

DNA Analyst Training Laboratory Training Manual

Protocol 8.01 Forensic Biology Report Wording



This laboratory protocol (or part thereof) has been provided as an example of a laboratory SOP, courtesy of the Illinois State Police. It has been included for training and example purposes only.

PRESIDENT'S
DNA
INITIATIVE



REPORT WORDING

Most forensic biology reports can be written in the short format described below.

I. SUBMITTED

This section contains a brief description of the exhibits submitted. A description of the packaging is not necessary. The description should contain the following items where appropriate: color, size, brand, and source (if identified on the packaging or evidence receipt).

II. FINDINGS

This section contains a brief description of the results of the examination or analysis. It is not necessary to list the actual tests performed. In many cases, the findings will consist of the name of the substance identified or a description of the materials observed.

III. CONCLUSION

This section is provided to help explain to the report reader what the examination findings mean.

IV. ADDITIONAL COMMENTS

This section may include:

- A. Requests for additional samples to be submitted.
- B. Explanations of inconclusive findings or reasons why certain exhibits were not examined or compared.
- C. Statements encouraging contact with the investigator such as, "If you have any questions regarding this report, feel free to contact me."

FORENSIC BIOLOGY REPORTING

CRITERIA

RECOMMENDED REPORT FORMAT

1. Blood or Buccal Standards

Stain card or Buccal swabs enclosed "Preserved"

Stain card prepared "Portion preserved"

2. Bloodstains

a. Small stains that would be consumed by any testing "No testing at this time due to small sample size. Stain preserved."

b. Positive results

Kastle-Meyer (K.M.)+ only
Exhibit X submitted for DNA analysis." "Blood indicated" - or- "Blood indicated.

Small stains that would be consumed by species testing "Blood indicated; no further testing due to small sample size. Stain preserved."

Non-probative scene stains "Blood indicated. Further analysis will be conducted upon request."

Non-probative bloodstains in kit swabs and panty crotches "Blood indicated."

Note: Species testing should only be conducted in those instances when identification of species is needed prior to DNA testing, i.e. to obtain suspect standards.

K.M.+species+ "Human material identified.
(Blood indicated.)"

c. Inconclusive results

K.M., Inc. "Examination for blood inconclusive."

Anti-human, Inc.	"Could not be identified as human material."
Anti-species (non-human), Inc.	"Species origin could not be determined."
d. Negative test results/insufficient samples	
K.M., negative, no other tests performed	"No blood indicated."
K.M., negative, any other chemical tests for physiological fluids negative species + human	"Human material identified."
Anti-human, negative	"Could not be identified as human material."

Attachment 1: Example - Forensic Biology Report

<u>Exhibit</u>	<u>Item Submitted</u>	<u>Findings</u>
#1		"Blood indicated: - or- "Blood indicated. Exhibit X submitted for DNA analysis."
#2		"Blood indicated" -or- "Blood indicated. Exhibit X submitted for DNA analysis."
	Anti-species (non-human), negative	"Species origin could not be determined."
	Insufficient sample	"Insufficient sample for further testing."
3. Physiological Fluids		
a. Positive test results		

Saliva

saliva chemical test + (amylase test on questioned stains) "Saliva indicated."

saliva chemical test + (amylase on known saliva standards) "Saliva indicated."

Amylase detected in levels indicative of saliva. Amylase is found in high levels in saliva but can also be found in other body fluids.

Urine

urine chemical test + (urea nitrogen test) "Urine indicated."

creatinine test + "Urine indicated."

Urea nitrogen detected in level indicative of urine. Urea nitrogen is found in high levels in urine, but can also be found in other body fluid such as concentrated perspiration.

Fecal Material

fecal material chemical test + (urobilinogen test) "Fecal material indicated."

Vaginal Secretion

Lugol's stain positive "Vaginal secretions indicated."

Semen

AP +3 to +4, no other tests conducted "Semen indicated."

P30 by ABACard:
+within 10 minutes "Semen identified."

Micro search for sperm positive "Semen identified." - or -
"Few spermatozoa identified." - or -
"Trace spermatozoa identified." - or -
"A small number of spermatozoa identified."

b. Inconclusive results, Inc.

Saliva

Saliva chemical test, Inc. "Examination for saliva inconclusive."

Urine

Urine chemical test, Inc. "Examination for urine inconclusive."

Fecal Material

Fecal material chemical test, Inc. "Examination for fecal material inconclusive."

Vaginal Secretion

Lugol's stain (Inc., i.e. low percentage of cells +) "Examination for vaginal secretions inconclusive."

Semen

P30 inconclusive "Examination for semen inconclusive."

