Rapid DNA Mass Disaster Emergency Response and Preparedness Toolkit Instruction Manual

This instruction manual provides guidance on using materials included in the Rapid DNA Mass Disaster Emergency Response and Preparedness Toolkit. Instructions for each material below include a combination of the following segments:

- **Objective:** Explanation of the purpose and use case of the material.
- **Important Notes:** Material-specific considerations and caveats.
- **Getting Started:** General information on how to use the material.
- **Customize It:** Material-specific notes on customization options.
- **Additional Applications:** Notations of other possible use cases for the material that extend beyond its main objective.
- **Cross-Reference It:** Notations of other materials in the toolkit that are companions or accompaniments and style notes on materials that use specific formatting to relate to other materials in the toolkit.

The materials in the toolkit are not intended to replace existing documentation used by a forensic science service provider (FSSP); they were designed to serve as helpful accompaniments for deployment efforts. Materials in the toolkit should be reviewed and tailored for an FSSP's purposes *prior* to responding to a mass casualty event. It is critical to consult your quality management system (QMS) to ensure compliance with any specific practices, procedures, protocols, or workflows required for deployment efforts when considering the implementation of any materials offered in the toolkit.

The table of contents lists all materials in the toolkit. Although the order presents a suggested general sequence for use, this is not prescriptive. Consider viewing all materials in this manual holistically, rather than preparing them in the order they appear.

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Key Terms, Definitions, and Acronyms/Initialisms

The following key terms, definitions, and acronyms/initialisms are used throughout the materials in the Rapid DNA Mass Disaster Emergency Response and Preparedness Toolkit. Key terms are defined here for ease of reference when reviewing material instructions or preparing materials for deployment. FSSPs are encouraged to review and update these terms, definitions, and acronyms/initialism according to their internal policies. Any term, definition, or acronym/initialism updates should also be reflected throughout the other toolkit materials being used or adopted by your FSSP, as applicable.

Key Terms and Definitions

- **Acquaintance:** Individuals who have a nonbiological connection to, or knowledge of, a missing person.
- **Analyst/Technician:** The individual assuming ownership or overseeing work performed during a team-based deployment approach.
- **Authorized Individual:** An individual who is a member of an internal deployment team.
- **Evidence Item:** The whole physical item recovered from a mass disaster site, or an entire physical item submitted for testing (e.g., a portion of a femur retrieved from a disaster site, a sweatshirt belonging to a missing person that was submitted by a family member).
- **Family Member:** A legal or biological relative to a missing person.
- **Individual Cleared for Entry:** An external collaborator granted access to a testing site with approval from the Deployment Supervisor, Family Reference Sample (FRS) Coordinator, or Unidentified Human Remains (UHR) Sample Coordinator.
- **Intake Form Originator:** The individual who initiated an intake form during evidence or sample collection or an individual in a supporting role, such as a Photography and Documentation Coordinator.
- **Missing Person:** An individual who cannot be located or has not been seen.
- **Original (First Pass) Test:** The first time a sample has been tested using Rapid DNA instrumentation, after collection or processing.
- **Re-Test:** Any additional testing of a sample, via Rapid DNA instrumentation or traditional short tandem repeat (STR) testing, that follows the sample's original (first pass) test.
- **Sample:** A sampled portion of an evidence item designated for use in Rapid DNA testing or traditional STR testing (e.g., a window cutting of a femur, a cutting from the armpit of the sweatshirt, a swab of a submitted FRS buccal swab).
- **Significant Other:** Individuals of nonbiological relation who have consensually entered a committed, romantic, or legal relationship with one another.

Acronyms/Initialisms

- **API:** associated personal item
- **EDS:** exclusionary DNA sample
- **FRS:** family reference sample
- **FSSP:** forensic science service provider
- **KSA:** knowledge, skills, and abilities
- **OSHA:** Occupational Safety and Health Administration
- **QC:** quality control
- **QMS:** quality management system
- **STR:** short tandem repeat
- **UHR:** unidentified human remains
- **VIN:** vehicle identification number

General Information and Notes for Materials

The following information and notes apply to all materials offered in the Rapid DNA Mass Disaster Emergency Response and Preparedness Toolkit.

- All materials in the toolkit are adaptable and can be customized to meet an FSSP's needs—ranging from adding an FSSP's name and organization logo to integrating detailed, organization-specific workflow information. FSSPs are encouraged to adapt content-based elements to better align with their organization's policies, procedures, practices, and preferred language.
- The materials in the toolkit were developed in Microsoft® Word®, Microsoft Excel®, or Microsoft PowerPoint®. However, these materials are also compatible with Google® Drive™ via Google Docs™, Google Sheets™, and Google Slides™.
- The materials in the toolkit were designed to be interacted with digitally or physically. For digital users, please note that many materials have the following features:
    - Fillable textboxes that expand as text is added.
    - Interactive note lines that expand as text is added.
    - Checkboxes that can be checked or un-checked by clicking.
- The toolkit features many materials that would benefit from printing multiple copies (e.g., entry/exit logs, chain of custody forms).

Mock Scenarios: Building Collapse (Entrapment), Wildfire (Scattered Remains), and Plane Crash (Commingled Remains)

Objective: *Mock Scenarios: Building Collapse (Entrapment), Wildfire (Scattered Remains), and Plane Crash (Commingled Remains)* were developed to assist FSSPs with planning and preparing for the immediate deployment of Rapid DNA instrumentation for various scenarios.

Important Notes: To maximize the benefits of completing these mock scenarios, include all individuals who may be involved in dispatching to a mass disaster event. An inclusive, collaborative approach more closely replicates the multidisciplinary nature of disaster response.

Getting Started: To begin, establish your team and collectively review the case description in the mock scenario selected. Work through the questionnaire in a logical sequence, covering stages from pre-deployment to post-deployment. Teams are encouraged to answer these questions sequentially, providing responses based on available resources and established protocols, where applicable. After completing all questions pertaining to the mock scenario, complete the questions in the 'Reflection' section. Consider having team members complete the 'Reflection' section independently before reconvening to jointly discuss findings and takeaways.

Additional Applications: The mock scenarios can be effectively paired with all materials in the ***Rapid DNA Mass Disaster Emergency Response and Preparedness Toolkit*** to function as a tabletop exercise to further enhance training and support FSSPs in forming a multidisciplinary response team, identifying key collaborators, defining roles and responsibilities, and developing deployment protocols.

Cross-Reference It: Throughout these mock scenarios, multiple questions center on roles and responsibilities of deployment team members. For assistance in determining deployment roles and responsibilities, refer to the ***Deployment Role List and Description*** document in the toolkit.

Interactive Deployment Workstation Setup Diagrams

Objective: The *Interactive Deployment Workstation Setup Diagrams* are designed to assist FSSPs in planning and preparing for deployment. This tool enables users to design deployment workspaces in advance, providing a visual representation to optimize workflow efficiency and identify potential challenges, such as a limited number of power outlets or inadequate humidity, before arriving at a mass disaster site.

Important Notes: The diagrams are based on common dimensions and layouts of tents, hotel rooms, and crime scene vehicles that may be used during deployment efforts. This tool is not intended to be exhaustive and does not account for every workspace configuration. It also does not guarantee access to utilities such as electricity or water supply at deployment sites.

Getting Started: Read the instructions on slide 2 for details on interacting with this tool's components. Select the desired or applicable workspace layout from slides 3–9. Select and position the defined icons in the 'Item Key' section to build the desired workspace layout on the diagram.

Additional Applications: This tool can also be used to improve or design future deployment workspaces.

Deployment Role List and Descriptions

Objective: The *Deployment Role List and Descriptions* document provides a template for assigning roles identified as impactful for FSSPs deploying to a mass disaster event. Each role is accompanied by a description of suggested responsibilities.

Important Notes: The roles and responsibilities in this document are not intended to be exhaustive and can be tailored to meet the specific needs of an FSSP. Additionally, the roles delineated may be combined based on availability of FSSP personnel or the scope or type of mass disaster to which an FSSP has been requested to respond.

