Change Register.
JH -

| Implementation Date | Details | Project Leader | Area Affected |
|---|---|---|---|
| 1/08/2007 | **Staff matches for samples** will only be performed by roaders and will no longer be checked by the analytical section when importing profiles to AUSLAB. | Megan Harvey | All Forensic Biology teams |
| 1/08/2007 | **Partially inhibited samples** when imported will no longer be automatically reamped. A communication will be sent to the team stating that the sample is partially inhibited and for the cs to order a rework (either reamp or n'spin cleanup). | Megan Harvey | All Forensic Biology teams |
| Sep-07 | **Victoria** began using **NCIDD** | CJA (retrospectively added) | |
| 5/09/2007 | **Volume Crime will no longer retain the print outs from NCIDD for person to person links.** Only those matches involving a reference sample we are repeating for confirmation will be retained. | Paula Taylor | Volume Crime |
| 6/09/2007 | The fix for EXRs was activated in the LIVE system of Auslab. The fix ensures that only reviewed results are sent across the interface (and unreviewed results will not transfer across the interface if 'REV' has not been selected). The act of entering REV ensures that it transfers across the Generic Interface. | Cathie Allen | All Forensic Biology teams |
| 20/09/2007 | Pre-2003 Volume Crime Cases that have "No Testing Required" in their case status will remain an NTR regardless of whether or not there are UR notes to justify their status. ACTIONS: 1. Still need to enter NWQPS into the EXR page for any exhibits in NTR cases. 2.Find an empty storage box & create a storage location. 3. Store exhibits to the newly created box and transfer the entire box to FBEXR1. There is no longer any need to transfer exhibits to the NTR box. SOP WILL BE UPDATED TO REFLECT THIS CHANGE | Sharon Johnstone Kate Lee Robyn Smith | Operational Officers / Volume Crime |
| 19/09/2007 | **Batch Functionality menu items** changed to remove reference to DNA | Thomas Nurthen | Analytical Section |
| 19/09/2007 | **Prompts added** to AUSLAB for removing/returning samples in Batch functionality | Thomas Nurthen | All Forensic Biology teams |
| 19/09/2007 | **Modifications to the SF7** Results History screen format in AUSLAB Columns Width increased, Specimen type now displayed | Thomas Nurthen | All Forensic Biology teams |
| 19/09/2007 | AUSLAB-SF11 Batch Allocation, Batch Creation and Batch details print out to display all storage locations | Thomas Nurthen | Operational Officers /Analytical Section |
| 24/09/2007 | Changes to the general mask **GENREF** mask | Thomas Nurthen | All Forensic Biology teams |
| 24/09/2007 | Changes to the general mask **MICROCON** (Processing Comments) | Thomas Nurthen | Operational Officers /Analytical Section |
| 24/09/2007 | Changes to the general mask **QUANT** (Processing Comments) | Thomas Nurthen | Operational Officers /Analytical Section |
| 24/09/2007 | Changes to the general mask **AMP** (Processing Comments) | Thomas Nurthen | Operational Officers /Analytical Section |
| 24/09/2007 | Changes to the general mask **NUCC** (Processing Comments) | Thomas Nurthen | Operational Officers /Analytical Section |
| 24/09/2007 | Changes to the general mask **NUCB** (Processing Comments) | Thomas Nurthen | Operational Officers /Analytical Section |
| 24/09/2007 | Changes to the general mask **NUCI** (Processing Comments) | Thomas Nurthen | Operational Officers /Analytical Section |
| 24/09/2007 | Changes to the general mask **NUCT** (Processing Comments) | Thomas Nurthen | Operational Officers /Analytical Section |
| 24/09/2007 | Changes to the general mask **HAIR** (Processing Comments) | Thomas Nurthen | Operational Officers /Analytical Section |
| 24/09/2007 | New general mask ReGenescan **(REGS)** | Thomas Nurthen | Analytical Section |
| 25/09/2007 | **Examination of items** - Scientists are now requried to wipe their gloves with ethonal wipes before conducting tape lifts. | Samantha Cave | All examining sceintists |
| 27/09/2007 | **Print mask** configured for FTAR test | Thomas Nurthen | All Forensic Biology teams |
| 27/09/2007 | **Additional Export analysers** configured for Amplifications batches and Amp split macro cease to be used | Thomas Nurthen | Analytical Section |
| 27/09/2007 | **Removal of Stor mask** from the bottom of the MPQUANT mask and quant split macro ceased to be used | Thomas Nurthen | Operational Officers /Analytical Section |
| 27/09/2007 | **Autovalidation rules** configured to Save preferred profile automatically if the Comment is OK (GENOT,FTAGEN & LINK masks) | Thomas Nurthen | Analytical Section |
| 27/09/2007 | **Autovalidation rules** configured to write the Batch ID into the 2nd page of 9PLEX, 9FTAR and 9LINK test panels | Thomas Nurthen | Operational Officers /Analytical Section |
