

Idaho State Police Forensic Services ILIMS Pre-Log User's Guide

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Overview

The Idaho Laboratory Information Management System (ILIMS) Pre-Log is the customer link to the ISP laboratory system for logging evidence for submission, tracking the progress of the submitted case in the laboratory, and retrieval of reports and case notes associated with analysis.

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Accessing the Pre-Log System

Users must be granted permission to access the Pre-Log System before they can sign on to the web application. Users must be approved by the Idaho State Police Forensic Services (ISPFS) Quality Manager. Depending on the user type specified by Idaho State Police Forensic Services determines the functions that the designated user will be allowed to access.

The ILIMS system is for authorized use only. The reports on this system are to be used for criminal investigation or prosecution only. Each agency and prosecutors office authorized access to ILIMS agrees that it is responsible for any misuse of the information obtained by it or its employees and agree that ISPFS will not be held liable for any unauthorized use of ILIMS.

All users agree not to view, download, or distribute in any way, reports that do not pertain to the agency or prosecutor's office they represent. ISPFS retains the right to deny any person access to the system and may terminate any authorized agency or individual user at any time without notice.

Authorized agencies agree to submit individual user names to ISPFS for authorization and access to ILIMS. Authorized individual users are each given a unique login name and password. All users agree not to share passwords. Any user found sharing login information will be immediately terminated from access to the ILIMS without further notice. All users agree to verify passwords at least once a year. Authorized agencies are responsible to immediately notify ISPFS if an individual user of the ILIMS leaves employment with the authorized agency.

If any authorized agency or individual user is terminated from ILIMS for a violation of the ILIMS user agreement, approval for reauthorization must be granted by the ISP Police Services Major before access to ILIMS will be restored.

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Procedure 1: LOGGING INTO EVIDENCE PRE-LOG SYSTEM

1. **Obtain a login from the ISPFS Quality Manager.** Most login names are the last four digits of the individual’s social security number, first four letters of first name, and two digit day of birth.
2. Sign on to Pre-Log by going to the website address provided by ISPFS. The website address is not published for security reasons. Contact the ISPFS Quality Manager to obtain the address.
3. Enter the designated User ID and Password provided by ISPFS. User passwords are unique and shall not be shared. This account is intended to be used solely by the contact name listed. Unauthorized use of this system will result in agency termination from ILIMS.

Note:

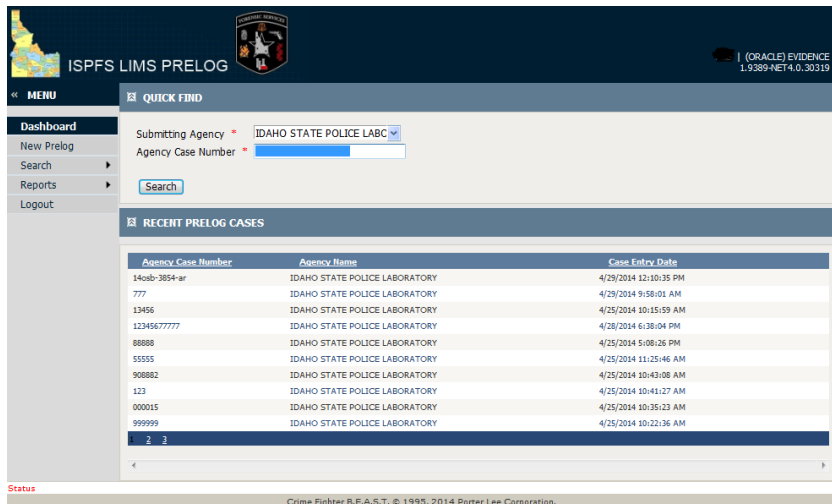
- Passwords can be reset by the ILIMS system using the “Reset Pwd” button (see Procedure 2).



4. Once logged in, the Dashboard will be visible.

Note:

- The dashboard is the navigation screen or the homepage. Users navigate from the dashboard to view previously Pre-Logged submissions, case status, and cases with case reports and notes available for review.



Procedure 2: CHANGING YOUR PASSWORD:

Upon initial login to the Pre-Log system, passwords must be changed. Passwords sent from ISPFS via email or other means are not secure and must be changed immediately.

Forgot Password:

If you forget your password and need to have it reset, please contact the ISPFS Quality Manager.

1. Access the website using the link provided by ISPFS.
2. Click on the **Reset Pwd** button.

Passwords are case sensitive

3. The **Change Password** screen will display.
 Enter User ID in the **User ID** field.
 Enter current password in the **Current Password** field.
 Enter a new password in the **New Password** field (passwords are case sensitive).
 Retype new password in the **Verify New Password** field, and then click **OK**.

4. If the password was changed successfully, the user will be returned to the log-in screen.

Default Tabs

Within Pre-Log there are four default tabs that are accessible to all users. The dashboard is the homepage view and is the first screen visible after login.

DASHBOARD

Agency Case Number	Agency Name	Case Entry Date
00004	IDAHO STATE POLICE LABORATORY	3/20/2014 11:39:35 AM
00005	IDAHO STATE POLICE LABORATORY	3/20/2014 3:42:44 PM
12345	IDAHO STATE POLICE LABORATORY	3/31/2014 11:39:23 AM
22444	IDAHO STATE POLICE LABORATORY	4/2/2014 11:13:38 AM
00001	IDAHO STATE POLICE LABORATORY	3/7/2014 4:40:42 PM
00002	IDAHO STATE POLICE LABORATORY	3/12/2014 10:26:20 AM

The dashboard has three sections:

1. **Menu:**

Use the side menu to navigate throughout the Pre-Log System.

2. **Quick find:**

Depending on the user settings, the user may have the ability to select different agencies in the Quick Find Submitting Agency field. Single agency users will have the Submitting Agency default to their employer agency.

Note:

- The agency case number has a hard-coded format designation in the Pre-Log system for most agencies based on information provided to ISPFS. The designated Agency representative will contact the ISPFS Quality Manager to have the agency case number format changed.

3. **Recent Pre-Log Cases:**

This feature lists the cases that have recently been Pre-Logged or accessed under the designated USERID. This feature does not track all cases logged by the agency, just those logged by a single user.

Agency Case Number	Agency Name	Case Entry Date
00004	IDAHO STATE POLICE LABORATORY	3/20/2014 11:39:35 AM
00005	IDAHO STATE POLICE LABORATORY	3/20/2014 3:42:44 PM
12345	IDAHO STATE POLICE LABORATORY	3/31/2014 11:39:23 AM
22444	IDAHO STATE POLICE LABORATORY	4/2/2014 11:13:38 AM
00001	IDAHO STATE POLICE LABORATORY	3/7/2014 4:40:42 PM
00002	IDAHO STATE POLICE LABORATORY	3/12/2014 10:26:20 AM

Note:

- If a different user from the same agency Pre-Logs a case, it will not appear under the recent Pre-Log cases section for all users of that agency. However, all users for an agency can access all case information for that agency by using the Quick Find or Search Received Prelog Cases features.

NEW PRE-LOG

This section is where all submission information resides and where cases are submitted.

The screenshot shows the 'New Prelog Case' form. On the left is a navigation menu with options like Dashboard, New Prelog, Search, Reports, and Logout. The main form area is titled 'Case Information' and contains several input fields: Submitting Agency (dropdown), Agency Case Number (text input), Offense Date (text input), Offense Date 2 (text input), Offense Date 3 (text input), Charge (text input), Charge 2 (text input), Charge 3 (text input), Court Date (text input), Is this a Death Investigation / Sexual Assault / Missing Person? (checkbox), County of Offense (dropdown), Investigating Officer (text input), and Special Notes or Case Handling Instructions (text area). A 'Search/Create Prelog Case' dialog box is overlaid on the form, with 'Submiting Agency' set to 'IDAHO STATE POLICE LABO' and 'Agency Case Number' as a search field. There are 'Search' and 'Close' buttons in the dialog.

Prior to any case being entered into the system, search for the agency case number. There are two possibilities that may result from the search.

1. The agency case number has not been entered before, and therefore a new lab case will be created for the submission. (See [Pre-Log a New Case](#))
2. The agency case number has been entered before and may have been given a lab case number. The user will then create a new submission on the previously submitted case. (See [Additional Submissions](#) or [Resubmission of Evidence](#))

SEARCH:

Received Prelog Case Search allows for access to all cases which have been entered into Prelog **and** received by the laboratory for analysis. Cases which have not been received by the lab will not be found in the results of this search function.

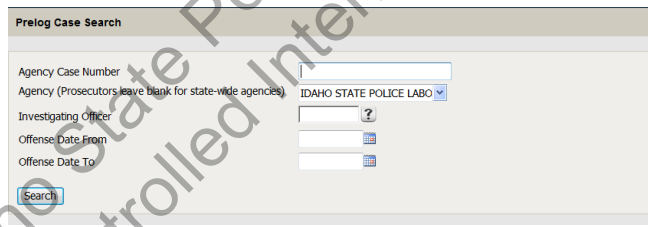
Click on the Search sidebar tab, and then click Received Prelog Cases.



Search By Agency: To search for received cases from a specific agency: select the desired agency from the Agency drop-down, then select search.

Note:

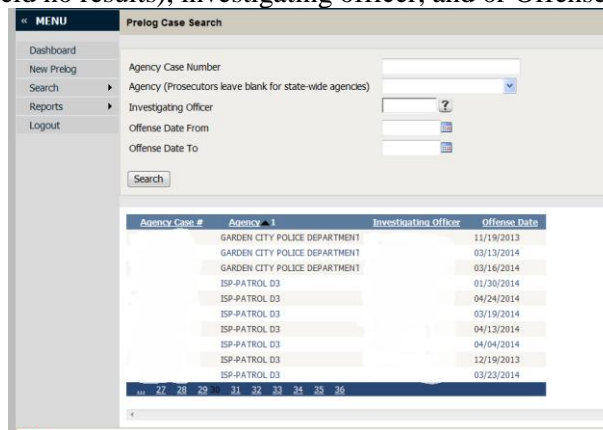
Additional fields may be completed to filter the results of the search being performed.



Display All Received Cases: The ability to search for any case received by the lab for the users approved agency(ies).