Getting Started: Use the *Deployment Role List and Descriptions* document to assign internal personnel to each role based on their technical knowledge, skills, and abilities (KSAs). Refer to Figure 1, Deployment Role Organization Chart (on page 1 of the document), to visualize the organizational structure and communication flow of the various deployment roles to further support the appropriate assignment of roles.

Customize It: For each role header name (e.g., Logistics Coordinator), note the name(s) of the individual(s) who have been assigned to that role. A suggested role combination schematic can be found in Figure 2, Deployment Role Combinations (on page 2 of the document).

Additional Applications:

- If this document is to be used as a "master list" for deployment, ensure it is readily accessible to all deployment personnel to facilitate identification of and easy reference to roles and associated tasks.
- If this document is used to build a multidisciplinary response team, the assigned deployment roles and responsibilities can be evaluated by completing the ***Mock Scenarios: Building Collapse (Entrapment), Wildfire (Scattered Remains), and Plane Crash (Commingled Remains)*** included in the toolkit.

Cross-Reference It:

- Bold, italicized text used throughout the *Deployment Role List and Descriptions* document denotes other materials in the toolkit that may support tasks assigned under a specific role.
- Bold, unitalicized text used throughout the *Deployment Role List and Descriptions* document denotes roles that interact among each other to successfully complete a specific task.
- This document is a companion to the ***Deployment Role Checklist*** workbook.

Deployment Role Checklist

Objective: The *Deployment Role Checklist* workbook outlines potential tasks for each deployment role detailed in the ***Deployment Role List and Descriptions*** document. The checklists in this workbook are designed to assist deployment team members in tracking, recording, and successfully executing their responsibilities before, during, and after a mass disaster event.

Important Notes:

- The tasks in this workbook are not intended to be exhaustive and can be customized to meet the specific needs of an FSSP. Additionally, the roles and their associated tasks may be combined depending on availability of FSSP personnel or the scope or type of mass disaster to which an FSSP has been requested to respond.
- Although some tasks in this workbook will be completed only once, many tasks will be ongoing throughout the deployment or will be completed multiple times. For these types of tasks, the columns for initialing upon completion and recording the completion date and time may be used to document each occurrence of task completion (i.e., multiple entries) throughout the deployment effort.

Getting Started: Open the workbook and navigate to the 'Overview' tab. Click on the hyperlinks on this tab to directly access the checklists designed for the various deployment roles. Once a checklist has been selected, review the tasks associated with the role, which are organized by individual rows. Each task (i.e., row) is accompanied by corresponding columns to initial upon completion, record the completion date and time, and record any necessary or relevant comments. The workbook's final tab includes a

‘Training Checklist’ that delineates possible tasks that can be completed before or during a mass disaster event. This checklist focuses on ensuring personnel are prepared to perform duties associated with the Health and Safety Team Member(s) and Instrumentation Team Member(s) roles as delineated in the ***Deployment Role List and Descriptions*** document. Each task is accompanied by corresponding columns to initial upon completion, record the completion date, and record information about the trainer and trainee(s).

Cross-Reference It:

- Bold, italicized text used throughout the *Deployment Role Checklist* workbook denotes other materials in the toolkit that may support tasks assigned under a specific role.
- Bold, unitalicized text used throughout the *Deployment Role Checklist* workbook denotes roles that interact among each other to successfully complete a specific task.
- This workbook is a companion to the ***Deployment Role List and Descriptions*** document.

Personnel Scheduler and Rotation Log

Objective: The *Personnel Scheduler and Rotation Log* workbook provides templates for creating shift rotations and time-block schedules to ensure proper personnel coverage during deployment.

Getting Started: Review the example tabs (i.e., ‘Example_Shift Information’, ‘Example_Overall Schedule, Example_FRS Schedule’) for visual guidance on how to fill out the template tabs in this workbook (i.e., ‘Template_Shift Information’, ‘Template_Overall Schedule’, ‘Template_FRS Schedule’, ‘Template_UHR Schedule’, ‘Template_Instrument Schedule’, ‘Template_Blank Schedule’).

Customize It:

- Use the ‘Template_Shift Information’ tab to create a shift schedule for each deployment team. To begin, record the personnel assigned to each deployment team by replacing the bracketed text ‘[Name #]’ and ‘[Position #]’ in each row under the respective shift. Replace the bracketed text ‘[Location]’ to record the deployment area where the personnel will be stationed. Then, complete the remaining ‘Date’, ‘Time In’, and ‘Time Out’ columns. Repeat these steps to incorporate scheduled breaks, ensuring adequate personnel coverage for all roles across all designated locations during a specified time.
- Use the ‘Template_Overall Schedule’ tab to create a time-block schedule for visualizing overlapping shifts and breaks for each deployment team. The deployment team category headers (row 2) are conditionally formatted to correspond to the deployment team’s designated color. To customize this template, follow these instructions:
    - Retrieve shift details: Reference the ‘Template_Shift Information’ tab to gather information on personnel assignments, shifts, and breaks.
    - Adjust the schedule start time and time interval (column A): Navigate to the top-right corner of the template and select the desired options from the drop-down under the ‘Schedule Start’ and ‘Time Interval (Min.)’ headers.
    - Create time blocks: Click the cell next to the start time of the block, then drag the cursor to the cell next to the end time.
        - Use the toolbar to select “Merge & Center.”
        - Double-click the merged cell, type the desired category name (e.g., Shift #1–4 or Break #1-4), and press enter on the keyboard.
- Use the ‘Template_FRS Schedule’, ‘Template_UHR Schedule’, and ‘Template_Instrument Schedule’ tabs to create a time-block schedule for visualizing individual shifts and breaks for these deployment teams. The deployment team category headers (row 1) are conditionally formatted to correspond to the deployment team’s designated color. To customize these templates, follow these instructions:
    - Retrieve shift details: Reference the ‘Template_Shift Information’ tab to gather information on personnel assignments, shifts, and breaks.

- Adjust the schedule start time and time interval (column A): Navigate to the top-right corner of the template and select the desired options from the drop-down under the ‘Schedule Start’ and ‘Time Interval (Min.)’ headers.
- Create time blocks: Click the cell next to the start time of the block, then drag the cursor to the cell next to the end time.
  - Use the toolbar to select “Merge & Center.”
  - Double-click the merged cell and type the name(s) of the individual(s) scheduled during that time block.
  - Optional: Conditional formatting can be applied to assign a specific color to the time block associated with an individual. For a detailed tutorial on conditional formatting, refer to the Microsoft Support resource on the use of conditional formatting in Microsoft Excel (https://support.microsoft.com/en-us/office/video-use-conditional-formatting-03ab07da-1564-4913-b69f-2b1a370c8910) and the Google Support resource on the use of conditional formatting in Google Docs (https://support.google.com/docs/answer/78413?hl=en&co=GENIE.Platform%3DDesktop).

Additional Applications: If this workbook is to be used as a “master schedule” for deployment, ensure it is readily accessible to all deployment personnel to facilitate identification of and easy reference to positions, locations, and scheduled shifts and breaks.

Inventory List

Objective: The *Inventory List* workbook is designed to assist with planning, packing, and restocking supplies for mass disaster deployment.

Important Notes:

- The items in this workbook are not intended to include all supplies that may be needed for deployment. Additionally, items that are included may not be applicable to every deployment scenario or circumstance. As such, items can be added, modified, or removed as necessary, and the workbook can be customized to meet the specific needs of an FSSP.
- When creating or revising the *Inventory List,* consider reviewing previously selected items and their corresponding quantity needed. These details may change depending on the scope or type of mass disaster an FSSP is requested to respond to.
- The ‘Information Technology’ tab of this workbook contains links to communication platforms that can be downloaded before or during deployment to assist with communication among internal deployment team members or external collaborators. Consult your IT department about security considerations before implementing any of these platforms.

