

Please do not leave any items blank. All "Yes/No" items require an answer. Blanks will not be accepted as "No" and may trigger a follow-up phone call for clarification. For assistance with any item, see the Help Text in Appendix B for item-specific guidance. A glossary of terms is provided in Appendix C for your reference. Please contact the Help Line if you have any question or you are unable to complete a question as instructed. Document any instances where you were unable to complete items as requested in the comments portion (Section G).

**SECTION A: ORGANIZATION**

**A1. Which of the following best describes the jurisdiction served by your crime laboratory?**  
(check one)

- 1 City, borough, village, or town
- 2 County
- 3 State
- 4 Federal/National
- 5 Other (please specify below)

\_\_\_\_\_

**A2. Is your laboratory part of a multiple laboratory system?**

- 1 Yes
- 2 No → Skip to A4

**A3. How many laboratories are in this system?**

\_\_\_\_\_ laboratories

**A4. What organization has administrative control of your lab?**  
(For example: Utah Department of Public Safety, Hudson County Prosecutor, Vermont Department of Health)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A5. What jurisdiction or geographic area does your laboratory serve?** (For example: Los Angeles County, New York City, Illinois State)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A6. In what year was your present laboratory facility constructed?**

\_\_\_\_\_

**A7. Please indicate if your crime laboratory performs the following forensic functions (including specific sub-categories where requested).**

Yes No

- 1 2 a. Controlled Substances
- 1 2 b. Toxicology (General)

If YES, check all specific functions that apply:

- 1 Antemortem BAC
- 2 Antemortem Drugs
- 3 Postmortem

- 1 2 c. Trace (General)

If YES, check all specific functions that apply:

- 1 Gunshot Residue Testing
- 2 Hair Examination
- 3 Fiber Examination
- 4 Fire Debris Analysis
- 5 Explosives Analysis
- 6 Paint Analysis
- 7 Chemical Unknown
- 8 Other Trace (please specify below)

\_\_\_\_\_

- 1 2 d. Impressions (General)

If YES, check all specific functions that apply:

- 1 Footwear
- 2 Tire Tread

- 1 2 e. Firearms/Toolmarks

- 1 2 f. Digital & Multimedia Evidence

- 1 2 g. Latent Prints (Do not include 10-print input)

If YES, check all specific functions that apply:

- 1 Print Development
- 2 Comparisons

- 1 2 h. Questioned Documents

- 1 2 i. Forensic Biology  
(Includes Biology Screening & DNA Analysis)

- 1 2 j. Crime Scene

If YES, check all specific functions that apply:

- 1 Evidence Collection
- 2 Reconstruction

- 1 2 k. Other (please specify below)

If YES to "other," specify one discipline per line below. Complete Appendix A for each additional discipline listed below.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## SECTION B: BUDGET

This section includes budgetary questions regarding **your individual laboratory site**. We require a separate response for each laboratory. **If your laboratory is part of a multiple laboratory system**, please refer to the Help Text for guidance on reporting your budget information.

**B1. During the 2009 budget year, what was the total amount of funding received for laboratory operations?** *Include hard sources (e.g., repetitive) and soft sources (e.g., fees, grants, and one-time special projects). If you are unable to provide the exact amount, please provide your best estimate and check the box below.*

Do **NOT** include costs of outsourcing to other facilities here.

Total 2009 laboratory funding \$ \_\_\_\_\_ .00

**Please check box, if applicable.**

- Please check here if the above funding is an estimation.
- I am unable to provide the 2009 funding for my individual laboratory and the amount above includes the entire multiple laboratory system.

**B2. Please indicate whether the majority of the funding listed above was based on the Fiscal or Calendar Year.**

- <sub>1</sub> Fiscal Year → Please enter the start and end dates of the 2009 fiscal year (FY)  
\_\_\_\_\_ to \_\_\_\_\_  
mm dd yyyy mm dd yyyy
- <sub>2</sub> Calendar Year

**B3. Please indicate the amount of funding (listed above in B1) that came from the following sources during the 2009 budget year.**

- a. Fees \$ \_\_\_\_\_ .00
- b. Grants
  - 1. Federal \$ \_\_\_\_\_ .00
  - 2. State \$ \_\_\_\_\_ .00
  - 3. Other \$ \_\_\_\_\_ .00

**B4. Please indicate the total expenditures (from the laboratory funding indicated in B1) for the 2009 budget year and the costs for each of the following areas. These are some of the budget categories used in Federal OJP Grant Applications. Personnel includes the fringe benefits category.**

- Total Expenditures** \$ \_\_\_\_\_ .00
  - a. Personnel \$ \_\_\_\_\_ .00
  - b. Equipment \$ \_\_\_\_\_ .00
  - c. Supplies \$ \_\_\_\_\_ .00

**Please check box, if applicable.**

- Please check here if any personnel expenditures above were funded outside of the laboratory operations amount provided in B1.
- Please check here if the above funding is an estimation.

## SECTION C: STAFF

In responding to Questions C1-C7, please apply the following definition as it relates to staff positions and hours:

Full-time equivalent (FTE): An employee is full-time if they are expected to work 40 hours per week. For each part-time employee, round to the nearest tenth (0.1 FTE).

**C1. As of December 31, 2009, how many FTE (full-time equivalent) positions were authorized (may or may not be funded) at your laboratory?** *Please account for all types of employees. Round to the nearest tenth.*

\_\_\_\_\_ employees

**C2. As of December 31, 2009, how many FTE positions were funded (may or may not be filled) at your laboratory?** *Please account for all types of employees. Round to the nearest tenth.*

\_\_\_\_\_ employees

**C3. As of December 31, 2009, how many FTE employees did you have actually working in each of the following types of positions?** *Please account for all types of employees. If none, enter "0." Round to the nearest tenth.*

Managerial

(e.g., lab director, supervisor, QA manager)

a. \_\_\_\_\_

Clerical/Administrative Support

(e.g., quality assurance, IT)

b. \_\_\_\_\_

Analyst/Examiner: Entry-level

Personnel who examine evidence and make conclusions; no experience necessary.

c. \_\_\_\_\_

Analyst/Examiner: Intermediate/Senior-level

Personnel who examine evidence and make conclusions; some experience to full journeyman with no supervisory duties.

d. \_\_\_\_\_

Technical Support

(e.g., lab technician, lab support personnel)

e. \_\_\_\_\_

Crime Scene Technician

Personnel who collect evidence in the field and/or document the crime scene.

f. \_\_\_\_\_

Other (please specify below)

Type of Position

# of FTEs

1. \_\_\_\_\_ g. \_\_\_\_\_

2. \_\_\_\_\_ h. \_\_\_\_\_

**TOTAL FTEs** (sum a—h)

i. \_\_\_\_\_

**C4-C6. What is the allowable full-time yearly salary range (without benefits or overtime) for the following positions (or equivalent) in your laboratory? Some of these categories do not align with the categories in C3.**