AP not indicative of seminal material "Preliminary examination for semen inconclusive"

AP +1to +2, no other tests conducted.

Optional: "No confirmatory tests conducted at this time."

c. Negative test results/insufficient sample

Saliva

Saliva chemical test negative "No saliva indicated."

Urine

Urine chemical test negative "No urine indicated."

Fecal Material

Fecal material chemical test negative "No fecal material indicated."

Vaginal Secretion

Lugol's stain negative

"No vaginal secretion indicated."

Semen

AP test negative, no other tests performed

"No semen indicated."

AP test positive, Micro test for sperm (KPIC) negative

"No spermatozoa identified."

P30 by ABACard negative, no micro test for sperm (KPIC) conducted

"No semen indicated."

AP test negative, P30 by ABACard negative, micro test for sperm (KPIC) negative

"No semen identified."

Insufficient sample

"Insufficient sample for further testing."

4. Fingernail scrapings

1) Debris observed under stereoscope

"Debris observed."

2) Nothing observed under stereoscope

"No debris observed."

5. Hair

Reporting format:

1) Known standard

"Standard for comparison."

2) Hairs collected from other evidence

"Hairs collected."

- or -

"Apparent hairs collected."

-or-

"This item was taped for removal of debris."

6. Fibers

- 1) Fibers collected from other evidence "Fibers collected."
 - or -
 "Apparent fibers collected."
 -or-
 "This item was taped for removal of debris."

7. Stabhole Examinations

- a. Positive Test Results "Hole(s) in garment could have been made by (Exhibit #, weapon)."
- b. Inconclusive Test Results "Comparison of hole(s) in garment with (Exhibit#, weapon) was inconclusive."
- c. Negative Test Results "Hole(s) in garment could not have been made by (Exhibit#, weapon)."

8. Requests

- a. At such time as known blood or buccal samples from _____ are submitted, the possible source of the _____ indicated/identified on the evidence may be determined.
- b. When all appropriate standards are submitted, further analysis may be conducted.
- c. At such time as fifty known pulled head hairs from the _____ and twenty five known pulled pubic hairs from the _____ are submitted, comparisons with the evidence hairs may be conducted.
- d. In the event sexual contact occurred at any time within three days (72 hours) prior to the alleged sexual assault, it is necessary to obtain known blood or buccal samples and head and pubic hair standards from all individuals with whom sexual contact had occurred.
- e. When semen is identified in a sexual assault case:
1. Pending DNA results, hair standards may be requested at a later date.
 2. Pending DNA results, no examinations were performed on Exhibit # at this time. If at a later date it is determined that the value of this evidence can significantly aid this case, please advise.

- f. Microscopy evidence (specify type) was collected in this case. Please advise if comparisons are important to your investigation, and ensure that all standards (specify type) can be collected.
- g. Sexual assault cases where consent is the issue:
“No further analysis was conducted on the semen identified on Exhibit(s) # . If at a later date further analysis is necessary, please have the state’s attorney contact the laboratory.”

9. Evidence disposition

- a. “Portions of Exhibit(s) # will be submitted for DNA analysis. Those findings will be the subject of a separate report.”
- b. “Exhibit # will be retained in our evidence vault and should be picked up within thirty days.”
- c. “DNA analysis will be conducted on this case and will be the subject of a separate report.”

10. Miscellaneous Biological Samples

- a. “Sample preserved.” (To be used when no forensic biology testing is performed)

October 1, 1999

ATTENTION
SHYTOWN POLICE DEPARTMENT
111 WINDY STREET
SHYTOWN, IL 60001

RE: Agency #0000-99
Lab #T99-0000

OFFENSE: Aggravated Battery
VICTIM: Felix Black
SUSPECT: Oscar White

RECEIVED: September 15, 1999 **FROM:** Evidence Locker #31

The following is a summary of the analytical findings:

<u>EXHIBIT</u>	<u>ITEM SUBMITTED</u>	<u>FINDINGS</u>
#1	Blue K-Mart shirt, size M, reportedly from Oscar White	Human blood identified.
#2	Buck folding knife, 8¾ inches overall length	Human blood identified.
#3	Blood sample from victim Felix Black	Portion preserved.
#4	Blood sample from suspect Oscar White	Portion preserved.

EVIDENCE DISPOSITION

Portions of Exhibits 1, 2, 3, and 4 will be submitted for DNA analysis. Those findings will be the subject of a separate report.

The remaining evidence will be held in the laboratory vault and should be picked up within thirty days.

If you have any questions regarding this report, feel free to contact me.

Respectfully submitted,
John Smith
Forensic Scientist II

JS:d

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