



Idaho State Police Forensic Services

IDAHO STATE POLICE FORENSIC SERVICES ILIMS PRE-LOG USER'S GUIDE

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Revision History

Revision #	Description of Changes
1	Original Qualtrax Version
2	Additions for new features in Prelog (attachments to submissions and Notifications panel on dashboard), general updates

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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 Idaho State Police Forensic Services (ISPFS). 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 with access to ISPFS Prelog leaves employment with the authorized agency.

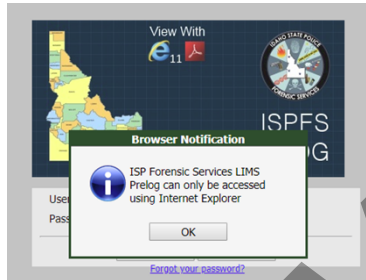
If any authorized agency or individual user is terminated from ILIMS for a violation of the ILIMS user agreement, approval for reauthorization must be granted by the ISP Police Services Major before access to ILIMS will be restored.

Procedure 1: *Logging into Evidence Pre-Log System*

1. Obtain a login from the ISPFS Quality Manager. Most login names are the individuals POST ID (last four digits of users 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 to obtain the address.

Note:

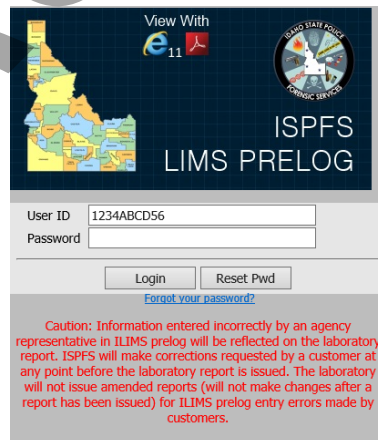
Pre-Log has been designed to function with Internet Explorer. If attempting to log in using a different browser a browser notification window will display, and you will not be permitted to log in to the Pre-Log system



3. Enter the designated User ID and Password provided by ISPFS. Upon initial log-in the user will need to reset the password given to them by ISPFS following the instructions in Procedure 2. 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 changed at any time on the ILIMS Pre-Log system using the "Reset Pwd" button (see Procedure 2). If password has been forgotten (See Procedure 3).



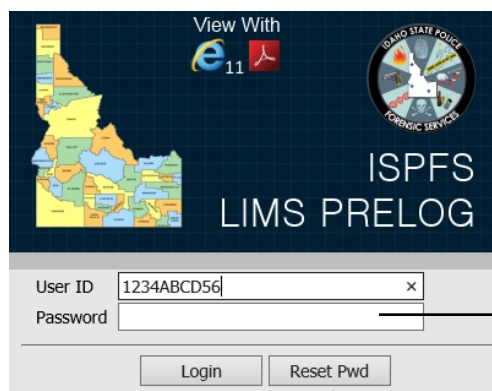
Procedure 2: *Changing Your Password:*

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 Your Password:

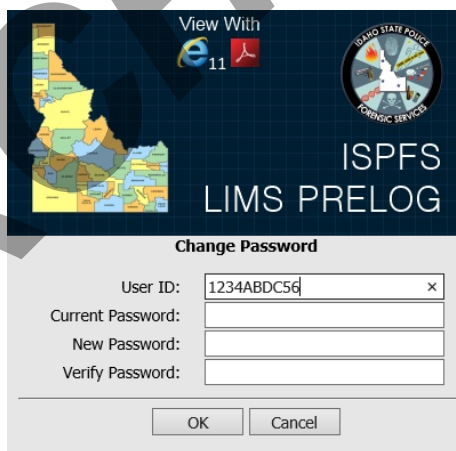
See [Procedure 3: Forgotten Password](#)

1. Click on the **Reset Pwd** button.



Passwords are case sensitive

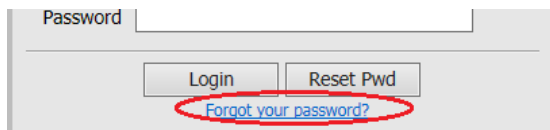
2. The **Change Password** screen will display.
Enter User ID in the **User ID** field.
Enter current password in the **Current Password** field.
Enter a new password in the **New Password** field (passwords are case sensitive).
Retype new password in the **Verify New Password** field, and then click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



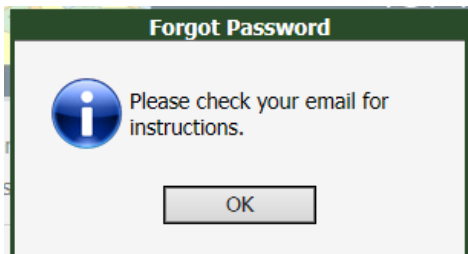
4. If the password was changed successfully, the user will be returned to the log-in screen.

Procedure 3: **Forgotten Password Reset**

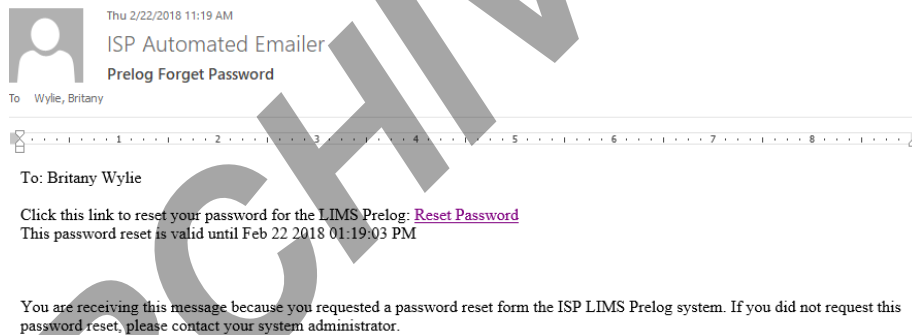
1. If you forget your password and need to have it reset, select the “Forgot your Password?” link underneath the Log-In/Reset Pwd buttons on the ISPFS Pre-Log Log-In Screen. (Note: if the forgot password link is not displayed, enter your user name and select “Login”, the link should appear.)



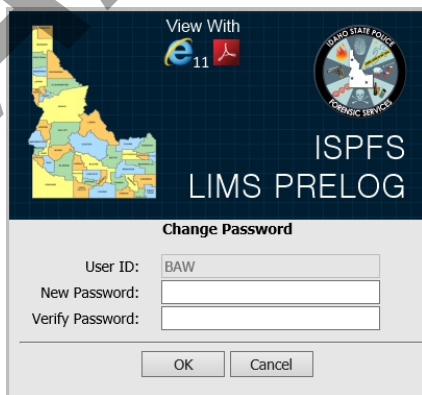
2. The following prompt will be shown.



3. Open the email received from no-reply@isp.idaho.gov (ISP Automated Emailer), and select the “Reset Password” text.




4. You will be redirected to a Change Password screen, enter your new password in the New Password field and the same password in the Verify Password field.