Note:

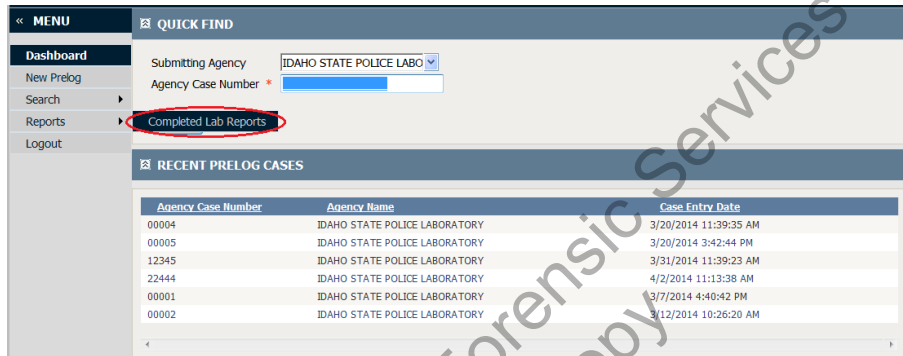
The resulting cases from search may be limited by using additional criteria; to include agency case number (ensure that the agency case number format is correct or the search will yield no results), investigating officer, and or Offense date to and from fields.



REPORTS

Completed lab reports are in this section of the system. A user can search for any completed lab reports (reports completed after January 2014). Reports before January 2014 must be obtained from the ISPFS Lab Reporting System (LRS).

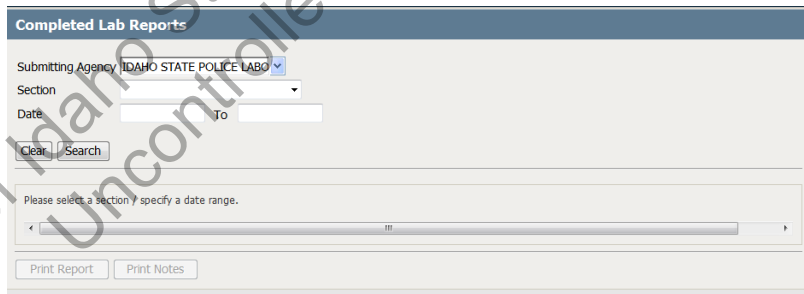
Click on the Reports sidebar tab, and then click on Completed Lab Reports.



To search for completed lab reports, select the designated section of analysis, search by the date range, or search by both the section and the date range

Note:

Date range is required



LOGOUT

Used to logout of the Pre-Log System

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Pre-Logging Cases

An individual user is able to Pre-Log a case for their agency to be submitted to the lab. Agencies are expected to Pre-Log all evidence to be submitted to the lab for analysis before shipping or delivering evidence to ISPFS. Agency representatives will deliver the Pre-Log form in-person or place it in the shipping box.

Procedure 3: PRE-LOG A NEW CASE:

IMPORTANT NOTES:

- When a single item or multiple items need analysis in a single ISPFS laboratory, the evidence is submitted to that lab.
- If a single item needs analysis in more than one laboratory, agencies should call the laboratory to determine where the item should be submitted first. The laboratory will forward an item that requires analysis in more than one laboratory.
- When one item from an agency case needs analysis in one ISP laboratory and another item from the agency case needs analysis in a different ISP laboratory, each item will need to be Pre-Logged to the laboratory where they need to be submitted.

Questions regarding where to submit items are addressed in the document “Where do I send my evidence” at <http://www.isp.idaho.gov/forensics/index.html>



1. Select **New Pre-Log**
 - a. Enter the agency case number (using the format designated in the Pre-Log system).
 - b. Ensure that the agency case number is correct.
 - c. Select **Search**

Note:

- A multi-agency user **must** ensure the proper Submitting Agency is selected from the drop down for each Pre-Log case.

- d. If there are no results found, select **Create Pre-Log**.

2. New Pre-Log Case screen.

- a. The top section of the New Pre-Log Case screen is the Agency Case Information.
 - i. Fields indicated with red marks are required, but all fields are important to ISPFs. Not completing the form will slow the analysis process. The investigating officer field is critically important to ISPFs so the analysts can contact the investigator regarding case questions. (The agency case number entered into the search will automatically populate in the form).

Note:

- You may enter comments in the *Special Notes* field that are pertinent for the lab to know at intake of the case.
- If there are multiple items of evidence that support one charge, the charge will only need to be completed in the Charge 1 field.

- b. The lower section of the new case screen is for case information regarding the evidence items and any persons associated with the case.

Note:

- Spelling of names and item numbers provided will automatically fill into the laboratory report. The lab will not change data on laboratory reports that is provided incorrectly by the submitting agency.

i. Required Information Fields in the NAMES Section:

- a. *Name Type* (i.e. Suspect, Subject or Victim). Enter any individuals associated with this case.
- b. *Last Name* (If the last name is unknown, designate last name as “UNKNOWN”)

Items		Names				
	Name Type *	Last Name *	First Name	Middle Name	Date of Birth	Sex
<input checked="" type="checkbox"/>	Suspect	JOHNSON	JOHN		01/01/1995	
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						

ii. Required information for ITEMS being submitted:

- a. **Agency Item number:** the unique item designation given to the item of evidence by the submitting agency. This must be the designation used for the item by the agency.
- b. **Package Type:** exterior packaging of your evidence (i.e. envelope, box, urine kit, heat sealed plastic bag, etc.)
- c. **Item Type:** Lab designation of the type of evidence being submitted for analysis (example: Blood Collection Kit, CS Marijuana, IMP Latent Print Comparison Item(s), FT Firearm, etc.). For a list of item types see Appendix B.
- d. **Description:** This field should be completed for all items; it may assist the Laboratory in the analysis of the evidence.

Items		Names			
	Dept.	Item # *	Package Type *	Item Type *	Description
<input checked="" type="checkbox"/>		1	Envelope	CS Marijuana (plant material or paraph)	25 grams tpw suspected marijuana
<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>					

iii. When all the information has been entered, select **Continue**

<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>					

More Fields

3. Requesting Analysis

The first step is to create the request, select **Continue**.

▼
Create Request → Select Services → Enter Service Details → Submit To Lab

Request Date: 04/15/2014

Requested By: FES FES USER

- a. For each item of evidence, select the analysis you would like performed. Remember ISPFS will forward single items that must be worked in multiple ISPFS laboratories.
 - Example- A firearm needing latent prints in Meridian and operability testing in CDA will be submitted to Meridian first and forwarded by ISPFS on the same submission.

Items that will only be worked in one ISPFs lab must be directly submitted to that lab.

- Example- A firearm not requiring latent print analysis should be sent directly to CDA).

If one case requires analysis of evidence performed in different labs, evidence would require an additional submission for each lab receiving evidence

- Example- A case with a controlled substance item going to Meridian and another item needing blood toxicology in Pocatello requires two separate submissions ([see procedure 4](#)).

Once all analysis for each item has been checked, select **Continue**

Item	Description	Footwear and Tire Impressions (FTI)	Blood Alcohol Testing Section (BATS)	Controlled Substance Analysis (CS)	Firearms (FA)	Biology (Bio)	Latent Print Examination (LP)	Toxicology (TOX)	Fire Analysis (FIRE)
1	25 grams tpw suspected marijuana - CS Marijuana (plant material or paraph)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Back to Case, Go Back, Continue

- b. Based on the selected Analysis requested, there will be a required set of questions that will be used in the laboratory to assist the analyst in the examination of the evidence submitted (red marks indicate required responses).

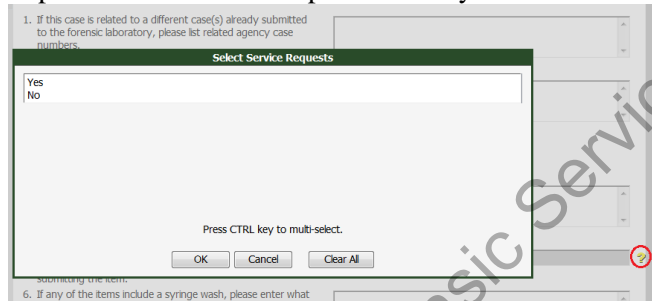
Controlled Substance Analysis Questions

1. If this case is related to a different case(s) already submitted to the forensic laboratory, please list related agency case numbers.
2. Please list the highest charge for the case submitted (i.e. trafficking, manufacturing, delivery, felony possession, misdemeanor possession). Analysis will be conducted to support the highest charge. *
3. Are items from different suspects notated on the item packaging? If particular items are associated with specific suspects, please note that on the evidence. *
4. If a particular item is the probable cause for the case please note the agency exhibit number.
5. Is there a syringe in the items of evidence? Please contact the lab regarding the policy on syringe acceptance prior to submitting the item. *
6. If any of the items include a syringe wash, please enter what solvent was used to wash the syringe. Please also submit a control sample of the wash solvent. *
7. Is the letter from the federal prosecutor requesting Methamphetamine Quantitative Analysis (Purity) included with the submission? *

Buttons: Back to Case, Go Back, Continue

Note:

- Within the question sets there may be free-text fields, drop downs, or ? buttons which are generally yes/no answers. Click on the ? icon to open the selections. The answers to some questions serve as triggers for the laboratory to perform additional or specified analysis.

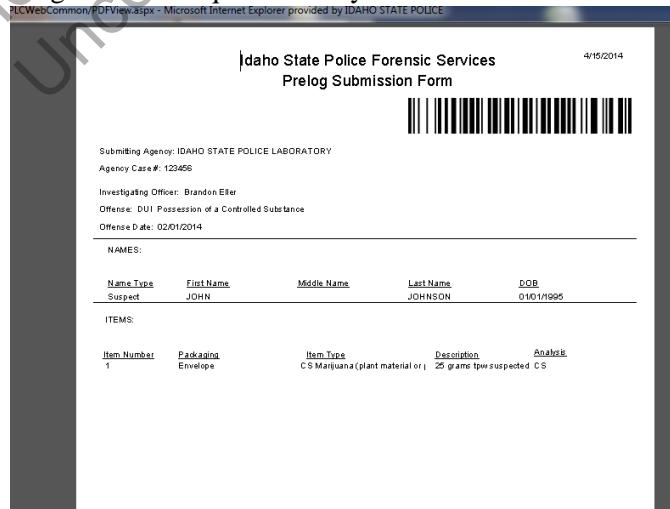


c. Once all questions have been answered select **Continue**.

4. When finished with all question sets (if multiple), selecting **Complete** on the **Submit to Lab** screen generates a PDF Pre-Log Submission Form. This form must be printed and provided to the ISPFs lab (hand-delivered or shipped) with the evidence. This form allows the laboratory to scan the barcode and immediately access and check all the Pre-Logged information.



If the completed button is not selected the Printed Prelog Submission form will be missing item and requested analysis information.



Note:

- The Pre-Log Submission Form must be included with the evidence regardless of how the evidence is submitted to the lab (Hand Delivered, US Mail, UPS, etc.).