Getting Started:

- Use the ‘Overall’ tab to view an alphabetically sorted list of all items in this workbook. This tab may be used to identify items, the available quantities of items, and the quantities of items needed for deployment.
- The remaining tabs of this workbook further categorize items by their intended use (e.g., infrastructure, transportation) or deployment workspace location (e.g., UHR testing site, FRS testing site). The ‘Quantity Available’ and ‘Quantity Needed’ columns serve the same purpose as they do on the ‘Overall’ tab. Following the deployment effort, the ‘Restock Quantity Needed’ columns in these tabs may be used to record the quantity of each item needed for post-deployment restocking.
- When packing items, consider using the ***Supply Bin Signs*** document to label the bins (e.g., boxes, totes) containing the supplies. Record the bin label in the ‘Bin Packaged In’ columns and use the ‘Mass Disaster Site Location’ column on the ‘Overall’ tab to indicate where each bin has been transported at the deployment site. Refer to the ‘Tab Reference #’ columns on the ‘Overall’ tab to identify the deployment workspace locations where each item may be needed.

Additional Applications: If this workbook is used as a "master list" for deployment efforts, ensure it is readily accessible for all deployment personnel to facilitate identification of and easy reference to available items and their respective locations at the deployment site.

Cross-Reference It: This workbook is a companion to the ***Supply Bin Signs*** document.

Supply Bin Signs

Objective: The purpose of the *Supply Bin Signs* document is to provide FSSPs with premade signs for organizing bins containing supplies packaged for deployment. These signs are categorized according to the ***Inventory List*** workbook to streamline item organization.

Getting Started: Identify the signs needed to categorize each bin (e.g., totes) prepared for deployment and add the appropriate number next to the # symbol on the desired signs, as informed by the total number of bins prepared for each category of supplies. Depending on the number of bins for each sign, multiple copies of a single sign may need to be printed. The number assigned to each sign will be helpful for recording in the ***Inventory List*** workbook. Print the signs and affix them to the packaged bins before transporting them to the deployment site.

Additional Applications: FSSPs may proactively prepare and package supplies dedicated to deployment efforts before deployment requests. For FSSPs choosing to prepackage supplies, these signs can be printed, laminated (optional), and affixed to the prepackaged bins for future use.

Cross-Reference It: This document is a companion to the ***Inventory List*** workbook.

Transportation Logistics: Rental and Personal Vehicle Information

Objective: The purpose of the *Transportation Logistics: Rental and Personal Vehicle Information* workbook is to record information related to rental vehicles and personal vehicles used during deployment.

Getting Started:

- The 'Rental Vehicles' tab can be used to record information pertaining to requests for rental vehicles. The first table on this tab can be used to record the agency that requested rental vehicles and the rental company to which the request was made. The second table on this tab can be used to record the quantity of each type of rental vehicle requested, the quantity of rental vehicles received, and the vehicle receipt and return dates and times.
- The 'AuthorizedPersonnelRentalInfo' tab can be used to record details of drivers authorized to operate each acquired rental vehicle. This tab also enables recording of initial inspections of each rental vehicle; each rental vehicle's starting mileage and approximate starting gas gauge read; and the bins or equipment transported in each rental vehicle.
- The 'Rental Vehicle Inspection' tab can be used to record information pertaining to the inspection of each rental vehicle, whether that be at the time of receipt, throughout deployment, or before return to the rental company.
- The 'Personal Vehicles' tab can be used to record information pertaining to personal vehicles used during deployment, including each personal vehicle operator's insurance information (e.g., agency, policy number); starting and ending mileage of each personal vehicle for reimbursement purposes; and the bins or equipment transported in each personal vehicle.

Cross-Reference It: This workbook is a companion to the ***Transportation Logistics: Rental and Personal Vehicle Gas Log*** workbook.

Transportation Logistics: Rental and Personal Vehicle Gas Log

Objective: The purpose of the *Transportation Logistics: Rental and Personal Vehicle Gas Log* workbook is to record gas purchases for rental and personal vehicles used during deployment for reimbursement purposes.

Getting Started: For rental or personal vehicles, complete the corresponding tab of the workbook ('Rental Vehicles' or 'Personal Vehicles', respectively). Documentation for each vehicle can be separated using the separate tables included on each of the tabs. To begin, use the first table to record the vehicle's vehicle identification number (VIN) and license plate number. The second table can be used to record each instance the vehicle's gas was refilled. Recording information such as the gas mileage at the time of refill, the approximate gas gauge read before refill, the number of gallons refilled, cost, payment method, and receipt information can be used to support any necessary reimbursement needs after deployment.

Cross-Reference It: This workbook is a companion to the ***Transportation Logistics: Rental and Personal Vehicle Information*** workbook.

Deployment Station Signs

Objective: The purpose of the *Deployment Station Signs* document is to provide FSSPs with premade signs that help identify and design effective designated workspaces during deployment.

Getting Started: Identify and print the necessary signs, laminate the printed signs (optional), and affix them to a structure at or near the deployment workspace associated with the sign.

Cross-Reference It: This document can be used as a companion to the ***Interactive Deployment Workstation Setup Diagrams*** tool.

Deployment Personal Protective Equipment Sign

Objective: The *Deployment Personal Protective Equipment Sign* depicts the personal protective equipment required by all deployment team members before entering any DNA testing location.

Getting Started: Print the required number of signs, laminate them (optional), and affix them to a structure at or near the entrance of the deployment workspace(s) being used for DNA testing.

Customize It: Modify the list of required and optional personal protective equipment in the box to align with your QMS.

Safety Equipment Check Log

Objective: The purpose of the *Safety Equipment Check Log* is to record the functionality and operability of pertinent safety equipment, such as portable eye wash stations, fire extinguishers, and safety showers, during deployment.

Important Notes: Ensure compliance with all local and state safety requirements (e.g., Occupational Safety and Health Administration [OSHA]) for maintaining safety equipment throughout the deployment process, including before, during, and after use (e.g., annual inspections). Coordinate with your FSSP's Health and Safety Coordinator to accomplish the following:

- Identify the required safety equipment checks.
- Determine the appropriate intervals for performing these checks.
- Establish procedures for monitoring equipment operability during deployment.
- Define criteria for assessing equipment functionality and safety.

Getting Started: Place a printed or electronic copy (managed by a dedicated assigned deployment team member) of the *Safety Equipment Check Log* near each safety equipment item (e.g., eye wash station, fire extinguisher, safety shower) at the deployment site. Note the location of the safety equipment item before each table. Record each safety check performed for each safety equipment item via the applicable table row. For additional guidance, refer to the box below, which demonstrates an example of how the *Safety Equipment Check Log* could be used for recording the safety check of an eye wash station.

Using the *Safety Equipment Check Log* to Record the Safety Check of an Eye Wash Station

Ensure that the location of the eye wash station being checked is noted before the accompanying 'Safety Equipment Check Log: Eye Wash Station' table. Before performing the safety check on the eye wash station, record the date, time, and the inspector's name on the appropriate columns in the table. Follow your FSSP's established procedures to conduct the safety check, and record the equipment's operability, using responses such as Yes or No. In the Additional Notes column, you may choose to provide details regarding the water quality, pressure, or any other issues of concern noted during the safety check.

Cross-Reference It: Under the "Additional Relevant Resources" section of the toolkit's web page, you will find a selection of safety resources, which may be helpful accompaniments to this log.

Temperature and Humidity Log

Objective: The purpose of the *Temperature and Humidity Log* is to record the environmental conditions of the surrounding atmosphere where Rapid DNA instrumentation is located.

Important Notes: Consult your QMS to ensure compliance with existing tools, policies, and procedures for recording the temperature and humidity of the environment surrounding Rapid DNA instrumentation.

Getting Started: Equip each workstation containing Rapid DNA instrumentation with a temperature/humidity monitoring device (e.g., hygrometer, dual temperature/humidity thermometer). For each monitored location, complete the *Temperature and Humidity Log* by filling in the location where the temperature and humidity check is being completed at the top of the log. At predefined intervals selected by your FSSP, record the temperature (°C), the temperature range (°C), the current humidity percentage (%), and the humidity range (%) at the time the temperature and humidity check is completed. Include the date, time, and name of the individual who performed the temperature and humidity check.

