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Washington, DC 20531
ATTN: DNA survey

Form **CLAB-1**
(01-30-01)

2001 National Study of DNA Laboratories

U.S. Department of Justice
Office of Justice Programs

(Please correct any error in name, mailing address, and zip code.)

Information supplied by

Name				Title		
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FROM THE ACTING DIRECTOR, BUREAU OF JUSTICE STATISTICS

The Bureau of Justice Statistics (BJS) is conducting this Study of DNA Laboratories. Your forensic crime laboratory has been identified as a laboratory performing DNA analyses and has therefore been included in this survey.

The survey is also available for you to fill out on the BJS website. To use the website option please refer to your user ID and password provided on the label above.

In developing this survey, we consulted with various members of the forensic community to ensure the collection of useful information. We have also limited the number of questions to ease the burden of completing the survey. To provide timely results, we ask that you complete the survey by **March 15, 2001**.

The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. 3732), authorizes the collection of these data. The request for information is in accordance with the clearance requirement of the Paperwork Reduction Act of 1980, as amended (44 U.S.C. 3507). Although your participation is voluntary, the cooperation of each laboratory is essential to make the survey results accurate and comprehensive.

Thank you for your cooperation in this important data collection effort.

Sincerely,

Lawrence A. Greenfeld
Deputy Director, Bureau of Justice Statistics

Burden Statement

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing sources, gathering and maintaining the data needed, and completing and reviewing the collected information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Law Enforcement Unit, Bureau of Justice Statistics, Washington, DC 20531; and to the Office of Management and Budget, OMB Number 1121-0229, Washington, DC 20503.

General Instructions

If your laboratory does not perform any DNA testing, please write "No DNA testing" on the front of this form and return it in the enclosed envelope. If you do perform DNA testing please complete the survey and mail to **Bureau of Justice Statistics, 810 7th Street NW — 2nd Floor, Washington, DC 20531** by **March 15, 2001**, or FAX (all pages) to (202) 307-5846.

If you have any questions or need assistance in completing the survey, please call Greg Steadman at (202) 616-3284 or email: Steadman@ojp.usdoj.gov. The final report presenting these data will be sent to you when available.

Glossary of Terms

Administrative manager - an individual who is accountable for the administrative functions of the laboratory, such as budget, personnel and facilities management.

ASCLD-LAB - Association of Crime Laboratory Directors-Laboratory Accreditation Board

CAP - College of American Pathologists

Case - One criminal incident or event that results in a request for analysis being made to the laboratory.

CODIS - Combined DNA Index System

CODIS manager - individual who is accountable for CODIS operations.

DAB - DNA Advisory Board

Examiner/analyst - an individual who conducts and/or directs the analysis of samples, interprets data and reaches conclusions.

Exclusions - a case in which all suspects are excluded as matches to samples taken from evidence.

Full-time staff - Individuals who work 35 hours a week or more.

Inclusion - Case in which at least one person is identified as matching a sample taken from evidence.

Inconclusive - A case that does not have any inclusions and at least one comparison cannot be determined to be a match or not.

Known subject case - Case is received with at least one individual for comparison to evidence samples.

Laboratory support - Individuals who perform laboratory duties and do not analyze samples.

LDIS - Local DNA Index System

NDIS - National DNA Index System

NFSTC - National Forensic Science Technology Center

Part-time staff - Individuals who work less than 35 hours a week.

SDIS - State DNA Index System

State-wide laboratory system - A set of laboratories with a centrally located office that handles administrative functions for all laboratories within the system.

Subject - includes suspects in a case and others not yet formally charged

Technical leader or manager - the individual who is accountable for the technical operations of the laboratory.

Technician - an individual who performs analytical techniques on samples under the supervision of a qualified examiner/analyst and/or performs DNA analysis on samples for inclusion in a database. Technicians do not evaluate or reach conclusions on typing results or prepare final reports.

TWGDAM - Technical Working Group on DNA Analysis Methods

Unknown subject case - Case is received with no individuals for comparison to evidence samples.

Section I – ORGANIZATION ISSUES

1. Is your laboratory part of a state-wide laboratory system?

- No
- Yes

2. As of January 1, 2001, was your crime laboratory accredited by any organization?

- No - Has your laboratory applied for accreditation?
 - Yes
 - No - **Has your laboratory had a pre-accreditation inspection by an accredited laboratory?**
 - No
 - Yes
- Yes - **By which organization?**
 - ASCLD-LAB
 - CAP
 - NFSTC
 - Other - *Specify*

3. Which personnel and procedural guidelines does your DNA laboratory follow?

- Quality Assurance Guidelines of FBI
- SWGDAM
- None
- Other - *Specify*

4. What other responsibilities does your crime laboratory have?

- Mark (X) to all that apply.
- Firearms/toolmark/footwear/tireprint examination
 - Trace analysis
 - Latent print analysis
 - Fire debris
 - Explosive residue
 - Controlled substance
 - Conventional serology
 - Toxicology
 - Blood alcohol
 - Questioned documents
 - Computer crime investigation
 - Crime scene investigation
 - Other - *Specify*

Section II – BUDGET

5. Can you identify budget amounts used for your DNA laboratory?

- No
- Yes

6. What is the annual budget for the entire crime laboratory and, if available, for your DNA laboratory? Please mark (X) if you estimated the reported amounts.

	Entire laboratory budget	Est.	DNA laboratory budget	Est.
1999	\$		\$	
2000	\$		\$	

Section III – STAFFING

7. How many people did you have working in the following DNA-related positions as of January 1, 2001? Count a staff member with multiple responsibilities only once, using his/her primary duty.