Procedure 4: ADDITIONAL SUBMISSION:

If there are additional items of evidence (after the initial submission) or other item(s) in the case that require analysis to be completed at a different ISPFs laboratory (i.e. the item will only be worked at the second laboratory), the following instructions apply:

1. Select **New Pre-Log**

- Select the correct agency from the drop-down (if applicable)
- Enter the agency case number (using the correct format designated in the Pre-Log System).
- Ensure that the agency case number is correct.
- Select **Search**.

Agency Case Number	Agency	Offense Date
123456	IDAHO STATE POLICE LABORATORY	02/01/2014

- The previously entered case will populate the search results. Clicking on the agency case number will load the first submission information.

Note:

- A Submissions section will be available in the Case Pre-Log Screen after a case has an original submission entered into Pre-Log. This section allows the user to view the information related to each submission.

- Select **New Submission** to create a new submission. The Case information fields will populate using the information from the original submission.

Sub#	Case Number	Date Prelogged	Received by Lab?	Date Received
1	123456	4/15/2014 1:56:13 PM	NO	

Note:

- If there are changes to the information relating to only the second submission, the pre-populated information for the additional submission may be changed to reflect that which is relevant to the evidence included in this submission.

3. Enter the new items of evidence into the Items grid.
4. Only enter New or Additional names in the names tab. **Do not enter names again if they exist in the first submission**, as double entry will duplicate the names in the ISPFs Lab LIMS system.

Case Information [Submission #2]

Submitting Agency: * IDAHO STATE POLICE LABORATORY

Agency Case Number: * 123456

Offense Date: * 02/02/2014

Charge: * I37-2732B - Trafficking of a Controlled Subst

County of Offense: * Ada County

Investigating Officer: BRANDON E. ?

Special Notes or Case Handling Instructions: Rush case

Dept. Item #	Package Type	Item Type	Description
X 2	Box	CS General (powdr,cryst,tar,tabl,paraph)	suspected methamphetamine (2 lbs)
X			
X			
X			
X			

5. Select **Continue**, once all information is entered.
6. The Create Request page will display, Select **Continue**

CREATE REQUEST

Request Date: 04/15/2014

Requested By: * FES FES USER

Buttons: Back to Case, Go Back, Continue

7. Check the requested analysis for the evidence being submitted and complete the required questions.

SELECT SERVICES

Item	Description	Footwear and Tire Impressions (FTI)	Blood Alcohol Testing Section (BATS)	Controlled Substance Analysis (CS)	Firearms (FA)	Biology (BIO)	Latent Print Examination (LP)	Toxicology (TOX)	Fire Analysis (FIRE)
2	suspected methamphetamine (2 lbs) - CS General (powdr,cryst,tar,tabl,paraph)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Select **Complete** on the **Submit to Lab** Screen and print the generated PDF Pre-Log Submission Form to be included with the laboratory submission.

Procedure 5: RESUBMISSION OF EVIDENCE:

Items that have been submitted to the lab and returned to the Submitting Agency which need to be resubmitted to the lab for additional analysis are entered into the Pre-Log system as an additional submission (if the required testing for all evidence items is completed at the same laboratory).

1. Select **New Pre-Log**

- a. Select the correct agency from the drop-down (if applicable)
- b. Enter the agency case number (using the correct format designated in the Pre-Log System).
- c. Ensure that the agency case number is correct.
- d. Select **Search**.
- e. The previous submission will populate the search results. Clicking on the agency case number will load the first submission information.

Agency Case Number	Agency	Offense Date
123456	IDAHO STATE POLICE LABORATORY	02/01/2014

Note:

- A Submissions section will be available in the Case Pre-Log Screen after a case has an original submission. This section allows the user to view the information related to each submission.

2. Select **New Submission** to create a new submission. The Case information will be populated using the information from the original submission.

Sub#	Case Number	Date Prelogged	Received by Lab?	Date Received
1	123456	1/30/2014 2:26:49 PM	NO	

3. Select the **Submitted Items** tab.

Resubmit?	Dept. Item #	Package Type	Item Type	Description
<input checked="" type="checkbox"/>	87	Envelope	CS General (pwdr,cryst,t)	

4. Check the **Resubmit?** box for the items that you want resubmitted for analysis then select **Continue**.

Resubmit?	Dept. Item #
<input checked="" type="checkbox"/>	87

5. Once continue has been selected they system will be directed to the **Create Request** page
 - a. Designate the requested analysis for the item.
 - b. Answer the required question set(s).
 - c. Select **Continue**.
6. Select **Complete** on the **Submit to Lab** page and print the generated PDF Pre-Log Submission Form to be included with the laboratory submission.

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Procedure 6: EDITING SUBMISSIONS (CASE INFORMATION, NAMES, ITEMS):

Any changes to information contained in Pre-log must be completed Prior to the lab receiving a case: The user has the ability to edit information that may have been entered in the Prelog system incorrectly. Any information, **excluding** Agency Name and Case Number may be corrected.

Note:

If the Agency Name or Agency Case Number has been entered incorrectly, **a new case pre-log must be created** using the correct information. Once the case has been correctly re-entered; contact the ISPFS Quality Manager to have the incorrect case removed from the Pre-Log system.

To correct information: Search for the case using the **Quick Find** feature on the Dashboard.

1. Enter the Agency Case Number and select search. Multi-agency users must select the proper agency in the Submitting Agency field.
2. The selected case will load, select Edit Submission

Agency Case Number: 2015DR123457

Sub#	Case Number	Date Pre-logged	Received by Lab?	Date Received
1	2015DR123457	4/14/2014 9:40:35 AM	NO	

Buttons: New Submission, **Edit Submission**, Service Request, Print Receipt

The fields in the case information and items/name grid will change from locked to unlocked.

3. Correct or change desired information in the Case Information section (if necessary)

Case Information

Submitting Agency: * BOISE POLICE DEPARTMENT

Agency Case Number: * 2015DR123457

Offense Date: * 04/14/2014

Offense Date 2: []

Offense Date 3: []

Charge: * AAF - Auto Accident Fatality

Charge 2: []

Charge 3: []

Court Date: [] Type of Court Hearing: []

Is this a Death Investigation / Sexual Assault / Missing Person? * YES

County of Offense: * Ada County

Investigating Officer: []

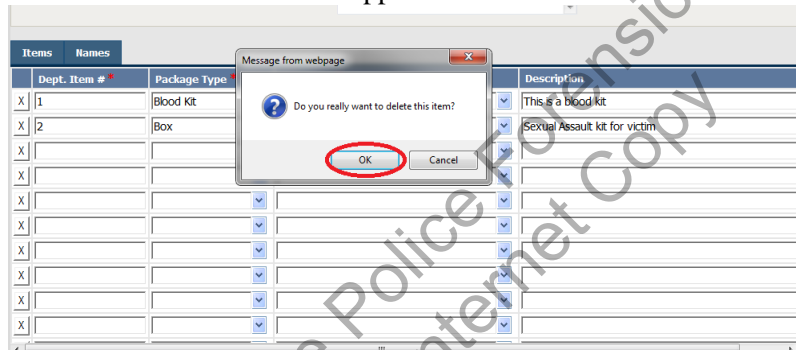
Special Notes or Case Handling Instructions: []

4. When editing submission information the user may add additional items and/or names in the additional grid lines available. The user may also make necessary corrections or remove previously entered items or names information.

- To delete a name or item, select the (X) next to the item or name.

Dept. Item #	Package Type	Item Type	Description
X 1	Blood Kit	Blood Collection Kit	This is a blood kit
X 2	Box	BIO Sexual Assault Kit	Sexual Assault kit for victim
X			
X			
X			
X			
X			
X			
X			
X			
X			
X			
X			

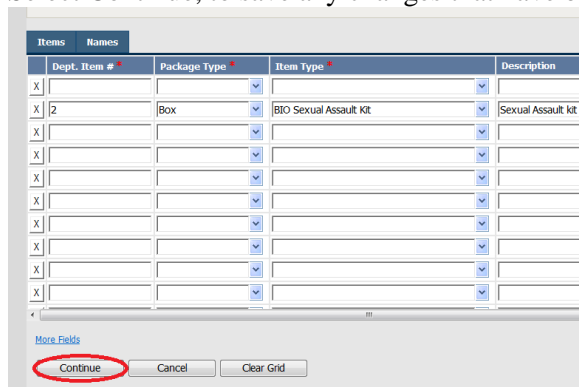
- A confirmation window will appear for deletion of the item or name, select OK.



The selected item will be deleted from the grid

Dept. Item #	Package Type	Item Type	Description
X			
X 2	Box	BIO Sexual Assault Kit	Sexual Assault kit for victim
X			
X			
X			
X			
X			
X			
X			
X			
X			
X			

- Select Continue, to save any changes that have been made.



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Procedure 7: EDITING SERVICE REQUEST (ADDING/CHANGING/DELETING):

The user may request additional testing or remove requested testing associated with an item **prior to submission of the evidence to the lab**. If additional testing is to be added requires analysis at a second lab different than other items associated with the case, the item may need to be deleted and an additional submission created for that item of evidence.

To edit a service request:

1. Select Service Request button in the Submissions section.

Agency Case Number: 2015DR123457 REPORTS

Submissions

Sub#	Case Number	Date Prolugged	Received by Lab?	Date Received
1	2015DR123457	4/14/2014 9:40:35 AM	NO	

New Submission Edit Submission **Service Request** Print Receipt

The list of selected Service Requests will display (Note: Service Reports are separated by Lab Section; items associated with analysis in that section will be displayed in the item #(s) column)

Filter by Section: All

Requested	Status	Status Date	Status By	Item #(s)	Section(s)	Lab Status
04/23/2014	Requested	04/23/2014	Matthew Gamett 1		CS	
04/23/2014	Requested	04/23/2014	Matthew Gamett 2		FA	
04/23/2014	Requested	04/23/2014	Matthew Gamett 1		FIRE	
04/23/2014	Requested	04/23/2014	Matthew Gamett 2		BATS	
04/23/2014	Requested	04/23/2014	Matthew Gamett 2		BIO	

Back to Case Add **Open** Cancel Print History

2. Select the Service Request “Section” that needs correction (addition of an item or removal of an item). Then select Open.

New service request/ analysis requests for an item are completed using a different process than described below

Filter by Section: All

Requested	Status	Status Date	Status By	Item #(s)	Section(s)	Lab Status
04/23/2014	Requested	04/23/2014	Matthew Gamett 1		CS	
04/23/2014	Requested	04/23/2014	Matthew Gamett 2		FA	
04/23/2014	Requested	04/23/2014	Matthew Gamett 1		FIRE	
04/23/2014	Requested	04/23/2014	Matthew Gamett 2		BATS	
04/23/2014	Requested	04/23/2014	Matthew Gamett 2		BIO	

Back to Case Add **Open** Cancel Print History

- On the create request page ensure that the information in the required fields is populated and select Continue.