	C4. Minimum	C5. Maximum	C6. No Such Position
a. <u>Director</u>	\$ _____ .00	\$ _____ .00	<input type="checkbox"/> <sub>1</sub> <input type="checkbox"/> <sub>2</sub> <input type="checkbox"/> <sub>99</sub>
b. <u>Supervisor</u>	\$ _____ .00	\$ _____ .00	<input type="checkbox"/> <sub>1</sub> <input type="checkbox"/> <sub>2</sub> <input type="checkbox"/> <sub>99</sub>
c. <u>Analyst/Examiner</u> Entry-level only	\$ _____ .00	\$ _____ .00	<input type="checkbox"/> <sub>1</sub> <input type="checkbox"/> <sub>2</sub> <input type="checkbox"/> <sub>99</sub>
d. <u>Analyst/Examiner</u> Senior-level only	\$ _____ .00	\$ _____ .00	<input type="checkbox"/> <sub>1</sub> <input type="checkbox"/> <sub>2</sub> <input type="checkbox"/> <sub>99</sub>
e. <u>Technical Support</u> (e.g., lab technician, lab support personnel)	\$ _____ .00	\$ _____ .00	<input type="checkbox"/> <sub>1</sub> <input type="checkbox"/> <sub>2</sub> <input type="checkbox"/> <sub>99</sub>
f. <u>Researchers Only</u>	\$ _____ .00	\$ _____ .00	<input type="checkbox"/> <sub>1</sub> <input type="checkbox"/> <sub>2</sub> <input type="checkbox"/> <sub>99</sub>

**C7. During 2009, were any FTE hours furloughed by your laboratory due to budgetary constraints?**

- <sub>1</sub> Yes  
<sub>2</sub> No

### SECTION D: WORKLOAD

**D1. A Laboratory Information Management System (LIMS) is a computerized system used to manage, compile or track requests and/or evidence. As of December 31, 2009, did your lab have a LIMS?**

- <sub>1</sub> Yes, laboratory-wide  
<sub>2</sub> Yes, only certain disciplines  
<sub>3</sub> No → Skip to D3

**D2. Which functions does your laboratory use in LIMS?**

**Yes No**

- <sub>1</sub> <sub>2</sub> a. Tracking by Item  
<sub>1</sub> <sub>2</sub> b. Tracking by Request  
<sub>1</sub> <sub>2</sub> c. Tracking by Law Enforcement Case Number  
<sub>1</sub> <sub>2</sub> d. Tracking by Laboratory Case Number  
<sub>1</sub> <sub>2</sub> e. Calculating Turnaround Time  
<sub>1</sub> <sub>2</sub> f. Tracking Criminal Case Status  
<sub>1</sub> <sub>2</sub> g. Interfacing with Laboratory Instrumentation  
<sub>1</sub> <sub>2</sub> h. Monitoring Backlog  
<sub>1</sub> <sub>2</sub> i. Documenting Chain of Custody  
<sub>1</sub> <sub>2</sub> j. Generating Reports  
<sub>1</sub> <sub>2</sub> k. Other (please specify below)

\_\_\_\_\_  
 \_\_\_\_\_

**D3. What types of advanced technologies and procedures did your laboratory use for casework in 2009?**

**Yes No**

- <sub>1</sub> <sub>2</sub> a. Y-STR Analysis  
<sub>1</sub> <sub>2</sub> b. Mitochondrial DNA Analysis  
<sub>1</sub> <sub>2</sub> c. Robotics  
<sub>1</sub> <sub>2</sub> d. Expert Systems  
<sub>1</sub> <sub>2</sub> e. LC- MS/MS for Toxicology  
<sub>1</sub> <sub>2</sub> f. UPLC for Toxicology  
<sub>1</sub> <sub>2</sub> g. UPLC for Controlled Substances  
<sub>1</sub> <sub>2</sub> h. Laser Microdissection  
<sub>1</sub> <sub>2</sub> i. Polynomial Texture Mapping

**D4. What types of databases did your laboratory use in 2009?**

**Yes No**

- <sub>1</sub> <sub>2</sub> a. Paint Data Query (PDQ)  
<sub>1</sub> <sub>2</sub> b. National Integrated Ballistics Information Network (NIBIN)  
<sub>1</sub> <sub>2</sub> c. Combined DNA Index System (CODIS)  
<sub>1</sub> <sub>2</sub> d. Automated Fingerprint Identification System (AFIS)  
<sub>1</sub> <sub>2</sub> e. Integrated Automated Fingerprint Identification System (IAFIS)  
<sub>1</sub> <sub>2</sub> f. Ignitable Liquids Reference Collection (ILRC)

**D5. Did your laboratory enter and search bullets in a database in 2009?**

- <sub>1</sub> Yes  
<sub>2</sub> No  
<sub>99</sub> Not applicable, do not perform functions related to Firearms and Toolmarks

**D6. A request is defined as the submission of one or more items of physical evidence to a single forensic discipline from a single criminal investigation. How many requests did your laboratory receive from January 1, 2009 through December 31, 2009?**

\_\_\_\_\_ requests received

**D7. A backlogged request is a request that is in the laboratory and remains unreported for a period of 30 days or more. As of January 1, 2010, how many backlogged requests did your laboratory have?**

\_\_\_\_\_ backlogged requests

**D8-D17. In the tables that follow we are asking for 7 different elements of information about each of the general disciplines associated with forensic laboratories (listed below).**

Do NOT include outsourced requests in the following questions.

If you are unable to provide request-level values or divide requests by the specified categories, please contact the Help Line for further assistance.

**NOTE:** A single case may result in multiple requests (e.g., one case may include: a request for forensic biology AND a request for latent prints). The single request may include multiple items. Report requests for questions D8-D17.

**Please enter a response for EVERY item in each table under the general forensic functions that your laboratory performs. If there were NO REQUESTS in a particular category, enter "0." If the discipline is NOT APPLICABLE to your laboratory, check the "NA" box.**

Discipline Areas:	<b>D8. CONTROLLED SUBSTANCES</b>	<b>D9. TOXICOLOGY</b>	<b>D10. TRACE</b>	<b>D11. IMPRESSIONS</b>
<b>DISCIPLINE NOT APPLICABLE</b>	<input type="checkbox"/> 99	<input type="checkbox"/> 99	<input type="checkbox"/> 99	<input type="checkbox"/> 99
<b>a.</b> Total number of all <b>pending requests</b> awaiting analysis as of <b>January 1, 2009</b> ;	a. _____	a. _____	a. _____	a. _____
<b>b.</b> Number of these pending requests that were <b>backlogged</b> (requests unreported for 30 days or longer) as of <b>January 1, 2009</b> ;	b. _____	b. _____	b. _____	b. _____
<b>c.</b> Total number of <b>new requests</b> received in 2009;	c. _____	c. _____	c. _____	c. _____
<b>d.</b> Total number of requests <b>completed</b> in 2009;	d. _____	d. _____	d. _____	d. _____
<b>e.</b> Number of <b>FTEs</b> it took to complete the requests (as reported in item d);	e. _____	e. _____	e. _____	e. _____
<b>f.</b> Total number of all <b>pending requests</b> awaiting analysis as of <b>January 1, 2010</b> ; and	f. _____	f. _____	f. _____	f. _____
<b>g.</b> Number of these pending requests that were <b>backlogged</b> (requests unreported for 30 days or longer) as of <b>January 1, 2010</b> .	g. _____	g. _____	g. _____	g. _____

