



ATF-LS-FB22 Staff DNA Index	Published Online: March 2018
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1. Scope

The Staff Index is a database of DNA profiles from Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) staff members who may come in contact with evidence in the course of their routine duties. ATF staff members may include: laboratory staff, special agents, explosive enforcement officers, task force officers, contractors, and interns involved in processing scenes and handling evidence, as well as building maintenance personnel and visitors (e.g. maintenance contractors or instrument repair personnel, attorneys and local officers) who may enter a room where evidence is processed. The purpose of the DNA Staff Index is to detect contamination of DNA profiles resulting from individuals who handled the evidence during, or after, the investigation or those who may enter evidence processing laboratories during the course of routine duties. Comparing and eliminating the DNA profiles of ATF staff members augments the value and integrity of the potential leads that may be derived from the DNA collected at crime scenes.

The DNA Staff Index is maintained electronically on the Laboratory's Combined DNA Index System (CODIS) server. There are three levels of CODIS: the National DNA Index System (NDIS), the State DNA Index System (SDIS), and the Local DNA Index System (LDIS). The ATF DNA Staff Index is stored at the LDIS (Local DNA Index System) level and can only be accessed by the members of the ATF Laboratory's DNA Unit. Each ATF Staff DNA profile is assigned an anonymous identifier. There are no names maintained on the CODIS server, only the anonymous identifiers. A separate computer contains the secure file that coordinates the anonymous identifiers with the names of the ATF staff members.

2. References

- 2.1. The genetic information nondiscrimination act (2008), 42 U.S.C. § 2000FF-1 (b)(6).
- 2.2. Federal Bureau of Investigation, Quality Assurance Standards for Forensic DNA Testing Laboratories, (current version).
- 2.3. Federal Bureau of Investigation, Quality Assurance Standards for Databasing Laboratories, (current version).
- 2.4. ATF-LS-FB19 CODIS Manual.

3. Equipment

- 3.1. Disposable gloves
- 3.2. Eye protection
- 3.3. Lab coat

4. Safety/Quality Assurance

- 4.1. All samples must be handled, prepared and processed in the dedicated reference areas of the laboratory, which are not used for casework evidence processing.
- 4.2. Disposable gloves shall be worn when handling swabs.
- 4.3. Lab coat and eye protection must be worn at all times while processing reference samples in the lab.

5. Procedure

- 5.1. Each sample will be assigned an anonymous ATF Staff Index Specimen ID number for tracking on the CODIS server.
- 5.2. The list of names and corresponding Staff Index Specimen ID numbers will be maintained in a secure file, separate from the CODIS server or workstation(s).
- 5.3. **In-house processing of Staff Index samples**
 - 5.3.1. All Staff Index samples will be processed and analyzed according to current ATF protocols.
 - 5.3.2. A data review will be conducted on all of the data from the Staff Index samples and associated control samples.
 - 5.3.2.1. This data review shall be conducted by a qualified examiner other than the one who conducted the analysis.
 - 5.3.2.2. The data review will be documented on the *Staff Index Sample Review Form*.
 - 5.3.2.3. To successfully pass the data review, the following conditions must be met:
 - All DNA types must be supported by the raw or analyzed data (electropherograms).
 - Correct types must be obtained for the amplification positive control sample(s).
 - No true allelic peaks can be observed in the reagent blank or amplification negative control samples.
 - 5.3.3. Samples that successfully pass the data review shall be entered into CODIS in the Staff Index. The samples may be exported from the GeneMapper® IDX software and imported into CODIS or entered by hand. The Specimen Category of “Staff” shall be used for the DNA profiles of all ATF Staff members.
 - 5.3.4. Following entry into CODIS, but prior to the next search conducted, the sample data will be verified by a qualified DNA analyst with access to CODIS, other than the one who conducted the data review. This verification ensures that the DNA types in CODIS match the DNA types from the data for that sample. This verification is documented on the *Staff Index Sample Review Form*.
 - 5.3.5. The *Staff Index Sample Review Form* will be maintained with the sample data.
 - 5.3.6. Staff Index samples shall remain at the LDIS level and cannot be uploaded to the SDIS or NDIS levels.
- 5.4. **Outsourcing of Staff Index samples**
 - 5.4.1. On occasion, it may be necessary to outsource Staff Index Samples to a qualified vendor. The requirements for qualifying a vendor may be found in ATF-LS-FB26 Outsourced Casework Samples.
 - 5.4.2. Preparing Staff Samples
 - 5.4.2.1. The samples being sent to the vendor laboratory for analysis will be labeled with the ATF Staff Index Specimen ID number only.
 - 5.4.2.2. No identifying markings (name, badge number, post of duty, etc.) will be included on the samples sent to the vendor laboratory. The samples should be placed in new packaging if necessary.
 - 5.4.3. Sending Samples for Analysis
 - 5.4.3.1. Samples sent to the vendor laboratory will be organized into batches. A list of the ATF Staff Index Specimen ID numbers for the samples in each batch will be compiled and provided to the vendor laboratory along with the samples.
 - 5.4.3.2. Each batch of samples sent for analysis shall include at least one ATF Staff sample previously analyzed by ATF. These previously analyzed samples will serve as Quality Assurance (QA) samples.

- 5.4.3.3. The samples will be delivered to the vendor laboratory by a secure, traceable means (such as FedEx) or hand delivered. If the samples are hand delivered, an acknowledgement of receipt (including date) shall be obtained.
- 5.4.4. Reviewing Data Received
- 5.4.4.1. A review will be conducted on all of the data from the Staff Index samples and associated control samples processed by the vendor laboratory. The control samples should include, but are not limited to, the reagent blanks, positive and negative amplification controls, internal sizing standards and allelic ladders.
- 5.4.4.2. The data review shall be conducted by a DNA analyst, currently or previously qualified in the technology, analysis platform and amplification kit used to generate the DNA data.
- 5.4.4.3. The data review will be documented on *the Staff Index Sample Review Form*.
- 5.4.4.4. To successfully pass the data review, the following conditions must be met:
- All DNA types must be supported by the raw or analyzed data (electropherograms).
 - Correct types must be obtained for the amplification positive control sample(s).
 - Correct types must be obtained for the QA samples.
 - No true peaks observed in the reagent blank(s) or amplification negative control samples.
- 5.4.5. After successfully passing the initial data review, the samples will be entered into the Staff Index in CODIS by importing the electronic file supplied by the vendor laboratory.
- 5.4.6. Following entry into CODIS, but prior to the next search conducted, the sample data will be verified by a qualified DNA analyst with access to CODIS. This verification ensures that the DNA types in CODIS match the DNA types from the data for that sample. This verification is documented on the *Staff Index Sample Review Form*.
- 5.4.7. The *Staff Index Sample Review Form* will be maintained with the sample data.
- 5.4.8. Samples or batches that do not pass the technical data review will be evaluated for return to the vendor laboratory for re-analysis.
- 5.4.9. The remainder of the samples sent to the vendor laboratory will be returned to the ATF Laboratory after analysis.