

Section A: Organization

A1. What type of government operates this lab facility? Mark one.

- City, borough, village, or town
- County or parish
- State
- Federal

A2. Which of the following best describes the agency that has administrative oversight of your laboratory?

- Law enforcement agency (e.g., department or division of public safety)
- Department or division of forensic science
- Government attorney's office (e.g., district attorney)
- Public health agency (e.g., department or division of public health)
- Other (please specify)

A3. As of December 31, 2019, was your laboratory part of a multi-laboratory system? A multi-laboratory system is defined as two or more separate laboratory entities that are overseen by a single organization. Mark yes or no.

- Yes
- No → **skip to A5**

→ **A4. As of December 31, 2019, how many individual laboratories were in your multi-lab system? Include your own laboratory in this total.**

_____ laboratories

A5. During 2019, did any of the following types of government agencies submit requests for forensic services to your individual laboratory? Mark yes or no for each response.

	Yes	No
a. City, borough, village, or town	<input type="radio"/>	<input type="radio"/>
b. County or parish	<input type="radio"/>	<input type="radio"/>
c. State (state-wide or regional)	<input type="radio"/>	<input type="radio"/>
d. Federal (nationwide or regional)	<input type="radio"/>	<input type="radio"/>

A6. During 2019, did your individual lab facility perform these forensic functions? Mark yes or no for each listed function and associated sub-categories. Please follow the skip patterns and mark the appropriate response for the sub-items beneath Toxicology, Trace, Impressions, Digital and Multimedia Evidence, Latent Prints, Forensic Biology, and Crime Scene categories.

	Yes	No
a. Controlled Substances	<input type="radio"/>	<input type="radio"/>
b. Toxicology	<input type="radio"/>	<input type="radio"/>
If YES , mark all specific functions that apply:	↓	
1. Antemortem BAC Analysis	<input type="radio"/>	<input type="radio"/>
2. Antemortem Drug Analysis	<input type="radio"/>	<input type="radio"/>
3. Postmortem Analysis	<input type="radio"/>	<input type="radio"/>
c. Trace	<input type="radio"/>	<input type="radio"/>
If YES , mark all specific functions that apply:	↓	
1. Chemical Unknown Analysis	<input type="radio"/>	<input type="radio"/>

2. Explosives Analysis	<input type="radio"/>	<input type="radio"/>
3. Fire Debris Analysis	<input type="radio"/>	<input type="radio"/>
4. Fiber Examination	<input type="radio"/>	<input type="radio"/>
5. Gunshot Residue Testing	<input type="radio"/>	<input type="radio"/>
6. Hair Examination	<input type="radio"/>	<input type="radio"/>
7. Paint Analysis	<input type="radio"/>	<input type="radio"/>
8. Other Trace (please specify) _____	<input type="radio"/>	<input type="radio"/>
d. Impressions	<input type="radio"/>	<input type="radio"/>
If YES , mark all specific functions that apply:	↓	
1. Footwear Analysis	<input type="radio"/>	<input type="radio"/>
2. Tire Tread Analysis	<input type="radio"/>	<input type="radio"/>
e. Firearms/Toolmarks	<input type="radio"/>	<input type="radio"/>
f. Digital & Multimedia Evidence	<input type="radio"/>	<input type="radio"/>
If YES , mark all specific functions that apply:	↓	
1. Traditional Cellphones (not Smartphones) Analysis	<input type="radio"/>	<input type="radio"/>
2. Smartphone, Tablet, or Mobile Device Analysis	<input type="radio"/>	<input type="radio"/>
3. Laptop or Desktop Computer Analysis	<input type="radio"/>	<input type="radio"/>
4. Thumb and External Drives, CDs, DVDs, or Other Storage Media Analysis	<input type="radio"/>	<input type="radio"/>
5. GPS and Navigation Systems Analysis	<input type="radio"/>	<input type="radio"/>
6. Audio Files Analysis	<input type="radio"/>	<input type="radio"/>
7. Cloud and Server Data (including social media) Analysis	<input type="radio"/>	<input type="radio"/>
8. Other Analyses of Digital/Multimedia Evidence (please specify) _____	<input type="radio"/>	<input type="radio"/>
g. Latent Prints	<input type="radio"/>	<input type="radio"/>
If YES , mark all specific functions that apply:	↓	
1. Print Development Analysis	<input type="radio"/>	<input type="radio"/>
2. Comparisons Analysis	<input type="radio"/>	<input type="radio"/>
h. Questioned Documents	<input type="radio"/>	<input type="radio"/>
i. Forensic Biology	<input type="radio"/>	<input type="radio"/>
If YES , mark all specific functions that apply:	↓	
1. Casework Analysis	<input type="radio"/>	<input type="radio"/>
2. Sexual Assault Casework Analysis	<input type="radio"/>	<input type="radio"/>
3. Convicted Offender DNA Samples Analysis	<input type="radio"/>	<input type="radio"/>
4. Arrestee DNA Samples Analysis	<input type="radio"/>	<input type="radio"/>
5. Other DNA Samples (e.g., missing persons) Analysis _____	<input type="radio"/>	<input type="radio"/>
j. Crime Scene	<input type="radio"/>	<input type="radio"/>
If YES , mark all specific functions that apply:	↓	
1. Evidence Collection	<input type="radio"/>	<input type="radio"/>
2. Reconstruction (e.g., bloodstain pattern analysis)	<input type="radio"/>	<input type="radio"/>
k. Other (please specify) _____	<input type="radio"/>	<input type="radio"/>