Family Reference Sample Testing Site Entry/Exit Log

Objective: The *Family Reference Sample Testing Site Entry/Exit Log* is designed to record authorized personnel entering and exiting FRS testing site(s).

Important Notes:

- Consult with your Deployment Supervisor and QMS for guidance on restricting access to the FRS testing site(s) to authorized personnel only, to maintain security.
- When setting up deployment workspaces, consider separating the FRS testing site(s) from the FRS collection site(s) to minimize the risk of contamination. Additionally, consider collecting DNA samples from individuals authorized to enter the FRS testing site(s), as needed, to monitor for potential contamination.

Getting Started:

- Place a printed or electronic copy (managed by a dedicated assigned deployment team member) of the log at or near the primary entrance of the FRS testing site(s).
- Record the location of the FRS testing site at the top of the log.

- Instruct all authorized individuals or individuals cleared for entry to the FRS testing site to record all requested information on a single row of the log, except for the date and time they left the site. When an individual is ready to depart the FRS testing site, instruct them to record this information in the 'Date and Time Exited' column of the row they established at the time of their entry.
- Use a new row each time an individual enters and exits the FRS testing site.

Unidentified Human Remains Testing Site Entry/Exit Log

Objective: The *Unidentified Human Remains Testing Site Entry/Exit Log* is designed to record authorized personnel entering and exiting UHR testing site(s).

Important Notes:

- Consult with your Deployment Supervisor and QMS for guidance on restricting access to the UHR testing site(s) to authorized personnel only, to maintain security.
- Consider collecting DNA samples from individuals authorized to enter the UHR testing site(s), as needed, to monitor for potential contamination.

Getting Started:

- Place a printed or electronic copy (managed by a dedicated assigned deployment team member) of the log at or near the primary entrance of the UHR testing site(s).
- Record the location of the UHR testing site at the top of the log.
- Instruct all authorized individuals or individuals cleared for entry to the UHR testing site to record all requested information on a single row of the log, except for the date and time they left the site. When an individual is ready to depart the UHR testing site, instruct them to record this information in the 'Date and Time Exited' column of the row they established at the time of their entry.
- Use a new row each time an individual enters and exits the UHR testing site.

Sample Tracking: Bin Sorting and Transport Workflow with Prepared Bin Labels

Objective: The *Sample Tracking: Bin Sorting and Transport Workflow with Prepared Bin Labels* document is designed to assist in tracking physical samples when bins are used for sorting and transporting samples.

Getting Started:

- Read page 1 for an overview of the structure and contents of this document.
- Review the 'Bin Label Organization Options' (page 2) to understand the predefined bin labels (e.g., UHR-01, FRS-01, API-01) and their associated, defined "phase" in the sample movement process. This page can serve as a "master list" during deployment for all deployment personnel to reference the various bins and associated phases in the sample movement process. Review the 'General Workflow/Sample Movement' diagram (page 3) for a visual representation of how the bins progress throughout the sample movement process. The 'Bin Label Organization Options' list and 'General Workflow/Sample Movement' diagram may be modified by adding, removing, or adapting bins to align with an FSSP's established sample movement workflow or depending on the scope or type of disaster to which an FSSP is being requested to deploy.
- Print or use an electronic copy (managed by a dedicated assigned deployment team member) of the 'Sample Tracking Table' (page 4) to record the testing and storage locations for each bin.
- The remaining pages of this document provide premade bin labels that can be printed, laminated (optional), and affixed to each bin used during deployment. On each label, ensure that the testing location is recorded, and the corresponding location is recorded on the 'Sample Tracking Table' (page 4). Use the space below the header 'Description of Contents (include batch numbers)' to record the case ID range for the items in the bin during storage or transportation.

Cross-Reference It: This document is a companion to the ***Bin Chain of Custody*** and the ***Evidence or Sample Chain of Custody*** documents.

Performance Checks: ANDE® 6C Rapid DNA Analysis™ System and Applied Biosystems™ RapidHIT™ ID System

Objective: The purpose of the *ANDE® 6C Rapid DNA Analysis™ System—Performance Check* and the *Applied Biosystems™ RapidHIT™ ID System—Performance Check* documents is to evaluate the performance of the Rapid DNA instruments after transport to a deployment site. These documents are designed to record that the Rapid DNA instruments are functioning within the parameters established, specified, or adhered to by the FSSP upon deployment.

Important Notes:

- The *ANDE® 6C Rapid DNA Analysis™ System—Performance Check* document was developed for the use of an A-Chip; however, it can be adapted for the use of an I-Chip, if necessary.
- Refer to your Rapid DNA instrument's user manual for instructions on performing routine maintenance on your Rapid DNA instrument.
- Consult your QMS to ensure compliance with policies and procedures regarding the following considerations of a Rapid DNA instrument performance check:
    - Identify the type and quantity of samples required to assess the performance of a Rapid DNA instrument.
    - Determine whether every Rapid DNA instrument deployed requires a performance check before use.
    - Determine the chips/cartridges that should be used during the performance check (e.g., A-Chip vs. I-Chip).
    - Establish procedures for performing and recording the results of a performance check.
    - Define criteria for passing or failing a performance check.
    - Define criteria for assessing Rapid DNA instrument functionality and safety.

Getting Started:

- Collect the necessary samples (e.g., buccal swab, positive control cartridge) in the required quantity, ensuring that at least one negative control is included. When collecting samples, ensure that previously developed STR profiles are available for comparison.
- Record the sample, instrument, and reagent information in the table at the top of the relevant performance check document.
- Run the collected samples on the appropriate Rapid DNA instrument(s).
- After obtaining the data, complete the required sections following the instructions under each heading. Consult your QMS for guidance on selecting the appropriate sample to record the internal lane standard results. For troubleshooting any issues or instrument errors, consult with your Instrumentation and Training Coordinator to determine whether the Rapid DNA manufacturer should be contacted for additional support.
- If the individual conducting the performance check is not authorized to sign off on the results, submit this form to the authorized personnel (e.g., Instrumentation and Training Coordinator) for review and approval. The authorized individual can complete the 'Performance Check Results' section at the bottom of the relevant performance check document to acknowledge that the Rapid DNA instrument has passed or failed the performance check, then sign and date.

General Reagent Log

Objective: The purpose of the *General Reagent Log* workbook is to track and record the quality control of reagents, ensuring adherence to quality assurance standards.

Important Notes: Consult your QMS to ensure compliance with policies and procedures related to storage conditions, quality control, and tracking of reagents.

Getting Started: Use the *General Reagent Log* workbook to record all reagents, chips, or cartridges at each testing site, using the respective tabs 'UHR Testing Site' and 'FRS Testing Site'. Start by recording the initial inventory outlined as follows and create a new entry (row) for each restocking event.

- For purchased reagents, complete the following columns: 'Reagent Name', 'Reagent Lot #', 'Date Opened / Initials', 'Expiration Date', 'quality control (QC) Date / Initials (if applicable)', 'QC Passed (Y/N or N/A)', and 'Disposal Date / Initials'.
- For prepared reagents, complete the following columns: 'Reagent Name', 'Reagent Lot #', 'Date Opened / Initials', 'Preparation Date / Initials', 'Expiration Date', 'QC Date / Initials (if applicable)', 'QC Passed (Y/N or N/A)', and 'Disposal Date / Initials'.
- For certain reagents, such as chips or cartridges, it may be more efficient to batch these items. In such cases, a reagent batch number can be generated and recorded in the 'Reagent Batch # (if applicable)' column instead of the 'Reagent Lot #' column.

Family Reference Sample Collection Visitor Log

Objective: The purpose of the *Family Reference Sample Collection Visitor Log* is to collect contact information from family members, significant others, or acquaintances of a missing person who visit the FRS collection site(s). Collection of this information can help ensure that if a family member, significant other, or acquaintance needs to leave the mass disaster site before participating in an on-site interview and sample collection, they can be contacted later.

