tab of the highlighted case

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EDIT OPTIONS

IMPORTANT NOTE:

After the barcode on the Submission Form has been scanned into the BEAST at the laboratory, editing and deleting is no longer possible!

Edit Case Info

Open a case and select the **(1) Case Info** tab

Select **Edit**

Make changes to the appropriate fields and select **Save**

Note: Selecting **Cancel** will clear all fields of any unsaved information.

Edit Names

Open a case and select the **(2) Names** tab

Highlight the name to be edited

Select **Edit**

Make changes to the appropriate fields and select **Save**

Note: Selecting **Cancel** will clear all fields of any unsaved information.

Edit Items

Open a case and select the **(3) Items** tab

Highlight the item to be edited

Select **Edit**

Make changes to the appropriate fields and select **Save**

Note: Selecting **Cancel** will clear all fields of any unsaved information

Edit Lab Submission

If a case has been saved but not yet submitted/scanned at the laboratory:

Open a case and select **(4) Lab Submission** tab

Verify the **Submission #** is correct by using either the blue left/right arrow buttons or the drop-down menu to select the correct submission number

Note – The items listed in different Submission #'s may vary.

Select **Edit** and make any desired changes in the appropriate text fields, or Select Analysis fields and select **Save**

Edit (deselect) Names associated with a Submission number

Important note: By default, all names entered will be included with a submission

If you do not want all names submitted:

Open a case and select **(4) Lab Submission** tab

Use the drop-down arrow to select the submission #

Select **Sub. Names**

Uncheck the names that you do not wish to be included with the submission and select **Save**

ADD OPTIONS

Add Names to a Case

Open a case and select the **(2) Names** tab

Select **Add**

Complete fields

Select **Save**

Refer to **Step 2. Add Case Names**, page 6

Add Items to a Case

Open a case and select the **(3) Items** tab

Select **Add**

Complete fields

Select **Save**

Refer to **Step 3. Add Case Items**, page 8

Add a Lab Submission to a Case

Open a case and select **(4) Lab Submission** tab

Use the drop-down arrow next to the Submission # field to verify how many submissions have already been created

Select **Add** and verify that the Submission # is the next in the sequence

Complete the text fields and the "Analysis Requested" fields as needed

Select **Save**

Refer to **Step 4. Submit to the Laboratory**, page 10

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DELETE OPTIONS

IMPORTANT NOTE:

After the barcode on the Submission Form has been scanned into the BEAST at the laboratory, editing and deleting is no longer possible!

Delete a Case

Open a case and select the (1) Case Info tab

Select **Delete**

A box will appear asking, "Are you sure you want to delete?"

Select **OK**

Important note: If you highlight a field in this tab and select Delete, the entire case will be deleted, not just the information in the highlighted field.

Delete Names

Open a case and select the (2) Names tab

Highlight the desired name and select **Delete**

Important note: If you highlight a field in this tab and select Delete, the full name will be deleted, not just the information in the highlighted field.

Delete Items

Open a case and select the (3) Items tab

Highlight the desired item and select **Delete**

Delete a Lab Submission

Important note: After the barcode on the Submission Form has been scanned into the BEAST at the laboratory, deleting a submission is no longer possible!

If a case has been saved but not submitted:

Open a case and select the (4) Lab Submission tab

Select the desired Submission number to be deleted.

Select **Delete**

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DUPLICATION OF INFORMATION (DUPE) OPTIONS

Dupe an Item

Open a case and select the (3) Items tab

Highlight the item to be duplicated

Select **Dupe** – The Package, Type, and Description fields will automatically populate.

The user must complete the Property # and Date Collected fields and select **Save**

Dupe a Name

Open a case and select the (2) Names tab

Highlight the name to be duplicated

Select **Dupe** – The Type, Last, First, Middle, and Sex fields will automatically populate.

The user may edit fields as necessary and select **Save**

Dupe Analysis Requested

Open a case and select the (4) Lab Submission tab

Highlight the item for which the user wants to select an analysis

Select **Dupe**, and the field will fill with all the analyses selected for the last item

Select **Save**

CANCEL OPTIONS

Cancel in Case Info/Names/Items/Lab Submission tabs

The **Cancel** button is only activated after selecting the Add or Edit button in any tab.

Selecting **Cancel** will clear all fields of any unsaved information.