| 27/09/2007 | **Microcon autovalidation** mask to auto allocate to the Quant batch type if Finvol >26 | Thomas Nurthen | Analytical Section |
| 3/10/2007 | **Verification of new 9700 thermal cycler (9700-F) complete and used for routine use, report located in I:\AAA Analytical Section\Internal Projects\9700 Block F 2007 Routine use agreed upon by management team in meeting Thurs 27-9-07 (no comments received to date)** | Allan McNevin | Analytical Section / Opertaional staff / All sections |
| 10/10/2007 | FBEB9-14 (For Biol Examination Boxes) created. These are examination boxes in the stainless steel examination area. | Justin Howes | Major Crime, Volume Crime staff |
| 15/10/2007 | **Digital Imaging functionality** for storage and annotation of images | Gail Hargraves | All |
| 15/10/2007 | **Packages** for all examined volume crime swabs, cig butts and small items photographed and destroyed after sampling. Applicable to all items received from 15/10/07 | Sharon Johnstone | V/C, Operational |
| 19/10/2007 | From 10/10/07 Rebecca Sonter(RLS) has changed her name to Rebecca Gregory(RLG). Her AUSLAB login has changed from rlsf1 to rlgf1 on 18/10/07. | N/A | All |
| 29/10/2007 | **First DNAIQ batch extracted on the MPII** | Thomas Nurthen | All |
| 8/11/2007 | From 29/8/07 Josie Hayward (JEH) has changed her name to Josie Entwistle (JE). Her AUSLAB login has changed from jehf1 to jeef1. | N/A | All |
| 3/12/2007 | **Volume Crime Low priority cases** will no longer have a separate case status or EXR lines, to use started and standard EXR lines | Sharon Johnstone | Volume crime |
| 6/12/2007 | As of 5/12/2007 **Kylie Weller's** new name is Kylie Rika. Admin Support, LISS, and IT, have all been informed to change my details to Kylie Rika and initials KDR. | Kylie Rika ne Weller | All |
| 11/12/2007 | **FBEXS661 and FBEXS662** to be used for DLYS slides | Justin Howes/ Rose Higgins/ Amanda Storer | YT, RT, OO, AS, PPT |
| 12/12/2007 | LISS have changed my login from kdwf2 to kdrf1 | Kylie Rika | All |
| 13/12/2007 | When Copying a registration using the SF5 Copy entry function on the Registration screen; The **DNA priority will now copy** to the new barcode. | Thomas Nurthen | All |
| 14/12/2007 | Two people required for **destruction of reference samples** process | Paula Taylor | V/C |
| 7/01/2008 | Started using **Decapper** (LifeTool Recap 96M), will be used for decapping & recapping tubes in Pre-PCR from today onwards | Allan McNevin | Analytical / All |
| 7/01/2008 | Started using **thermalcycler networking software** | Allan McNevin | Analytical / Operational / All |
| 7/01/2008 | From 7/01/08 Angelina Gilbert (AG) has changed her name to Angelina Keller (AK). This name change is not yet effective in AUSLAB or QIS. | NA | All |
| 14/01/2008 | Crime scene profiles from Sexual Assaults only which match to complainants reference samples **will not** be uploaded to NCIDD. All other crime scene profiles will be uploaded to NCIDD. | SJC | Major and Volume |

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| 23/01/2008 | FBEXA2 and FBEXA3 are pages to request when further examination of items is required to track bench, time, tests etc as per FBEXAM. | Justin Howes | Major and Volume |
| 6/02/2008 | Begin routine use of 3130x/A. Will begin with Reference batches then progress to Casework (9+1 protocol). | Allan McNevin | All |
| 11/02/2008 | Begin routine use of 7500 for quantification | Allan McNevin | All |
| 19/02/2008 | Change HiDi / Rox mixture from 85:1 to 85:2 (i.e. use 850µL HiDi + 20µL Rox or 935µL HiDi + 22µL Rox). Data contained within 3130x/ upgrade project folder (9+1 protocol). | Allan McNevin | Analytical |
| 21/02/2008 | ABI7500 mask fixed, STD7 now says "0.0686ng/uL" so no need to manually fix STD7 on the ABI7500 SDS software. | Iman Muharam | Analytical |
| 13/03/2008 | Switched over from using Barnsted water purifier to new Millipore Milli-Q A10 Advantage system | Allan McNevin | Analytical / Operational / All |
| 18/03/2008 | Put "FTP" in comments field for all FTA specimens that have failed to profile. | Iman Muharam | All |
| 18/03/2008 | During upload of Genotyper results into AUSLAB, manual changes are made for samples that have "FTP" in the comments field. Save the FTP profile as preferred, and change DNA profile result from "Positive" to "Negative", then validate the page. | Iman Muharam | Analytical |
| 18/03/2008 | Plate readers to source plates to be read each day from Blue "plates to be read" folder located on AS PO4's desk. Plate readers to take plates from the top working down. It is also up to the plate readers to use the batch audit function in AUSLAB to track the whereabouts of the paperwork. | Allan McNevin | All Plate Readers |
