Center for Human Identification (CHI)

Testing and Simplified Laboratory Reports

Notice to Laboratory Customers

Laboratory accreditation requirements (ANAB ISO 17025:2017) dictate that customers, such as law enforcement, attorneys and court personnel, be notified of certain laboratory procedures and policies. This notice serves as a general notification to customers of these practices.

CHI customers agree, prior to any examination being performed, that CHI staff will determine the examinations to be performed, the scope of analysis, and the items to be analyzed. CHI acknowledges that each case is unique and will provide the most appropriate analysis possible. Submission of a case signifies acceptance of deviations that are determined to be technically justified and approved by the case analyst, Technical Leader, and/or Quality Director.

Any customer submitting evidence to CHI accepts these terms.

Simplified Laboratory Reports

CHI reports in a simplified report format. By submitting evidence to the Forensic, Missing Persons or Forensic Genetic Genealogy Unit for analysis, the customer has agreed to receive simplified reports.

CHI reports will contain the following elements:

A. UNT Health Science Center logo, the ANAB accredited laboratory logo, where applicable, and the Center for Human Identification address.

B. Report title.

C. Report date.

D. CHI case number.

E. Investigating agency case number.

F. NCIC numbers when provided (Missing Persons and Forensic Genetic Genealogy only).

G. NamUs numbers when provided (Missing Persons and Forensic Genetic Genealogy only).

H. Investigating agency contact and address.

I. Items received into the laboratory for testing (or refers back to original report documenting items received).

J. Background information (Forensic Genetic Genealogy only).

K. Analysis performed including a brief description of the methodologies used including the loci and/or sequence region examined. Loci examined are referenced by specification of the amplification kits used for analysis.

L. Results and conclusions.

M. A statement indicating if any or all of the genetic data was generated by an external laboratory and/or subcontractor and specifying to which item the external testing refers.

N. A statement regarding eligibility of the genetic data for entry into genealogical databases (Forensic Genetic Genealogy only).

O. Additional remarks and evidence disposition including indicating if any items received were not tested.

P. Statement regarding the observed CODIS search association between the relevant samples **or** statement indicating samples compared at the request of the submitting agency(ies) (Missing Persons Only).

Q. A statement encouraging investigators to evaluate fully all associated case information in addition to the provided genetic results prior to declaring identity of the associated remains as applicable (Missing Persons Only).

R. Signature and title of the analyst accepting responsibility for the report content and the signature and title of the technical reviewer or report reviewer (Forensic Unit and Missing Persons). Signature and title of the analyst accepting responsibility for the report content (Forensic Genetic Genealogy)

S. Disclaimer statement.

T. Confidentiality and disclosure statement.

U. Footnotes referring to the sources for genetic data used in statistical calculations (Missing Persons Only).

Other report elements, maintained in the case record, may be included when appropriate and are available upon customer request:

A. An identification of the method(s) used during analysis.

B. The date(s) of laboratory activity.

C. Additions to, deviations, or exclusions from the method.

D. A description, unambiguous identification and, when necessary, the condition of the item(s).

E. The specific sampling plan used, where applicable.