Discipline Areas:	<b>D12. FIREARMS / TOOLMARKS</b>	<b>D13. DIGITAL &amp; MULTI- MEDIA EVIDENCE</b>	<b>D14. LATENT PRINTS</b>	<b>D15. QUESTIONED DOCUMENTS</b>
<b>DISCIPLINE NOT APPLICABLE</b>	<input type="checkbox"/> 99	<input type="checkbox"/> 99	<input type="checkbox"/> 99	<input type="checkbox"/> 99
<b>a.</b> Total number of all <b>pending requests</b> awaiting analysis as of <b>January 1, 2009</b> ;	a. _____	a. _____	a. _____	a. _____
<b>b.</b> Number of these pending requests that were <b>backlogged</b> (requests unreported for 30 days or longer) as of <b>January 1, 2009</b> ;	b. _____	b. _____	b. _____	b. _____
<b>c.</b> Total number of <b>new requests</b> received in 2009;	c. _____	c. _____	c. _____	c. _____
<b>d.</b> Total number of requests <b>completed</b> in 2009;	d. _____	d. _____	d. _____	d. _____
<b>e.</b> Number of <b>FTEs</b> it took to complete the requests (as reported in item d);	e. _____	e. _____	e. _____	e. _____
<b>f.</b> Total number of all <b>pending requests</b> awaiting analysis as of <b>January 1, 2010</b> ; and	f. _____	f. _____	f. _____	f. _____
<b>g.</b> Number of these pending requests that were <b>backlogged</b> (requests unreported for 30 days or longer) as of <b>January 1, 2010</b> .	g. _____	g. _____	g. _____	g. _____

Discipline Areas:	D16. FORENSIC BIOLOGY	D17. CRIME SCENE
	DISCIPLINE NOT APPLICABLE	<input type="checkbox"/> <sub>99</sub>
a. Total number of all <b>pending requests</b> awaiting analysis as of <b>January 1, 2009</b> ;	a. _____	a. NA
b. Number of these pending requests that were <b>backlogged</b> (requests unreported for 30 days or longer) as of <b>January 1, 2009</b> ;	b. _____	b. NA
c. Total number of <b>new requests</b> received in 2009;	c. _____	c. _____
d. Total number of requests <b>completed</b> in 2009;	d. _____	d. _____
e. Number of <b>FTEs</b> it took to complete the requests (as reported in item d);	e. _____	e. _____
f. Total number of all <b>pending requests</b> awaiting analysis as of <b>January 1, 2010</b> ; and	f. _____	f. NA
g. Number of these pending requests that were <b>backlogged</b> (requests unreported for 30 days or longer) as of <b>January 1, 2010</b> .	g. _____	g. NA

**D18 – D20. In addition to the general discipline areas above, a similar set of questions is asked below regarding three forensic biology sample types, with each being a subset of D16-Forensic Biology reported above. Please enter a response for EVERY item in each column under the forensic sample types that your laboratory performs. If there were NO REQUESTS in a particular category, enter “0.” If the sample type is NOT APPLICABLE to your laboratory, check the “NA” box.**

If you are unable to extract data separately for sexual assault, convicted offender and arrestee samples, please contact the Help Line for further assistance.

Discipline Areas:	D18. SEXUAL ASSAULT EVIDENCE	D19. CONVICTED OFFENDER	D20. ARRESTEE
	DISCIPLINE NOT APPLICABLE	<input type="checkbox"/> <sub>99</sub>	<input type="checkbox"/> <sub>99</sub>
a. Total number of <b>pending requests</b> (of those reported in D16-Forensic Biology) that were awaiting analysis as of <b>January 1, 2009</b> ;	a. _____	a. _____	a. _____
b. Number of these pending requests that were <b>backlogged</b> (requests unreported for 30 days or longer) as of <b>January 1, 2009</b> ;	b. _____	b. _____	b. _____
c. Total number of <b>new requests</b> (of those reported in D16-Forensic Biology) received in 2009;	c. _____	c. _____	c. _____
d. Total number of requests (of those reported in D16-Forensic Biology) <b>completed</b> in 2009;	d. _____	d. _____	d. _____
e. Total number of all <b>pending requests</b> (of those reported in D16-Forensic Biology) awaiting analysis as of <b>January 1, 2010</b> ; and	e. _____	e. _____	e. _____
f. Number of these pending requests that were <b>backlogged</b> (requests unreported for 30 days or longer) as of <b>January 1, 2010</b> .	f. _____	f. _____	f. _____

## SECTION E: OUTSOURCING

**E1. Did your laboratory outsource the testing of any type of evidence or samples for analysis in 2009?**

- <sub>1</sub> Yes  
<sub>2</sub> No → Skip to E4

**E2. What was the total amount of your laboratory budget that was spent on outsourcing in 2009?**

\$ \_\_\_\_\_ .00

**E3. For each type, please report the number of requests outsourced in 2009. Enter '0' if your laboratory did not outsource any requests during 2009. Choose 'N/A' if your laboratory does not perform that discipline OR it is not possible to outsource within that discipline.**

		Not Applicable
Controlled Substances	a. _____	<input type="checkbox"/> <sub>99</sub>
Toxicology	b. _____	<input type="checkbox"/> <sub>99</sub>
Trace	c. _____	<input type="checkbox"/> <sub>99</sub>
Impressions	d. _____	<input type="checkbox"/> <sub>99</sub>
Firearms/Toolmarks	e. _____	<input type="checkbox"/> <sub>99</sub>
Digital & Multimedia Evidence	f. _____	<input type="checkbox"/> <sub>99</sub>
Latent Prints	g. _____	<input type="checkbox"/> <sub>99</sub>
Questioned Documents	h. _____	<input type="checkbox"/> <sub>99</sub>
Forensic Biology (General)	i. _____	<input type="checkbox"/> <sub>99</sub>
Offender Samples	j. _____	<input type="checkbox"/> <sub>99</sub>
Arrestee Samples	k. _____	<input type="checkbox"/> <sub>99</sub>
Crime Scene	l. _____	<input type="checkbox"/> <sub>99</sub>
Other (please specify below)		<input type="checkbox"/> <sub>99</sub>
Type of Request	# of Requests	
_____	m. _____	
_____	n. _____	
<b>TOTAL (sum a—n)</b>	<b>o. _____</b>	

**E4. Did your laboratory receive requests from other laboratories rather than directly from law enforcement or other submitting agencies in 2009?**

- <sub>1</sub> Yes  
<sub>2</sub> No → Skip to F1

**E5. For each type, please report the number of requests your laboratory received from other laboratories in 2009.**

*Enter '0' if your laboratory did not receive outsourced requests during 2009. Choose 'N/A' if your laboratory does not perform that discipline OR it is not possible to receive outsourced requests within that discipline.*

		Not Applicable
Controlled Substances	a. _____	<input type="checkbox"/> <sub>99</sub>
Toxicology	b. _____	<input type="checkbox"/> <sub>99</sub>
Trace	c. _____	<input type="checkbox"/> <sub>99</sub>
Impressions	d. _____	<input type="checkbox"/> <sub>99</sub>

Not  
Applicable

Firearms/Toolmarks	e. _____	<input type="checkbox"/> <sub>99</sub>
Digital & Multimedia Evidence	f. _____	<input type="checkbox"/> <sub>99</sub>
Latent Prints	g. _____	<input type="checkbox"/> <sub>99</sub>
Questioned Documents	h. _____	<input type="checkbox"/> <sub>99</sub>
Forensic Biology (General)	i. _____	<input type="checkbox"/> <sub>99</sub>
Offender Samples	j. _____	<input type="checkbox"/> <sub>99</sub>
Arrestee Samples	k. _____	<input type="checkbox"/> <sub>99</sub>
Crime Scene	l. _____	<input type="checkbox"/> <sub>99</sub>
Other (please specify below)		<input type="checkbox"/> <sub>99</sub>
Type of Request	# of Requests	
_____	m. _____	
_____	n. _____	
<b>TOTAL (sum a—n)</b>	<b>o. _____</b>	