- Items that are associated with that service will display. To remove the request, uncheck the box for the discipline. Select Delete in the Confirmation window.

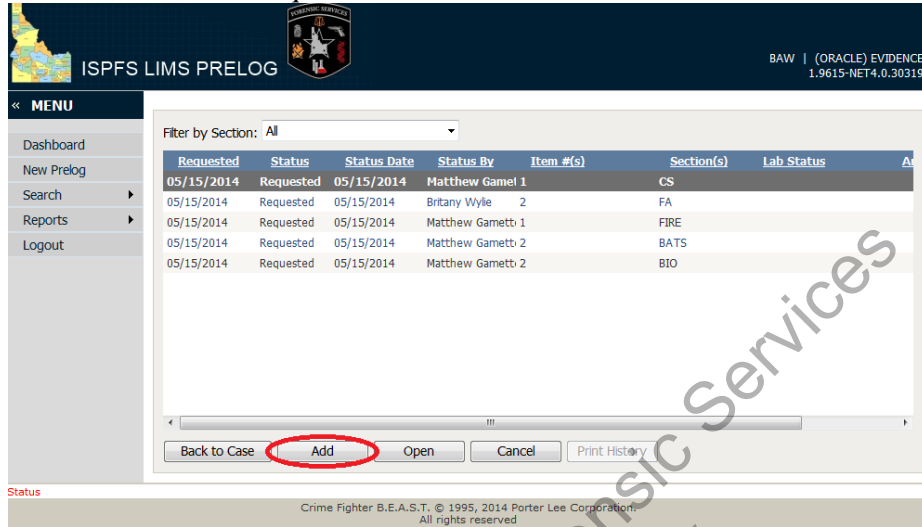
Item	Description	Footwear and Tire Impressions (FWT)	Blood Alcohol Testing Section (BATS)	Controlled Substance Analysis (CS)	Firearms (FA)	Biotox (BIO)	Latent Print Examination (LP)	Toxicology (TOX)	Fire Analysis (FIRE)
2	Sexual Assault kit for victim - BIO Sexual Assault Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To Add a New Service Request:

- To create a New Service Request (additional type of analysis) Select the submission containing the evidence to receive additional analysis, then select **Service Request**.

Sub#	Case Number	Date Prelogged	Received by Lab?	Date Received
1	2015DR123457	4/14/2014 9:40:35 AM	NO	

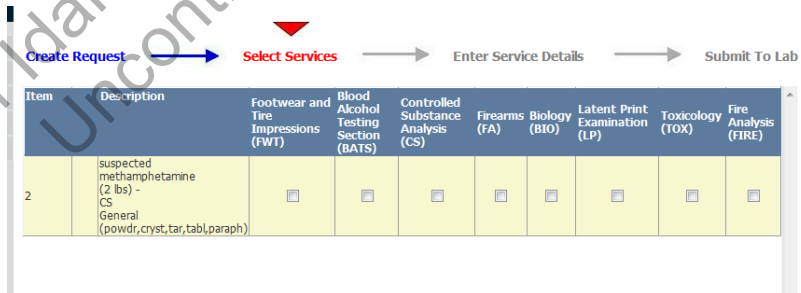
- Once on the Service Request screen select **Add**.



- On the create request page ensure that the information in the required fields is populated and select Continue.



- Check the requested analysis for the evidence being submitted and complete the required questions.



- Select **Complete** on the **Submit to Lab** Screen and print the generated PDF Pre-Log Submission Form to be included with the laboratory submission.

To Delete A Service Request:

Service requests may only be deleted prior to the lab receiving **any** submission for the case.

1. Navigate to the Case that the service request is to be deleted, and then select **Service Request**.

Agency Case Number: 2015DR123457

Submissions

Sub#	Case Number	Date Prelogged	Received by Lab?	Date Received
1	2015DR123457	4/14/2014 9:40:35 AM	NO	

New Submission Edit Submission **Service Request** Print Receipt

2. Once on the Service Request screen click the correct/desired request to be deleted. Then select **Cancel**.

Filter by Section: All

Requested	Status	Status Date	Status By	Item #(s)	Section(s)	Lab Status
05/15/2014	Requested	05/15/2014	Matthew Gamett	1	CS	
05/15/2014	Requested	05/15/2014	Britany Wylie	2	FA	
05/15/2014	Requested	05/15/2014	Matthew Gamett	1	FIRE	
05/15/2014	Requested	05/15/2014	Matthew Gamett	2	BATS	
05/15/2014	Requested	05/15/2014	Matthew Gamett	2	BIO	

Back to Case Add Open **Cancel** Print History

3. Select Yes in the Confirmation window.

Note: Any items that were included in the submission with Requested status will be removed from the system.

Filter by Section: All

Requested	Status	Status Date	Status By	Item #(s)	Section(s)	Lab Status
05/15/2014	Requested	05/15/2014	Matthew Gamett	1	CS	
05/15/2014	Requested				FA	
05/15/2014	Requested				FIRE	
05/15/2014	Requested				BATS	
05/15/2014	Requested				BIO	

Service Request

Are you sure that you want to cancel this request?

Yes No

Back to Case Add Open **Cancel** Print History

Checking the Lab Status:

There are several items of information that will be updated as evidence moves through the lab system. The user may use the different areas to check the status of a case within the lab system.

1. From the dashboard search for the case using **Quick Find** or **Recent Pre-Log Cases**.

Use of the additional Search Option may be used for agencies that are state-wide, or if searching for all cases that have been submitted to the Lab. (*Prosecutors must use this function if searching for cases submitted by a State-wide Agency i.e. ISP*)

2. When the case is received by the laboratory the information in the Submission Section is updated. Three helpful pieces of information are available in this view.
 - When the evidence is received by the lab, the assigned lab number will be displayed in the header next to the agency case number.
 - The date the Pre-Logged submission was created will show on the line with the submission.
 - When the evidence is received by the lab, the Received by Lab field will change to “yes” and the date the evidence was accepted by the lab will populate the Date Received column.

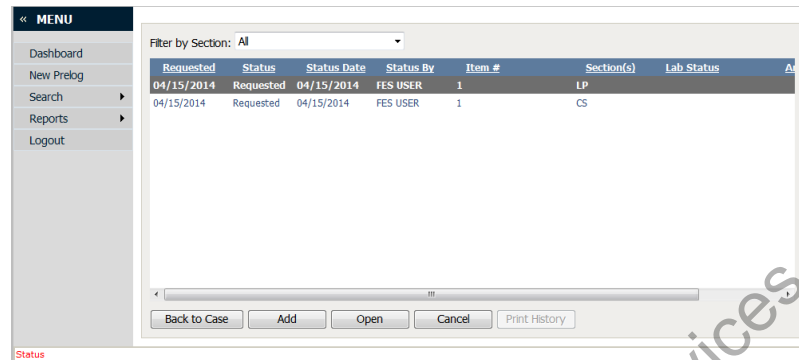
Sub#	Case Number	Date Prelogged	Received by Lab?	Date Received
1	2015DR123456	4/1/2014 10:29:33 PM	YES	04/22/2014
2	2015DR123456	4/7/2014 11:12:31 AM	NO	
3	2015DR123456	4/7/2014 11:24:31 AM	NO	
4	2015DR123456	4/7/2014 11:32:54 AM	NO	
5	2015DR123456	4/7/2014 11:33:27 AM	NO	

3. If you would like to check where in the lab system a specific submission is, ensure that the submission of interest is highlighted and select the **Service Request** button.

Sub#	Case Number	Date Prelogged	Received by Lab?	Date Received
1	2015DR123456	4/1/2014 10:29:33 PM	YES	04/22/2014
2	2015DR123456	4/7/2014 11:12:41 AM	NO	
3	2015DR123456	4/7/2014 11:24:31 AM	NO	
4	2015DR123456	4/7/2014 11:32:54 AM	NO	
5	2015DR123456	4/7/2014 11:33:27 AM	NO	

If the submission has multiple service requests, each service request will show in this view. The lab status of each requested analysis will update when the evidence is moved through the lab system process.

Checking the Lab Status:



The lab status column will display blank prior to the lab receiving the evidence associated with the selected service request. Below is a list of the different Lab Status codes and what the process means within the lab system.

Lab Status	Where in the lab system
0 Assigned to Section	Case has been accepted by lab, awaiting checkout by analyst
1 Assigned to Analyst	The assigned analyst has possession of the evidence
2 Report in Progress	The analysts has began writing the Analytical report
3 Ready for Review	The report has been submitted for review by a second analyst
4 Ready for Admin Review	Applies only to Firearms, Fingerprints and Fire Discipline. The report is awaiting Administrative Review
5 Approved	The report has been approved and is available for download.
6 Closed	If this status is showing. The requested analysis was not completed. Please contact the assigned Lab to inquire, if necessary.

Search Received Prelog Cases

Search Received Prelog Case function is used to find a complete listing of cases the lab has received from a select agency, or for retrieval of case information for cases submitted by a state-wide agency (Use of Search function will be required for Prosecutors to find information of cases for agencies that cover multiple counties i.e. ISP).

Note:

This function will return results for cases entered into the Prelog system and have been received by the lab for analysis. If the case has not been received by the lab it will not be found in the results of the Search.

Procedure 8: AGENCY SPECIFIC:

Results will populate based on the settings for the user agency. To search for cases received by the lab for a select agency:

1. Select **Search**, then Received Prelog Cases
2. Select **Search button** to view all cases for the selected agency (based on user settings). All cases that have been received by the lab will be displayed. Cases not appearing in the list may not have a Prelog entry or the lab has not received the case for analysis.
3. Additional fields including: Agency Case Number, Investigating Officer, Offense Date From and Offence Date To may be used to limit the number of results returned.

Prelog Case Search

Agency Case Number

Agency (Prosecutors leave blank for state-wide agencies) COEUR D ALENE POLICE DEPT

Investigating Officer ?

Offense Date From 05/01/2014

Offense Date To 05/07/2014

Agency Case #	Agency	Investigating Officer	Offense Date
	COEUR D ALENE POLICE DEPARTME		05/02/2014
	COEUR D ALENE POLICE DEPARTME		05/01/2014
	COEUR D ALENE POLICE DEPARTME		05/05/2014
	COEUR D ALENE POLICE DEPARTME		05/02/2014
	COEUR D ALENE POLICE DEPARTME		05/05/2014
	COEUR D ALENE POLICE DEPARTME		05/06/2014

Procedure 9: SEARCH ALL CASES (PROSECUTORS) OR CASES FOR STATE-WIDE AGENCIES

To search for cases entered for a State-wide Agency (i.e. Idaho Fish and Game, Idaho State Police) remove the Agency Name from the Agency field. This will display **all cases** in which the user's agency has been approved to view.