| 18/03/2008 | For specimen types CELLS, BLD, QAB, QAC initial batch type was changed from CWIQEXT to CWIQLYS. For specimen types BRE, QABR, QACR, SPOT, RCELLS the initial batch type was changed from RFIQEXT to RFIQLYS. This is to allow processing of samples through DNAIQ with off-deck lysis. | Iman Muharam | All |
| 19/03/2008 | Start Routine Processing of DNAIQ extraction using Off-Deck Lysis procedure | Allan McNevin | All |
| 26/03/2008 | Changes have been made to the Destruction Screen (DEST) in AUSLAB in preparation for enhancements to the Generic System Interface for Forensic Biology. | Vanessa Ientile | Volume Crime |
| 26/03/2008 | The changes include | Vanessa Ientile | |
| 26/03/2008 | 1. Fields that are Mandatory are now displayed with an asterix "*". | Vanessa Ientile | |
| 26/03/2008 | 2. Display of the fields for Authorising Officer, Badge ID, QPS Sample Status. Please note that these fields will be populated by the GSI and so will remain blank for existing samples. | Vanessa Ientile | |
| 26/03/2008 | 3. Two new fields for "PROFILE REMOVED FROM AUSLAB:" and "PROFILE REMOVED FROM KINSHIP:". Please note that for existing samples, the registration needs to be re-saved so that these fields are displayed correctly | Vanessa Ientile | |
| 11/04/2008 | Batch types for capillary electrophoresis have changed from 3100 batches to CE batches to reflect the start of the use of 3130 instruments. e.g. batches that previously would go to 3100CWYYYYMMDD_## are now CEPCWYYYYMMDD_##. CE=capillary electrophoresis, P=Profiler, CW=casework. | Thomas Nurthen / Allan McNevin | All |
| 22/04/2008 | Started to routinely replace SDS with Sarcosyl in the DNAIQ extraction lysis protocol due to gel formation with SDS (does not occur with Sarcosyl). | Thomas Nurthen / Allan McNevin | All |
| 28/04/2008 | Resumed routine use of ABI Prism 7000 with update software version (to match the 7500) and new T/C block | Allan McNevin | Analytical / All |
| 8/05/2008 | Received the first volume crime exhibit by Australia Post | Cathie Allen | Property PointVolume Crime |
| 14/05/2008 | When using a profile from a previous run the comment is "USE GEN9REFXXXXXXX_XX" only. Other comments eg. OK, PP, AI cannot be included with this comment. The preferred profile should be saved in AUSLAB (<F7> <SF6>), the profile upload form printed (<SF11>), which both readers should sign and include with the plate paperwork. | Susan Gillespie/ Paula Taylor | Plate readers |
| 19/05/2008 | ROBOTICS login increased to 20 allowable simultaneous logins (Analytical requires 13 logins, including the BSD Duet 600). | Iman Muharam | Analytical / Operational |
| 27/05/2008 | New Primary Site available called "DNA Trace Kit" with mnemonic "trace". This will be used for trace DNA tapelifts submitted directly from police. Date for commencement yet to be defined. Introduced within the Forensic Register 20th May 2008 | Vanessa Ientile | All |
| 28/05/2008 | When requesting a ReGenescan of samples through LIMS, a second person will be required to check the correct 9Amp batch (and sample position number) has been correctly entered into the 9Plex processing comments, and add a specimen note indicating this has been checked (currently we are unable to use the ReGenescan processing comments section on 9plex page) | Shannon Merrick | All |
| 12/06/2008 | MIXT & MIXC will now copy the profile from the 9PLEX and put it in the Profile found fields on the mixture page | Thomas Nurthen | Major/Volume |
| 20/06/2008 | Commenced using 3130xl Platform B for routine use. | Allan McNevin | Analytical / All |
| 25/06/2008 | Sequence check, Pos control lot number and thermalcycler fields added to AUSLAB amp batch worksheets, Transfer/Pool worksheet now outputs whole sample info field& processing comments (rather than truncating) | Allan McNevin | Analytical |
| 26/06/2008 | New EXR line - Mixed profile, unable to load-NCIDD. Ref sample req'd is now available for use in Auslab. | Paula Taylor | Major/Volume |
| 1/07/2008 | New specimen types available in AUSLAB: QPST, EFRAC, SFRAC, DDNA, HDNA, PTISS, CPOOL, CTRAN, CSUP, MICCON, NSCON, FSS. | Thomas Nurthen | All |
| 1/07/2008 | New Primary Sites available in AUSLAB: CFAB, BFAB. This will be used for fabrics containing cells and bloods respectively, submitted directly from police. | Thomas Nurthen | All |
| 11/07/2008 | CWGENP and CWGENC prefixes added to Main module in Results Table Comparison macro to enable comparions for new samples post-01 July. | Tim Gardam / Iman Muharam | All |

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| 14/07/2008 | For microcon samples where the final volume is less than 20µL, TE will be added to make the volume up to 20µL at the end of the microcon batch. E.g. if the final volume after concentration is 7µL, 13µL of TE will be added to the extract tube. This will be reflected in the results file, whereby final volume will be the volume after concentration (e.g. 7µL) and the SV1 (amp volume) will always be 20µL. Comments have been made to the SOP in QIS | Allan McNevin | All |