Default Tabs

Within Pre-Log there are four default tabs that are accessible to all users. The dashboard is the navigation screen or the homepage, and is the first screen visible after login. Users navigate from the dashboard to create a new Pre-Log Case or submission, view previously Pre-Logged case or submissions, case status, and cases with case reports and notes available for downloading.

DASHBOARD



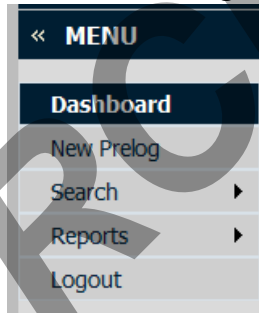
The screenshot shows the Pre-Log Dashboard interface. It features a left-hand menu with options: Dashboard, New Prelog, Search, Reports, and Logout. The main content area includes a 'Notice' section with a red warning about PDF attachments, 'Lab Contact Information' for three agencies, a link for 'Where do I send Evidence', and links for 'Analyst CV's and Lab Analytical Methods' and 'Prelog User Manual'. Below this is a 'QUICK FIND' section with a dropdown for 'Submitting Agency' (set to 'ISP-PATROL D2') and a text input for 'Agency Case Number', with a 'Search' button. The 'RECENT PRELOG CASES' section contains a table with columns for Agency Case Number, Agency Name, and Case Entry Date.

Agency Case Number	Agency Name	Case Entry Date
L0000000	ISP-PATROL D2	2/18/2019 2:05:10 PM
2020DR00001	ADA COUNTY SHERIFF'S OFFICE	2/18/2019 2:00:50 PM
BAWPRELOGMERGETE	IDAHO STATE POLICE LABORATORY	2/17/2019 12:34:25 PM
PRELOG217	IDAHO STATE POLICE LABORATORY	2/17/2019 3:55:49 PM

The dashboard has four sections:

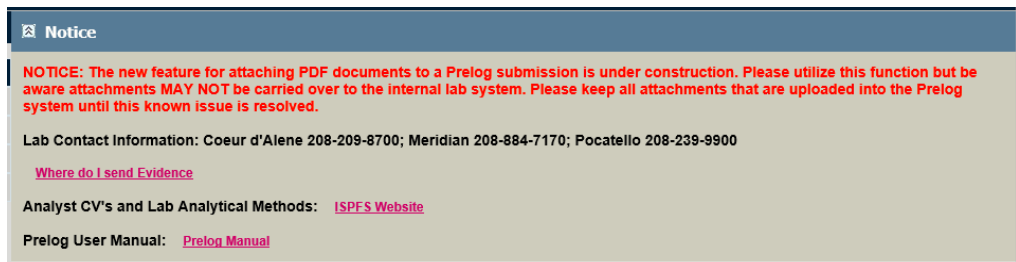
1. **Menu:**

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



2. **Notice:**

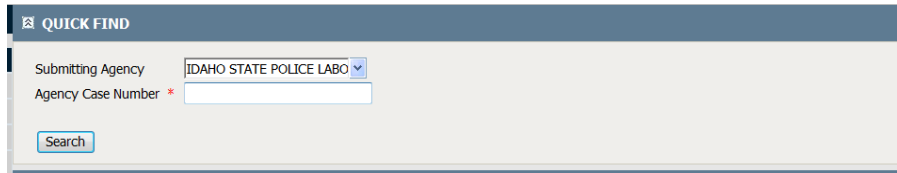
Any important notifications regarding maintenance to ISPFs Prelog will be added into this section. Also available is contact information for each of the ISPFs Laboratories and links to helpful information relating to Prelog.



A close-up of the 'Notice' section. It contains a red warning message: 'NOTICE: The new feature for attaching PDF documents to a Prelog submission is under construction. Please utilize this function but be aware attachments MAY NOT be carried over to the internal lab system. Please keep all attachments that are uploaded into the Prelog system until this known issue is resolved.' Below the notice is 'Lab Contact Information' for three agencies, a link for 'Where do I send Evidence', and links for 'Analyst CV's and Lab Analytical Methods' and 'Prelog User Manual'.

3. **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.

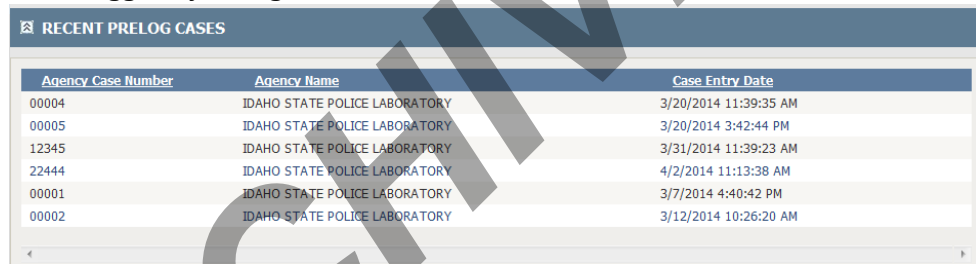


Note:

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.

4. **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 cases for that agency by using the Quick Find or Search Received Pre-Log Cases features.

NEW PRE-LOG

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

The screenshot displays the 'New Prelog Case' form in the ILIMS system. The form is titled 'Case Information' and includes fields for: Submitting Agency, Agency Case Number, Offense Date, Offense Date 2, Offense Date 3, Charge, Charge 2, Charge 3, Court Date, Type of Court Hearing, Is this a Death Investigation / Sexual Assault / Missing Person?, County of Offense, Investigating Officer, and Special Notes or Case Handling Instructions. A modal window titled 'Search/Create Prelog Case' is open, showing a search for 'IDAHO STATE POLICE LABO' with a 'Search' button and a 'Close' button. A large 'ARCHIVED' watermark is visible across the page.

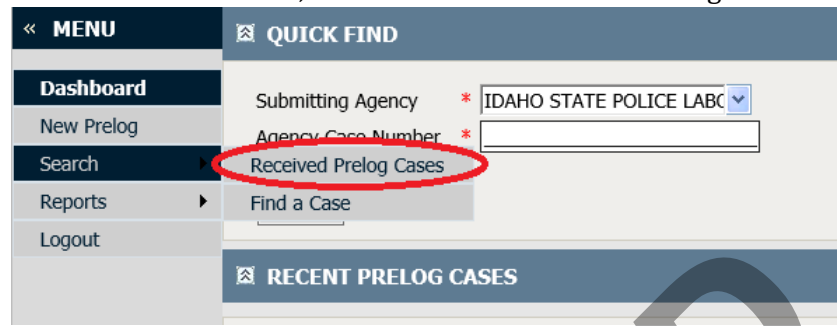
Prior to any case being entered into the system, search for the agency case number. There are two possibilities that may result from the search.

1. The specified 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:

Received Pre-Log Case Search allows for access to all cases which have been entered into Pre-Log **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 Pre-Log Cases”.