1. Select **Search**, then Received Prelog Cases
2. Delete the Agency name from the **Agency** Field. (This field is pre-populated based on the users home agency)
3. To limit the results of the search additional fields may be completed (Agency Case Number, Investigating Officer, Offense Date From, or Offense Date To), this is not required.

Prelog Case Search

Agency Case Number

Agency (Prosecutors leave blank for state-wide agencies)

Investigating Officer

Offense Date From

Offense Date To

Agency Case #	Agency	Investigating Officer	Offense Date
	KOOTENAI COUNTY SHERIFF'S OFFICE		04/09/2014
	POST FALLS POLICE DEPARTMENT		04/27/2014
	ISP-PATROL D1		04/29/2014
	KOOTENAI COUNTY SHERIFF'S OFFICE		04/27/2014
	KOOTENAI COUNTY SHERIFF'S OFFICE		01/12/2014
	ISP-PATROL D1		02/17/2014
	KOOTENAI COUNTY SHERIFF'S OFFICE		03/05/2014
	POST FALLS POLICE DEPARTMENT		03/06/2014
	POST FALLS POLICE DEPARTMENT		03/04/2014
	ISP-PATROL D1		03/12/2014

1 2 3 4 5 6 7 8 9 10 ...

4. To view status of the case, select the desired case from the search results. Once the case is selected the page will be redirected to the case information screen.

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Completed Lab Reports

Case Specific:

Completed lab reports and analytical case notes can be accessed and downloaded from Pre-Log. Search for the case using the **Quick Find** feature on the Dashboard.

8. Enter the agency case number and select search. Multi-agency users must select the proper agency into the Submitting Agency field.
9. Once inside the case screen, select the **Reports** tab from the top right of the screen.

Agency Case Number: 123456

REPORTS

Sub#	Case Number	Date Prelogged	Received by Lab?	Date Received
1	123456	4/15/2014 1:56:13 PM	NO	
2	123456	4/15/2014 2:19:29 PM	NO	

10. To view/print the lab report:
 - Select the report
 - Select the **Print Report** button.
11. To view the lab notes:
 - Select the report
 - Select **Notes Packet** button.

Report #	Section	Status	Date Completed
1	CS	5	03/27/2014

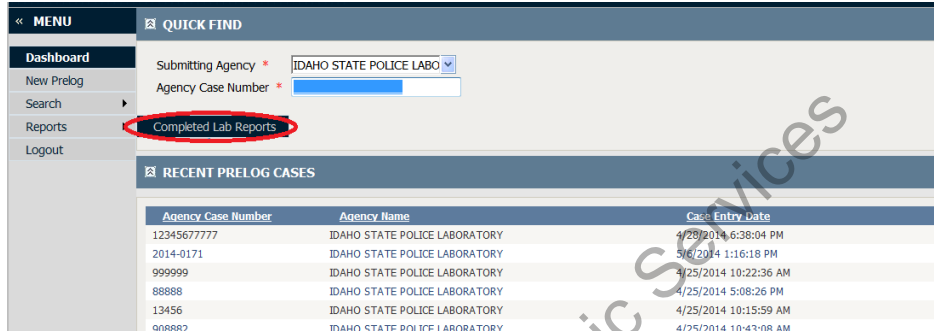
Note:

- The notes packet may not include all the quality related data pertaining to a case. Additional quality control data for instrumentation or controls may exist in the laboratory and is available through a discovery request. This information is not generally needed for court proceedings. The lab will respond with additional information through an email to the prosecutor or prosecutor's office making the discovery request.

Completed During a Specified Time Period:

Users looking for all lab reports completed during a specific time frame should use the **Completed Lab Report** search from the Dashboard side menu.

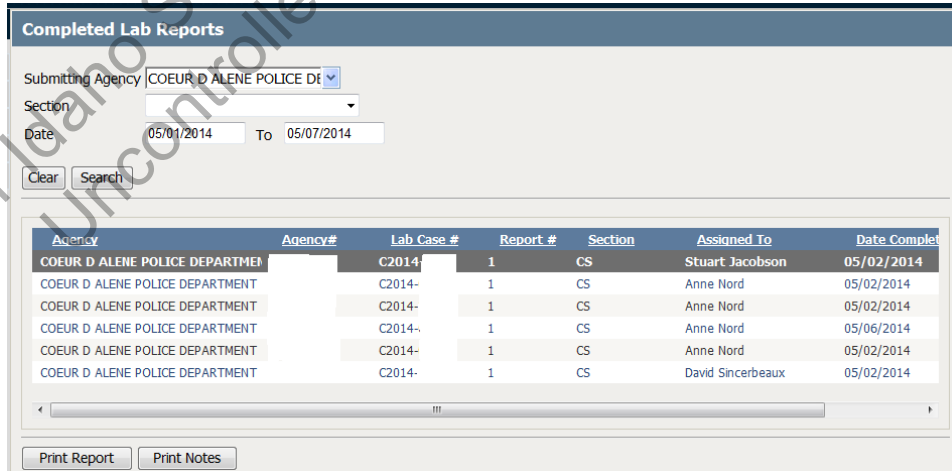
1. From the Menu: Select **Reports**, then **Completed Lab Reports**



2. Enter the specified start **and** end date, and select **Search**.
 - a. A combination of the section (lab discipline) and date filters in this search can be used.



- b. If there is a completed case that fits the specified search criteria, the search results will display.



3. Highlight the case and select **Print Report**, or **Print Notes**. PDF download is available once the notes and/or report are opened.

Note:

- The **Print Report** will include the lab report and associated restitution, if applicable. The **Print Notes** will include the lab analytical notes but may not include all laboratory documentation on the case (see note on previous page).

Appendix A: Packaging Types

Description
Bucket
Suitcase
Butcher/craft paper
None
Paper bag
Plastic bag
Box
Can
Envelope
Case File
Item
Jar
Gun Case
Friction Lid Can
Heat Sealed Arson Bags
Heat Sealed Plastic Bag
Sexual Assault Kit
Blood Kit
Urine Kit
Blood/Urine Kit

Appendix B: Item Types

Item Type
Accident Victim Kit
BIO Bones/Teeth
BIO Clothing for DNA only (wearer DNA)
BIO Hair
BIO Hand Swabs from Subject/Suspect
BIO Penile Swabs
BIO Reference Sample
BIO Sexual Assault Kit
BIO Suspected Bio Stain (Bedding)
BIO Suspected Bio Stain (Clothing)
BIO Suspected Bio Stain (Misc)
Blood
Blood Collection Kit
Case File
Combination Blood and Urine Kit
Control - Matrix Reference
CS Clandestine Lab Samples
CS General (pwr,cryst,tar,tabl,paraph)
CS Liquid/Wash (Controlled Sub Analysis)
CS Marijuana (plant material or paraph)
CS Mushrooms
CS Pharmaceutical Pills/Tablets
CS Quantitation (Methamphetamine)
CS Spice (plant material or paraph)
Digital Media (digital images/files)
DNA Extract(s)

Explosives/Fireworks
Fire Debris (Arson related)
FT Ammunition
FT Bullet
FT Cartridge
FT Cartridge Case
FT Firearm
FT Firearms Accessories/Components
FT Impressions for Toolmark Comparison
FT Shotshell/Shotshell Components
FT Test Fires
FT Tools for Toolmark Comparison
IMP Firearm for LP Processing
IMP Footwear Items(s)
IMP Latent Print Comparison Item(s)
IMP Latent Print Exemplar(s)
IMP Latent Print Processing Item(s)
IMP Tire Impression Item(s)
Liquid (Alcohol Analysis)
Liquid Reference
OTHER
Other Swabs
Photographs
Reference Blood
Urine
Urine Collection Kit
Vitreous Humor

Appendix C: Evidence Prelog Discipline Based Questions

Discipline	Question #	Questions:
Blood Alcohol	1	Has a valid breath test been completed? If YES, do not submit the sample for alcohol testing.
Blood Alcohol	2	If YES, what were the results? If the valid breath test results are within 0.020 of each other, do not submit the sample for alcohol testing. If NO, enter N/A.
Blood Alcohol	3	If there is a valid breath test, and the results are within 0.020 of each other, the lab policy is to only perform additional testing if there is an extenuating circumstance: Please list the circumstances if you still intend to submit the sample.
Blood Alcohol		Please make sure the submittal form and chain of custody is complete and available outside the evidence box. We recommend folding it and tucking it into the seam of the box it goes with so they stay together but can still be accessed.
Blood Alcohol		Is evidence box sealed and initialed? If not please seal and initial before submission.
Biology/DNA	1	Has a report been included with the submission? Reports are required for all biology/DNA cases
Biology/DNA	2	Was the victim bleeding? Victim reference samples are required for DNA testing.
Biology/DNA	3	Was the suspect bleeding? Known suspect reference samples are required for DNA testing.
Biology/DNA	4	Was anyone other than victim or suspect bleeding? Applicable elimination samples are required for DNA testing.
Biology/DNA	5	Is this submission for criminal paternity testing? If so, known reference samples from the mother, child, and suspected father are required.
Biology/DNA	6	Is the submission for a burglary/robbery/property crime case? If so, please limit the submission to 1 or 2 items and any known reference samples.
Biology/DNA	7	Is the submission for a sexual related crime? If so, please limit the submission to the kit, penile swabs if applicable, and any known reference samples.
Biology/DNA	8	Did the victim have consensual intercourse within 96 hours of the incident? If so, consensual partner reference samples are required for DNA testing.
Biology/DNA	9	Is there a known suspect in the case? If so, suspect reference samples are required for DNA testing
Biology/DNA	10	Please briefly describe case circumstances
Biology/DNA	11	Please contact the Biology/DNA Section supervisor at 208-884-7173 with case specific questions. Requests for additional item examination should be approved in advance of submission.