| 14/07/2008 | In order to facilitate trouble shooting, extraction platform A will be used to process reference batches only and extraction platform B will be used to process casework batches in a checkerboard configuration. This will consist of samples and extraction blanks as communicated to the Biology management, Analytical and Operational teams via email. This will be done from 14/7/08 until sufficient time as for trouble-shooting has been completed and any issues detected resolved. | Allan McNevin | All |
| 23/07/2008 | Further Information has shown adverse events have occurred equally across platform A and platform B, therefore casework and reference processing will not be limited to either instrument. The checkerboard pattern mentioned above will be continued | Allan McNevin | All |
| 28/07/2008 | **Missing audit trail data** from January 2008 in AUSLAB cannot be restored from back up tapes as these back up tapes are not available. If required for audit trails, missing data up to the 31/12/07 and after January 2008 can be restored. | Vanessa Ientile | All |
| 28/07/2008 | Outcome from extraordinary management meeting 28/7/08 - suspend processing of samples through automated DNAIQ. Samples that are already lysed (i.e. processed through off-deck lysis) will be extracted through manual DNAIQ procedure. All extractions from 28/7 will be through chelex process until resolution of DNAIQ troubleshooting | Allan McNevin | All |
| 7/08/2008 | **CSRC list enabled.** FSLU to list insert if a Case Manager or Case Scientist is required due to case of high priority/media interest, or serious enough to warrant a contact point and close attention. | Justin Howes | Reporting and Intel |
| 7/08/2008 | **CASEFC list enabled.** This is a list to contain cases that are complete in terms of examination and results and is requiring case compilation and peer review. | Justin Howes | Reporting and Intel, Operational Staff |
| 11/08/2008 | Once profiles have been imported to AUSLAB, AS will manually list insert each barcode from the Genotyper batch (excluding Controls) onto the following lists according to the team name entered into the TEAM field on the 9PLEX page: no team - BLCM Yellow team - YELCM Blue team - BLUECM Red team - REDCM Green team - GREECM Volume team - VOLCM Orange team - BLCM This process will be in place until it can be done automatically by AUSLAB | Allan McNevin | All |
| 15/08/2008 | Any samples that have the "STAFF" flag shown by the auto-validation rules when importing profiles into AUSLAB will be noted by the person importing the results file in the specimen notes ... the wording used will be "Staff flag X/Z alleles". Where X/Z represents the number of matching alleles out of possible alleles | Allan McNevin | All |
| 18/08/2008 | New batch type configured "Casework manual Amp Profiler" **(mnemonic CWMAMP).** This batch type will be used to manually amplify sampels that have less than or equalt to 20µL of extract remaining after microcon. | Allan McNevin | Analytical / Operational teams |
| 21/08/2008 | Case managers to go through checklist as set out by working party to ensure there is no evidence of contamination at levels below what would have been detected by the extraction audit. Case manager to enter Specimen Note 'Quality Checklist Passed/Failed' for each sample that has been checked. | Justin Howes | Reporting and Intel |
| 21/08/2008 | There will be a new process in ordering reworks for Volume Crime samples only effective immediately.This means no MICROCONS or NUCLEOSPINS are to be ordered for Volume Crime samples only. Reamps can be ordered if the first 9Plex was amped at less than 20uL. Re-genescans can be ordered as normal. This means no MICROCONS or NUCLEOSPINS are to be ordered for Volume Crime samples only. Reamps can be ordered if the first 9Plex was amped at less than 20uL. Re-genescans can be ordered as normal. If 12 alleles are obtained and is loaded to NCIDD and eventually linked, a rework by any means can be ordered to get the best match probability possible for statement purposes. | Justin Howes | Reporting and Intel |
| 25/08/2008 | The following line will be added to statement preblurbs in line with NATA guidelines. 'This document is issued in accordance with NATA's accreditation requirements'. | Justin Howes | Reporting and Intel, Quality |
| 27/08/2008 | As of this date, **Qld will match with NSW** - thereby meaning that Qld matches with all states and territories. | Intell Team | DNA Analysis |
| 29/08/2008 | **All microcon to full samples** will have a final volume of 27uL. Case scientist's will only order microcon to full or microcon to half. | Megan Harvey | All |