## SECTION F: QUALITY ASSURANCE

**F1. As of December 31, 2009, was your crime laboratory accredited by the following organizations?**

**Yes No**

- <sub>1</sub> <sub>2</sub> a. ASCLD/LAB, Legacy  
<sub>1</sub> <sub>2</sub> b. ASCLD/LAB, International (ISO 17025)  
<sub>1</sub> <sub>2</sub> c. FQS-International  
<sub>1</sub> <sub>2</sub> d. Other (please specify below)

**F2. As of December 31, 2009, was your crime laboratory in the application process for accreditation by the following organizations?**

**Yes No**

- <sub>1</sub> <sub>2</sub> a. ASCLD/LAB, Legacy  
<sub>1</sub> <sub>2</sub> b. ASCLD/LAB, International (ISO 17025)  
<sub>1</sub> <sub>2</sub> c. FQS-International  
<sub>1</sub> <sub>2</sub> d. Other (please specify below)

**F3. As of December 31, 2009, how many analysts/examiners in your laboratory are externally certified by one or more of the certification bodies below? (Only include if certified by entities below)**

\_\_\_\_\_ analysts/examiners

List of Selected Certification Entities:

American Board of Criminalistics  
 American Board of Forensic Document Examiners  
 American Board of Forensic Odontology  
 American Board of Forensic Toxicology  
 American Board of Medicolegal Death Investigators  
 American Board of Forensic Anthropology  
 International Association for Identification  
 (not including 10-print certification)  
 Forensic Toxicologist Certification Board  
 Association of Firearms and Toolmark Examiners  
 Board of Forensic Document Examiners  
 International Institute of Forensic Engineering Sciences

**F4. Research** may be experimentation aimed at the discovery and interpretation of facts, the revision of accepted theories, or practical application of such new or revised theories or technologies. **During 2009, did your laboratory have resources dedicated primarily to research?**

- 1 Yes
- 2 No

**F5. During 2009, did your laboratory conduct proficiency testing on its analysts/examiners?**

- 1 Yes
- 2 No → Skip to F7

**F6. Which of the following proficiency tests did your laboratory perform in 2009?**

Yes No

- 1 2 **a. Blind**- analyst/examiner is not told which case is for proficiency testing
- 1 2 **b. Declared**- analyst/examiner is told when he/she is being tested
- 1 2 **c. Random case reanalysis**- random selection of analyst/examiner's prior case work for reanalysis by another analyst/examiner
- 1 2 **d. Other proficiency testing** (please specify below)

\_\_\_\_\_

**F7. On average, what percentage of time for one full-time equivalent (FTE) was spent on court testimony, including preparation for court testimony, in 2009? *If your laboratory does not have the position, check N/A.***

**Not  
Applicable**

- a. Analyst/Examiner: Entry-level**  
No experience necessary. \_\_\_\_\_ % 99
- b. Analyst/Examiner: Intermediate/Senior-level**  
Some experience to full journeyman, with no supervisory duties. \_\_\_\_\_ % 99
- c. Technical Support**  
(e.g., lab technician, lab support personnel) \_\_\_\_\_ % 99

**F8. On average, what percentage of time for one full-time equivalent (FTE) was spent attending training in 2009? *If your laboratory does not have the position, check N/A.***

**Not  
Applicable**

- a. Analyst/Examiner: Entry-level**  
No experience necessary. \_\_\_\_\_ % 99
- b. Analyst/Examiner: Intermediate/Senior-level**  
Some experience to full journeyman, with no supervisory duties. \_\_\_\_\_ % 99
- c. Technical Support**  
(e.g., lab technician, lab support personnel) \_\_\_\_\_ % 99

**F9. On average, what percentage of time for one full-time equivalent (FTE) was spent providing training in 2009? *If your laboratory does not have the position, check N/A.***

**Not  
Applicable**

- a. Analyst/Examiner: Entry-level**  
No experience necessary. \_\_\_\_\_ % 99
- b. Analyst/Examiner: Intermediate/Senior-level**  
Some experience to full journeyman, with no supervisory duties. \_\_\_\_\_ % 99
- c. Technical Support**  
(e.g., lab technician, lab support personnel) \_\_\_\_\_ % 99

**F10. In 2009, did your laboratory have written standards for performance expectations for full-time equivalent analysts/examiners in any discipline?**

- 1 Yes
- 2 No

## SECTION G: FEEDBACK & SUBMISSION

Please write any comments you would like to share with the Bureau of Justice Statistics about (a) your survey responses, (b) the survey content or format, (c) the manner of administration of the survey, or (d) any other applicable information.

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**Directions for submission:**

1. Please review your answers, and make sure that no questions are left blank.
2. Retain a copy of your completed survey.
3. Return your completed survey in the enclosed postage-paid envelope to the Urban Institute, fax it to (202) 659-8985, or email it to CFCL@urban.org.
4. If you have any additional questions, you may contact the Census Team on the Help Line (toll-free) at (877) 904-1621 between 9AM and 5PM EST.

**Thank you for taking the time to complete this important survey.**

## APPENDIX A: OTHER DISCIPLINES

Please complete **ONE COLUMN FOR EACH ADDITIONAL DISCIPLINE** entered in item **A7-k**. List the line number from the other category in A7-k and the name of the discipline on the lines below. Complete questions *a - g* for each discipline you enter. Enter a response on each line for every category that is entered and insert "0" where applicable.

	No.____	No.____	No.____	No.____
Discipline Areas:	Discipline Name	Discipline Name	Discipline Name	Discipline Name
	_____	_____	_____	_____
<b>a.</b> Total number of all <b>pending requests</b> awaiting analysis as of January 1, 2009;	<b>a.</b> _____	<b>a.</b> _____	<b>a.</b> _____	<b>a.</b> _____
<b>b.</b> Number of these pending requests that were <b>backlogged</b> (requests held for 30 days or longer) as of <b>January 1, 2009</b> ;	<b>b.</b> _____	<b>b.</b> _____	<b>b.</b> _____	<b>b.</b> _____
<b>c.</b> Total number of <b>new requests</b> received in 2009;	<b>c.</b> _____	<b>c.</b> _____	<b>c.</b> _____	<b>c.</b> _____
<b>d.</b> Total number of requests <b>completed</b> in 2009;	<b>d.</b> _____	<b>d.</b> _____	<b>d.</b> _____	<b>d.</b> _____
<b>e.</b> Number of <b>FTEs</b> it took to complete the requests (as reported in item d);	<b>e.</b> _____	<b>e.</b> _____	<b>e.</b> _____	<b>e.</b> _____
<b>f.</b> Total number of all <b>pending requests</b> awaiting analysis as of January 1, 2010; and	<b>f.</b> _____	<b>f.</b> _____	<b>f.</b> _____	<b>f.</b> _____
<b>g.</b> Number of these pending requests that were <b>backlogged</b> (requests held for 30 days or longer) as of <b>January 1, 2010</b> .	<b>g.</b> _____	<b>g.</b> _____	<b>g.</b> _____	<b>g.</b> _____