A7. As of December 31, 2019, did your individual laboratory have a Laboratory Information Management System (LIMS)? A LIMS is a computerized system used to manage, compile, or track requests and/or evidence. Mark one.

- Yes
- No → *skip to B1*

▶ A8. Does your LIMS allow you to track workload by Request?

- Yes
- No

A9. Does your LIMS allow you to track workload by Item?

- Yes
- No

Section B: Budget

B1. What was the total operating budget for your individual laboratory in 2019? Include all funding received such as fees, grants, and one-time special projects.

\$_____ .00 Please mark here if this figure is an estimate

B1a. Does your total operating budget (your answer to B1) include your entire multi-lab system?

- Yes
- No

B1b. Are you reporting your budget data for your fiscal year or calendar year?

- Calendar year → *skip to B2*
- Fiscal year

▶ B1c. If your reported budget (B1) covers your fiscal year, what are the start and end dates of your fiscal year?

____ _ ____ to ____ _ ____
MM DD YYYY MM DD YYYY

B2. During 2019, did your individual lab receive funding from any of the following sources? Mark yes or no for each funding source.

	Yes	No
a. Asset Forfeitures	<input type="radio"/>	<input type="radio"/>
b. Donations	<input type="radio"/>	<input type="radio"/>
c. Fees	<input type="radio"/>	<input type="radio"/>
d. Grants - Federal	<input type="radio"/>	<input type="radio"/>
e. Grants - State	<input type="radio"/>	<input type="radio"/>
f. Partnerships	<input type="radio"/>	<input type="radio"/>
g. Private Foundations	<input type="radio"/>	<input type="radio"/>
h. Task Force Funding (Federal and State)	<input type="radio"/>	<input type="radio"/>

Section C: Staffing

C1. How many full-time employees, part-time employees, and position vacancies in the following categories did your laboratory have as of December 31, 2019? Report each employee in only one category, based on primary function. Report employees who normally work less than 35 hours per week as part-time. If none, enter 0.

	Full-time	Part-time	Vacancies
a. Managerial			
b. Clerical or Administrative			
c. Analyst/Examiner			
1. In-Training or Entry-Level			
2. Intermediate/Senior			
d. Crime Scene Technician			
f. Technical Support			
g. Other			
Total (Sum a-g)			

C2. As of December 31, 2019, how many personnel did you have in the following categories as of December 31, 2019? If none, enter 0.

- A. _____ Consultants/Contractors
 B. _____ Interns

C3. How many hires and separations of key personnel occurred in 2019? Key personnel are defined: Managerial; Clerical or Administrative; all levels of Analyst/Examiner; Crime Scene Technician; and Technical Support. Mark if number was estimated.

- A. _____ Hires Please mark here if this figure is an estimate
 B. _____ Separations Please mark here if this figure is an estimate

C4. As of December 31, 2019, how many of full-time analysts/examiners (as specified in C1, part c) in your individual laboratory were certified by one or more of the entities listed below? If none were certified, enter '0'.

_____ Full-time analysts/examiners

List of Selected Certification Entities:

American Board of Criminalistics
 American Board of Forensic Document Examiners
 American Board of Forensic Odontology
 American Board of Forensic Toxicology
 American Board of Medicolegal Death Investigators
 American Board of Forensic Anthropology
 International Association of Computer Investigative Specialists
 International Association for Identification (not including 10-print certification)
 Forensic Specialties Accreditation Board
 Forensic Toxicologist Certification Board
 Association of Firearms and Toolmark Examiners
 Board of Forensic Document Examiners
 International Institute of Forensic Engineering Sciences

C5. As of December 31, 2019 what were the minimum and maximum full-time annual salaries for the following positions? Exclude benefits and overtime when reporting annual salaries. If position does not exist, mark N/A.