| 4/09/2008 | **FTAGEN mask** - new autoval rule, looks for comment of 'REGS', adds RRREF | Thomas Nurthen | All |
| 4/09/2008 | **Dilution Volumes** - changes to stop 9FTAR reworks overwriting dilution volumes | Thomas Nurthen | All |
| 4/09/2008 | **EXTRES mask** - new autoval rule, looks for comment ELINK, returns to QUALNK batch type | Thomas Nurthen | All |
| 8/09/2008 | **REQC result added** to 9PLEX cummulative table, REQR added to 9FTAR cummulative table | Thomas Nurthen | All |
| 11/09/2008 | **Syringes** on MPII EP-A changed from 500µL to 1000µL. | Iman Muharam | Analytical |
| 19/09/2008 | As of 10 September, all DNAIQ results to be put on hold. Urgent results for statements to be worked on using macro, final results for samples on batches, autofilter function of spreadsheet - any that cannot be reported can be either reported in addendum (if committal) or quality failed (if trial or no other opportunity for investigative analysis). | Justin Howes | Reporting and Intel |
| 22/09/2008 | **Syringes** on MPII EP-B changed from 500µL to 1000µL. | Iman Muharam | Analytical |
| 22/09/2008 | OO staff to send information about Evidence samples to **1EVD** (as opposed to 1BT,1VT,1YT,1RT,1GT) as one collection point for this information. | Justin Howes | Reporting and Intel, Operational Staff |

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| 26/09/2008 | Manufactured Phadebas paper has been sourced and is to be used within the laboratory. OO staff are no longer required to prepare Phadebas paper. | Adrian PIPPIA | Operational Staff, Evidence Recovery Staff, Reporting and Intel |
| 26/09/2008 | To facilitate process changes as part of GMIDX, whenever registering a Positive Extraction Control please use the following processing comments as appropriate:<br><br>extpc (extraction pos control cell)<br>extpb (extraction pos control blood)<br>extph (extraction pos control hair)<br>extpe (extraction pos control epithelial)<br>extps (extraction pos control semen)<br><br>this allows GM-IDX to recognise what control it is and checks whether the correct profile has been obtained<br><br>Negative Extraction Controls (extn) stays the same<br><br>Start using these processing comments from the very next control you register (from 26/9/08) | Allan McNevin / Thomas Nurthen / Anne Finch | Analytical & Operational teams |
| 1/10/2008 | To facilitate process changes as part of GMIDX, whenever registering an Extraction Control start using the "Analyt" team name when registering controls in AUSLAB. .<br><br>Start using these processing comments from the very next control registered (from 1/10/08) | Allan McNevin / Thomas Nurthen / Anne Finch | Analytical & Operational teams |
| 1/10/2008 | BTEAMS and CSCI added to FBEXAM screen mask | Thomas Nurthen | All |
| 6/10/2008 | Separation of FRIT team into Routine Team (dealing with new cases and those extracted using chelex) and Investigation Team (dealing with cases processed using IQ). This separation was required in order to effectively deal with the IQ cases as these need to be investigated and interpreted with caution followed by the results either being released or failed. Process for acceptance of these results to be added to the Case Management SOP. | Emma Caunt | Reporting and Intel |
| 8/10/2008 | Interface enhancements with the Go-Live of Generic System Interface. Some minor cosmetic changes with the pages as EXRs will be phased out, and EXH pages will be the standard. New 'summary' page also. | LISS | Reporting and Intel |
| 15/10/2008 | All files with statements including statistics generated from Kinship to be reviewed. As of 15/10/2008 the data is correct. All stats prior to 15/10/2008 need to be checked. There may be discrepancies in the Asian figures. | JAH | Reporting and Intel |
| 10/11/2008 | New pre-blurb to be used for statements where QPS have done examinations/sampling. This new pre-blurb can be found in the FRIT folder in the G drive. | KDR | All reporting scientists |
| 17/11/2008 | Microcon procedure: From today on, the following processing comments will apply:<br>Microcon to full - samples will be concentrated to as low a final volume as possible. This final volume will be entered into the "final volume" results field. An appropriate volume of TE buffer will be added to make the final volume of the extract to 20µL. The SV1 volume will therfore = 20<br>Microcon to 30 and Microcon to half - samples will be concentrated to as close to 30µL or half the initial extract volume as appropriate | AM | All |
| 10/12/2008 | From today - when ordering Cease Work tests, also change the priority to "5". Note, cease work tests are to be ordered as a rework through the SF7 results history table. | AM | All |