	No.____	No.____	No.____	No.____
Discipline Areas:	Discipline Name	Discipline Name	Discipline Name	Discipline Name
	_____	_____	_____	_____
<b>a.</b> Total number of all <b>pending requests</b> awaiting analysis as of January 1, 2009;	<b>a.</b> _____	<b>a.</b> _____	<b>a.</b> _____	<b>a.</b> _____
<b>b.</b> Number of these pending requests that were <b>backlogged</b> (requests held for 30 days or longer) as of <b>January 1, 2009</b> ;	<b>b.</b> _____	<b>b.</b> _____	<b>b.</b> _____	<b>b.</b> _____
<b>c.</b> Total number of <b>new requests</b> received in 2009;	<b>c.</b> _____	<b>c.</b> _____	<b>c.</b> _____	<b>c.</b> _____
<b>d.</b> Total number of requests <b>completed</b> in 2009;	<b>d.</b> _____	<b>d.</b> _____	<b>d.</b> _____	<b>d.</b> _____
<b>e.</b> Number of <b>FTEs</b> it took to complete the requests (as reported in item d);	<b>e.</b> _____	<b>e.</b> _____	<b>e.</b> _____	<b>e.</b> _____
<b>f.</b> Total number of all <b>pending requests</b> awaiting analysis as of January 1, 2010; and	<b>f.</b> _____	<b>f.</b> _____	<b>f.</b> _____	<b>f.</b> _____
<b>g.</b> Number of these pending requests that were <b>backlogged</b> (requests held for 30 days or longer) as of <b>January 1, 2010</b> .	<b>g.</b> _____	<b>g.</b> _____	<b>g.</b> _____	<b>g.</b> _____



## APPENDIX B: HELP TEXT

This Help Text provides information to assist in answering items from the Census of Forensic Crime Labs (CFCL). Please review this Help Text before completing the survey. Refer to the Glossary in Appendix C for additional information on definitions of terms used in the survey.

This survey may be completed through a secure website or hard-copy paper version. The web survey offers the following advantages: (a) secure encrypted system with agency-specific passwords, (b) the ability to save survey responses so you can start and return on several occasions, (c) help flags to request assistance on a particular item, and (d) the option to save and print a copy of your answers once you complete the census. You may find the web-based survey at <https://cfcl.urban.org>.

In completing the survey, please respond to ALL questions. On “Yes/No” questions, please mark the “No” response if this is the appropriate answer; do NOT only check off the “Yes” boxes and leave the remaining boxes blank. This will result in a follow-up phone call to clarify whether the answer is blank due to non-response or due to an intended “No” response.

If you have additional questions or need to request your agency’s username and password for the online version, please contact the CFCL Help Line (toll-free) at (877) 904-1621.

### SECTION A: ORGANIZATION

A1. Mark the box which best describes the jurisdiction of your crime laboratory.

A2. A multiple laboratory system is comprised of two or more physically separate facilities that are overseen by a single organization. Many state laboratories are part of a multiple laboratory system.

A3. Enter the number of laboratories in this system, *including* your own laboratory.

A4. Please write in the name of the organization that has administrative control of your lab. Administrative control includes but is not limited to control of the budget and other resources. If your laboratory is administratively independent, enter the official name of your laboratory.

A5. Write in the name of the jurisdiction or geographic area your laboratory serves. For instance, a laboratory might provide services for a city (e.g., New Orleans), a county (e.g., Cook County), or a region (Northwest Michigan), etc.

A6. Record the year (yyyy) in which the present laboratory facility was constructed. If modifications have been made to the facility, report the original year of the building’s construction; do NOT report the year of renovations or modifications.

A7. Please answer “Yes” or “No” to each general discipline listed. If you select “Yes” to b., c., d., g., or j., mark each subdiscipline that your laboratory performs. Please note that “Forensic Biology” includes *both* biology screening and DNA analysis, and that “Latent Prints” does *not* include the input of 10-print records. If your laboratory has any additional disciplines, please mark “Yes” for “Other” and write in the name of the discipline/s in the lines provided. Complete Appendix A for each of these additional disciplines.

### SECTION B: BUDGET

If you are unable to provide budgetary information, please complete the remainder of the survey and have the budget section completed by your headquarters or another agency with administrative control.

B1. Please provide the budgetary information for your individual laboratory. If you are unable to provide lab-level financial data, you may report the budgetary information for the multiple laboratory system. However this **must** be noted by marking the appropriate box that states you are unable to provide individual-laboratory budgetary information. If you do not have access to budgetary information please contact an administrative entity that does.

Report the total amount of funding received from all sources, including both hard sources (e.g., repetitive) and soft sources (e.g., fees, grants, and one-time special projects). Include all funding that was budgeted for personnel, fringe benefits, travel, equipment, supplies, construction, consultants/contractors, indirect costs, and any other operating costs. Do **not** include funds budgeted for outsourcing to other facilities here. This will be asked in a later section. Do not enter any dollar signs or commas.

If you are only able to obtain an estimated budget, please mark the “estimate” box.

B2. Indicate if you are reporting fiscal year 2009 or calendar year 2009 data. If you are providing fiscal year data, enter the beginning and end dates for your laboratory’s fiscal year. If your lab receives funding on both a fiscal and calendar year basis, check the box relating to the majority of your funding. For example, if you receive grants that follow a federal fiscal year cycle while the rest of your allocated budget follows a calendar year cycle, you should select the calendar year box.

B3. Please report the amount of funding listed in B1 received from grants or fees charged for laboratory services. Enter “0” if no funding was provided by the listed funding source. Please do not enter any dollar signs or commas.

B4. Please consult the attached Glossary, or review your Office of Justice Programs—Financial Guide 2009 Grant Budget Manual (available at [www.ojp.gov/financialguide/](http://www.ojp.gov/financialguide/)) for definitions of each budget category. Enter “0” if no funds from B1 were spent in the category. Include fringe benefits within the “Personnel” category. Please do not enter any dollar signs or commas. If Personnel expenses are not included in B1 and are funded outside of the laboratory’s budget, (e.g., salaries are paid directly by the jurisdiction [state, county] rather than the laboratory budget), please check the box. If the listed expenditures are estimates, please check the estimate box.

### SECTION C: STAFF

For the following questions, please report the personnel numbers and salary ranges for your laboratory. If you are a part of a multiple laboratory system report these values for your *individual* laboratory and NOT for the entire multiple laboratory system (i.e., the number of FTE analysts/examiners actually working in the individual laboratory not in the entire system).

C1. Report the number of *authorized* full-time equivalent positions as of December 31, 2009. An employee is full-time if they are expected

to work 40 hours per week. Count each full-time position as 1 FTE. You may round to the nearest tenth for part-time employees. A position is authorized if the organization with administrative oversight has given permission for that position, regardless of whether funding has been appropriated. Include all types of employees.

C2. Report the number of **funded** full-time equivalents (FTEs) as of December 31, 2009. An employee is full-time if they are expected to work 40 hours per week. Count each full-time position as 1 FTE. You may round to the nearest tenth for part-time employees. A position is funded if resources have been appropriated by the organization with administrative control of the laboratory. Funded positions may be either filled or in the process of being filled. Include all types of employees.

C3. Report the number of **working** full-time equivalents as of December 31, 2009 for each employment category. An employee is full-time if they are expected to work 40 hours per week. Count each full-time position as 1 FTE. You may round to the nearest tenth for part-time employees. Include all types of employees. If you have employees that fit within multiple categories, use a decimal to estimate the amount of time allocated to each position. Do NOT leave any categories blank; write "0" if you have no employees that fall within a certain category.