FINDING YOUR REPORT

Lab Web -V8.13r Department: In House Testing [IHP] / User Name: Amy Duhaime

Department: In House Testing [IHP] / User Name: Amy Duhaime



RI STATE CRIME LABORATORY
41 Lower College Road
Kingston, RI 02881
401-874-2893 Voice
401-874-4868 Fax

- [Pending Assignments](#)
- [Evidence Prelog](#)
- [Case Inquiry](#)
- [Recent Submissions \(30 days\)](#)
- [Download Forms](#)
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- [User Info](#)
- [Admin Check](#)

THIS EVIDENCE IS BEING SUBMITTED FOR EXAMINATION BY THE RI STATE CRIME LABORATORY (RISCL) IN CONNECTION WITH AN OFFICIAL INVESTIGATION BY A LAW ENFORCEMENT AGENCY. THIS EVIDENCE HAS NOT BEEN EXAMINED BY ANY OTHER LABORATORY, UNLESS NOTED. THE RISCL MAY PERFORM OTHER EXAMINATIONS IN ADDITION TO OR INSTEAD OF THOSE REQUESTED. THE RISCL MAY SHARE INFORMATION CONCERNING THE RESULTS OF THESE EXAMINATIONS WITH OTHER AUTHORIZED FEDERAL, STATE AND LOCAL LAW ENFORCEMENT AGENCIES UNLESS OTHERWISE REQUESTED. THE RISCL MAY USE BASIC CASE DATA FOR STATISTICAL REPORTING. BY SUBMITTING EVIDENCE TO THE RISCL, THE CUSTOMER AGREES TO RECEIVE A SIMPLIFIED VERSION OF THE REPORT. THE RISCL COMPLIES WITH ALL SUBPOENAS.
Dennis C. Hilliard, M.S., Director

Log into Prelog and click Case Inquiry

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Lab Web -V8.13r Department: In House Testing [IHP] / User Name: Amy Duhaime

Department: In House Testing [IHP] / User Name: Amy Duhaime

Agency	<input type="text"/>	<input type="checkbox"/> Partial Number Search	
Offense Location	<input type="text"/>	First Name	<input type="text"/> <input type="checkbox"/> Soundex
Department Case #	<input type="text"/>	<input type="checkbox"/> Completed Reports Only	
Last Name	<input type="text"/>	Case Type	-- No Selection --
Lab Case Number	<input type="text"/>		
Case Officer	<input type="text"/>		
Offense Type	-- No Selection --		
Date Completed	<input type="text"/>	To	<input type="text"/>

Select a case		
Case Name	Total Reports Online	Agency Department Ca
Find	Open Case	Back

Enter your department number and click Find. You do not have to fill in the other fields.

Department: In House Testing [IHP] / User Name: Amy Duhaime

Agency	<input type="text"/>		
Offense Location	<input type="text"/>		
Department Case #	Test case 001	<input type="checkbox"/> Partial Number Search	
Last Name	<input type="text"/>	First Name	<input type="text"/> <input type="checkbox"/> Soundex
Lab Case Number	<input type="text"/>	<input type="checkbox"/> Completed Reports Only	
Case Officer	<input type="text"/>	Case Type	-- No Selection --
Offense Type	-- No Selection --		
Date Completed	<input type="text"/>	To	<input type="text"/>

Search Results...

Select a case		
Case Name	Total Reports Online	Agency Department Cas
V- Geller, Monica	3	In House Testin TEST CASE 00
S- Green, Rachel	3	In House Testin TEST CASE 00

Find **Open Case** Back



When the case comes up, click Open Case.

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Department: In House Testing [IHP] / User Name: Amy Duhaime

Case Information

Department Case #: TEST CASE 001 Agency : In House Testing [IHP] Lab Case Number : 19-626 Case Officer : Amy Duhaime Case Type : BE - Breaking and Entering	<input type="button" value="Back"/>
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Approved Reports

Report #	Section	Analyst Name	Date Completed	Status	Download Report	Items
1	TRAC	Amy S. Duhaime - Rhode Island State Crime Laboratory	12/4/2019	Completed	<input type="button" value="Download"/> 	<input type="button" value="Items"/>
3	LP	Amy S. Duhaime - Rhode Island State Crime Laboratory	12/4/2019	Completed	<input type="button" value="Download"/>	<input type="button" value="Items"/>
4	FA	Amy S. Duhaime - Rhode Island State Crime Laboratory	12/11/2019	Completed	<input type="button" value="Download"/>	<input type="button" value="Items"/>

Pending Assignments

Sequence/Update	Priority	Section	Status	Analyst Name	Date Assigned	Items

Submissions

Received Date	Department #	Lab Case #	Submission # Tracking #	Case Type
12/4/2019	TEST CASE 001	19-626	1	Breaking and Entering
12/4/2019	TEST CASE 001	19-626	2	Breaking and Entering
12/13/2019	TEST CASE 001	19-626	3	Breaking and Entering

Case Names

Type	Last Name	First Name	Middle Name	Sex	Race	Date Of Birth
Victim	Geller	Monica		F	W	4/3/1962
Suspect	Green	Rachel		F	W	2/12/1960

Click download to retrieve reports.