Purpose

The purpose of this procedure is to provide general requirements and guidance for reporting results and conclusions.

Scope

This SOP applies to all technical personnel at LSDFC.

Guidelines and Requirements

- ISO/IEC 17025: 2017 (E) Standards
- R104 - A2LA General Requirements – ISO/IEC 17025:2017 Accreditation of Field Testing and Field Calibration Laboratories
- P113- A2LA Policy on Measurement Traceability for Life Sciences Testing and Forensic Conformity Assessment Bodies (CABs)
- P102a – A2LA Policy on Metrological Traceability for Life Sciences Testing and Forensic Conformity Assessment Bodies for all Calibrations and Verifications of Measurement and Test Equipment
- AABB's Guidelines "Guidance for Standards for Relationship Testing Laboratories", 12th Edition.

Reagents/Materials/Equipment

Case Records

Procedure

Reporting Test Results

1. Reports shall be typed on LSD&FC Letter head
2. The title of the report shall be printed on top of each page of the report

3. The report date, case number, and pagination (i.e. page x of y) shall be on each page of the report

4. The report of analysis shall include the following information:

- The name and address of the Center
- The LSD&FC Case Number
- The Name and address of the customer
- The customer's case reference number, if available
- Names of involved individuals (i.e. victim and suspect), if available
- Date items received and method of delivery
- Name of individual delivering the items if hand-delivered
- Items number and description of items received
- Methods used
- Reference to sampling plan, if applicable
- Reference to Uncertainty of Measurement, if applicable
- Dates of performance of the testing
- Changes to the test methods
- Information on specific test conditions, such as environmental conditions when necessary for the interpretation of results

5. When two or more analysts are examining evidence from a submission, each analyst will list only the items that they examined.

6. Items not examined shall be listed on the report.

7. The findings and conclusions shall relate to the items tested.

8. Units of measurements shall be clearly stated, if applicable.

9.A statement regarding controls (reagent blank, positive, and negative controls) shall be included in the report (e.g. All controls in each stage of analysis performed as expected).

10. When samples are not amplified due to the quantification results, the following statement shall be added to the report: Quantification results from Item ___do not indicate the presence of sufficient amplifiable DNA. No further analysis was performed on Item ___.

11. If no definitive conclusion can be reached, this shall be stated on the report and the reason shall be stated (e.g. insufficient sample, below limit of detection or interpretation threshold etc.).

12. When comparative examinations result in the elimination of an individual, the report shall clearly state the elimination.

13. Data or test results from subcontractors shall be reported as such.

Administrative Statements

1. The following statement shall be added to the footer of each page of the report: "This report shall not be reproduced, except in full, without approval of the Center Director."

2. The following note should be included in the report under the list of items received:
   LSD&FC shall not be responsible for information provided by the customer that may affect the validity of the results.

3. The following administrative statement should be added under disposition of evidence:

   The forensic item(s) submitted to the Lagos State DNA & Forensic Center (LSD&FC) must be picked up within thirty (30) days of receiving the final report of analysis. The customer should make arrangement for item(s) pick-up. Item(s) may be returned to the customer or stored for an extended period with the understanding that there may be a cost associated with this request. After thirty (30) days, the forensic item(s) will be disposed unless contrary instructions were received from the submitter at the time of the

submission or within 30 days after receiving the report. Under special circumstances, and if feasible, the forensic item(s) will be retained at LSD&FC or at ITSI-Biosciences LLC, Johnstown, PA, USA for twelve (12) months or until adjudication of the case, whichever comes first. Work product such as DNA extracts and amplicons will be stored under appropriate conditions for a period of twelve (12) months and may then be disposed of unless contrary instructions are received from the customer. If the forensic item is consumed during the testing, it will not be available for retesting, pick up or storage.

Examples of reporting opinions and Interpretations for Serology

Blood was indicated on item (s) #.... No blood was indicated on the remaining tested items.

Human blood was indicated on item(s) #.... No testing for the presence of human blood was performed on the remaining items that provided a positive phenolphthalein reaction indicative of blood.... No human blood was indicated on item(s)……

No seminal fluid was indicated on item (s) .... No seminal fluid was indicated from item (s)_____.

Seminal fluid was identified from item(s)…….. No seminal fluid was identified from item (s)____.

Spermatozoa were identified from the _____ (vaginal, high vaginal, cervical, rectal....) smear slide.

No spermatozoa were identified from the _____ (vaginal, high vaginal, cervical, rectal....) smear slide.

No serological testing was performed on _____ (items).

Samples _____ were selected for DNA analysis. A report will be issued upon completion of DNA testing.

Known reference samples (buccal swab or blood sample collected in an EDTA tube) should be submitted for DNA analysis.

Examples of reporting opinions and interpretations for Forensic DNA

DNA Results – See table xx for a summary of results

Reference samples

Item xxx – Buccal swab from ___ (name of person)

STR Summary: This sample produced a (full profile, partial profile)

No profile was obtained from this sample

Question Samples

Item xxx - Description of item (e.g. blood stain from Hallway)

STR Summary: This sample produced a (full profile, partial profile) consistent with a single ___ (gender) individual

No profile was obtained from this sample

This sample produced an STR profile at _____ (number) of the 27 loci analyzed.

This sample produced a partial mixed DNA profile consistent with at least two individuals. The STR DNA profile is consistent with _____ (reference sample) and one additional minor contributor.

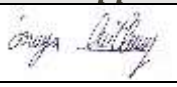
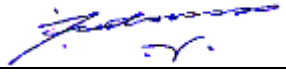
Due to limited information regarding the minor contributor to this mixture, a comparison to _____ (other reference sample) is inconclusive.

The secondary profile identified from ____ (sample) is not consistent with the DNA profile of _____. Therefore, _____ (name of person) is excluded as being a contributor to this mixture.

This sample is consistent with a mixture of a male and female individual. ____ (name of individual) and _____ (name of individual) cannot be excluded as contributors to this mixture.

Insufficient data (e.g. 2 loci out of 27) was obtained from ____ (sample) for comparison purposes.

Procedure Review, Sign Off & Effective Date

Procedure History		
Initial Version Created		
Author		**Date**
Shelley Johnson, MFS		September 1, 2017
Current Version		**Effective Date**
v1.0		November 23, 2018
Review & Approval History		
Date	**Reviewed & Approved by**	**Title**
11/23/2018		***Soraya McClung, MFS Director, DNA Technical Leader***
11/23/2018		***Richard I. Somiari, PhD Center Director***

Revision History			
Date	**Reason for Revision**	**Reviser**	**Version being changed**

Review History		
Reviewed By	**Date**	**Version**