"Managerial" positions include any individual whose primary responsibilities are supervisory. An individual falls within the "Clerical/Administrative Support" category if they perform functions related to the operation of the laboratory (e.g., quality assurance, IT) but do not interact with casework evidence. "Analyst/Examiner" primary responsibilities include evidence examination, conclusion generation, report generation and court testimony. An individual falls within the "Technical Support" category if they perform laboratory functions other than direct evidence examination (i.e., reagent preparation, instrument maintenance, sample preparation) or assist in evidence examination but do not generally draw conclusions about any analysis. When deciding whether an individual falls under the Analyst/Examiner category or Technical Support category, note that analysts/examiners routinely draw conclusions based on the examination of evidence or crime scene documentation as part of their job duties. For example, using this criterion, a FTE who performs any latent print comparison is an "Analyst/Examiner" while a FTE who performs latent print development but no comparison is "Technical Support." Call the Help Line for further assistance with these distinctions.

If you have another type of position that is not listed, write in the name of the position category on the blank line provided and mark the number of working FTEs in each additional category. All categories should add up to the TOTAL FTEs (i.).

C4-C6. Please enter a number corresponding to the minimum and maximum allowable annual salary in U.S. dollars for each given position. If your laboratory does not use set salary scales, enter in the minimum and maximum salaries for that position or its closest equivalent during 2009. If employees in a particular position are paid a wage rather than a salary, please report the minimum and maximum pay the employees would receive if they worked 40 hours per week for an entire year and received no overtime. If, for a given position, the minimum and maximum salaries are equal, enter the same value in **both** columns. Please mark the "No such position" checkbox if, on December 31, 2009, your office had no employees occupying the given position and the position was not considered vacant.

Refer to the Glossary for position definitions. An employee qualifies as a "Researcher Only" if his or her primary work is dedicated toward forensic science research. Report salary ranges for every listed position type that exists at your laboratory. Please note that part (c.) "Analyst/Examiner: Entry Level" refers to the lowest level ONLY

and (d.) "Analyst/Examiner: Senior-Level" refers to the highest level ONLY and excludes intermediate-level analysts. Do not enter dollar signs or commas. You may round the salary estimates to the nearest \$1000.

C7. Mark "Yes" or "No" for whether any FTE hours were lost to involuntary, unpaid furlough in 2009.

## SECTION D: WORKLOAD

D1. Please report if your laboratory had a Laboratory Information Management System (LIMS) as of December 31, 2009. This may be any electronic system or software used to manage laboratory tasks. Choose "Yes, laboratory-wide" if every section in your laboratory uses the LIMS. Choose "Yes, only certain disciplines" if only certain forensic disciplines use a LIMS and answer "No" if no part of your laboratory uses a LIMS. If you answer "No," skip to item D3.

D2. Please select the LIMS functions that your laboratory uses. Refer to the Glossary for explanations of the LIMS functions. If you use another LIMS function category that is not listed, mark "Yes" for the "Other" category and write in a description of the function in the blank line provided.

D3. Please answer "Yes" or "No" for each type of advanced technology or procedure your laboratory uses for casework. Refer to the Glossary for explanations of these technologies.

D4. Please answer "Yes" or "No" for each type of database your laboratory uses (e.g., enter items, conduct searches).

D5. Please answer "Yes" or "No" for whether your lab entered and searched bullets within a searchable firearms database in 2009. Mark "Not Applicable" if your lab does not perform functions related to Firearms and Toolmarks examination.

D6. This question asks about the number of requests your laboratory received between and including January 1, 2009 and December 31, 2009. A request is defined as the submission of one or more items of physical evidence to a single forensic discipline from a single criminal investigation. One request may include multiple evidence items. In situations where a request is exchanged between labs within a multiple laboratory system, the lab which conducts the analysis should count the request, while the lab which sent the request out for analysis to be completed by another lab should NOT count the request.

D7. This question asks about the number of requests that were within the laboratory for 30 days or more without submitting a report to the laboratory customer, as of January 1, 2010. In situations where a request is exchanged between labs within a multiple laboratory system, the lab which conducts the analysis should count the request, while the lab which sent the request out for analysis to be completed by another lab should NOT count the request.

D8-D17. These questions ask about the workload for each general discipline listed in item A7. The subcategories for each discipline that you indicated will not be asked here. If your laboratory does not perform the discipline listed in a particular column, mark the box at the top of the column labeled "Discipline Not Applicable." A single case may result in multiple requests (e.g., one case may include a request for forensic biology AND a request for latent prints), and a single request may include multiple items (e.g., multiple DNA samples). Enter "0" if there were no requests during the specified time period. Do NOT include items outsourced to other laboratories in this section. In situations where requests are exchanged between labs within a multiple laboratory system, the lab conducting the analysis should count the request, while the lab sending the request out for analysis to be completed by another lab should NOT count the

request. For all applicable disciplines, report the following information:

**(a) Number of pending requests awaiting analysis as of January 1, 2009.** A pending request refers to any request submitted to the laboratory for which analysis has not yet started.

**(b) Number of pending requests that were backlogged (requests unreported for 30 days or longer) as of January 1, 2009.** Record the number of backlogged requests at the beginning of the target year on January 1, 2009. A request is backlogged if a report has not been generated within 30 days of submission to the laboratory.

**(c) Total number of new requests received in 2009.** Record the total number of requests received between and including January 1, 2009 and December 31, 2009.

**(d) Total number of requests completed in 2009.** Record the total number of requests completed (analyzed and reported) between and including January 1, 2009 and December 31, 2009.

**(e) Number of FTEs it took to complete the requests (as reported in item d).** Record the total number of FTEs working in that discipline between and including January 1, 2009 and December 31, 2009. Round to the nearest 0.1 FTE, and please adjust for FTEs that only worked for part of the year.

**(f) Total number of all pending requests awaiting analysis as of January 1, 2010.** A pending request refers to any request submitted to the laboratory for which analysis has not yet started.

**(g) Number of these pending requests that were backlogged (requests held for 30 days or longer) as of January 1, 2010.** Record the number of backlogged requests at the beginning of the target year on January 1, 2010. A request is backlogged if a report has not been generated within 30 days of submission to the laboratory.

D18–D20. This question is a subsection of D16. Please report the requested information about sexual assault evidence, convicted offender reference samples and arrestee samples ONLY. Refer to the glossary for more information about how sexual assault evidence is defined. Call the Help Line (toll-free) if you are unable to extract data separately for sexual assault evidence, convicted offender reference samples or arrestee reference samples. If your laboratory does not perform these types of analyses, please mark the “Not Applicable” box at the top of the question.

## SECTION E: OUTSOURCING

E1. Please answer “Yes” or “No” on whether your laboratory outsourced the analysis of any evidence type to public or private labs, at any point during the 2009 calendar year. If you answer “No,” skip to item E4.

E2. Report the total amount of your laboratory’s budget that was spent on outsourcing in 2009. Enter “0” if no financial resources were spent on outsourcing. Please do not enter any dollar signs or commas.

E3. Report the number of requests your laboratory outsourced during the 2009 calendar year for each discipline. Enter “0” if your laboratory did not outsource any requests within a particular discipline. Mark “Not Applicable” if your laboratory does not have the listed discipline or it is not possible for this discipline to

outsource requests. If you have a type of request that is not listed, write in a description of the request type in the blank line provided within the “Other” category. The TOTAL number of requests outsourced (o.) should equal the sum of the number of requests for each discipline (a.-n.).

E4. Please mark “Yes” or “No” for whether your laboratory received requests for analysis from other laboratories (e.g., other laboratories’ outsourced samples). If you answer “No,” skip to item F1.

E5. Report the number of requests your laboratory *received* from other laboratories (e.g., other laboratories’ outsourced items) during the 2009 calendar year for each discipline. Mark “Not Applicable” if your laboratory does not have the listed discipline. Enter “0” if your laboratory did not receive any requests within a particular discipline. If you have a type of request that is not listed, write in a description of the request type in the blank line provided within the “Other” category. The TOTAL number of requests outsourced (o.) should equal the sum of the number of requests for each discipline (a.-n.).