| 11/12/2008 | As a consequence of the first results obtained from experiments looking into the NucleoSpin cleanup efficiency this week and resultant management team discussions this morning the management team has decided to:<br><br>1. place the NucleoSpin cleanup procedure on hold<br>2. any super-urgent samples that really need a clean-up then person requesting will need to discuss with JAH who will liaise with AM to have it processed<br>3. A write-up of data (already gathered) to validate using the DNAIQ kit to perform a cleanup procedure - this won't be ready until 2009<br>4. Ongoing investigation into NucleoSpin cleanup procedure (including verification of the 1st experimental results and further testing to investigate route cause etc.)<br><br>this is also going into the minor changes register (effective immediately) | AM | All |
| 12/12/2008 | Reagents Module now active in AUSLAB after overnight live release,<br><br>How to enter the instrument used:<br>Access the batch<br><F6> "Reagents"<br><F7> "Equipment"<br>Type the mnemonic if you know it or use <F1> to access the look-up table<br><Enter><br>then <F4> to save - this is the critical step, if you don't save, you'll just have to do it again!<br>then <SF5> to go back the main menu for the batch,<br>make sure the reagents and other information is manually entered into the audit trail<br>you will now be able to complete the batch<br><br>For batches such as PORTAL where there is no actual equipment used, there will be a piece of "equipment" called "software"<br>For batches where all samples are removed (e.g. batch created in error) there will be some sort of "null" type option to choose | TEN / AM | Analytical and Operational Teams |

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| 4/06/2009 | Interim examination for the presence of Seminal fluid: It has been noted that the "sensitivity" of the new PSA kits are slightly decreased. This has been verified somewhat through a small comparison with the expired PSA kit and the new PSA kit with fresh 1:4 diluted semen. Testing however, is ongoing and the supplier has been notified. As such, the use of PSA kits (719D11) has been suspended pending further investiagtion and the following exam strategies will be employed: -Micro Neg and AP pos = DLYS (examine DLYS slides of samples post DNA analysis if applicable). - Micro Neg, AP Neg, no further action. EXR line will be "Presumptive seminal fluid pos. Submitted results pending" for such situations. - There is a worksheet for case managers/reporters to put the sub-sample barcode and QPrime # requiring microscopic exam of the DLYS slide (G:\Forbiol\AAA Evid Recov\Diff Lysis slide exam).             Further, information will be communicated as results arise. | AAP | |
| 4/06/2009 | The red line, indicating PPE is to be worn within the designated area, has been revised in the small sampling room (Rm 6115). The red line transition now commences at the end of the first set of small cupboards to the left, upon entry to the room as opposed to the end of the second set of small cupboards on which the photocopier sits, situated on the left hand side. | AAP | |
| 10/06/2009 | The **PSA kits** (719D11) are to be re-implemented for seminal fluid examination following recent investigations into the sensitivity of the new batch. Details of results are available in report "PSA Kit Investigation" | AAP | |
| 16/06/2009 | **New Pipette calibration program** in use | TEN | DNA Analysis |
| 16/06/2009 | Queensland Government introduced use of a **single logo identifier** for departmental activity. | Director-General | DNA Analysis |
| 17/06/2009 | As requested, the code below has been removed from the **Modify_8 equation** today<br>if (CASEST = "NOTRQ" & Itest validated(CASEST)) listinsert("BNTR"); | TEN | DNA Analysis |
| 17/06/2009 | An additional quality check is to be added to the first link review and second link review process. This applies for post-LIMS samples only. The extraction batch for any post-LIMS samples involved in a  link will be checked to see if any of the linked cases appear on that extraction batch (for evidence samples the associated CRISP number/s will be used to check on any crime sample's extraction batch). If any cases are found to be involved in the same link and also processed on the same extraction batch then this link will be given to the Senior Scientist of the Intelligence Team for further investigation. | LAW | Intelligence Team |
| 18/06/2009 | To order a Person Sample sent to Kinship:<br>- Now you DO NOT order an INCNAM in AUSLAB if you want a person sample sent to Kinship - you now order a KINSHP (note that the second "I" is missing).<br>- You still enter an INCNAM of "default". For the page to validate you will also need to enter a Category of "KAM" or "KPM". | TG | |