Controlled Substances	1	If this case is related to a different case(s) already submitted to the forensic laboratory, please list related agency case numbers.
Controlled Substances	2	Please list the highest charge for the case submitted (i.e. trafficking, manufacturing, delivery, felony possession, misdemeanor possession). Analysis will be conducted to support the highest charge.
Controlled Substances	3	Are items from different suspects notated on the item packaging? If particular items are associated with specific suspects, please note that on the evidence.
Controlled Substances	4	If a particular item is the probable cause for the case please note the agency exhibit number.
Controlled Substances	5	Is there a syringe in the items of evidence? Please contact the lab regarding the policy on syringe acceptance prior to submitting the item.
Controlled Substances	6	If any of the items include a syringe wash, please enter what solvent was used to wash the syringe. Please also submit a control sample of the wash solvent.
Controlled Substances	7	Is the letter from the federal prosecutor requesting Methamphetamine Quantitative Analysis (Purity) included with the submission?
Firearms	1	Type of analysis requested:
Firearms	2	Does the evidence require fingerprinting or DNA analysis in addition to the Firearms examination/comparisons? (If Yes, send only relevant evidence to Meridian lab for fingerprinting; if no, send to CDA).
Firearms	3	If it's a firearm is it unloaded? (All firearms must be unloaded prior to submission, contact Coeur d'Alene lab with questions)
Firearms	4	If it's a firearm or a tool is it securely fastened within a hard-backed packaging (e.g. box using multiple zip-ties) with the action secured open? (Please package in a manner to which the item is secure in the package and can be visually determined that the firearm is unloaded)
Firearms	5	Does the evidence require comparative examination? If Yes, are the items requiring comparative examination included with this submission? If NO, "Firearms Examiner must have two items to compare".
Firearms	6	Is the incident report included with the evidence? (Incident report must be included)
Firearms	7	Is the area which was suspected to have been used to make the mark or includes the mark protected from further contact with other objects? If no, area should be preserved to prevent damage to either the mark or the tool.

Fire Debris	1	Is the case report included with the submission?
Fire Debris	2	Are the items designated as either sample or controls?
Fire Debris	3	Is the description of the item clear?
Fire Debris	4	Briefly describe the circumstances behind the case.
Footwear/Tire Impression	1	Are footwear exemplars included?
Footwear/Tire Impression	2	If any items have been processed, what process was conducted?
Footwear/Tire Impression	3	Are all digital images/photographs packaged as evidence?
Footwear/Tire Impression	4	Are known exemplars packaged as evidence?
Footwear/Tire Impression	5	Are casts packaged in non-plastic containers?
Latent Prints	1	Are there any specific instructions for any comparisons?
Latent Prints	2	Are controlled substances separated from any packaging to be processed for latent prints?
Latent Prints	3	Are all digital images/photographs packaged as evidence?
Latent Prints	4	Are known exemplars (fingerprint cards) packaged as evidence?
Latent Prints	5	Is information recorded on each submitted Latent Lift Card (Date lifted, Lifted by, Lifted from)?
Latent Prints	6	Are all items requested for latent print processing listed as a unique item (no miscellaneous items submitted)?
Latent Prints	7	If comparison is requested provide State Identification Number (SID) for Suspect, Subject, and Victim if applicable.
Latent Prints	8	If any items have been processed for latent prints, what process was conducted?
Latent Prints	9	Have weapons been rendered safe and are they secured in an evidence box?
Toxicology	1	Has a valid breath alcohol test been completed?
Toxicology	2	If yes, what was the result?
Toxicology	3	If the result is greater than .100, the lab policy is to only perform additional testing if there is an extenuating circumstance: Please list the circumstance if you still intend to submit the sample.
Toxicology	4	What behaviors/symptoms were observed (e.g. – slurred speech, jerky movements, profuse sweating)?
Toxicology	5	What prescriptions or over-the-counter medications does the subject take?
Toxicology	6	What drugs are suspected in this case (other than those previously listed)?

Toxicology	Please contact the Toxicology Section supervisor at 208-209-8700 (CDA) or 208-232-9474 (Pocatello) with any additional comments or concerns regarding your case and/or a specific item(s).
Toxicology	Please make sure the submittal form and chain of custody is complete and available outside the evidence box? We recommend folding it and tucking it into the seam of the box it goes with so they stay together but can still be accessed.
Toxicology	Is evidence box sealed and initialed? If not please seal and initial before submission.

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Appendix D: Offense Codes

I18-1351	Bribery and Corrupt Practices
I18-3302	Weapon-Carry Concealed Weapon Without a License
I18-2603	Evidence-Destruction, Alteration or Concealment
I18-801	Arson/Explosives
I18-901	Assault
I18-905	Aggravated Assault
I18-903	Battery
I18-907	Aggravated Battery
I18-915	Assault/Battery on Certain Personnel
I18-918	Domestic Violence
I18-919	Sexual Exploitation by a Medical Provider
I18-1401	Burglary
I18-1501	Injury to Child
I18-1505	Abuse/Exploitation of a Vulnerable Adult
I18-1506	Sexual Abuse of Child Under 16
I18-1507	Sexual Exploitation of a Child
I18-1508	Lewd Conduct
I18-1509	Enticing Children
I18-1514	Obscene Materials
I18-2403	Theft (includes extortion and embezzlement)
I18-3001	Fraud Offenses
I18-3316	Unlawful Possession of a Firearm
I18-3601	Forgery
I18-4001	Murder
I18-4006	Manslaughter
I18-4006(3)	Vehicular Manslaughter
I18-4501	Kidnapping
I18-6101	Rape
I18-6108	Male Rape
I18-6501	Robbery
I18-6608	Penetration with a Foreign Object
I18-7001	Malicious Injury to Property
I18-7006	Trespass of Privacy/Peeping Tom
I18-7011	Trespassing

I18-7038	Destroying Livestock
I18-7905	Stalking/Intimidation
I18-8004	DUI
I18-8007	Leaving the Scene of an Accident
I36-1101	Poaching
I37-2732	Possession of a Controlled Substance
I37-2732(a)	Deliver/Manufacture of a Controlled Substance or Intent
I37-2732B	Trafficking of a Controlled Substance
I37-2734A	Possession of Paraphernalia
I54-1732	Possession of a Legend Drug
37-2732C	Under the Influence in Public
OIS	Officer Involved Shooting (no charge)
DI	Death Investigation (non-homicide)
OPS	Office of Professional Standards
IPV(F)	Idaho Probation Violation - Felony
IPV(M)	Idaho Probation Violation - Misdemeanor
IA	Injury Accident
AAF	Auto Accident Fatality
PROF	Proficiency
COMP	Competency
AVK	Accident Victim Kit
FBLV	Firearms Barrel Length Violation
FOLV	Firearms Overall Length Violation
FSNOV	Firearms Serial Number Obliteration Violation
IJVP	Idaho Juvenile Probation Violation

Breath Instrument Prelog System:

All Breath Testing instruments will be logged into the ISP Forensic Services Breath Instrument Prelog System. This system is designed to track each submission of the instrument to the lab, as well as, assist the analyst in the proper maintenance for the instrument. Certificates will continue to be accessible using the Public Website Instrument search.

The Breath Instrument Prelog System uses the Instrument Serial Number and the assigned agency to track the instrument through the system.

Procedure 10: LOGGING INTO BREATH INSTRUMENT PRE-LOG SYSTEM

1. **Obtain a login from the ISPFS Quality Manager.** Most login names are the last four digits of the individual's social security number, first four letters of first name, and two digit day of birth.
2. Sign on to Breath Instruments Pre-Log by going to the website address provided by ISPFS. The website address is not published for security reasons. Contact the ISPFS Quality Manager to obtain the address.
3. Enter the designated User ID and Password provided by ISPFS. User passwords are unique and shall not be shared. This account is intended to be used solely by the contact name listed. Unauthorized use of this system will result in agency termination from ILIMS.

Note:

- Passwords can be reset by the ILIMS system using the "Reset Pwd" button (see Procedure 11).

Once logged in, the Dashboard will be visible.

Note:

- The dashboard is the navigation screen or the homepage. Users navigate from the dashboard to view previously Pre-Logged submissions, case status, and cases with case reports and notes available for review.

Instrument #	Agency	Case Entry Date
90205945	ADA COUNTY SHERIFFS OFFICE	6/10/2014 11:18:15 AM

Procedure 11: CHANGING YOUR PASSWORD:

Upon initial login to the Breath Instrument Pre-Log system, passwords must be changed. Passwords sent from ISPFS via email or other means are not secure and must be changed immediately.

Forgot Password:

If you forget your password and need to have it reset, please contact the ISPFS Quality Manager.

1. Access the website using the link provided by ISPFS.
2. Click on the **Reset Pwd** button.

Passwords are case sensitive

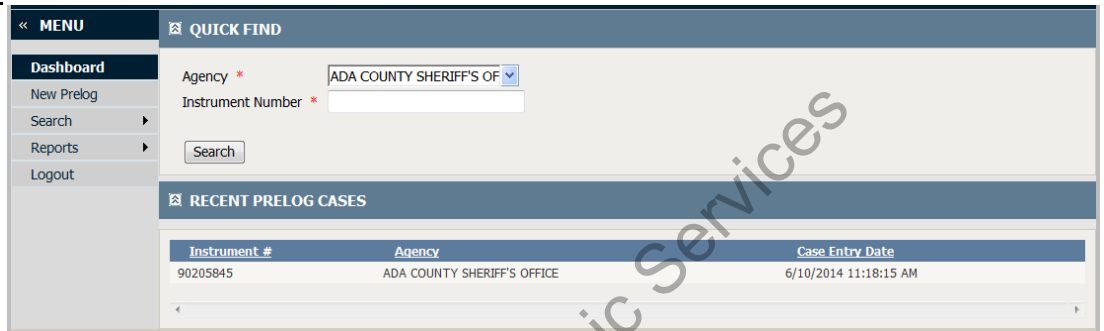
3. The **Change Password** screen will display.
Enter User ID in the **User ID** field.
Enter current password in the **Current Password** field.
Enter a new password in the **New Password** field (passwords are case sensitive).
Retype new password in the **Verify New Password** field, and then click **OK**.

4. If the password was changed successfully, the user will be returned to the log-in screen.

Breath Instrument Default Tabs

Within Pre-Log there are four default tabs that are accessible to all users. The dashboard is the homepage view and is the first screen visible after login.