Getting Started:

- Place a printed or electronic copy (managed by a dedicated assigned deployment team member) of the log at or near the primary entrance of the FRS collection site(s).
- Record the location of the FRS collection site at the top of the log.
- Instruct the family member, significant other, or acquaintance to record all requested information on a single row of the log, except for the date and time they left the site. When the individual is ready to depart the FRS collection site, instruct them to record this information in the 'Date and Time of Departure' column of the row they established at the time of their entry.
- Use a new row each time an individual enters and exits the FRS collection site.

Additional Applications: The contact information provided on this log by family members, significant others, or acquaintances may be used for conducting a follow-up interview on matters that may arise during, or because of, the testing and familial association process.

Family Reference Sample Collection Form

Objective: The *Family Reference Sample Collection Form* is designed to record the collection of an FRS, as well as to obtain consent for sample testing using Rapid DNA instrumentation and for comparison with UHR recovered at a mass disaster site.

Important Notes:

- This form may be completed by the deployment team member conducting the FRS interview or provided to the FRS donor for completion. If the latter is desired, the FRS donor is encouraged to complete this form in the presence of a deployment team member, so any questions the FRS donor has can be immediately addressed.
- Ensure the collection form is completed in its entirety before collecting the FRS.
- When collecting the FRS, to ensure the proper amount of cellular material is obtained for testing, the FSSP staff member may want to consider collecting the sample from the donor as opposed to

allowing the donor to collect it themself; however, the FSSP staff member is encouraged to verbally communicate this and ensure the donor's acceptance before the sample is collected.
- Ensure that the 'Statement of Consent' (page 5) and 'Statement of Verification' (page 6) sections are adapted to reflect the language used in your state's legislation.

Getting Started:

- To begin, verbally explain the process of submitting and collecting an FRS and the purpose of this collection form to the FRS donor, addressing any questions the FRS donor may have before starting on the form.
- Collaboratively fill out the 'Missing Relative Information', 'FRS Donor Information', and 'Additional FRS Donor Contact Information' sections of this form with the FRS donor. Address any questions the FRS donor may have throughout this process.
- Review and explain the 'Statement of Consent' to the FRS donor, addressing any questions that arise. Allow the donor to complete this entire section.
- The deployment team member facilitating the interview and collection of the sample then completes the 'Statement of Verification' section to verify the FRS donor's identity.
- Once the form is completed, collect the FRS and label the FRS packaging following your FSSP's policies and procedures (e.g., sample ID or barcode, date, and initials).
- Initiate a ***Family Reference Sample Intake Form*** and complete the 'Family Reference Sample (FRS) Collection Information' section.
- Initiate a ***Comprehensive Intake Form Packet Cover Page*** by filling out the relevant case ID and evidence item number at the top of the form.
- Place the FRS and all associated documentation into the appropriate bin, following the suggested guidance in the ***Sample Tracking: Bin Sorting and Transport Workflow with Prepared Bin Labels*** document.

Additional Applications: This collection form may be modified to accommodate situations when multiple family members visit a mass disaster site at the same time to provide FRS for comparison with one or more missing relatives. If modifications are made to this collection form to account for this scenario, it may be beneficial to review and revise the 'Statement of Consent' and 'Statement of Verification' sections.

Cross-Reference It: This form is a companion to the ***Family Reference Sample Collection Form Additional Missing Relative Supplement***, ***Family Reference Sample Intake Form***, ***Sample Tracking: Bin Sorting and Transport Workflow with Prepared Bin Labels*** document, and the ***Bin Chain of Custody*** or ***Evidence or Sample Chain of Custody*** documents.

Family Reference Sample Collection Form Additional Missing Relative Supplement

Objective: The *Family Reference Sample Collection Form Additional Missing Relative Supplement* is a supplemental document to record information from family members submitting an FRS who report having more than one missing relative who may be involved in a mass disaster.

Important Notes: This form may be completed by the deployment team member conducting the FRS interview or provided to the FRS donor for completion. If the latter is desired, the FRS donor is encouraged to complete this form in the presence of a deployment team member, so any questions the FRS donor has can be immediately addressed.

Getting Started:

- To begin, verbally explain the purpose of this form to the FRS donor, addressing any questions the FRS donor may have before starting on the form.
- Collaboratively fill out the 'Missing Relative Information', 'FRS Donor Information', and 'Additional FRS Donor Contact Information' sections of this form with the FRS donor. Address any questions the FRS donor may have throughout this process.

- Once the form is completed, the deployment team member facilitating the interview and collection of the FRS can group this form with its primary related ***Family Reference Sample Collection Form*** to ensure it accompanies all associated documentation and the FRS obtained in the appropriate bin, following the suggested guidance in the ***Sample Tracking: Bin Sorting and Transport Workflow with Prepared Bin Labels*** document.

Cross-Reference It: This form is a companion to the ***Family Reference Sample Collection Form***, ***Family Reference Sample Intake Form***, ***Sample Tracking: Bin Sorting and Transport Workflow with Prepared Bin Labels*** document, and the ***Bin Chain of Custody*** or ***Evidence or Sample Chain of Custody*** documents.

Identifying, Collecting, and Submitting Associated Personal Items 101

Objective: *Identifying, Collecting, and Submitting Associated Personal Items 101* is a one-page document intended as an educational resource for family members, significant others, or acquaintances of missing persons. It provides a basic overview of APIs most suitable for DNA testing, along with guidance for proper collection and handling of APIs before submission. Additionally, this informational document explains the purpose and significance of an exclusionary DNA sample (EDS) in the context of submitting an associated personal Item (API) for DNA analysis.

Important Notes:

- The information in this document is meant as a simple, educational reference for family members, significant others, or acquaintances of missing persons.
- This document is not intended to be used in place of your FSSP's internal evidence collection policies or procedures.
- It may be beneficial to have printed copies of this document on hand throughout deployment efforts, during interviews, and during public engagement briefings.

Getting Started: Print this document and share it with family members, significant others, or acquaintances of missing persons wishing to provide an API or EDS for DNA testing for possible association to UHR recovered at a mass disaster site. When providing this document to an individual, it may be helpful to accompany it with a brief verbal description of the contents so that pertinent information can be relayed to the individual interested in submitting an API or EDS.

Cross-Reference It: This document is a companion to the ***Associated Personal Item Collection Form***.

Associated Personal Item Collection Form

Objective: The *Associated Personal Item Collection Form* is designed to record the collection of an API or EDS submitted by family members, significant others, or acquaintances of missing persons.

Important Notes:

- This form may be completed by the deployment team member conducting the interview or provided to the family member, significant other, or acquaintance submitting an API or EDS for completion. If the latter is desired, the submitting individual is encouraged to complete this form in the presence of a deployment team member, so any questions they have can be immediately addressed.
- Before collecting the API or EDS from the submitting individual, it may be beneficial to share the ***Identifying, Collecting, and Submitting Associated Personal Items 101*** document with them for reference and educational purposes.
- Ensure that the form is entirely completed before collecting the API or EDS.
- If the submitting individual consents to provide an EDS, when collecting the EDS, to ensure the proper amount of cellular material is obtained for testing, the FSSP staff member may want to consider collecting the sample from the submitting individual as opposed to allowing the submitting

individual to collect it themself; however, the FSSP staff member is encouraged to verbally communicate this and ensure the submitting individual's acceptance before the sample is collected.
- Ensure that the 'Statement of Consent' (page 4) and 'Statement of Verification' (page 5) sections of this form are adapted to reflect the language used in your state's legislation.

Getting Started:

- To begin, verbally explain the process of submitting and collecting an API and EDS and the purpose of this collection form to the submitting individual, addressing any questions the submitting individual may have before starting on the form.
- Collaboratively fill out the 'Submitting Individual Information', 'Associated Personal Item Information', and 'Missing Person Information' sections of this form with the submitting individual to record information the family member, significant other, or acquaintance knows about the missing person, such as physical appearance. Address any questions the submitting individual may have throughout this process.
- Review and explain the 'Statement of Consent' to the submitting individual, addressing any questions that arise. Note that this 'Statement of Consent' section includes two key statements:

  1. Authorization to test an API to generate a DNA profile for the purpose of making a potential identification to a missing person or UHR.
  2. Consent to collect a buccal sample from the submitting individual for exclusionary purposes if a DNA mixture is obtained from an API.