| 19/06/2009 | **Chelex extraction of DNA from casework samples (with the exception of Differential Lysis, Hair, & Semen extractions) will be replaced with manual DNAIQ from Monday 22/06/09.** | AM | All teams |
| 19/06/2009 | Blood, cell, QPST and FSS **specimen types** now allocate to CWIQEXM | TEN | All teams |
| 1/07/2009 | HP5's are able to sign as the Delegate on all **Application of Leave Forms** for staff from their team.  [HP6 will sign the Application of Leave forms for 2 x HP5's and the Admin team] | CJA | |
| 2/07/2009 | This is a retrospective communication to state that the **rayon swabs** have been received from QPS as in-tube samples for approximately a month; since June 09. The 4N6 swabs are still being received. | AAP | |
| 9/07/2009 | VOLLOW worklist exists to collect samples that are from **Volume Crime Low Priority cases (Case Priority 3)**. At the moment, samples can be manually inserted onto this list - a formula will be released in the not too distant future. | JAH | |
| 9/07/2009 | **FERRO creation updated = The 'contact person' field drop down list has now been configured to show a number of departments and sub-sections that can be selected, including "DNA Analysis - Evidence Recovery". When creating a FERRO relating to an exhibit non-conformance please complete this field. This will allow QPS to contact the appropriate person with enquiries about a FERRO received.** | AAP | |
| 13/07/2009 | As of today Abigail HOULDING will go under the **in-tray FBSI36.** I have confirmed with Tom N that we are fine to use this in-tray as of today and LISS will re-configure. | AAP | |
| 16/07/2009 | As of the 20-07-09 sub-samples from whole exhibits (excludes QPS tubes received) will be submitted in the 2ml or 1.5ml tubes to Analytical for processing and not placed within a 5ml tube for transfer. The 2ml or 1.5ml tubes will be barcoded (which is current process) and cleansed prior to sending to Analytical. SOPs will be amended in due course if applicable. | AAP | |
| 16/07/2009 | The **Methods Page** in Auslab will no longer be used. If already filled out, this page can be validated 'as is'. If not filled out, the testcode can be deleted. | JAH | |
| 17/07/2009 | As of 17-07-2009 all of the data within **DNA Datagate** has been transferred into the DNA Analysis Database (DAD). Datagate data will now be accessed through DADI (DNA Analysis Database Interface) and DNA Datagate will no longer be used. | LAW | |
| 24/07/2009 | As of the 27-07-09 all volume crime tubes and whole item sub-samples received prior to and including 16-08-09 will be processed as Priority 4 and have the 9plex substituted with POLD. All volume crime in-tubes and whole item sub-samples received on the 17-08-09 and onwards will be registered as Priority 3 and will have a 9plex requested. All Major crime in-tubes and whole item sub-samples will be registered as Priority 2 have a 9plex requested. This process is no longer current. All samples registered with a 9plex. | AAP | |
| 24/07/2009 | As of 24-07-2009 **all negative controls** processed within the laboratory will be interpreted at CE Quality Checking stage with a **16 RFU** labelling threshold in GeneMapper ID-X v1.1.1. | CCW | All teams |
| 28/07/2009 | **Formulae functional in Auslab** to direct VOLUME cases of Priority 1 and 2 to VOLCM worklist, and Priority 3 cases to VOLLOW. | JAH | |
| 28/07/2009 | **Paperless casefile receipts** can be tracked to FBP1 -10 (Paperless 1 to 10) located in the write-up area. These storage racks can allow 500 entries each. | JAH | |

| Implementation Date | Details | Project Leader | Area Affected |
|---|---|---|---|
| 31/07/2009 | BLUEREV has had its name changed to **VCREV (Volume Crime Review)** to assist with paperless case mgt. | JAH | |
| 6/08/2009 | A new batch type has been created for all samples prior to 17-08-09 **CW HOLD.** | MLM | All teams |
| 6/08/2009 | Any samples that need to have a priority changed that is on the CW HOLD batch type please list insert sample onto list **GRM**, so analytical staff can asign the sample to the next batch type.<br>**The wording for the priorities has now been changed**<br>**Priority 1 High priority has changed to 1- Urgent Priority**<br>**Priority 2 Medium priority has changed to 2 - High Priority** | MLM | All teams |
| 6/08/2009 | **The mnemonics for these has not changed as LISS indicates that it may effect certain lists. This does not effect Property Point as the priority is automatic from QPS.** | PT | |
| 6/08/2009 | Please note the following changes to Evidence Recovery protocols as of Monday the 10-08-09:<br>- casefiles will no longer accompany the examining scientist during sampling  - examination strategy will be available in the UR notes for each case, resolution/amendments and notification of completion of examination (by way of initials and date of examiner) will be completed in the UR notes in AUSLAB | AAP | |