## SECTION F: QUALITY ASSURANCE

F1. Select “Yes” or “No” for whether your lab had received accreditation from each of the listed accrediting bodies as of December 31, 2009. Check “Other” and write in the accrediting body if your laboratory is accredited by an organization that is not listed here.

F2. Select “Yes” or “No” for whether your lab was in the application process for accreditation from each of the listed accrediting bodies as of December 31, 2009. Check “Other” and write in the accrediting body if your laboratory is in the application process for accreditation by an organization that is not listed here.

F3. Please report the number of analysts/examiners which were externally certified by at least one of the listed organizations, as of December 31, 2009. Please do not report any analysts/examiners who are solely certified internally or certified by an unlisted organization only.

F4. Please answer “Yes” or “No” for whether your laboratory had resources specifically dedicated for research during 2009, for example work-hours, supplies, or other funding dedicated specifically to supporting research.

F5. Please answer “Yes” or “No” for whether analysts/examiners in your laboratory underwent proficiency testing in 2009. If you answer “No,” skip to item F7.

F6. If you answered “Yes” to F6, please select “Yes” or “No” for each type of proficiency test the analysts/examiners underwent in 2009. Definitions are included in the question text.

F7. Report the percentage of time spent, on average, on court testimony and related tasks for each listed position over a year-long period in 2009. Please include time spent preparing for, traveling to, and providing court testimony. Mark “Not Applicable” if your laboratory did not have the listed position in 2009. Enter “0” if your laboratory has the listed position but those employees did not spend any time in 2009 on court testimony.

F8-F9. Report the percentage of time spent, on average, on receiving training (F8) or providing training (F9) for each listed position over a year-long period in 2009. Please include both initial and continuing training. Mark “Not Applicable” if your laboratory did not have the listed position in 2009. Enter “0” if your laboratory has the listed position but those employees did not spend any time in 2009 on training.

F10. Please answer “Yes” or “No” for whether your laboratory has written standards for performance expectations for analysts/examiners in any discipline. These expectations may differ by examiner type, forensic discipline and staffing level. Choose “No” if your laboratory managers and supervisors have expectations of performance that are not codified.

<b>SECTION G: FEEDBACK AND SUBMISSION</b>
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Please write any comments you would like to share with the Bureau of Justice Statistics about (a) your survey responses, (b) the survey content or format, (c) the manner of administration of the survey, or (d) any other applicable information. Make sure to document any instances where you were unable to provide the requested information as directed.

## APPENDIX C: GLOSSARY

AFIS	Automated Fingerprint Identification System. Biometric database based on fingerprint minutia, with image storage and search capabilities.
analyst/examiner	Laboratory personnel whose primary responsibilities are the analysis of physical evidence, making conclusions based on that analysis, reviewing and reporting analytical results and providing expert testimony. Included in this category are crime scene personnel who perform the senior-level duties of crime scene reconstruction and blood spatter analysis.
analyst/examiner: entry-level	See analyst/examiner. No professional experience necessary to qualify for hiring at this level.
analyst/examiner: intermediate/senior-level	See analyst/examiner. Professional experience necessary to qualify for hiring at this level. Includes all levels above entry-level that do not have supervisory duties.
analyst/examiner: senior-level	See analyst/examiner. The highest level of analyst/examiner at the laboratory that does not have supervisory duties.
arrestee sample	A DNA reference sample from an arrestee collected and analyzed for inclusion into a database.
authorized FTE	The organization that has administrative control of the laboratory has approved a position, but has not necessarily supplied funds to hire for that position.
backlog, monitoring	See <i>monitoring backlog</i> .
backlogged request	A request that has been submitted to a disciplinary area of the crime laboratory and remains unreported for a period of 30 days or longer.
calculating turnaround time	A LIMS function that will calculate the time it took for the completion of evidence analysis based on time and/or date information within the LIMS. This calculation is based on a predefined starting point (e.g., request receipt, request assignment) and end point (e.g., reporting of results) and may be calculated for an individual analyst/examiner, laboratory section and/or the entire laboratory.
case	All physical evidence from a single criminal investigation submitted for crime laboratory analysis.
criminal case status, tracking	See <i>tracking criminal case status</i> .
chain of custody, documenting	See <i>documenting chain of custody</i> .
chemical unknown	Microscopic and/or instrumental analysis of evidence to determine chemical composition of substances that do not fit into the criteria of other trace subdisciplines.

clerical/administrative support	Laboratory personnel whose primary responsibility is to provide support to other laboratory personnel through the performance of organizational/administrative duties.
CODIS	Combined DNA Index System. The software platform for the three-tiered (local, state, national) DNA database index system.
controlled substances	The identification of drugs and other substances whose possession or use, either in pure, legal or illicit dosages, is restricted by the government.
convicted offender sample	A DNA reference sample from a convicted offender collected and analyzed for the inclusion into a database.
crime laboratory	A scientific laboratory with at least one full-time natural scientist that examines physical evidence in criminal matters, provides reports and opinion testimony with respect to such physical evidence in courts of law. This definition does not include operations that engage exclusively in fingerprint recovery, development, and examination; crime scene investigation; computer crime inquiries; and photography.
crime scene	Forensic discipline that conducts the identification, documentation, collection and/or interpretation of physical evidence at a location external to a laboratory facility and where a suspected crime has occurred.
crime scene technician	Laboratory personnel whose primary responsibilities are to respond to crime scenes, record and collect evidence, and submit that evidence to a laboratory for analysis.
digital & multimedia evidence	Analog or digital (stored/transmitted in the binary form) media evidence, including, but not limited to, computer files, film, tape, magnetic and optical media, and/or information contained therein.
documenting chain of custody	LIMS function that records the possession and location of evidence from collection through analysis, possible court presentation and long term storage. This may include both internal and external chain of custody.
equipment	Nonexpendable items purchased that have a useful life of more than two years and cost more than \$5,000.
explosives analysis	Microscopic and/or instrumental analysis of physical evidence and devices rendered safe for the quantitative/qualitative chemical analysis of low and/or high explosives and/or explosives residue.
fiber examination	Microscopic and/or instrumental examination of fibers. This analysis may identify the fiber type and other class characteristics by observation of physical, chemical and optical properties.
fire debris analysis	Instrumental analysis of physical evidence in order to detect the presence of possible ignitable liquid residues foreign to the substrate.