	Full time	Part time
a. Managerial/administrative		
Administrative manager		
CODIS manager		
Support staff		
b. Technical staff		
Technical leader		
Examiner/analyst		
Technician		
Laboratory support		
c. Total		

8. As of January 1, 2001, how long had your DNA technical leader been in his/her position?

Specify years and months

Years	Months

Section IV – WORKLOAD

9. What agencies/organizations sent you DNA cases for analysis in 2000? Mark (X) to all that apply.

- State corrections department
- State police department
- Local police/sheriff's department
- Medical examiner
- Other - *Specify*

10. Does your laboratory have for tracking cases a Laboratory Management Information System?

- No
- Yes

11. How does your laboratory count DNA caseloads?

Mark (X) to all that apply.

- By case (multiple pieces of evidence and samples per case)
- By sampled evidence (multiple samples per piece of evidence)
- By individual sample
- Other - *Specify*

12. How many DNA cases of the following types did your laboratory receive, and how many were analyzed by your laboratory?

	Known subject cases		Unknown subject cases	
	Received	Analyzed	Received	Analyzed
1999				
2000				

13. How many convicted offender samples did your laboratory receive and analyze?

	Convicted offender samples	
	Received	Analyzed
1999		
2000		

14. As of January 1, 2001, how many backlogged convicted offender sample (in the laboratory more than 10 days) and backlogged cases (complete sets of samples ready for analysis for more than 15 days) did your laboratory have?

	Number in backlog
Known subject cases	
Unknown subject cases	
Convicted offender samples	

Section V – USE OF PRIVATE LABORATORIES

15. Did your laboratory contract with a private laboratory to do DNA testing in 2000?

- No
- Yes - **What are the names of the private laboratories contracted?**

16. What is the total number of DNA cases and samples contracted with private laboratories to be analyzed?

	Known subject cases	Unknown subject cases	Convicted offender samples
1999			
2000			

17. As of January 1, 2001, did any contracted private laboratories have a backlog of DNA cases or samples?

- No
- Yes - **How many samples/cases were in the backlog on 01/01/01?**

	Number in backlog
Known subject cases	
Unknown subject cases	
Convicted offender samples	

Section VI – PROCESS/PROCEDURES

18. What types of DNA case submissions will your laboratory accept?

- Any criminal case
 - All known subject cases
 - Certain known subject cases - *Specify*
-
- All unknown subject cases
 - Certain unknown subject cases - *Specify*
-

19. Does your laboratory have a priority system for assigning/starting DNA cases?

- No
 - Yes - **Which criteria are used?**
- Date evidence is received
 - Court date
 - Prison release date
 - Prosecutor request
 - Other - *Specify*

20. When does your laboratory regularly report DNA test results?

- When a match is found
- When all laboratory testing is completed
- When an analytical report is completed
- Other - *Specify*

21. To which agencies does your laboratory regularly report DNA results? - Mark (X) to all that apply.

a. For casework:

- Only the agency/office that submitted the case
- Prosecutor's office
- Investigating office
- Public defender's office
- Other - *Specify*

b. For convicted offender samples:

- Corrections department
- Sexual offender registry/database
- CODIS office (LDIS, SDIS, or NDIS)
- Other - *Specify*

22. Do you maintain a local DNA database, e.g. LDIS, either computerized or as a paper listing?

- No
- Yes - **Who has access?** - Mark (X) to all that apply.
 - Laboratory personnel
 - State police department
 - Prosecutor's office
 - Local police departments
 - Other - *Specify*

23. Does your laboratory have a program for looking at inactive, closed, or previously analyzed cases?

- No
- Yes - **for cases when —**
 - Requested by submitting agency
 - DNA was not tested before
 - DNA was tested with earlier method
 - Other - *Specify*

24. Does your laboratory have a policy to minimize the number of samples taken per case/submission?

- No
- Yes - *Specify*

25. Does your laboratory save DNA samples for retesting?

- No - SKIP to item 29
- Yes

Section VII — STORAGE TYPE AND CAPACITY

26. At what climate are the DNA samples saved for retesting?

- Ambient
- Refrigerated
- Frozen
- Ultra-frozen

27. How many DNA samples can your storage system handle?

Number of samples: _____

28. Does your laboratory have a written policy regarding sample disposition?

- No
- Yes - *Specify*

Section VIII — EQUIPMENT/SUPPLIES

29. How many thermalcyclers does your laboratory have?

Make/model	Quantity

30. How many of each of the following analyzers does your laboratory own?

Make/model	Quantity
ABI310	
ABI373	
ABI377	
ABI3700	
Hitachi/FMBIO	
FluorImager	
Other	
Total	

31. Did your laboratory use robotics/automated processing in DNA analysis as of January 1, 2001?

- No - Do you plan to use automation in the next 2 years?
 - No
 - Yes
- Yes - Mark (X) to all stages where automation is used.
 - Spotting/Aliquoting
 - Extraction
 - PCR reaction set up
 - Separation/Analysis
 - Other - *Specify*

32. Which test kits/analyses are used for DNA typing by your laboratory and contracted private laboratories? - Mark (X) to indicate kits used.

Test kits/ control	Casework evidence		Convicted offender samples	
	In- house	Con- tracted	In- house	Con- tracted
RFLP				
DQ Alpha				
Polymarker				
D1S80				
MtDNA				
Powerplex				
Powerplex II				
Profiler				
Profiler Plus				
SGM				
CoFiler				
Do not know				
Other - Specify				