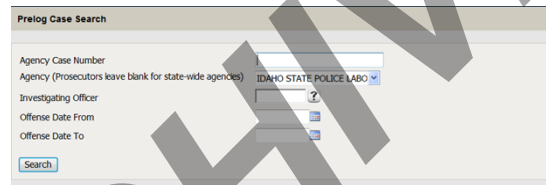


The screenshot shows a sidebar menu on the left with options: Dashboard, New Prelog, Search, Reports, and Logout. The 'Search' option is selected. The main content area is titled 'QUICK FIND' and contains a form with the following fields: 'Submitting Agency' (IDaho State Police Lab), 'Agency Case Number' (empty), and 'Received Prelog Cases' (highlighted with a red circle). Below the form is a 'RECENT PRELOG CASES' section.

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.

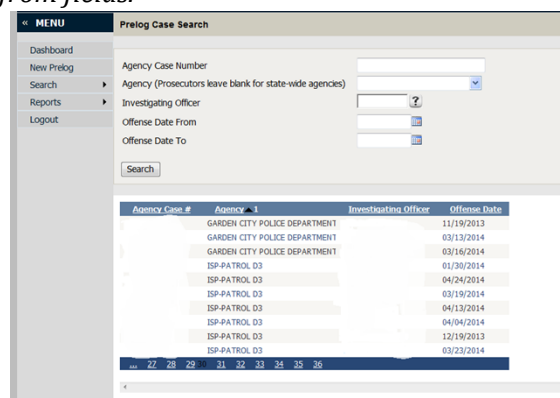


The screenshot shows the 'Prelog Case Search' form with the following fields: 'Agency Case Number', 'Agency (Prosecutors leave blank for state-wide agencies)' (IDaho State Police Lab), 'Investigating Officer' (with a question mark icon), 'Offense Date From', and 'Offense Date To'. A 'Search' button is located at the bottom left of the form.

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.



The screenshot shows the 'Prelog Case Search' form with the search results displayed below. The results are in a table with the following columns: Agency Case #, Agency, Investigating Officer, and Offense Date.

Agency Case #	Agency	Investigating Officer	Offense Date
	GARDEN CITY POLICE DEPARTMENT		11/19/2013
	GARDEN CITY POLICE DEPARTMENT		03/13/2014
	GARDEN CITY POLICE DEPARTMENT		03/16/2014
	ISP-PATROL 03		01/30/2014
	ISP-PATROL 03		04/24/2014
	ISP-PATROL 03		03/19/2014
	ISP-PATROL 03		04/13/2014
	ISP-PATROL 03		04/04/2014
	ISP-PATROL 03		12/19/2013
	ISP-PATROL 03		03/23/2014

SEARCH- FIND A CASE

Find a Case Search allows for alternative searching for case information based on the users' access. (For additional instructions see Procedure 14)

Click on the Search sidebar tab, and then click "Find A Case".

The screenshot shows a sidebar menu with a 'MENU' header and a 'QUICK FIND' section. The 'QUICK FIND' section contains several options: 'Submitting Agency' (with a dropdown menu showing 'IDAHO STATE POLICE LABC'), 'Agency Case Number' (with a text input field), 'Received Prelog Cases', and 'Find a Case' (which is circled in red). Below these options is a 'RECENT PRELOG CASES' section.

The screenshot shows the 'Evidence Prelog - Find Case' search form. It has three tabs: '(1) Case Number', '(2) Case Names', and '(3) Items'. The '(1) Case Number' tab is selected. The form includes an 'Agency Case' dropdown menu (set to 'IDAHO STATE POLICE LABC'), a 'Partial' checkbox, and buttons for 'Search', 'Clear', and 'Back to Dashboard'.

Search By (1) Case Number: To search for received cases from a specific agency: select the desired agency from the Agency drop-down, then select search. To search for a partial case number, enter in the partial entry and check the Partial box, then select search.

The screenshot shows the 'Evidence Prelog - Find Case' search form with the '(2) Case Name' tab selected. It includes an 'Agency Case' dropdown menu (set to 'IDAHO STATE POLICE LABC'), a 'Partial' checkbox, and buttons for 'Search', 'Clear', and 'Back to Dashboard'.

Search by (2) Case Names: The ability to search for lab cases with a specific name. Partial searches are allowed in the name search option. If spelling is unknown use %to key for a partial search (Ex: Jo% will display results for all name entries containing the letters JO)

The screenshot shows the 'Evidence Prelog - Find Case' search form with the '(2) Case Names' tab selected. It includes fields for 'Last Name' (with 'Jo%' entered), 'First Name', and 'County of Offense' (with a dropdown menu). There are also buttons for 'Search', 'Clear', and 'Back to Dashboard'.

Search by (3) Items: The ability to search for lab cases with a certain packaging or item type.

The search interface includes three input fields at the top: (1) Case Number, (2) Case Names, and (3) Items. Below these are two dropdown menus for Packaging Type and Item Type. At the bottom are three buttons: Search, Clear, and Back to Dashboard.

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 that are from before January 2014 must be obtained by request to the ISPFS Lab.

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

The screenshot shows a sidebar menu with options: Dashboard, New Prelog, Search, Reports, and Logout. The 'Reports' option is expanded, and 'Completed Lab Reports' is highlighted with a red circle. The main content area shows a 'QUICK FIND' section with filters for Submitting Agency (IDAH0 STATE POLICE LAB0) and Agency Case Number. Below is a 'RECENT PRELOG CASES' table.

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

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

The 'Completed Lab Reports' search form includes a dropdown for Submitting Agency (IDAH0 STATE POLICE LAB0), a dropdown for Section, and a date range selector (Date To). There are 'Clear' and 'Search' buttons. Below the form is a message: 'Please select a section / specify a date range.' and a progress bar. At the bottom are 'Print Report' and 'Print Notes' buttons.

LOGOUT

Used to logout of the Pre-Log System

Pre-Logging Cases

An individual user is able to Pre-Log a case for their agency to be submitted to the lab. Agencies are **required 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. (At this time breath instruments cannot be entered into Prelog- this is due to the Agency Case number formatting requirements.)

Procedure 4: *Pre-Logging 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 needs analysis in a different ISP laboratory, **each item will need to be Pre-Logged in two separate Submissions** 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”. A link to the document is in the Notice Section on the Dashboard in Prelog or can be found on the ISPFS website <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.

NOTE: *DO Not Proceed unless verification that the correct Agency Case number has been entered. If the case number does not match what is documented on the evidence the entire pre-log will have to be deleted and reentered*

- c. Select Search

The screenshot shows a web interface titled "Search/Create Prelog Case". It contains two input fields: "Submitting Agency" with a dropdown menu showing "IDAHO STATE POLICE LAB" and "Agency Case Number" with a text box containing "1234567". Below these fields, the text "No results found." is displayed. At the bottom of the form, there are three buttons: "Search", "Create Prelog", and "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. If a case has previously been entered using the case number refer to the [Procedure for Additional Submissions](#).

2. New Pre-Log Case screen.

- a. The top section of the New Pre-Log Case screen is the Agency Case Information.
- 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. Please use the Black Question mark button, by clicking on the button, to add the investigating officer, typing the name into the field does not save.