DASHBOARD



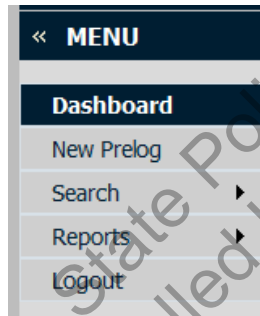
The screenshot shows the Pre-Log Dashboard interface. On the left is a 'MENU' sidebar with options: Dashboard, New Prelog, Search, Reports, and Logout. The main area is titled 'QUICK FIND' and contains a form with 'Agency *' (set to 'ADA COUNTY SHERIFF'S OF') and 'Instrument Number *' fields, and a 'Search' button. Below this is a 'RECENT PRELOG CASES' section with a table:

Instrument #	Agency	Case Entry Date
90205845	ADA COUNTY SHERIFF'S OFFICE	6/10/2014 11:18:15 AM

The dashboard has three sections:

1. **Menu:**

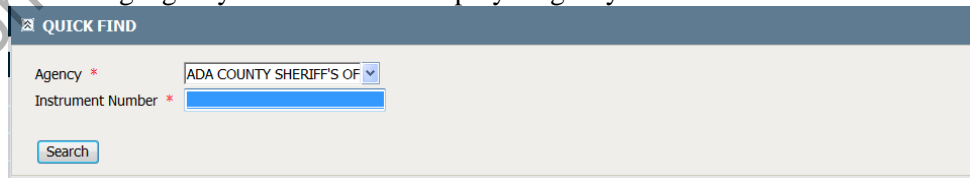
Use the side menu to navigate throughout the Pre-Log System.



A close-up of the 'MENU' sidebar showing the following items: Dashboard, New Prelog, Search, Reports, and Logout.

2. **Quick find:**

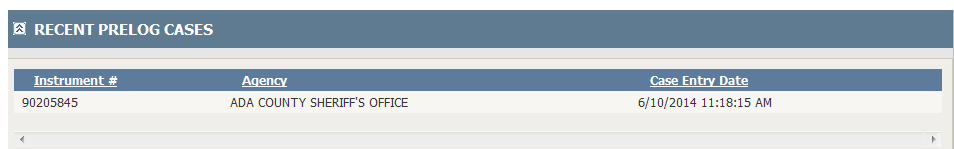
Depending on the user settings, the user may have the ability to select different agencies in the Quick Find Submitting Agency field. Single agency users will have the Submitting Agency default to their employer agency.



A close-up of the 'QUICK FIND' search form, showing the 'Agency *' dropdown menu set to 'ADA COUNTY SHERIFF'S OF' and the 'Instrument Number *' text input field.

3. **Recent Pre-Log Cases:**

This feature lists the Instruments that have recently been Pre-Logged or accessed under the designated USERID. This feature does not track all instruments logged by the agency, just those logged by a single user.



A close-up of the 'RECENT PRELOG CASES' table, showing the same data as the full dashboard screenshot:

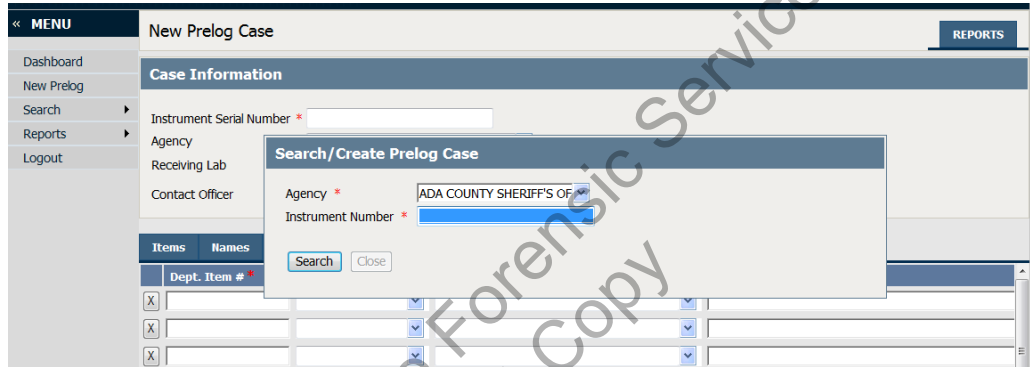
Instrument #	Agency	Case Entry Date
90205845	ADA COUNTY SHERIFF'S OFFICE	6/10/2014 11:18:15 AM

Note:

- If a different user from the same agency Pre-Logs an instrument, it will not appear under the recent Pre-Log section for all users of that agency. However, all users for an agency can access all Instrument information for that agency by using the Quick Find.

NEW PRE-LOG

This section is where all submission information resides and where Instruments are submitted.



Prior to any Instrument being entered into the system, search for the Instrument Serial Number. There are two possibilities that may result from the search.

1. The Instrument Serial Number has not been entered before, and therefore a new lab record will be created for the submission. (See [Pre-Log an Instrument \(Original Submission\)](#))
2. The Instrument Serial Number has been entered before and may have been given a lab designation. The user will then create a new submission on the previously submitted instrument. (See [Resubmission of Instruments](#))

SEARCH:

This function is not applicable to Breath Alcohol Instrument Prelog System

REPORTS

This function is not applicable to Breath Alcohol Instruments. Calibration certificates and applicable data will continue to be available on the ISPFS Public Website (<http://isp.idaho.gov/forensics/instrument-certificates/search.html>).

LOGOUT

Used to logout of the Breath Alcohol Instrument Pre-Log System

Pre-Logging Breath Instruments

An individual user is able to Pre-Log an instrument for their agency to be submitted to the lab. Agencies are expected to Pre-Log all instruments to be submitted to the lab. Instruments that are received directly from the manufacturer do not have to be prelogged. Agency representatives will deliver the Pre-Log form in-person or place it in the shipping box.

Procedure 12: PRE-LOG AN INSTRUMENT (ORIGINAL SUBMISSION):

Only one instrument may be logged in under a single Serial number. Do not enter multiple instruments as different items within a main entry or all instruments will be returned without service.

1. Select **New Pre-Log**
 - a. Enter the Instrument Serial Number.
 - b. Verify the Serial Number is correct.
 - c. Select **Search**

Search/Create Prelog Case

Agency * ADA COUNTY SHERIFF'S OF

Instrument Number *

Search Close

Note:

- A multi-agency user **must** ensure the proper Submitting Agency is selected from the drop down for each Pre-Log case.
- d. If there are no results found, select **Create Pre-Log**.

New Prelog Case

Case Information

Instrument Serial Number *

Agency Receiving Lab

Contact Officer

Agency * ADA COUNTY SHERIFF'S OF

Instrument Number * 1111111

No results found.

Search Create Prelog Close

Dept.	Item #		
X			
X			
X			
X			

2. **New Pre-Log Case** screen.
 - a. The top section of the New Pre-Log screen is the Case Information for the select Instrument.
 - ii. Fields indicated with red marks are required, but all fields are important to ISPFs. Not completing the form will slow the analysis process. The Contact Officer Field is critically important to ISPFs so the analysts can contact the officer regarding case questions. (The instrument serial number entered into the search will automatically populate in the form).

New Prelog Case REPORTS

Case Information

Instrument Serial Number * 1111111

Agency * ADA COUNTY SHERIFF'S OFFICE

Receiving Lab * COEUR D'ALENE

Contact Officer * DAVID ANDERSON David Anderson - ADA1

b. The lower section of the new case screen is for details regarding the instrument and any packaging.

i. Required information for ITEMS being submitted:

- a. *Dept Item number*: the unique designation given to the instrument by the submitting agency. In not applicable mark as N/A or 1.
- b. *Package Type*: exterior packaging of the instrument (Options of None and Box)
- c. *Item Type*: Specific Instrument Model

Items		Names		
	Dept. Item # *	Package Type *	Item Type *	Description
<input checked="" type="checkbox"/>	NA	Box	FC-20	
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				

ii. When all the information has been entered, select **Continue**

More Fields

Continue Cancel Clear Grid

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3. Requesting Analysis

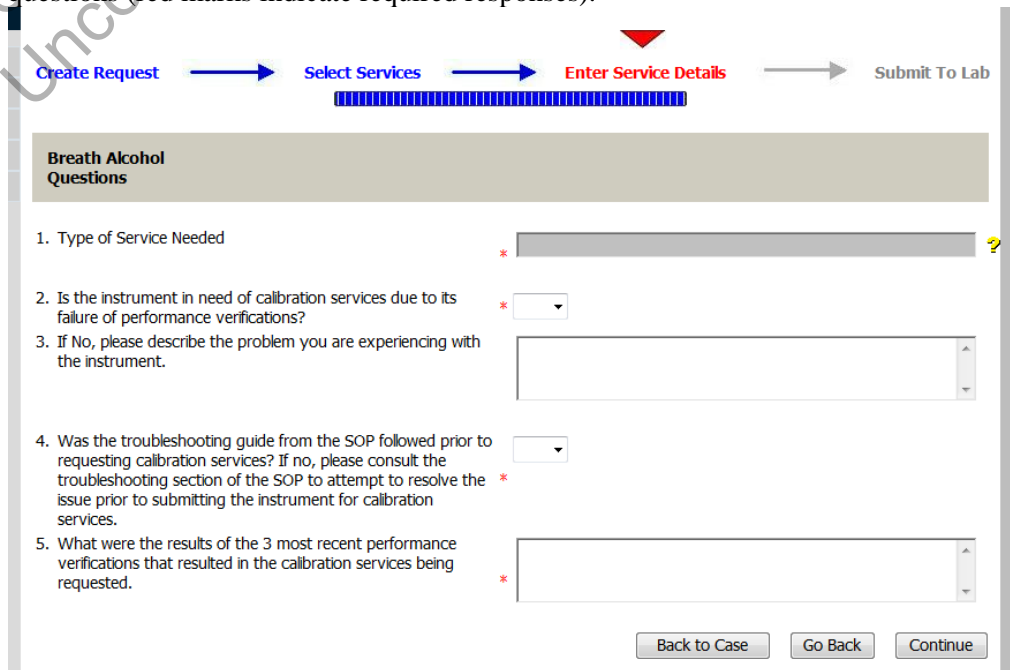
The first step is to create the request, select **Continue**.



a. Select the Breath Alcohol (BRTH) Service and select Continue.

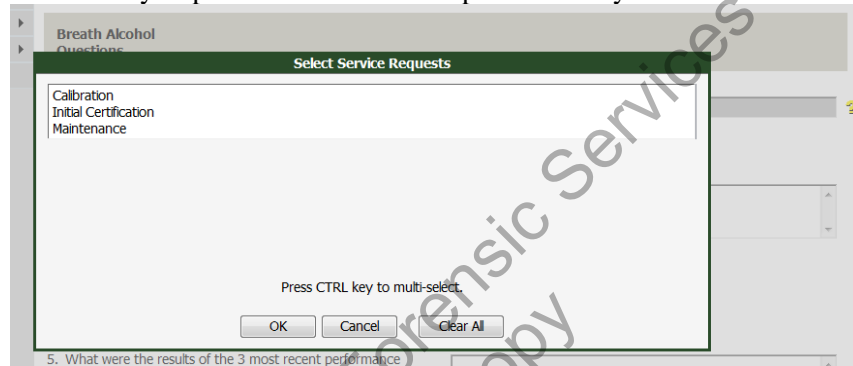


b. Based on the Breath Instruments Analysis requested, there will be a required set of questions (red marks indicate required responses).