	Minimum	Maximum	N/A
a. Director	\$.00	\$.00	<input type="checkbox"/>
b. Supervisor	\$.00	\$.00	<input type="checkbox"/>
c. Analyst/Examiner (Intermediate/Senior)	\$.00	\$.00	<input type="checkbox"/>
d. Analyst/Examiner (Entry-level/In-training)	\$.00	\$.00	<input type="checkbox"/>
e. Technical support (e.g., lab tech, support personnel)	\$.00	\$.00	<input type="checkbox"/>

Section D: Workload

Questions D1 through D17 ask for information about your individual laboratory workload. Do not include requests that your lab sent to another lab for analysis.

- A request is the submission of one or more items of physical evidence a forensic discipline from a single criminal investigation. A request may contain more than one item.
- An item is a single piece of evidence submitted for analysis. There may be multiple items within a submission.
- A single criminal investigation (i.e., case) may result in more than one request (e.g. toxicology, and latent prints).
- Contact the Help Line if you could not report the totals as specified or if you are unable to extract data separately for the given categories in questions D3-D17.

D1. How many requests and items did your laboratory receive from January 1, 2019 through December 31, 2019?

Include convicted offender and arrestee forensic biology requests/items.

Mark if number(s) was(were) estimated. Mark if number of items is unknown.

- A. _____ Requests
- Number provided is an estimate
- Number of requests is unknown
- B. _____ Items
- Number provided is an estimate
- Number of items is unknown

D2. As of January 1, 2020, how many backlogged requests and items unreported for 30 days or longer did your laboratory have? *Include convicted offender and arrestee forensic biology requests. Mark if number was estimated.*

Mark if unknown.

- A. _____ Requests
- B. _____ Items

The next section asks questions about the number of requests your lab received in 2019. Please answer the following questions for each discipline. Mark if any of the numbers in D3-D12 were estimated in the checkbox below the table.

		A. Total number of new <u>requests</u> received in 2019	B. Of the requests received in 2019, what was the total number of <u>items</u> included?	C. Total number of <u>requests</u> completed in 2019	D. Total number of all pending <u>requests</u> awaiting analysis as of January 1, 2020	E. Number of pending <u>requests</u> that were unreported for 30 days or longer as of January 1, 2020
	N/A					
D3. Controlled substances	<input type="checkbox"/>					
D4. Toxicology	<input type="checkbox"/>					
D5. Trace	<input type="checkbox"/>					
D6. Impressions	<input type="checkbox"/>					
D7. Firearms/Toolmarks	<input type="checkbox"/>					
D8. Digital & Multimedia Evidence	<input type="checkbox"/>					
D9. Latent Prints	<input type="checkbox"/>					
D10. Questioned Documents	<input type="checkbox"/>					
D11. Crime Scene	<input type="checkbox"/>		N/A		N/A	N/A

D12. Forensic Biology (including forensic biology casework, sexual assault casework and DNA Databasing)	<input type="checkbox"/>					
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Mark here if any of the numbers provided in D3-D12 are estimates.

FORENSIC BIOLOGY CASEWORK

D13. Can you report your workload on Forensic Biology Casework, including sexual assault casework, separately from the forensic biology totals in D12?

- Yes
- No → **skip to D15**
- N/A, my individual lab facility does not perform Forensic Biology Casework → **skip to D15**

D13a. Of the new requests for Forensic Biology analysis (D12), how many were requests for **Forensic Biology Casework**? _____ **Requests**

D13b. How many **ITEMS** were included in the requests for Forensic Biology Casework (D13a)? _____ **Items**

D13c. How many requests for Forensic Biology Casework were **PENDING OR AWAITING ANALYSIS** as of January 1, 2020? _____ **Pending Requests**

D13d. How many requests for Forensic Biology Casework were **UNREPORTED FOR 30 DAYS OR MORE** as of January 1, 2020 _____ **Backlogged Requests**

SEXUAL ASSAULT CASEWORK

D14. Can you report your workload on Sexual Assault Casework, separately from the Forensic Biology Casework totals in D13?