Note:

- You may enter comments in the Special Notes field that are pertinent for the lab to know at intake of the case.
- If a Court Date is known, please use the Court Date and Type of Court Hearing fields to provide the date to the lab.
- If there are multiple items of evidence that support one charge, the charge will only need to be completed in the Charge 1 field. If there are multiple charges associated with the case, enter additional charges in the Charge 2 and Charge 3 fields.
- Attachments of case reports or documents that the lab requires can be made on Prelogged Cases.

- 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 issue amended reports due to data which is provided incorrectly by the submitting agency when the case is entered into Pre-Log.***

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")

	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:

Important: Each line item should reflect the external packages being submitted to the lab. For example: multiple agency exhibits are placed in one evidence envelope to be submitted. Then the Dept. Item # field should include all item numbers in that evidence envelope, items need to be comma separated.

- 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- this number should be located on the evidence sent to the lab.
- b. **Package Type:** exterior sealed 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 all available item types see Appendix B.
- d. **Attr:** This field is an item specific attribute for ONLY BIO Sexual Assault Kits and CS Syringes. These two item types are the only types that will trigger the Attribute as being required, a red exclamation point will generate on the . This field is not required to be selected for all items entered. (Note: selecting the yellow question mark on items that do not require additional information, the selection will not redirect the user to a separate location.)
- e. **Description:** This field must be completed for all items; it may assist the Laboratory in the analysis of the evidence.

Items		Names				
Dept.	Item # *	Package Type *	Item Type *	Attr	Attach	Description *
X	1	Sexual Assault Kit	BIO Sexual Assault	?		SAK kit
X				?		

Item Attributes


SAK Number * SAK Kit Number to be entered

- iii. **Attachments:** If there are documents that are needed by ISPFS in regards to the case being submitted please submit them to the lab via the Attachments feature. At this time ISPFS requests **only PDF attachments**. Select the **Attachments** button, then follow the prompts for attaching the document.

Submission Attachment

Select the files you wish to attach to this submission.

Here is a list of files attached to this submission. Attachments listed will be uploaded upon submission.

Thumbnail	Filename	
	PDFView.pdf	Delete

All rights reserved

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

A screenshot of a software interface showing a 'Continue' button circled in red. The interface includes a 'More Items' link and buttons for 'Cancel', 'Clear Grid', and 'Attachments'.

3. Requesting Analysis:

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

A screenshot of the 'Create Request' step in the software interface. It shows a progress bar with steps: Create Request, Select Services, Enter Service Details, and Submit To Lab. Below the progress bar, there are fields for 'Request Date' (04/15/2014) and 'Requested By *' (FES). At the bottom, there are buttons for 'Back to Case', 'Go Back', and 'Continue'.

- 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 5](#)).

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

A screenshot of the 'Select Services' step in the software interface. It shows a progress bar with steps: Create Request, Select Services, Enter Service Details, and Submit To Lab. Below the progress bar, there is a table with columns for various services and a 'Continue' button circled in red.

Item	Description	Footwear and Tire Impressions (FTI)	Blood Alcohol Testing Section (BATS)	Controlled Substance Analysis (CS)	Firearms (FA)	Biopsy (BI)	Latent Print Examination (LPE)	Toxicology (TOX)	Fee Analysis (FAC)
1	25 grams live 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"/>

- 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?

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.

Select Service Requests

Yes
No

Press CTRL key to multi-select.

OK Cancel Clear All

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

4. When finished with all question sets (if multiple), select Complete on the Submit to Lab page. This will finalize the request and will also generate a Pre-Log Submission Form (PDF format). 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.

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

Please click the Complete button to submit this lab request.

Back to Case Go Back Complete

If the complete button is not selected the Printed Pre-Log Submission form will be missing item and requested analysis information.



The form is titled "Idaho State Police Forensic Services Prelog Submission Form". It includes a logo for the Idaho State Police Forensic Services, a date printed of 3/27/2019, and a barcode. The form contains the following information:

Submitting Agency: IDAHO STATE POLICE LABORATORY
Agency Case #: 1234567
Investigating Officer:
Offense: Possession of a Controlled Substance, DUI, Rape
Offense Date: 02/11/2018
Court Information: 3/1/18 Preliminary Hearing
Special Notes or Case Handling Instructions:

NAMES:				
Name Type	First Name	Middle Name	Last Name	DOB

ITEMS:				
	Packaging	Item Type	Description	Analysis
1	Blood Kit	Blood Collection Kit	Blood from driver	BATS
3	Sexual Assault Kit	BIO Sexual Assault Kit	Sexual Assault kit	BIO

Prelog Entered By: Britany Wylie on 2/22/18

SERVICE REQUEST RESPONSES:

BATS

1. Has a valid breath test been completed? If YES, do not submit the sample for alcohol testing.
No
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.
test
6. Is the subject deceased?
No

BIO

1. Has a report been included with the submission? Reports are required for all biolog/DNA cases

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.).

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Procedure 5: *Additional Lab 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**

- 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.

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

- e. 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. ([For Example checking Lab Status of your case](#)).

- 2. 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	1234567	2/22/2018 1:22:12 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.

3. Enter **New or additional charges into the Charge Field**. If the charge for the additional submission is different than the original charge it may be replaced with the charge relating to this submission to the lab.
4. Enter the new items of evidence into the Items grid, completing all required information.

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

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

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

Procedure 6: *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	1234567	2/22/2018 1:22:12 PM	NO	

- Select the Submitted Items tab. If there are only resubmitting items, do NOT enter item information into the Items tab (unless there is new evidence being submitted along with the resubmitted evidence.)

Resubmit?	Dept. Item #	Package Type	Item Type	Description
<input type="checkbox"/>	1	Blood Kit	Blood Collection Kit	Blood from driver
<input type="checkbox"/>	3	Sexual Assault Kit	BIO Sexual Assault Kit	Sexual Assault kit

- Check the Resubmit? box for the items that you want resubmitted for analysis then select Continue. The system does not allow for modification of information of items which are being resubmitted for testing.

- Once continue has been selected the system will be directed to the Create Request page.

- Designate the requested analysis for the item.

Item	Description	Footwear and Tire Impressions (FWTI)	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"/>

- Answer the required question set(s) based on the requested analysis.
- Select Continue.