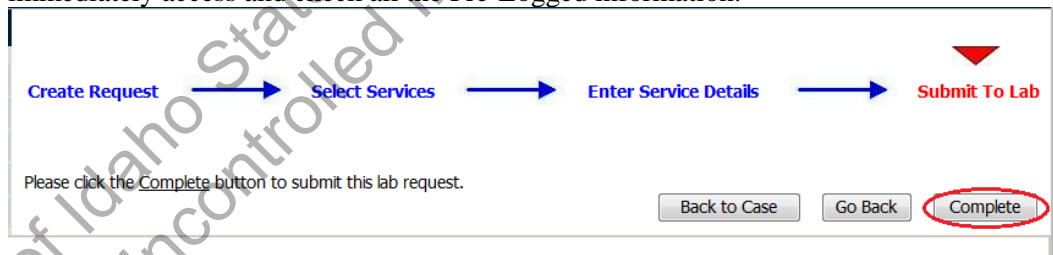


Note:

- Within the question set there are free-text fields, drop downs, and ? buttons which specify the type of instrument service needed. Click on the ? icon to open the selections. The answers to some questions serve as triggers for the laboratory to perform additional or specified analysis.



- c. Once all questions have been answered select **Continue**.
4. Selecting **Complete** on the **Submit to Lab** screen generates a PDF Instrument PreLog Submission Form. This form must be printed and provided to the ISPFS lab (hand-delivered or shipped) with the Instrument. This form allows the laboratory to scan the barcode and immediately access and check all the Pre-Logged information.



Note:

The Pre-Log Submission Form must be included with the evidence regardless of how the evidence is submitted to the lab (Hand Delivered, US Mail, UPS, etc.).

Resubmission of Breath Instrument

Procedure 13: RESUBMISSION OF A BREATH INSTRUMENT:

Once an instrument has been entered into the Breath Instrument Prelog System any further submission will be entered into system as a resubmission.

1. Select **New Pre-Log**
 - a. Enter the Instrument Serial Number.
 - b. Verify the Serial Number is correct.
 - c. Select **Search**

Note:

- A multi-agency user **must** ensure the proper Submitting Agency is selected from the drop down for each Pre-Log case.
- d. Once the results are returned for that Instrument, select the Resulting Instrument number or Agency, the user will be directed to the New Prelog Case Screen. A new

Items	Names
<input checked="" type="checkbox"/>	1111111 ADA COUNTY SHERIFF'S OFFICE
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

2. Select **New Submission**.

Sub #	Instrument Number	Date Prelogged	Date Received by Lab
1	1111111	7/2/2014 4:34:31 PM	07/07/2014

- a. The case information from the first submission will populate into the new submission. Select the **Submitted Items** tab.

Case Information [Submission #2]

Instrument Serial Number *

Agency *

Receiving Lab *

Contact Officer *

Items Names **Submitted Items**

Dept. Item # *	Package Type *	Item Type *	Description
X			

- b. Select the “Resubmit?” checkbox next to item, then select Continue.

Case Information [Submission #2]

Instrument Serial Number *

Agency *

Receiving Lab *

Contact Officer *

Items Names Submitted Items

Resubmit?	Dept. Item # *	Package Type *	Item Type *	Description
<input checked="" type="checkbox"/>	NA	Box	FG	

Continue Cancel Clear Grid

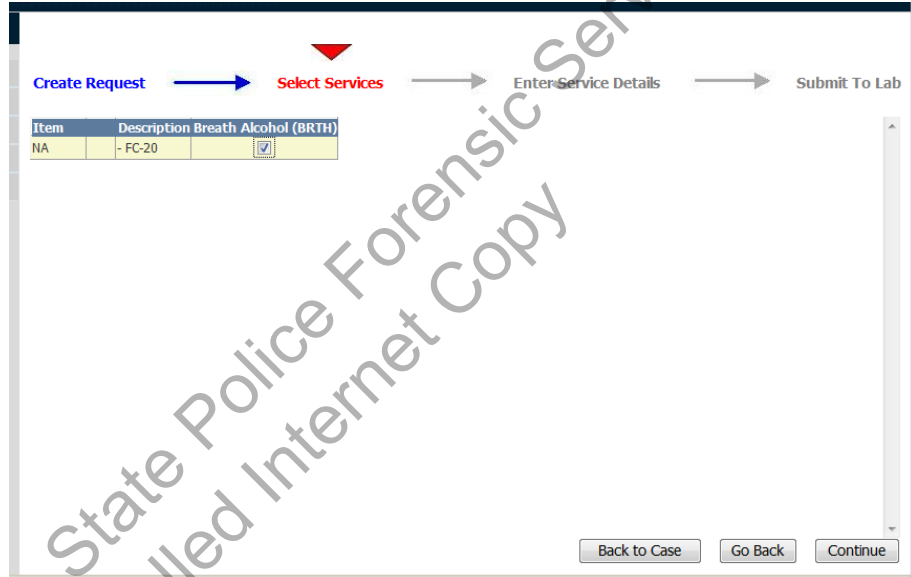
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3. Requesting Analysis

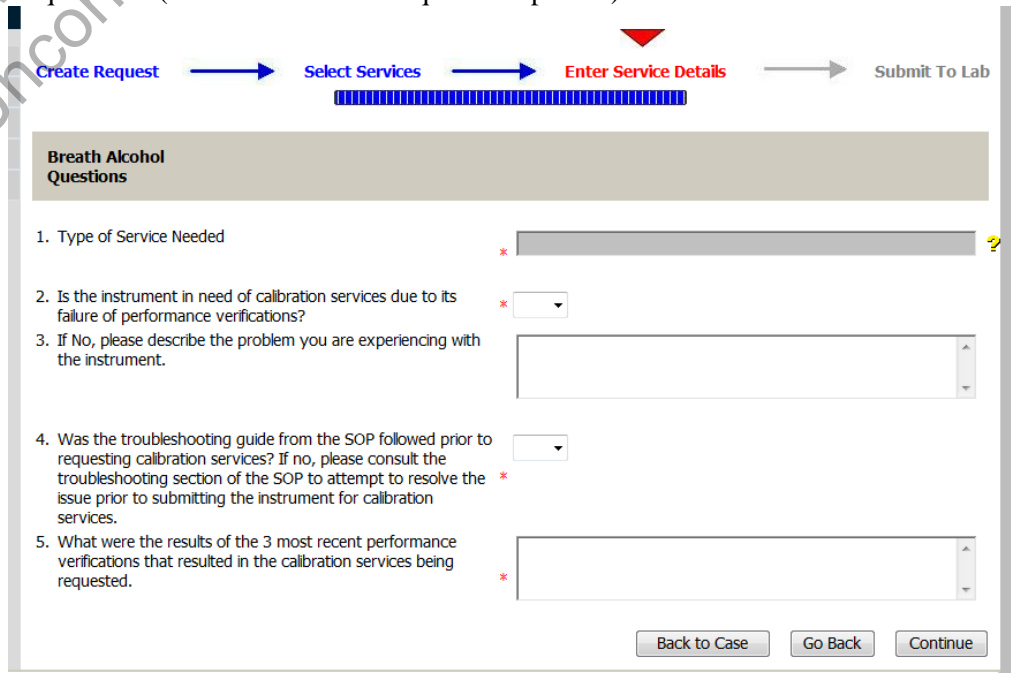
The first step is to create the request, select **Continue**.



a. Select the Breath Alcohol (BRTH) Service and select Continue.

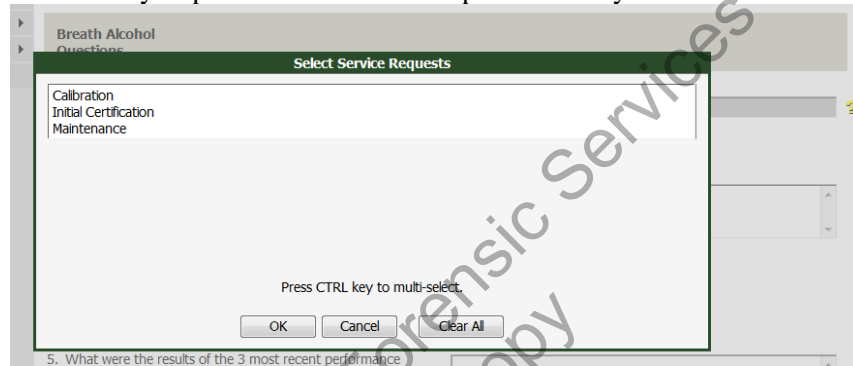


b. Based on the Breath Instruments Analysis requested, there will be a required set of questions (red marks indicate required responses).



Note:

- Within the question set there are free-text fields, drop downs, and ? buttons which specify the type of instrument service needed. Click on the ? icon to open the selections. The answers to some questions serve as triggers for the laboratory to perform additional or specified analysis.



- c. Once all questions have been answered select **Continue**.
4. Selecting **Complete** on the **Submit to Lab** screen generates a PDF Instrument PreLog Submission Form. This form must be printed and provided to the ISPFS lab (hand-delivered or shipped) with the Instrument. This form allows the laboratory to scan the barcode and immediately access and check all the Pre-Logged information.



Idaho State Police Forensic Services
Instrument Prelog Submission Form

7/2/2014



Submitting Agency: **ADA COUNTY SHERIFF'S OFFICE**
 Instrument #: **1111111**
 Contact Officer: David Anderson

Note:

The Pre-Log Submission Form must be included with the evidence regardless of how the evidence is submitted to the lab (Hand Delivered, US Mail, UPS, etc.).

Appendix E: Breath Instrument Service Request Questions

1	Type of Service Needed
2	Is the instrument in need of calibration services due to its failure of performance verifications?
3	If No, please describe the problem you are experiencing with the instrument.
4	Was the troubleshooting guide from the SOP followed prior to requesting calibration services? If no, please consult the troubleshooting section of the SOP to attempt to resolve the issue prior to submitting the instrument for calibration services.
5	What were the results of the 3 most recent performance verifications that resulted in the calibration services being requested?

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HISTORY PAGE

Revision	Effective	Changes
0	2/14/2014	Original Revision
1	5/14/2014	Adjustments made due to changes in the Pre-Log system for Case searches, and process flows.
2	7/14/2014	Adjusted headers, addition of BatSYS prelog Instructions; update to Appendix; clarification on procedures with new functions added to system (i.e. ability to delete items and names)

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