firearms/toolmarks	Examination and comparison of evidence resulting from discharge and/or use of firearms; comparison of marks made by various tools.
forensic biology	The location, screening, identification and characterizations of physiological fluids and DNA analysis of biological evidence. This category combines the “biology screening” and “DNA analysis” categories used in the 2002 and 2005 Census of Publicly Funded Crime Labs.
fringe benefits	Costs incurred by the laboratory to provide non-wage benefits to employees. These costs include, but are not limited to, insurance, taxes, vacation, unemployment benefits and retirement.
FTE	Full-Time Equivalent. An employee is considered full-time if he or she is expected to work 40 hours per week. If a part-time employee works 20 hours a week, he or she should be counted as 0.5 FTE.
funded FTE	The organization that has administrative control of the laboratory has approved a position, and funds have been appropriated to support one full-time equivalent.
furlough	FTE hours spent without duties and pay because of lack of work, funds or other non-disciplinary reasons.
generating reports	A LIMS function that automatically assists in the creation of reports, including, but not limited to, creating report language, inputting data into report templates, certificates of analysis and workload reports. This functionality eliminates or greatly reduces the amount of examiner time dedicated to producing reports for evidence submitting agencies.
gunshot residue testing	Microscopic and/or instrumental analysis of evidence in order to detect any particulates expelled from any and all openings of a firearm during firing. This definition does not include weapon-to-target distance determination.
hair examination	Microscopic examination of the structural characteristics of hair to determine characteristics of the hair source or for comparison with a set of known exemplars.
hard sources	Repeated and dependable sources of funding including, but not limited to, funds provided from the city, county, state or federal government.
IAFIS	Integrated Automated Fingerprint Identification System of the FBI.
ILRC	Ignitable Liquids Reference Collection. The ILRC is an online compilation of ignitable liquid reference materials and accompanying data used in the analysis of fire debris samples in accordance with the American Society for Testing and Materials (ASTM) E-1618 standard test methods.
impressions	Identification, documentation, collection, and interpretation of two-dimensional and three dimensional impressions and imprints found on physical evidence (e.g., footwear, tire tread). For purposes of this survey, firearms/toolmarks and latent prints are separate categories and are not to

	be included in the general impressions category.
interfacing with laboratory instrumentation	LIMS function that allows for the automatic communication between the LIMS and the laboratory instrument software. This may allow the LIMS to store instrument outputs (data), control instrument operations and/or track usage.
item, tracking by	See <i>tracking by item</i> .
laboratory case number, tracking by	See <i>tracking by laboratory case number</i> .
laboratory instrumentation, interfacing with	See <i>interfacing with laboratory instrumentation</i> .
laser microdissection	Visualization, isolation and recovery of specific cells from samples mounted on slides using laser illumination. Frequently abbreviated LMD.
latent prints	Development and/or comparison of fingerprint impressions on physical evidence or other substrates.
law enforcement case number, tracking by	See <i>tracking by law enforcement case number</i> .
LC-MS/MS	Liquid chromatography with tandem mass spectrometry. Used for the qualitative and quantitative analysis of drugs and other compounds. The tandem MS capability allows analysis of many compounds in a single sample injection.
LIMS	Laboratory Information Management System. Any computerized system that records information about items submitted and analyzed by the laboratory. System is used to manage, compile, or track requests and/or evidence.
managerial FTE	Laboratory personnel whose primary responsibility is the management or supervision of other employees.
monitoring backlog	A LIMS function that monitors the current status of backlogged evidence. This function can assist in the calculating and reporting of backlogs; may be discipline specific or laboratory-wide.
multiple laboratory system	An organization containing at least two physically separate laboratory facilities that are independently managed under the control of a single manager in an organizational chart.
NIBIN	National Integrated Ballistics Information Network. Repository of digital images of the markings made on spent ammunition recovered from a crime scene or a crime gun test fire.



outsource	Physical evidence from the jurisdiction served is sent to another laboratory, public or private, for analysis. This does not refer to physical evidence sent to other laboratories in the same multiple laboratory system.
paint analysis	Microscopic and/or instrumental analysis of paint and coating evidence to determine chemical and physical characteristics that can indicate a specific source type (e.g., automotive, architectural) or be compared to submitted exemplars.
PDQ	Paint Data Query. PDQ contains information on the chemical composition of paint from most domestic and foreign car manufacturers and the majority of vehicles marketed in North America after 1973. This database is maintained by the Royal Canadian Mounted Police (RCMP).
pending request	A request that has been submitted to a disciplinary area of a crime laboratory, but has not yet been examined and reported to the submitting agency. A pending request will become a backlogged request after it remains unreported for a period of 30 days.
performance expectation	The expected number of requests, analyzed and reported, for one full time examiner for a specified period of time (e.g., week, month, year). This number is a managerial expectation and may be higher or lower than the actual number of requests completed for 2009.
personnel expenditures	Total amount expended for annual salaries and fringe benefits of all employees within a laboratory. Fringe benefits include, but are not limited to, insurance, taxes, vacation, unemployment and retirement.
polynomial texture mapping	Images taken from a fixed point of view with lighting at multiple angles are combined to create an image with increased photorealism. Forensic applications include imaging of impression evidence. Frequently abbreviated "PTM."
questioned documents	Examination of printed, typed or written material for the purpose of identifying the source, determining alterations or other means of gaining information about the item or the circumstances surrounding its production.
researchers only	A FTE whose primary duties are to conduct research, defined as experimentation aimed at the discovery and interpretation of facts, the revision of accepted theories, or practical application of such new or revised theories or technologies.
reconstruction	Determining past events that address questions of investigative importance from the record of physical evidence that has resulted from those events.
request	Submissions of one or more items of physical evidence from the same case to a single disciplinary area of a crime laboratory. Multiple submissions of new evidence over time from the same case to one or more disciplinary sections of the laboratory count as a new request.

request, tracking by	See <i>tracking by request</i> .
reports, generating	See <i>generating reports</i> .
scientist	A person with a minimum of a bachelor's degree in a natural science who employs the scientific method in the examination and interpretation of evidence in a crime laboratory.
sexual assault evidence	Any physical evidence submitted from the commission of a sexual assault. This category includes, but is not limited to, items referred to as sexual assault kits, victim physical evidence kits and rape kits.
soft sources	One-time or unpredictable sources of funding including, but not limited to, fees, grants and awards.
supervisor	A FTE whose primary duties are the oversight of other laboratory personnel.
supplies	Any materials that are expendable and consumed during the course of the year, including but not limited to, office supplies, postage, training materials, copying paper and expendable equipment costing less than \$5000.
technical support FTE	A FTE whose primary responsibility is to provide support to analysts/examiners via the performance of laboratory-based tasks such as sample preparation, reagent preparation and analytical instrumentation maintenance.
toxicology	Analysis of biological materials for the presence of drugs and other potentially toxic materials.
trace	Microscopic, chemical and/or instrumental analysis of transferable evidence and other materials not specifically covered in other disciplines including, but not limited to, gunshot residue, fire debris, explosives, paint, glass, hair, fibers, tape and other varieties of trace and/or transferable evidence.
tracking by item	LIMS tracks evidence at the item-level. Tracking may include reference to location, progress of analysis, or completion dates/times.
tracking by laboratory case number	LIMS tracks evidence at the level of the laboratory case. A laboratory case is a case number assigned by the forensic laboratory. Tracking may include reference to location, progress of analysis, or completion dates/times.
tracking by law enforcement case number	LIMS tracks evidence by the case number assigned by the law enforcement agency investigating the crime. Tracking may include reference to location, progress of analysis, or completion dates/times.
tracking by request	LIMS tracks evidence at the request-level. A single criminal event may result in multiple requests for analysis. Tracking may include reference to location, progress of analysis, or completion dates/times.

tracking criminal case status	LIMS function that records the progress of a case through the criminal justice system for which physical evidence has been submitted to the laboratory. Status information may include open/closed/cleared designation, pending court dates and/or final case disposition.
turnaround time, calculating	See <i>calculating turnaround time</i> .
UPLC	Ultra Performance Liquid Chromatography. This technology employs stationary phase packing particles smaller than 2.5 micrometers allowing for increased separation efficiency at higher flow rates without significant losses in resolution. It can be used with the same sample types as traditional HPLC including drugs and other compounds that degrade at high temperatures.
Y-STR analysis	Analysis of short tandem repeat loci on the Y chromosome.