- Allow the submitting individual to complete the entire 'Statement of Consent' section.
- The deployment team member facilitating the interview and collecting the API or EDS then completes the 'Statement of Verification' section to verify the submitting individual's identity.
- Depending on the submitting individual's response to Statement 2 in the 'Statement of Consent' section, proceed with one of the following options:
  - <u>Option 1: Consent for Statement 2</u>: Separately collect the API and EDS. Label the API and EDS packaging following your FSSP's policies and procedures (e.g., sample ID or barcode, date, and initials). Initiate an ***Associated Personal Item Intake Form With an Exclusionary DNA Sample*** and complete the 'Associated Personal Item (API) Evidence Information' section. Initiate a ***Comprehensive Intake Form Packet Cover Page*** by filling out the applicable case ID and evidence item numbers at the top of the form. Finally, place the collected API and EDS and all associated documentation into the appropriate bin, following the suggested guidance in the ***Sample Tracking: Bin Sorting and Transport Workflow with Prepared Bin Labels*** document.
  - <u>Option 2: Declination for Statement 2</u>: Collect the API and label the packaging following your FSSP's policies and procedures (e.g., sample ID or barcode, date, and initials). Initiate an ***Associated Personal Item Intake Form Without an Exclusionary DNA Sample*** and complete the 'Associated Personal Item (API) Evidence Information' section. Initiate a ***Comprehensive Intake Form Packet Cover Page*** by filling out the applicable case ID and evidence item numbers at the top of the form. Finally, place the collected API and all associated documentation into the appropriate bin, following the suggested guidance in the ***Sample Tracking: Bin Sorting and Transport Workflow with Prepared Bin Labels*** document.

Cross-Reference It: This document is a companion to the ***Identifying, Collecting, and Submitting Associated Personal Items 101*** document, ***Associated Personal Item Intake Form With an Exclusionary DNA Sample***, ***Associated Personal Item Intake Form Without an Exclusionary DNA Sample***, ***Sample Tracking: Bin Sorting and Transport Workflow with Prepared Bin Labels*** document, and the ***Bin Chain of Custody*** or ***Evidence or Sample Chain of Custody*** documents.

Bin Chain of Custody

Objective: The *Bin Chain of Custody* document is intended to track the movement and transportation of multiple evidence items or samples in a bin.

Getting Started:

- Before moving or transporting a bin, fill out the 'Bin Type' line at the top of the document with the bin label name (as informed by the ***Sample Tracking: Bin Sorting and Transport Workflow with Prepared Bin Labels*** document).
- Next, identify the range of evidence items or sample IDs in the bin, and record this range on the 'Evidence Items or Sample IDs' line at the top of the document.
- Use a new row in the table provided to record the relevant information (e.g., date and time of transfer, reason for transfer) for each instance of bin movement or transport.

Cross-Reference It: This document is a companion to the ***Sample Tracking: Bin Sorting and Transport Workflow with Prepared Bin Labels*** document and the ***Evidence or Sample Chain of Custody*** document.

Evidence or Sample Chain of Custody

Objective: The *Evidence or Sample Chain of Custody* document is intended to track the movement and transportation of an individual item of evidence or a sample that has been removed from its original bin grouping. This can occur when an evidence item or a sample follows a different workflow cycle or is subject to unexpected circumstances.

Getting Started:

- To begin, designate whether this document is being used for an evidence item or a sample by circling 'Evidence Item #' or 'Sample ID' at the top of the document.
- Next, record the general information pertaining to this evidence item or sample (e.g., agency-specific case IDs relevant for tracking and identification).
- Use a new row in the table provided to record the relevant information (e.g., received from, received by, returned or stored in, date, time) for each evidence item or sample movement or transport.

Cross-Reference It: This document is a companion to the ***Sample Tracking: Bin Sorting and Transport Workflow with Prepared Bin Labels*** document and the ***Bin Chain of Custody*** document.

Comprehensive Intake Form Packet Cover Page

Objective: The purpose of the *Comprehensive Intake Form Packet Cover Page* is to provide a centrally located record of the total number of intake form packets associated with an evidence item, providing an overview of its testing life cycle and the number of samples derived from a single evidence item, which may be helpful during the technical review process.

Important Notes: This cover page is intended to be initiated when an evidence item is collected, in tandem to the initiation of the first intake form associated with that evidence item. As such, the initiator of the first intake form will be the same individual to initiate this cover page (i.e., general information at the top of the page and a portion of the first row in the table provided). The initiator of any additional intake form(s) associated with an evidence item (e.g., used for re-tests) will complete portions of the subsequent rows in the table provided. The technical reviewer of the final intake form packet associated with this evidence item will be the same individual to finalize this cover page.

Getting Started:

- Begin by recording the general information pertaining to this evidence item (e.g., agency-specific case IDs relevant for tracking and identification) at the top of the page.
- The first intake form originator will record information for the relevant intake form in the 'Sample ID or Barcode' (associated with the sample being tested by typing or writing it in the designated cell or affixing the printed sample barcode to the cover page, if available), 'Initials of Intake Form Originator', and 'Date of Intake Form Originator Sign-Off' columns in the first row of the table.

- Following the technical review of the relevant intake form packet, the same technical reviewer will record information for the relevant intake form packet in the 'Number of Pages Completed in Original (First Pass) Test Intake Form Packet', 'Initials of Intake Form Technical Reviewer', 'Date of Intake Form Technical Reviewer Sign-Off', and 'Outcome' columns in the first row of the table.
- Using a new row each time, the steps above can be followed for any additional intake form packet(s) associated with an evidence item, with the only exception being the use of the 'Number of Pages Completed in Re-Test Intake Form Packet' column as opposed to the 'Number of Pages Completed in Original (First Pass) Test Intake Form Packet' column.
- The technical reviewer of the last intake form packet associated with an evidence item will then complete the portion at the bottom of the document to finalize the cover page.

Cross-Reference It: This document is an accompaniment to the ***Associated Personal Item Intake Form With an Exclusionary DNA Sample***, ***Associated Personal Item Intake Form Without an Exclusionary DNA Sample***, ***Family Reference Sample Intake Form***, and ***Unidentified Human Remains Intake Form***.

Family Reference Sample Intake Form

Objective: The *Family Reference Sample Intake Form* was developed to assist deployment team members with tracking the life cycle of an FRS, starting with collection of an FRS and ending with verification of results obtained via Rapid DNA testing.

Important Notes: This intake form is designed to accompany an FRS at all times throughout transport or movement at a deployment site. As such, various deployment team members are likely to interact with this intake form throughout the FRS testing workflow.

Getting Started:

- In the top-left corner of all pages, indicate whether this is the 'Original (First Pass) Test' or a 'Re-Test' and provide the accompanying 'Test Number' (e.g., an original [first pass] test would equate to test number 1, whereas a first instance of a re-test would equate to test number 2).
- In the top-right corner of all pages, fill out the relevant agency-specific case ID, evidence item number, and sample ID.
- At the time of FRS collection, the collector will record the information in the 'Family Reference Sample (FRS) Collection Information' section.
- At the time of sample processing, the analyst/technician will record the information in the 'FRS Processing Information' section.
- At the time of sample testing via a Rapid DNA instrument, the instrument operator will record the information in the 'Instrument Information' and 'FRS Testing Information' sections.
- After Rapid DNA testing, the analyst will record the information in the 'Post-Testing Suitability Result' section.
- After recording the post-testing suitability result, the deployment team member responsible for technical review of Rapid DNA data will complete the 'Post-Testing Result Verification' section. During this review process, the technical reviewer is encouraged to sign and date the bottom of each page of the intake form as the data on that page are reviewed.
- After the technical review of this intake form, the technical reviewer can complete the applicable row for the test number on the ***Comprehensive Intake Form Packet Cover Page***.
- Place the sample and all associated documentation into the appropriate bin, following the suggested guidance in the ***Sample Tracking: Bin Sorting and Transport Workflow with Prepared Bin Labels*** document.