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

Procedure 7: *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 Pre-Log 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 Your Agencies Pre-Log contact to have the incorrect case removed from the Pre-Log system ([See Admin Procedure 11: Deleting a Pre-Log Case.](#))*

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

Sub#	Case Number	Date Prelogged	Received by Lab?	Date Received
1	1234567	2/22/2018 1:22:12 PM	NO	

Note: 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

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

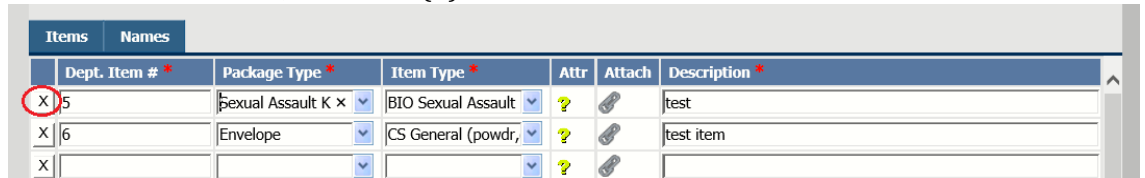
County of Offense * Ada County

Investigating Officer

Special Notes or Case Handling Instructions

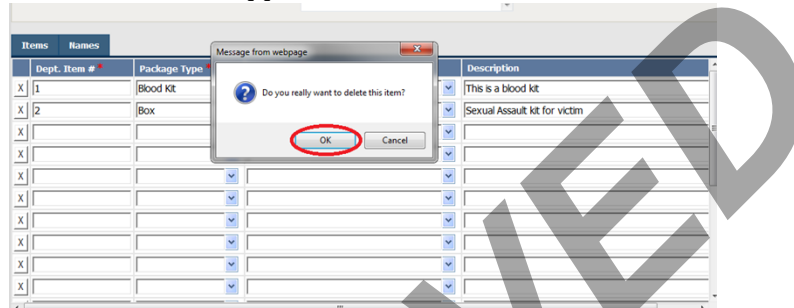
4. When editing submission information, the user may add additional items and/or names in the additional grid lines available. The user may also make necessary corrections or remove previously entered items or names information.

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



Items		Names				
Dept.	Item # *	Package Type *	Item Type *	Attr	Attach	Description *
X	5	Sexual Assault K x	BIO Sexual Assault	?		test
X	6	Envelope	CS General (powdr,	?		test item
X				?		

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

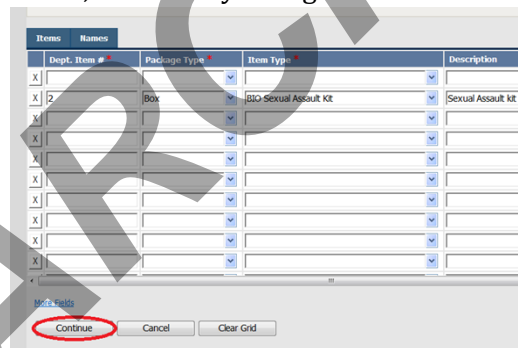


The selected item will be deleted from the grid



Items		Names				
Dept.	Item # *	Package Type *	Item Type *	Attr	Attach	Description *
X				?		
X	6	Envelope	CS General (powdr,	?		test item
X				?		

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

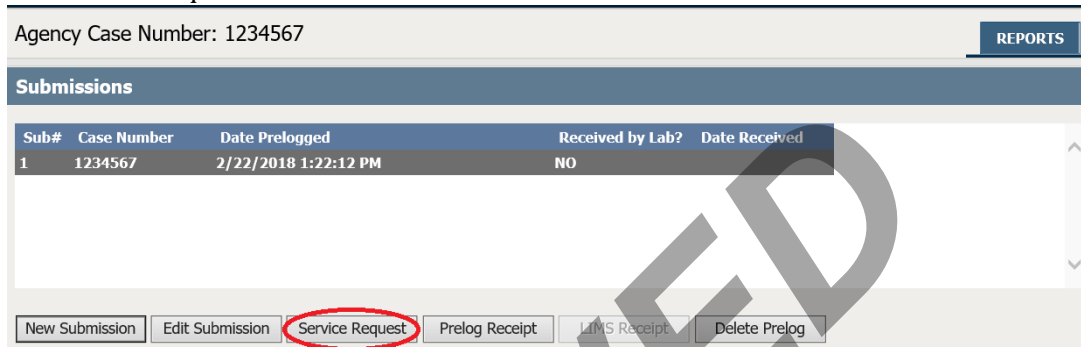


Procedure 8: *Editing Service Request (Adding/Removing):*

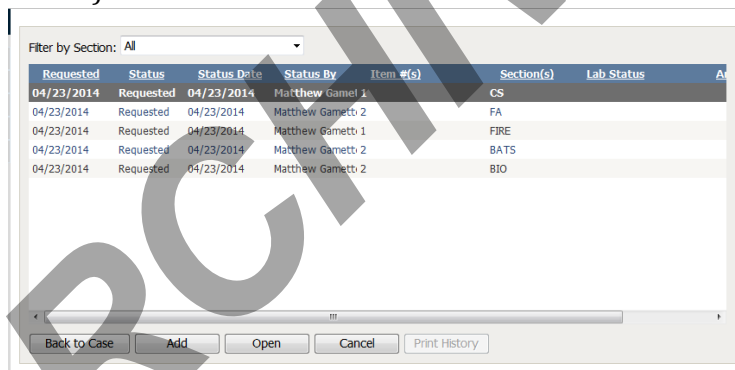
The user may request additional testing or remove requested testing associated with an item **prior to submission of the evidence to the lab**. If the additional analysis is completed at a second lab different than other items associated with the case, the item may need to be removed from the current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

To Remove a Service Request:

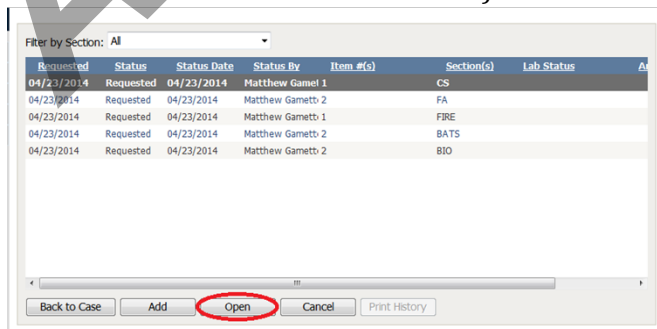
1. Select Service Request button in the Submissions section.



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



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



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

Request Date: 04/23/2014
Requested By * MJG Matthew Gamette

Buttons: Back to Case, Go Back, 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)	Biology (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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select Services

You have unchecked the following services. All linked service request details for these services will be deleted.

2: FA

Buttons: Delete, Cancel

Bottom Buttons: Back to Case, Go Back, Continue

Procedure 9: To Add an Additional Service Request:

1. To create a New Service Request (additional type of analysis, which have not been selected) Select the submission containing the evidence to receive additional analysis, then select Service Request.

Agency Case Number: 1234567

REPORTS

Submissions

Sub#	Case Number	Date Prelogged	Received by Lab?	Date Received
1	1234567	2/22/2018 1:22:12 PM	NO	

New Submission Edit Submission **Service Request** Prelog Receipt LIMS Receipt Delete Prelog

2. Once on the Service Request screen select Open.

Filter by Section: All

Requested	Status	Status Date	Status By	Item #(s)	Section(s)	Lab Status
09/21/2016	Requested	09/21/2016	Britany Wylie	2	BATS	
09/21/2016	Requested	09/21/2016	Britany Wylie	1	CS	
09/21/2016	Requested	09/21/2016	Britany Wylie	2	TOX	

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

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

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

Request Date: 04/23/2014

Requested By: MJG Matthew Gamette

Back to Case Go Back **Continue**

4. Check the additional analysis for the evidence being submitted and complete the required questions.

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

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"/>

5. 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 10: *Lab Evidence Submission Receipts*

For cases that have been entered into Pre-Log and received at the Lab, users will be able to access the Evidence Submission Receipt generated at the lab when evidence has been accepted. This is the receipt that is given to agencies (if requested) for cases that are Hand Delivered to the laboratory.

