



ATF-LS-E22 Bomb and Arson Tracking System (BATS)	Published Online: March 2018
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I. Scope

This Policy is applicable to all Laboratory Services Forensic Science Laboratories.

II. References

ATF LS 4.13.2 Case Records

BATS User Manual

ATF O 3700.2A 1 Criminal Enforcement Intelligence Program

Standard Operating Policies and Procedures

III. Apparatus/Reagents

The Bomb and Arson Tracking System is a web-based information management system which requires a computer work station with internet access.

IV. Procedure

When issuing lab reports containing information regarding an explosive or incendiary device, examiners should attempt to ensure that the information from the “Examination/Analysis and Interpretation of Results” section of their report is recorded in BATS and that any existing information in the BATS Incident record accurately reflects what was determined during laboratory analysis. If no Incident exists in the system, the examiner should contact the submitting agent and request that one be generated.

When accessing the record in BATS, the examiner will add the Examination/Analysis and Interpretation of Results section of the lab report to the BATS record as a narrative. The examiner will also check the information in the data fields of the BATS record against their lab report. If the information initially entered into the system requires changes or additional information needs to be added based on laboratory analysis, the following procedures should be followed:

- If the BATS record holder (listed in BATS under Investigator Name) is an ATF agent, the agent will be notified and the appropriate adjustments to the record will be made.
- If the BATS record holder is an individual from another agency, no changes will be made until the ATF agent is notified (if an ATF Investigation Number has been assigned) and the BATS record holder is notified and grants the examiner access to the record. The examiner may request access to the BATS record by contacting the record holder/investigator by email (an email is automatically created when clicking on the record holder’s email address in BATS). Once the examiner is granted access by the BATS record holder, the appropriate changes can be made to the record.

If a write access request is denied, the communication will be documented in the case record and no further action is required. In general, a good faith effort should be made by the examiner to ensure that the BATS record is correct.

BATS entries will be documented in the case record.

V. Controls

Each user will create and use a password to access BATS. Each incident is assigned a unique BATS Incident ID and audit trails for the record are maintained electronically within BATS, including usernames and timestamps. BATS is certified as secure under the Federal Information Security Management Act (FISMA) and is Section 1194.21 compliant (Software Applications and Operating Systems).