Cross-Reference It: This intake form is a companion to the ***Comprehensive Intake Form Packet Cover Page***, ***Family Reference Sample Collection Form***, ***Sample Tracking: Bin Sorting and Transport Workflow with Prepared Bin Labels***, and the ***Bin Chain of Custody*** or ***Evidence or Sample Chain of Custody***.

Associated Personal Item Intake Form With an Exclusionary DNA Sample

Objective: The *Associated Personal Item Intake Form With an Exclusionary DNA Sample* was developed to assist deployment team members with tracking the life cycle of an API with a corresponding EDS, starting with collection of an API and an EDS and ending with verification of results obtained via Rapid DNA testing.

Important Notes:

- This intake form is designed to accompany an API and its corresponding EDS at all times throughout transport or movement at a deployment site. As such, various deployment team members are likely to interact with this intake form throughout the API and corresponding EDS testing workflow.
- This intake form includes a page to assist with the photo documentation of an API and a sample derived from an API. It is suggested that multiple copies of this page (page 2) are printed in advance and made available to deployment team members.

Getting Started:

- In the top-left corner of all pages, indicate whether this is the 'Original (First Pass) Test' or a 'Re-Test' and provide the accompanying 'Test Number' (e.g., an original [first pass] test would equate to test number 1, whereas a first instance of a re-test would equate to test number 2).
- In the top-right corner of all pages, fill out the relevant agency-specific case ID, evidence item number, and sample ID.
- At the time of API collection, the collector will record the information in the 'Associated Personal Item (API) Evidence Information' section.
- Using the instructions on page 1 of the intake form, the collector can photograph the API at the time of collection using the L-scale on page 2. Alternatively, the collector can use a physical L-scale (if available). When photographing the API for reference, circle 'Evidence Item #' and record the evidence item number on the accompanying note line.
- At the time of sample processing, the analyst/technician will record the information in the 'API Sample Processing Information' section.
- Using the instructions on page 1 of the intake form, the analyst/technician can photograph a sample derived from the API at the time of sample processing using the L-scale on page 2. Alternatively, the analyst/technician can use a physical L-scale (if available). When photographing a sample collected from the API to approximate its measurement, circle 'Sample ID' and record the sample ID on the accompanying note line.
- At the time of sample testing via a Rapid DNA instrument, the instrument operator will record the information in the 'API Sample Testing Information' and 'Instrument Information' section.
- After Rapid DNA testing, the analyst will record the information in the 'API Sample Post-Testing Suitability Result' section.
- Following the instructions on the intake form, if a mixture profile is generated from the API sample, proceed with completing the 'Exclusionary DNA Sample (EDS) Processing Information', 'EDS Testing Information and Instrument Information', and 'EDS Post-Testing Suitability Result' sections in a similar manner to that described earlier.
- After recording the post-testing suitability result, the deployment team member responsible for technical review of Rapid DNA data will complete the 'Post-Testing Result Verification' section. During this review process, the technical reviewer is encouraged to sign and date the bottom of each page of the intake form as the data on that page are reviewed.
- After the technical review of this intake form, the technical reviewer can complete the applicable row for the test number on the ***Comprehensive Intake Form Packet Cover Page***.
- Place the API and EDS samples and all associated documentation into the appropriate bins, following the suggested guidance in the ***Sample Tracking: Bin Sorting and Transport Workflow with Prepared Bin Labels*** document.

Cross-Reference It: This intake form is a companion to the ***Comprehensive Intake Form Packet Cover Page***, ***Associated Personal Item Collection Form***, ***Sample Tracking: Bin Sorting and Transport***

Workflow with Prepared Bin Labels, and the ***Bin Chain of Custody*** or ***Evidence or Sample Chain of Custody***.

Associated Personal Item Intake Form Without an Exclusionary DNA Sample

Objective: The *Associated Personal Item Intake Form Without an Exclusionary DNA Sample* was developed to assist deployment team members with tracking the life cycle of an API without a corresponding EDS, starting with collection of an API and ending with verification of results obtained via Rapid DNA testing.

Important Notes:

- This intake form is designed to accompany an API at all times throughout transport or movement at a deployment site. As such, various deployment team members are likely to interact with this intake form throughout the API testing workflow.
- This intake form includes a page to assist with the photo documentation of an API and a sample derived from an API. It is suggested that multiple copies of this page (page 2) are printed in advance and made available to deployment team members.

Getting Started:

- In the top-left corner of all pages, indicate whether this is the 'Original (First Pass) Test' or a 'Re-Test' and provide the accompanying 'Test Number' (e.g., an original [first pass] test would equate to test number 1, whereas a first instance of a re-test would equate to test number 2).
- In the top-right corner of all pages, fill out the relevant agency-specific case ID, evidence item number, and sample ID.
- At the time of API collection, the collector will record the information in the 'Associated Personal Item (API) Evidence Information' section.
- Using the instructions on page 1 of the intake form, the collector can photograph the API at the time of collection using the L-scale on page 2. Alternatively, the collector can use a physical L-scale (if available). When photographing the API for reference, circle 'Evidence Item #' and record the evidence item number on the accompanying note line.
- At the time of sample processing, the analyst/technician will record the information in the 'API Sample Processing Information' section.
- Using the instructions on page 1 of the intake form, the analyst/technician can photograph a sample derived from the API at the time of sample processing using the L-scale on page 2. Alternatively, the analyst/technician can use a physical L-scale (if available). When photographing a sample collected from the API to approximate its measurement, circle 'Sample ID' and record the sample ID on the accompanying note line.
- At the time of sample testing via a Rapid DNA instrument, the instrument operator will record the information in the 'API Sample Processing Information' and 'Instrument Information' sections.
- After Rapid DNA testing, the analyst will record the information in the 'Post-Testing Suitability Result' section.
- After recording the post-testing suitability result, the deployment team member responsible for technical review of Rapid DNA data will complete the 'Post-Testing Result Verification' section. During this review process, the technical reviewer is encouraged to sign and date the bottom of each page of the intake form as the data on that page are reviewed.
- After the technical review of this intake form, the technical reviewer can complete the applicable row for the test number on the ***Comprehensive Intake Form Packet Cover Page***.
- Place the API samples and all associated documentation into the appropriate bins, following the suggested guidance in the ***Sample Tracking: Bin Sorting and Transport Workflow with Prepared Bin Labels*** document.

Cross-Reference It: This intake form is a companion to the ***Comprehensive Intake Form Packet Cover Page***, ***Associated Personal Item Collection Form***, ***Sample Tracking: Bin Sorting and Transport***

Workflow with Prepared Bin Labels, and the ***Bin Chain of Custody*** or ***Evidence or Sample Chain of Custody***.

Unidentified Human Remains Intake Form

Objective: The *Unidentified Human Remains Intake Form* was developed to assist deployment team members with tracking the life cycle of a UHR, starting with collection of a UHR and ending with verification of results obtained via Rapid DNA testing.

Important Notes:

- This intake form is designed to accompany a UHR throughout transport or movement at a deployment site. As such, various deployment team members are likely to interact with this intake form throughout the UHR testing workflow.
- This intake form includes a page to assist with the photo documentation of a UHR and a sample derived from a UHR. It is suggested that multiple copies of this page (page 2) are printed in advance and made available to deployment team members.