To retrieve LIMS Receipt:

1. Navigate to the intended **Case**, select the **Submission** in which the receipt is needed.
2. Select **LIMS Receipt**, this will generate a PDF which can be saved or printed.

Agency Case Number: 2020DR0001 | Lab Case: C2016-1809

Submissions				
Sub#	Case Number	Date Prelogged	Received by Lab?	Date Received
1	2020DR0001	9/15/2016 8:29:21 PM	YES	09/15/2016
2	2020DR0001	9/15/2016 8:30:50 PM	YES	09/15/2016
3	2020DR0001	9/15/2016 8:59:31 PM	YES	09/15/2016

New Submission | Edit Submission | Service Request | Prelog Receipt | **LIMS Receipt** | Delete Prelog

Procedure 11: *Deleting a Pre-Log case*

The ability to delete an entire case is limited to the designated Agency Representatives only. Deletion can ONLY be done prior to sending the case to the lab for analysis. Once ISPFS has received and accepted the case, it will be locked from deleting.

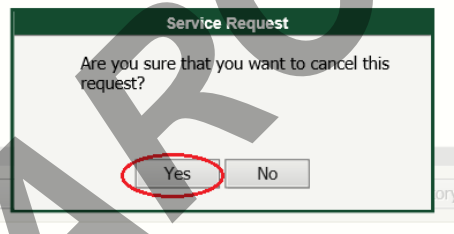
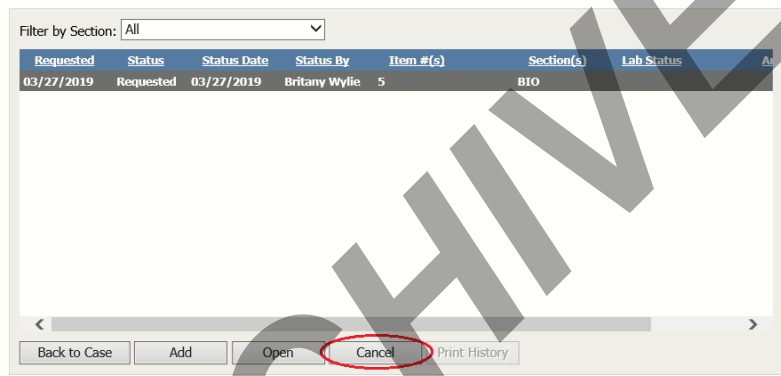
Example of case that would require deletion: case was entered with the incorrect Agency case number.

To Delete An Entire Case (Administrative Prelog Users Only):

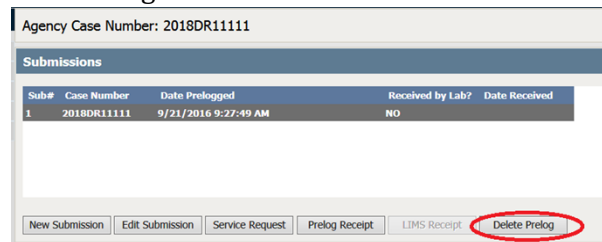
Note:

Submissions can be corrected, but not deleted, using the edit function prior to lab acceptance.

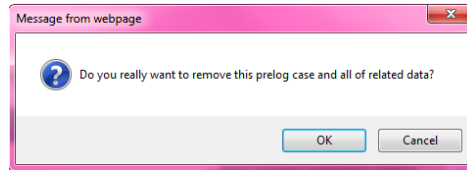
1. Navigate to the case using the Quick Find or Recent Cases, then select “Service Request”
2. Select the service request section and then “**Cancel**”. Then select **Yes** on the prompt to confirm deletion. If there are multiple requests, complete this step for each section request



3. Select **Back to Case**, and you will be returned to the case page
4. Select “Delete Pre-Log”



5. Verification of the Deletion is required, Select "OK" to complete the Deletion process. Once the case has been deleted you will be redirected back to the Dashboard.



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Checking the Lab Status:

Procedure 12: *Checking Case Status/Progress*

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.

Note:

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 or Multi-County Agencies i.e. ISP, US Forrest Service, and Tribal Police)

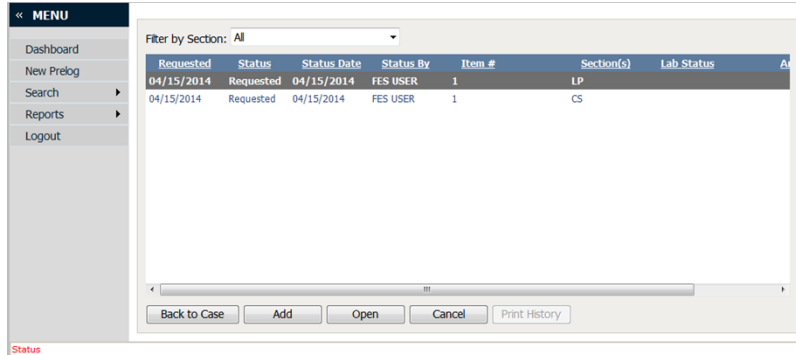
2. When the case is received by the laboratory the information in the Submission Section is updated. Three helpful pieces of information are available in this view.
 - When the evidence is received by the lab, the assigned lab number will be displayed in the header next to the agency case number.
 - 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 11:12:41 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	

3. 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	

4. 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.



5. 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 begun 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 Pre-Log Cases

Search Received Pre-Log 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 this Search function will be required for Prosecutors to find information of cases for agencies that cover multiple counties i.e. ISP, Tribal Police, Forest Service etc.).

Note:

*This function will return results for cases entered into the Pre-Log 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 13: *Agency Specific:*

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

1. Select **Search**, then Received Pre-Log 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 Pre-Log entry or the lab has not received the case for analysis.
3. Additional fields including: Agency Case Number, Investigating Officer, Offense Date From and Offense Date To may be used to limit the number of results returned.

The screenshot displays the 'Prelog Case Search' interface. It includes a search form with the following fields: Agency Case Number (text input), Agency (dropdown menu set to 'COEUR D ALENE POLICE DE'), Investigating Officer (text input with a help icon), Offense Date From (calendar icon set to '05/01/2014'), and Offense Date To (calendar icon set to '05/07/2014'). A 'Search' button is located at the bottom left of the form. Below the form is a table with the following data:

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 14: *Search All Cases (Prosecutors) Or Cases for State-Wide/Multi-County 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 Pre-Log Cases
2. Delete the Agency name from the **Agency Field**. (This field is pre-populated based on the users home/default 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.

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

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.

Search Find a Case

Search “find a case” function is used to find cases using partial case numbers and names.

