

New PreLog Case- Coroner Samples

An individual user is able to PreLog a case for the agency assigned to be submitted to the lab. Agencies/Coroners are **required to PreLog all evidence to be submitted to the lab for analysis** before shipping or delivering evidence to ISPFS. Agency representatives will deliver the PreLog form in-person or place it in the shipping box.

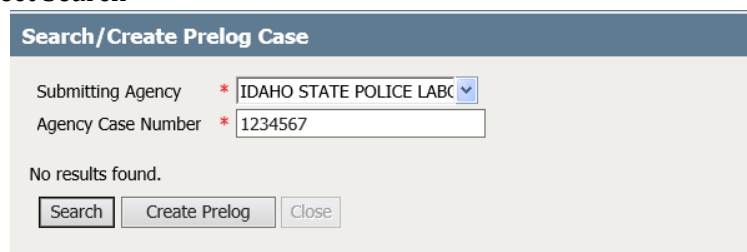
Procedure 1: *PreLogging a New Case:*

IMPORTANT NOTES:

- *Coroner Samples will be submitted to the **Meridian Laboratory** for analysis.*

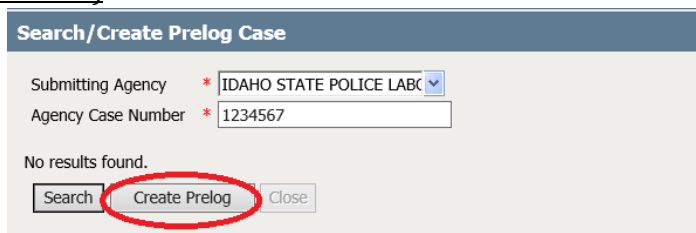
a. **Select New PreLog**

- Enter the agency/coroner case number.
- Ensure that the agency case number is correct.
- Select Search



The screenshot shows a web form titled "Search/Create Prelog Case". It has two input fields: "Submitting Agency" with a dropdown menu set to "IDAHO STATE POLICE LAB" and "Agency Case Number" with the text "1234567". Below the fields, it says "No results found." and there are three buttons: "Search", "Create Prelog", and "Close".

- If there are no results found, select Create PreLog. If a case has previously been entered using the case number refer to the [Procedure for Additional Submissions](#). (See full [Prelog Manual](#))



This screenshot is identical to the previous one, but the "Create Prelog" button is circled in red to indicate it should be selected.

b. **New PreLog Case screen.**

- The top section of the New PreLog 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 select from the drop-down or use the Add officer hyper link.

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. 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.*

The screenshot shows a 'New Prelog Case' form with the following fields and values:

- Submitting Agency: IDAHO STATE POLICE LABORATORY
- Agency Case Number: NEWCASEMULTLAB
- Offense Date: 05/29/2022
- Offense Date 2: 05/30/2022
- Offense Date 3: 05/31/2022
- Charge: I18-8004 - DUI
- Charge 2: I18-1501 - Injury to Child
- Charge 3: IA - Injury Accident
- Court Date: 06/30/2022
- Type of Court Hearing: Arraignment
- Is this a Death Investigation / Sexual Assault / Missing Person?: YES
- County of Offense: Ada County
- Investigating Officer: Quality Manager
- Special Notes or Case Handling Instructions (no commas please!): add case related information the lab needs to know

- The lower section of the new case screen is for case information regarding the evidence items and any persons associated with the case. Reminder you must Toggle between the Names and Items tab to enter the appropriate information.

Note:

*Spelling of names and item numbers provided will automatically fill into the laboratory report. **The lab will not issue amended reports due to incorrectly entered data provided incorrectly by the submitting agency.***

i. Required Information Fields in the NAMES Section:

- Name Type* (i.e. Suspect, Subject or Victim). Enter any individuals associated with this case.
 - **For Coroner, select Subject as name type.**
- Last Name* (If the last name is unknown, designate last name as "UNKNOWN")

The screenshot shows the 'Names' section of the software interface with a table containing the following data:

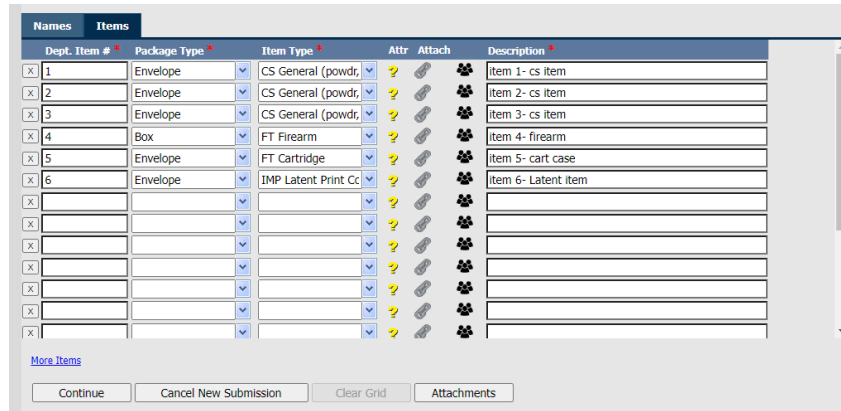
Items	Name Type *	Last Name *	First Name	Middle Name	Date of Birth	Sex
X	Suspect	JOHNSON	JOHN		01/01/1995	
X						
X						
X						
X						

ii. Required information for ITEMS being submitted:

*Important: Each line item should reflect the **external packages being submitted to the lab.** For example: if 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. (EX1, EX2, EX3..)*

- 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 being submitted to the lab.
- Package Type:** exterior sealed packaging of your evidence
 - For **Coroners samples:** select the Package Type of *Coroner Blood Collection Kit or Envelope- This is dependent on the type of external packaging of your item for submission*

- c. **Item Type:** Lab designation of the type of evidence being submitted for analysis.
 - **For Coroners samples:** select the item type: (*Coroner Only*) Blood Collection Kit).
- d. **Description:** This field must be completed for all items; it may assist the Laboratory in the analysis of the evidence.

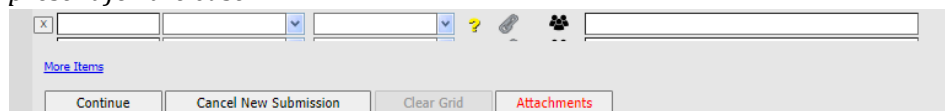


iii. **Attachments:** If there are documents that are needed by ISPFS regarding the case being submitted, please submit them to the lab via the Attachments feature. At this time ISPFS requests **only PDF attachments**. Select the **Attachments** button at the bottom of the screen, then follow the prompts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

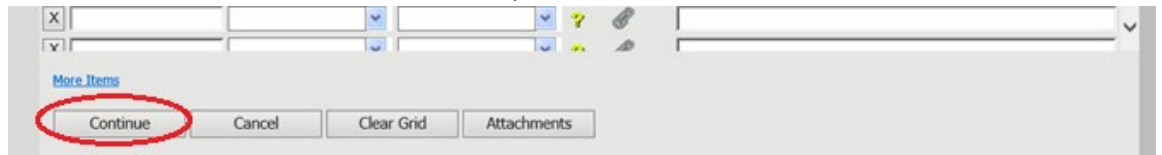


NOTE:

The attachments button will change to red text, indicating an attachment is present for the case



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

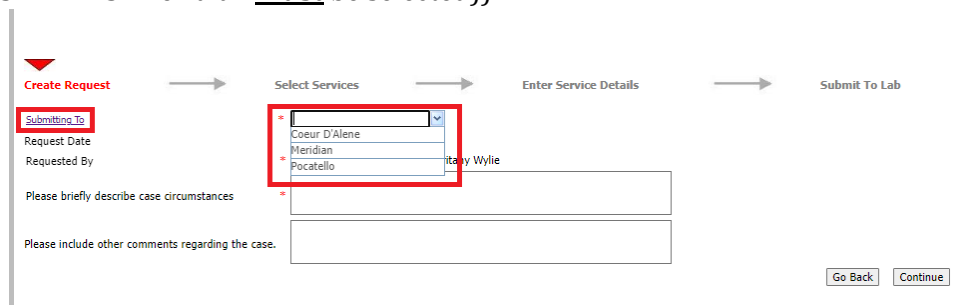


c. **Requesting Analysis: (you will be redirected to this page after selecting continue on a new Prelog.**

The first step is to create the PreLog Submission and Service request, this screen will populate based on the information entered on the previous screen for new cases, select Continue.



