

DNA Analyst Training Laboratory Training Manual

Subject 1: Evidence and DNA



PRESIDENT'S
DNA
INITIATIVE



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Purpose

To instruct the trainee in basic laboratory techniques, including locating evidence on items, sample collection techniques, sample packaging, sample storage, and documentation, to include chain-of-custody.

Objectives

Upon successful completion of these exercises, the trainee will be able to:

- Demonstrate the ability to locate evidence on items.
- Demonstrate the proper sample collection techniques.
- Demonstrate the ability to properly package and store evidence.
- Demonstrate the ability to properly conduct evidence documentation to include chain-of-custody.
- Describe the theories and procedures used for locating evidence on items, sample collection techniques, sample packaging, sample storage, and documentation, to include chain-of-custody.
- Perform all of the laboratory's procedures for locating evidence on items, sample collection techniques, sample packaging, sample storage, and documentation to include chain-of-custody, per laboratory SOPs.
- Describe the laboratory's quality system procedures employed to avoid, detect, and document contamination.

Preparation for Exercises

Trainer Responsibilities

1. Provide documented safety practices specific to chemicals used in the sample collection process, to include the pertinent MSDSs.
2. Provide the necessary training regarding locating evidence on items.
3. Provide the necessary training regarding packaging and storage of evidence.
4. Provide the necessary evidence collection techniques training.
5. Provide the necessary evidence documentation training, to include chain-of-custody.
6. Assign required samples to be examined and collected, as outlined in the Individual Training Plan.
7. Demonstrate evidence examination, sample collection, and documentation.
8. Observe the trainee performing evidence examination, sample collection, and documentation,
9. Determine the assessment criteria.
10. Review, verify, and document exercise completion.

Trainee Responsibilities

1. Review laboratory safety program and all relevant MSDSs.
2. Review all procedures used for locating evidence on items, sample collection techniques, sample packaging, sample storage, and documentation to include chain-of-custody.

3. Observe a qualified analyst locating evidence on items and performing sample collection techniques, sample packaging, sample storage, and documentation to include chain-of-custody.
4. Perform each exercise, as outlined in the Individual Training Plan.
5. Document and submit exercise completion, as required by the Trainer.

Literature

[Return to Laboratory Training Manual User Guide](#)

Exercise 1: Examination, Sample Collection, and Documentation

Purpose

To perform procedures used for locating evidence on items, sample collection techniques, sample packaging, sample storage, and documentation to include chain-of-custody .

Tasks

- Observe procedures used for locating evidence on items, sample collection techniques, sample packaging, sample storage, and documentation to include chain-of-custody.
- Practice procedures used for locating evidence on items, sample collection techniques, sample packaging, sample storage, and documentation to include chain-of-custody.

Laboratory Training Manual

Subject 1: Evidence and DNA

Subject Review

After completion of the laboratory manual exercises and having previously completed the corresponding theory modules, the trainee should be able to answer the following questions:

- What is the significance of maintaining the chain of custody? How is it maintained and documented?
- What is the importance of notes or documentation of evidence?
- What are the laboratory's requirements for packaging evidence?
- What are the laboratory's requirements for storage of evidence?
- What is the laboratory's procedure for debris removal?
- What is the laboratory's procedure for evidence retention?
- What are the laboratory's procedures for collection of evidence?

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