Procedure 15: *Find A Case Search by Partial Case Number, Names and Items*

An additional function which can be used to search for Pre-Logged cases is the “Find A Case” option. Similar to Search Received Prelog Cases, for these search options to return results **the case must be Pre-Logged and Received/Accepted** by the Laboratory for analysis. There are three different options that can be used in the Find a Case Section: (1) Case Number, (2) Case Name and (3) Items- the items search has limited functionality

To search by (1) Case Number:

1. From the Menu: Select **Search**, then **Find a Case**.
2. Enter the desired agency case number into the **Agency Case** Field (you are able to search partial case numbers by checking the option for Partial)

The screenshot shows the 'Evidence Prelog - Find Case' interface. At the top, there are three tabs: '(1) Case Number', '(2) Case Names', and '(3) Items'. The '(1) Case Number' tab is selected. Below the tabs, there is a form with the following fields: 'Agency Case' with the value '16', a checked checkbox for 'Partial', and a 'Search' button circled in red. There are also 'Clear' and 'Back to Dashboard' buttons.

3. Select **Search**, the results will populate below.

To search by (2) Case Names:

1. From the Menu: Select **Search**, then **Find a Case**.
2. Select the Tab (2) Case Names

The screenshot shows the 'Evidence Prelog - Find Case' interface. At the top, there are three tabs: '(1) Case Number', '(2) Case Names', and '(3) Items'. The '(2) Case Names' tab is selected and highlighted with a red line. Below the tabs, there is a form with the following fields: 'Last Name', 'First Name', and 'County of Offense' (a dropdown menu). The 'Search' button is circled in red. There are also 'Clear' and 'Back to Dashboard' buttons.

3. Search using last name only, first name only or combination of both (this may include partials)

The screenshot shows the 'Evidence Prelog - Find Case' interface. At the top, there are three tabs: '(1) Case Number', '(2) Case Names', and '(3) Items'. The '(2) Case Names' tab is selected. Below the tabs, there is a form with the following fields: 'Last Name' with the value 'hern', 'First Name' with the value 'm', and 'County of Offense' (a dropdown menu). The 'Search' button is circled in red. There are also 'Clear' and 'Back to Dashboard' buttons.

4. Select **Search**, the results will populate below.

To search by (3) Items:

1. From the Menu: Select **Search**, then **Find a Case**.
2. Select the Tab (3) Items

Evidence Prelog - Find Case

(1) Case Number (2) Case Names (3) Items

Packaging Type

Item Type

Search Clear Back to Dashboard

3. Search using packaging type or item type drop-down options.

(1) Case Number (2) Case Names (3) Items

Packaging Type

Item Type Blood Collection Kit

Search Clear Back to Dashboard

4. Select **Search**, the results will populate below.

ARCHIVED

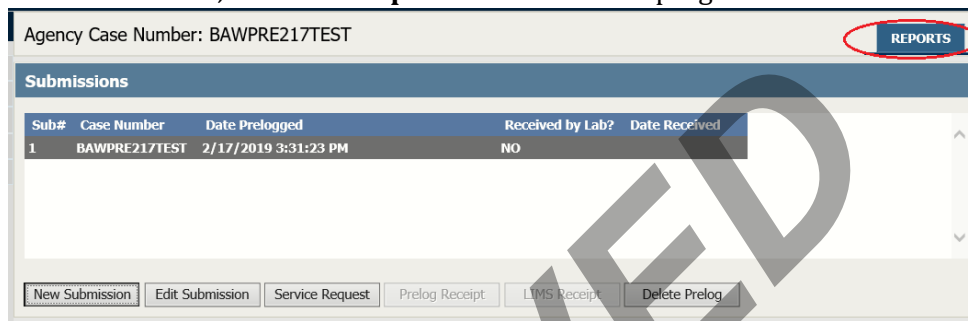
Completed Lab Reports

Procedure 16: *Accessing Lab Report and Case Notes:*

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.

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



Agency Case Number: BAWPRE217TEST

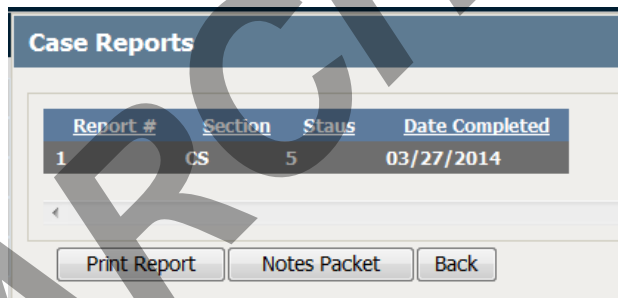
REPORTS

Submissions

Sub#	Case Number	Date Prelogged	Received by Lab?	Date Received
1	BAWPRE217TEST	2/17/2019 3:31:23 PM	NO	

New Submission Edit Submission Service Request Prelog Receipt LIMS Receipt Delete Prelog

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



Case Reports

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

Print Report Notes Packet Back

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**

The screenshot shows a dashboard with a left-hand menu. The menu items are: Dashboard, New Prelog, Search, Reports, and Logout. The 'Reports' item is expanded, and 'Completed Lab Reports' is highlighted with a red circle. The main content area shows a 'QUICK FIND' section with 'Submitting Agency' set to 'IDAHO STATE POLICE LABO' and an empty 'Agency Case Number' field. Below this is a 'RECENT PRELOG CASES' table with columns for Agency Case Number, Agency Name, and Case Entry Date.

Agency Case Number	Agency Name	Case Entry Date
1234567777	IDAHO STATE POLICE LABORATORY	4/28/2014 6:38:04 PM
2014-0171	IDAHO STATE POLICE LABORATORY	5/6/2014 1:16:18 PM
999999	IDAHO STATE POLICE LABORATORY	4/25/2014 10:22:36 AM
88888	IDAHO STATE POLICE LABORATORY	4/25/2014 5:08:26 PM
13456	IDAHO STATE POLICE LABORATORY	4/25/2014 10:15:59 AM
908887	IDAHO STATE POLICE LABORATORY	4/25/2014 10:43:08 AM

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

The screenshot shows the 'Completed Lab Reports' search form. It includes a 'Submitting Agency' dropdown set to 'COEUR D ALENE POLICE DE', a 'Section' dropdown, and a 'Date' range from '05/01/2014' to '05/07/2014'. There are 'Clear' and 'Search' buttons.

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

The screenshot shows the search results table for 'Completed Lab Reports'. The table has columns for Agency, Agency #, Lab Case #, Report #, Section, Assigned To, and Date Completed. The results are filtered by the search criteria.