Getting Started:

- In the top-left corner of all pages, indicate whether this is the 'Original (First Pass) Test' or a 'Re-Test' and provide the accompanying 'Test Number' (e.g., an original [first pass] test would equate to test number 1, whereas a first instance of a re-test would equate to test number 2).
- In the top-right corner of all pages, fill out the relevant agency-specific case ID, evidence item number, and sample ID.
- At the time of UHR collection, the collector will record the information in the 'Unidentified Human Remains (UHR) Evidence Information' section.
- Using the instructions on page 1 of the intake form, the collector can photograph the UHR at the time of collection using the L-scale on page 2. Alternatively, the collector can use a physical L-scale (if available). When photographing the UHR for reference, circle 'Evidence Item #' and record the evidence item number on the accompanying note line.
- At the time of sample processing, the analyst/technician will record the information in the 'UHR Sample Processing Information' section.
- Using the instructions on page 1 of the intake form, the analyst/technician can photograph a sample derived from the UHR at the time of sample processing using the L-scale on page 2. Alternatively, the analyst/technician can use a physical L-scale (if available). When photographing a sample collected from the UHR to approximate its measurement, circle 'Sample ID' and record the sample ID on the accompanying note line.
- At the time of sample testing via a Rapid DNA instrument, the instrument operator will record the information in the 'Instrument Information' and 'UHR Sample Testing Information' sections.
- After Rapid DNA testing, the analyst will record the information in the 'Post-Testing Suitability Result' section.
- After recording the post-testing suitability result, the deployment team member responsible for technical review of Rapid DNA data will complete the 'Post-Testing Result Verification' section. During this review process, the technical reviewer is encouraged to sign and date the bottom of each page of the intake form as the data on that page are reviewed.
- After the technical review of this intake form, the technical reviewer can complete the applicable row for the test number on the ***Comprehensive Intake Form Packet Cover Page***.
- Place the UHR samples and all associated documentation into the appropriate bins, following the suggested guidance in the ***Sample Tracking: Bin Sorting and Transport Workflow with Prepared Bin Labels*** document.

Cross-Reference It: This intake form is a companion to the ***Comprehensive Intake Form Packet Cover Page***, ***Unidentified Human Remains Collection Form***, ***Sample Tracking: Bin Sorting and Transport Workflow with Prepared Bin Labels***, and the ***Bin Chain of Custody*** or ***Evidence or Sample Chain of Custody***.

Sample Tracking Documentation Spreadsheet

Objective: The purpose of the *Sample Tracking Documentation Spreadsheet* is to provide a centrally located record of all information pertaining to evidence items and samples (FRS, API, EDS, and UHR) throughout the deployment effort to assist in tracking the familial association process.

Important Notes:

- Because this workbook contains programmed formulas to assist with auto-populating information, to maintain the functionality of the 'Directory' tab, columns throughout this workbook should not be deleted. However, all columns can be edited or modified as needed.
- Multiple columns feature drop-down lists to reduce the amount of manual entry of row-related information needed. The options or language used in these drop-down lists can be edited or modified via the 'Drop-Down Lists' tab.

Getting Started:

- The 'UHR Sample Tracking', 'FRS Tracking', 'API Sample Tracking', and 'EDS Tracking' tabs of this workbook are designed to record information from all intake forms generated during deployment. As such, use a new row on each of these tabs to record information pertaining to each sample.
- As information becomes available for each sample (i.e., UHR, FRS, API, EDS), record it in the respective sample tabs.
- The 'Bin Location' column is designed to be updated as the sample progresses through the sample movement and transport workflow, following the suggested guidance in the ***Sample Tracking: Bin Sorting and Transport Workflow with Prepared Bin Labels*** document.
- As information is populated on the 'UHR Sample Tracking', 'FRS Tracking', 'API Sample Tracking', and 'EDS Tracking tabs', the 'Directory tab' can be used to quickly pull information associated with a sample. To do this, enter the sample ID where instructed. Once this sample ID is entered, the remaining information, as informed by the various sample tabs, will populate on this directory, including the current bin location, case ID information, general evidence and sample information, instrument and testing information, and associations that have been identified.
- This 'Directory' tab can be printed for recordkeeping using the 'Print' button at the top-right corner. Once printed, a copy of the sample's associated barcode may be placed on this hard copy.

Cross-Reference It: This workbook is a companion to the ***Comprehensive Intake Form Packet Cover Page***, ***Unidentified Human Remains Collection Form***, ***Unidentified Human Remains Intake Form***, ***Family Reference Sample Collection Form***, ***Family Reference Sample Intake Form***, ***Associated Personal Item Collection Form***, ***Associated Personal Item With an Exclusionary DNA Sample***, ***Associated Personal Item Without an Exclusionary DNA Sample***, ***Sample Tracking: Bin Sorting and Transport Workflow with Prepared Bin Labels***, and ***Bin Chain of Custody*** or ***Evidence or Sample Chain of Custody***.

Instrument Downtime Log

Objective: The *Instrument Downtime Log* is designed to track and record instances when a Rapid DNA instrument is taken offline for reasons such as errors, routine maintenance, or periods of inactivity during deployment.

Important Notes: Refer to your Rapid DNA instrument's user manual for instructions on performing routine maintenance on your Rapid DNA instrument.

Getting Started:

- Place a printed or electronic copy (managed by a dedicated assigned deployment team member) of the *Instrument Downtime Log* near the Rapid DNA instrument, ensuring each Rapid DNA instrument is accompanied by its own individual *Instrument Downtime Log*.

- Record the Rapid DNA instrument's ID at the top of the *Instrument Downtime Log*.
- When an instrument is taken offline, record the name of the individual who took the instrument offline, the date, reason for downtime, any error messages received, and the time the instrument was taken offline in the table provided.
- Once the Rapid DNA instrument is again ready for use, record the time the instrument was turned on, the total downtime, if maintenance is required before resuming use, and if any maintenance was performed.
- Use a new row for each time the designated Rapid DNA instrument is taken offline.

Cross-Reference It: This log is intended to be used alongside the ***Personnel Scheduler and Rotation Log*** to coordinate the scheduled rotation of Rapid DNA instruments, ensuring that at least one instrument is available for testing at all times throughout deployment.

Instrumentation Team Personnel Shift Log

Objective: The *Instrumentation Team Personnel Shift Log* is designed to record the hours each qualified Rapid DNA instrument user worked and took breaks.

Getting Started:

- Place a printed or electronic copy (managed by a dedicated assigned deployment team member) of the *Instrumentation Team Personnel Shift Log* near the Rapid DNA instrument, ensuring each Rapid DNA instrument is accompanied by its own individual *Instrumentation Team Personnel Shift Log*.
- Record the Rapid DNA instrument's ID and names of all qualified Rapid DNA instrument users assigned to the instrument at the top of the log.
- At the beginning of each shift, record the instrument location, name of the primary instrument user, and date and time beginning the shift in the table provided.
- When an Instrumentation Team Member takes a scheduled break, record this information in the 'Date and Time Out', 'Total Work Time', 'Name (Last, First) of Secondary Instrument User', and 'Date and Time In' columns.
- Upon the primary instrument user's return, fill in the columns remaining in the existing table row and begin a new entry in a separate row.

Cross-Reference It: This log is intended to be used alongside the ***Personnel Scheduler and Rotation Log*** to ensure that Instrumentation Team Members are complying with scheduled shifts and breaks.

Mass Disaster Post-Deployment Debrief Guide

Objective: The discussion topics and questions in the *Mass Disaster Post-Deployment Debrief Guide* are designed to help FSSPs conduct post-deployment debriefs. These questions encourage conversations that will assist FSSPs in creating policies and procedures for potential future deployment efforts by highlighting and recording areas for improvement.

Important Notes: The discussion topics and questions in this document are not intended to be exhaustive, may not apply to every deployment effort, and can be tailored to meet the specific needs of an FSSP.

Getting Started:

- <u>Option 1</u>: After deployment efforts, coordinate a full deployment team meeting and facilitate a roundtable discussion based on the discussion topics and questions in this document.
- <u>Option 2</u>: After deployment efforts, distribute a copy of this document to each deployment team member, allowing them to work through their responses independently. After completion, schedule one-on-one meetings between each team member and the Deployment Supervisor to discuss their responses. Compile the feedback from all team members to identify areas for improvement for future deployment efforts.