| 6/08/2009 | - The "Project detsruction box" used to retain samples not processed for DNA Analysis will be renamed to "Item Retention Box ##" | AAP | |
| 11/08/2009 | The mnemonic's for CWIQLYS and CWODL have been switched. Now CWIQLYS is for Casework IQ Off Deck Lysis and CWODL is for DNAIQ Lysis CW. | MLM | Analytical / all |
| 11/08/2009 | New reference DNAIQ Extraction (IQEXTREF) and Off Deck Lysis (IQLYSREF) batches have been created to process reference samples on the automated platforms. | MLM | Analytical / all |
| 14/08/2009 | FBS130 intray name changed from KCO intray to Paperless Intray | JAH | |
| 20/08/2009 | **Extraction platform B has been implemented for the automated DNAIQ™ extractions of volume crime casework samples. These samples are being extracted in a checkerboard format of samples and negative controls. Samples and controls on an extraction batch will be processed together through analytical. The first batch of samples has been extracted on the instrument today.** | CCW/MLM | Analytical / all |
| 21/08/2009 | Old ForBiol Structure folders burnt to 3 DVDs (3 copies) located in CD rack on shelf in Admin area. | JAH | |
| 28/08/2009 | As of Monday the 31-08-09, **all tubes which are to be manipulated** are to have an FBX with the examination bench and equipment box (if applicable) entered. The time taken to perform the examination is not applicable. | AAP | |
| 28/08/2009 | As of Monday the 31-08-09, bleach is to be used as part of the decontamination procedure of utensils used during examination. First step is to place utonsils into a vial of bleach, then manually wipe with toweling; second step is to place in ethanol and then finally burn excess ethanol off over bunsen burner. | AAP | |
| 7/09/2009 | **New casefile review worklist established- STATREV. Cases with statements for review are to be list inserted and tracked to STAREV location (physically in main write-up area). Slips to go on front of file with boxes to check depending on 'grading' of case.** | JAH/AJR | |
| 11/09/2009 | Boxes of files at **PRSENT** stored in decon/drying room have been relocated to the exhibit room shelves: FBEXS43 to 70 and 85-98. | JAH | |
| 24/09/2009 | From 24/09/2009 Claire Perrin is changing her name over to **Claire Gallagher**. This change is effective in AUSLAB, Groupwise, Novell and QIS2 as of today. AUSLAB: cpf2 is now cgf1. (Still waiting on AUSLAB lists) | LAW | All |
| 24/09/2009 | Effective immediately, a new process is to be implemented when reading slides. For sperm counts <1, two vernier readings are to be recorded aswell as being observed, signed and dated by a second sampling scientist.  In addition, the two screws at the back of the microscope platform are to be tightened prior to using the microscope and again prior to recording the vernier reading.  For any questionable sperm, a senior scientist is to be called in to make the final call. | MJC/JAH/PT | |
| 1/10/2009 | FTALO is allocated to FTAOSD, FTALR is allocated to FTARUN, FTA RPT is allocated to FTARPT, FTA LNK is allocated to FTARPT. This has been changed from the Automated DNAIQ extraction allocation. | CCW/TEN | |
| 6/10/2009 | **Negative control UR** changed from FBOT404 to FBOT501 as the upper limit of numbers of samples that can be ordered has been reached | TEN | All |
| 6/10/2009 | FBPR45-55 have been created for casefile storage. | JAH | |
| 12/10/2009 | FBCM23-26 have been created for casefile storage | MJC | |
| 14/10/2009 | **In-tube boxes** containing registered but unreviewed or unmanipulated tubes that require storage overnight will now be stored and tracked to the relevant day's shelf in the Exhibit Room and not the freezers in Analytical. | AKL/AM/PT | Evidence Recovery / Analytical |
| 21/10/2009 | New manual receipts are being utilised at Property Point. Carbon copy type receipts are no longer being used and superseeded by QIS form "Forensic Receipt", 26584V2. | AAP | |
| 9/11/2009 | **Photocopiers are no longer** to be used as part of examination of items. The use of photographs uploaded to AUSLAB has superseded this form of recording. | AAP | |
| 25/11/2009 | A new Auslab worklist, **MIXEXR**, has been created for paperless cases. Samples with mixture results will be inserted on this list by the case manager for review. The MIXPEER list sorts on date received so that results can be validated in order of receipt. | KL | Intelligence Team |
| 30/11/2009 | When **PCR product** (Post LIMS) is discarded a batch audit entry will be entered against batch. | MLM | |
| 30/11/2009 | New team structure within FRIT commenced. Reporting 1 (AJR senior), Reporting 2 (EJC Senior) and Reporting 3 (SMH/IM Seniors). No change to Intel. Some workflow changes using lists and drawers to better manage reworks implemented. | JAH | |