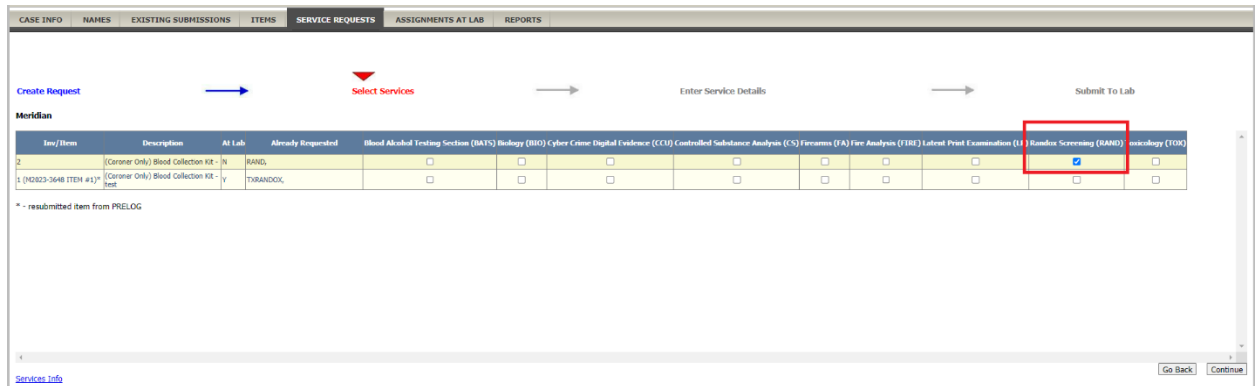
i. To create a request for testing: in the “Submitting To” field, select the appropriate lab (CORONER SAMPLES- Meridian **must** be selected)).



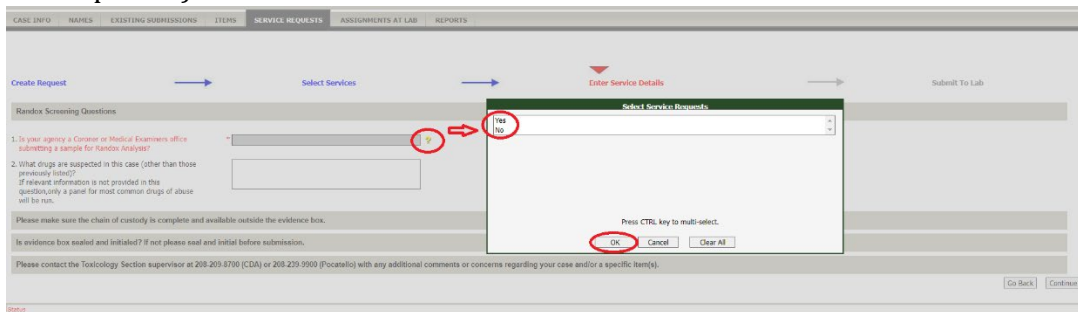
Once a lab has been selected, click “Continue” The list of testing options will be limited based on your lab selection.



- For each item of evidence, select the analysis you would like performed.
 - For coroner samples- select “**Randox Screening**” then Select **Continue**.



- ii. Complete the 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).



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.

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

Note:

If original submission Service Request is navigated away from prior to completion of the service request questions (step c in this procedure) a draft will not be saved. To restart the request, navigate to the service request tab and select new (ONLY if you did not select continue after the last question set). See [Editing Service Request Procedure 8](#) in the ISPFs Prelog Manual, in the Documents tab in Prelog, if the Submit to Lab continue button was not selected.

- iv. When finished with **the** question set, select Complete on the Submit to Lab page. This will finalize the request and will also generate a PreLog 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 PreLogged information.

If the “Complete” button is not selected on the Submit to Lab page, the PreLog Submission form will not generate.



Idaho State Police Forensic Services
Prelog Submission Form
Evidence to MERIDIAN Lab

Date Printed:
8/23/2023

Submitting Agency: BONNER COUNTY CORONER
Agency Case #: BAWCORONERTEST
Investigating Officer: Coroner test (phone: / email: britany.wylie@isp.idaho.gov)
Offense: Death Investigation (non-homicide)
Offense Date: 08/22/2023
Court Information:



Note:

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

For Additional ISPFs Prelog procedures, please refer to the ISPFs Prelog Manual. *This manual is available to all prelog users, in the Documents section located on the dashboard menu.*

Department Name	Description	Revision Date
BONNER COUNTY CORONER	Prelog Quick info	06/09/2022
BONNER COUNTY CORONER	ILIMS Prelog Manual 6-2022	06/18/2022
BONNER COUNTY CORONER	FSContractCustomeragreementv5	07/12/2022
BONNER COUNTY CORONER	ISP Biologv Case Acceptance Policy	07/12/2022
BONNER COUNTY CORONER	QD Document Exam Submission Guide	10/13/2022
BONNER COUNTY CORONER	QD ISPFs Handwriting Exemplar Packet	10/13/2022
BONNER COUNTY CORONER	QD ISPFs Document Examination Section	10/13/2022
BONNER COUNTY CORONER	QD Possible Sources for Known Exemplar handwriti	10/13/2022
BONNER COUNTY CORONER	QD ISPFs Document Examination Section	08/14/2023