Agency	Agency #	Lab Case #	Report #	Section	Assigned To	Date Completed
COEUR D ALENE POLICE DEPARTMENT		C2014-	1	CS	Stuart Jacobson	05/02/2014
COEUR D ALENE POLICE DEPARTMENT		C2014-	1	CS	Anne Nord	05/02/2014
COEUR D ALENE POLICE DEPARTMENT		C2014-	1	CS	Anne Nord	05/02/2014
COEUR D ALENE POLICE DEPARTMENT		C2014-	1	CS	Anne Nord	05/06/2014
COEUR D ALENE POLICE DEPARTMENT		C2014-	1	CS	Anne Nord	05/02/2014
COEUR D ALENE POLICE DEPARTMENT		C2014-	1	CS	David Sincerbeaux	05/02/2014

5. 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

(These are external evidence packaging)

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

Appendix B: Item Types

Item Type	
Accident Victim Kit	Digital Media (digital images/files)
BIO Bones/Teeth	Explosives/Fireworks
BIO Clothing for DNA only (wearer DNA)	Fire Debris (Arson related)
BIO Fetal Tissue	FT Ammunition
BIO Hair	FT Bullet
BIO Hand Swabs from Subject/Suspect	FT Cartridge
BIO Penile Swabs	FT Cartridge Case
BIO Reference Sample	FT Distance Determination (Clothing)
BIO Sexual Assault Kit	FT Firearm
BIO Suspected Bio Stain (Bedding)	FT Firearms Accessories/Components
BIO Suspected Bio Stain (Clothing)	FT Impressions for Toolmark Comparison
BIO Suspected BIO Stain (Firearm)	FT Misc
BIO Suspected Bio Stain (Swbs/Misc Itms)	FT Shotshell/Shotshell Components
Blood	FT Tools for Toolmark Comparison
Blood Collection Kit	IMP Firearm for LP Processing
Combination Blood and Urine Kit	IMP Footwear Items(s)
CS Clandestine Lab Samples	IMP Latent Print Comparison Item(s)
CS Federal Quantitation	IMP Latent Print Exemplar(s)
CS General (powdr,cryst,tar,tabl,paraph)	IMP Latent Print Processing Item(s)
CS Liquid/Wash (Controlled Sub Analysis)	IMP Tire Impression Item(s)
CS Marijuana (plant material or paraph)	Liquid (Alcohol Analysis)
CS Mushrooms	OTHER
CS Pharmaceutical Pills/Tablets	Photographs
CS Spice (plant material or paraph)	Reference Blood
CS Syringe (**Required Attribute)	Urine Collection Kit
	Vitreous Humor

Appendix C: Evidence Pre-Log Discipline Based Questions

Discipline	Question #	Question
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Alcohol Analysis (includes testing for Inhalants)

BATS	1	Has a valid breath test been completed? If YES, do not submit the sample for alcohol testing.
BATS	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.
BATS	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.
BATS	4	Please make sure the chain of custody is complete and available outside the evidence box.
Is evidence box sealed and initialed? If not please seal and initial before submission.		
BATS	6	Is the subject deceased?

Biology/DNA Analysis

BIO	1	Has a report been included with the submission? Reports are required for all biology/DNA cases
BIO	2	Was the victim bleeding? Victim reference samples are required for DNA testing.
BIO	3	Was the suspect bleeding? Known suspect reference samples are required for DNA testing.
BIO	4	Was anyone other than victim or suspect bleeding? Applicable elimination samples are required for DNA testing.
BIO	5	Is this submission for criminal paternity testing? If so, known reference samples from the mother, child, and suspected father are required.
BIO	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.
BIO	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.
BIO	8	Did the victim have consensual intercourse within 96 hours of the incident? If so, consensual partner reference samples are required for DNA testing.
BIO	9	Is there a known suspect in the case? If so, suspect reference samples are required for DNA testing
BIO	10	If any required reference samples are missing, provide a detailed explanation why. If prior laboratory approval was obtained, include the name of the individual.
BIO	11	Please briefly describe case circumstances:

BIO	12	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.
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Controlled Substance Analysis

CS	1	If this case is related to a different case(s) already submitted to the forensic laboratory, please list related agency case numbers.
CS	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.
CS	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. "
CS	4	If a particular item is the probable cause for the case please note the agency exhibit number.
CS	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.
CS	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.
CS	7	Were these items found in the same location? If not, is this information provided on the evidence packaging?
CS	8	Federal Quantitative Analysis for methamphetamine only (federal jurisdiction): ISP forensic services only offers this type of testing for cases that are being tried federally, or may be tried federally and the AUSA has expressed an interest in pursuing the case. These questions and your responses are part of the case record. If there is more than one sample, the samples will be combined to form a composite sample at the laboratory's discretion. If this answer is "no" to this question (or the answer is blank), the case will be returned to your agency without analysis.
CS	9	Federal Quantitative Analysis - Is this a federal case needing methamphetamine quantitation performed?
CS	10	Federal Quantitative Analysis - Do you approve of multiple samples being composited for analysis?

Firearms/Toolmarks Analysis (includes Distance Determination and Serial Number Restoration)

FA	1	Type of analysis requested:
FA	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).
FA	3	If it's a firearm is it unloaded? (All firearms must be unloaded prior to submission, contact Coeur d'Alene lab with questions)

FA	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)
FA	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".
FA	6	Is the incident report included with the evidence? (Incident report must be included)
FA	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/Arson Analysis

FIRE	1	Is the case report included with the submission?
FIRE	2	Are the items designated as either sample or controls?
FIRE	3	Is the description of the item clear?
FIRE	4	Briefly describe the circumstances behind the case.
FIRE	5	Were these items found in the same location? If not, is this information provided on the evidence packaging?

Footwear/Tire Analysis

FWT	1	Are footwear exemplars included?
FWT	2	If any items have been processed, what process was conducted?
FWT	3	Are all digital images/photographs packaged as evidence?
FWT	4	Are known exemplars packaged as evidence?
FWT	5	Are casts packaged in non-plastic containers?

Latent Print Analysis

LP	1	Do any items need to be processed (treated with chemicals/powders in an attempt to locate latent prints)? If YES please answer questions 2 through 6 below. If NO skip to question 7.
LP	2	If submitting multiple items for processing - list the items that are most probative to the case (these items may be examined first).
LP	3	List any items you suspect may be contaminated with biological fluids (blood, semen, etc.).
LP	4	Have weapons been rendered safe and are they secured in an evidence box?
LP	5	Some processing methods may damage items or pose a health risk. List <i>ANY</i> items you plan to return to the victim.
LP	6	List all items you are submitting that were processed or partially processed by your agency. Specify which processing methods (glue, powder, ninhydrin, etc.) were used on which items.
LP	7	Are there any specific instructions for any comparisons?
LP	8	Are all digital images/photographs or fingerprint/palm print cards (exemplars) packaged as evidence?

LP	9	Provide Full Name, DOB, and SID# (State Identification number) of ALL persons (victims, subjects, suspects) that may have had contact with the items submitted for latent prints. If you need to add additional names at a later date – please call the laboratory.
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Toxicology Analysis (Drugs in Blood or Urine)

TOX	1	Has a valid breath alcohol test been completed?
TOX	2	If yes, what was the result?
TOX	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.
Please make sure the chain of custody is complete and available outside the evidence box.		
Is evidence box sealed and initialed. If not please seal and initial before submission.		
TOX	6	What behaviors/symptoms were observed (e.g. slurred speech, jerky movements, profuse sweating)? If relevant information is not provided in this question, only a panel for most common drugs of abuse will be run.
TOX	7	What prescriptions or over-the-counter medications does the subject take?
TOX	8	What drugs are suspected in this case (other than those previously listed)? If relevant information is not provided in this question, only a panel for most common drugs of abuse will be run.
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).		
TOX	10	Is the subject deceased?
TOX	11	Do you need alcohol or inhalant testing done on this sample? (You will need to log a separate service request for alcohol if you have not done so already).