

PROTOCOLS FOR FORENSIC MITOCHONDRIAL DNA ANALYSIS

CREATION OF A CASEFILE CD		
DATE EFFECTIVE 06-20-2016	APPROVED BY MITOCHONDRIAL DNA TECHNICAL LEADER	PAGE 1 OF 1

Creation of a Casefile CD

When all of the sequencing analysis is completed for a case, and upon request from members of the court, a CD containing all of the data for that case may be created to fulfill the request.

1. Insert a blank CD into the computer, and open the program “Roxio/Creator Home.” Click on the “Data,” section and select “Data Disc.”
2. Depending on the specific request, the levels of the disc will be created according to the following:

CD Main Window

- “**Evidence**” File

- **Analyzed 3130xl Run Files**

- Analyzed 3130xl data files

- Sequence Analysis Report

- **Sequencher Evidence Project File**

- “**Exemplars**” File

- **All analyzed 3130xl Run Files**

- Analyzed 3130xl data files

- Sequence Analysis Report

- **Sequencher Exemplar Project File**

3. Ensure that all 3130xl data is imported from the **Analyzed Archive** on the network, NOT the *superhero* archive.

To ensure the quality of the disc, it is advisable to copy all of the necessary data to a single location on the local computer that will create the CD. Once all of the necessary files have been compiled in this file on the local hard drive, according to the tree structure above, the entire contents of the local file can be added to the CD.

4. For the “Volume Label” fill in the casefile number, (eg. FB05-0234).
5. Label the new disk with the casefile number. The disk should be delivered to the Quality Assurance Manager for transmittal.

Controlled versions of Department of Forensic Biology Manuals only exist in the Forensic Biology Qualtrax software. All printed versions are non-controlled copies.

© NYC OFFICE OF CHIEF MEDICAL EXAMINER