

# UNT Center for Human Identification (UNTCHI)

## Testing and Simplified Laboratory Reports

### NOTICE TO LABORATORY CUSTOMERS

Laboratory accreditation requirements (ANAB ISO 17025:2017) dictate that customers, such as law enforcement, attorneys and court personnel, be notified of certain laboratory procedures and policies. This notice serves as a general notification to customers of these practices. UNTCHI customers agree, prior to any examination being performed, that UNTCHI staff will determine the examinations to be performed, the scope of analysis, and the items to be analyzed. UNTCHI acknowledges that each case is unique and will provide the most appropriate analysis possible.

Any customer submitting evidence to UNTCHI accepts these terms.

### SIMPLIFIED LABORATORY REPORTS

UNTCHI reports in a simplified report format. By submitting evidence to the Forensic or Missing Persons Unit for analysis, the customer has agreed to receive simplified reports.

### UNTCHI reports will contain the following elements:

- A. UNT Health Science Center logo, the ANAB accredited laboratory logo, and the UNT Center for Human Identification address;
- B. Report title;
- C. Report date;
- D. UNTCHI case number;
- E. Investigating agency case number;
- F. NCIC numbers when provided (Missing Persons Only);
- G. NamUs numbers when provided (Missing Persons Only);
- H. Investigating agency contact and address;
- I. Items received into the laboratory for testing;
- J. Analysis performed including a brief description of the methodologies used including the loci and/or sequence region examined. Loci examined are referenced by specification of the amplification kits used for analysis;
- K. Results and conclusions;
- L. A statement indicating if any or all of the genetic data was generated by an external laboratory and/or subcontractor and specifying to which item the external testing refers;
- M. Additional remarks and evidence disposition including indicating if any items received were not tested;
- N. Statement regarding the observed CODIS search association between the relevant samples or statement indicating samples compared at the request of the submitting agency(ies) (Missing Persons Only);
- O. A statement encouraging investigators to evaluate fully all associated case information in addition to the provided genetic results prior to declaring identity of the associated remains as applicable (Missing Persons Only);
- P. Signature and title of the analyst accepting responsibility for the report content and the signature and title of the technical reviewer or report reviewer;
- Q. Disclaimer statement;
- R. Confidentiality and disclosure statement;
- S. Footnotes referring to the sources for genetic data used in statistical calculations (Missing Persons Only).

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**Other report elements, maintained in the case record, may be included when appropriate and are available upon customer request:**

- A. An identification of the method(s) used during analysis;
- B. The date(s) of laboratory activity;
- C. Additions to, deviations, or exclusions from the method;
- D. A description, unambiguous identification and, when necessary, the condition of the item(s);
- E. The specific sampling plan used, where applicable.

CONTROLLED