

Trainee Name: _____

Training Coordinator: _____

DNA ANALYSIS OF FORENSIC CASEWORK TRAINING DOCUMENTATION FORM

Each section in the chart below must be initialed and dated by the trainer/training coordinator (or designee). If any task is not completed, this must be explained in the training file and approved by the Program Manager.

MODULE	BEGIN DATE	PRACTICAL EXERCISES	COMPLETE DATE	COMMENTS
Safety:				
Bloodborne Pathogen Training Course				
Chemical Hygiene Training Course				
Reading of VA DFS Safety Manual				
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DNA Isolation:				
Required Readings/SOPs				
Preparation of Reagents				
VIRGINIA DEPARTMENT OF FORENSIC SCIENCE				
Blood Stain Extractions (various substrates):				
Manual Organic		≥ 14		
Manual DNA IQ™		≥ 7		
Automated DNA IQ™		≥ 7		
Unmixed Biological Stain Extractions (various substrates/straight and differential):				
Manual Organic		≥ 14		
Manual DNA IQ™		≥ 14		
Mixed Biological Stains (various substrates)				
Organic Differential		≥ 10		
Manual DNA IQ™ Differential		≥ 5		
Automated DNA IQ™ Differential		≥ 5		
Various Sample Types:				
Bone		≥ 2		
Tissue		≥ 6		
Animal		≥ 5		
Contaminants		≥ 10		
Hairs		≥ 5		

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MODULE	BEGIN DATE	PRACTICAL EXERCISES	COMPLETE DATE	COMMENTS
DNA Isolation (continued):				
Various Sample Types (continued):				
Family Study (≥ 3 people)		≥ 1		
Aged Stains (at least 5 yrs old)		≥ 10		
Teeth		≥ 2		
Observation of Robotic Isolation(s):				
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DNA Quantitation:				
Required Readings/SOPs				
Observation of Plexor®				
Degraded DNA Plexor® Results				
VIRGINIA DEPARTMENT OF FORENSIC SCIENCE				
Normalization Wizard and Amplification:				
Required Readings/SOPs				
Thermal Cycler QC/Programming				
Manual Amplification(s)				
Observation of Robotic Amplification(s)				
Capillary Electrophoresis (CE):				
Required Readings/SOPs				
CE Instrument Maintenance Tasks				
Training Sample Runs				
CE Data Analysis and Interpretation:				
Required Readings/SOPs				
Analysis/Interpretation of Data from Training Samples				
Mixture Deconvolutions				
Statistics, Report Writing and CODIS:				
Required Readings/SOPs				
Casework and Certificate Reviews				
Preparation of Certificates				

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Statistics, Report Writing and CODIS (continued):				
Statistical Calculations				
CODIS Searches				
Technical Review of Case Files		≥ 10		
Testimony and Expert Witness Qualification:				
Required Readings/SOPs				
Observation: Testimony				
Observation: Pretrial Conference(s)				
Provide Lecture(s)				
Hair Root Evaluation:				
Required Readings/SOPs				
Lecture Attendance				
Examination and Sketches of Known Hairs:				
Dog Hairs		≥ 2		
Cat Hairs		≥ 2		
Human Hairs (see 11.2.4)		≥ 7		
Trainee's Hairs (see 11.2.5-6)		Several		
Practical Exercise Using Compound Scope				
Practical Exercise Using Stereomicroscope				
Observations/Examinations: Routine Cases (To be conducted throughout all modules – documentation specific to each case is found in the trainee's notebook)				
Culmination of Training:				
Oral Competency Exam				
Practical Exam (Validated Fabricated Case)				
Formal Comprehensive Mock Trial				