- Yes
- No → **skip to D15**
- N/A, my individual lab facility does not perform Sexual Assault Casework → **skip to D15**

D14a. Of the new requests for Forensic Biology Casework (D13a), how many were for **Sexual Assault Casework**? _____ **Requests**

D14b. How many **ITEMS** were included in the requests for Sexual Assault Casework (D14a)? _____ **Items**

D14c. How many requests for Sexual Assault Casework were **PENDING OR AWAITING ANALYSIS** as of January 1, 2020? _____ **Pending Requests**

D14d. How many requests for Sexual Assault Casework were **UNREPORTED FOR 30 DAYS OR MORE** as of January 1, 2020? _____ **Backlogged Requests**

DNA DATABASE SAMPLES

D15. Can you report your DNA Databasing request workload, including Arrestee and Convicted Offender samples?

- Yes
- No → **skip to D18**
- N/A, my individual lab facility perform DNA Databasing → **skip to D18**

D15a. Of the new requests for Forensic Biology analysis (D12), how many were requests for **DNA Databasing**? _____ **Requests**

D15b. How many **ITEMS** were included in the requests for DNA Databasing (D15a)? _____ **Items**

D15c. How many requests for DNA Databasing were **PENDING OR AWAITING ANALYSIS** as of January 1, 2020? _____ **Pending Requests**

D15d. How many requests for DNA Databasing were **UNREPORTED FOR 30 DAYS OR MORE** as of January 1, 2020 _____ **Backlogged Requests**

ARRESTEE SAMPLES

D16. Can you report your Arrestee Sample Databasing workload, separately from the DNA Databasing totals in D15?

- Yes
- No → **skip to D17**
- N/A, my individual lab facility did not perform Arrestee Samples Databasing → **skip to D17**

D16a. Of the new requests for DNA Databasing (D15a), how many were for **Arrestee Samples**? _____ **Requests**

D16b. How many **ITEMS** were included in the requests for Arrestee Samples (D16a)? _____ **Items**

D16c. How many requests for Arrestee Sample processing were **PENDING OR AWAITING ANALYSIS** as of January 1, 2020? _____ **Pending Requests**

D16d. How many requests for Arrestee Sample processing were **UNREPORTED FOR 30 DAYS OR MORE** as of January 1, 2020? _____ **Backlogged Requests**

CONVICTED OFFENDER SAMPLES

D17. Can you report your Convicted Offender Sample Databasing workload, separately from the DNA Databasing totals in D15?

- Yes
- No → **skip to D18**
- N/A, my individual lab facility did not perform Convicted Offender Samples Databasing → **skip to D18**

D17a. Of the new requests for DNA Databasing (D15a), how many were for **Convicted Offender Samples**? _____ **Requests**

D17b. How many **ITEMS** were included in the requests for Convicted Offender Samples (D16a)? _____ **Items**

D17c. How many requests for Convicted Offender Sample processing were **PENDING OR AWAITING ANALYSIS** as of January 1, 2020? _____ **Pending Requests**

D17d. How many requests for Convicted Offender Sample processing were **UNREPORTED FOR 30 DAYS OR MORE** as of January 1, 2020? _____ **Backlogged Requests**

D18. How long does your laboratory typically retain digital data after analysis is completed? Mark one.

- My laboratory does not retain or archive digital evidence
- Less than 6 months
- 6 months to less than 1 year
- 1 through less than 3 years
- 3 through less than 5 years
- 5 through 10 years
- More than 10 years
- Indefinitely

D19. As of January 1, 2020, how much digital data storage does your individual laboratory have available? Mark if number was estimated.

_____ Terabytes

Number is estimated

Section E: Outsourcing

E1. During 2019, did your laboratory outsource the testing of any type of evidence or samples? *Outsourcing refers to contracting or procuring services from an outside vendor to accomplish laboratory functions. It does not refer to purchasing consumables, materials, or equipment. Mark yes or no.*

- Yes
 No → **skip to E5**

→ **E2. Where did your laboratory send outsourced requests in 2019?** *Mark yes or no for each laboratory type.*

	Yes	No
a. Commercial laboratory	<input type="radio"/>	<input type="radio"/>
b. Publicly funded laboratory	<input type="radio"/>	<input type="radio"/>

E3. During 2019, did your laboratory outsource analysis of any of the following types of evidence or samples? *Mark yes, no, or N/A if your laboratory does not perform this function.*

	Yes	No	N/A
a. Controlled Substances	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Toxicology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Trace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Impressions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Firearms/Toolmarks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Digital and Multimedia Evidence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Latent Prints	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Questioned Documents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Crime Scene	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Forensic Biology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1. Casework	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Sexual Assault Casework	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Convicted Offender Samples	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Arrestee DNA Samples	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. Other (please specify) _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

E4. What were your laboratory's total outsourcing costs in 2019? *Outsourcing refers to contracting or procuring services from an outside vendor to accomplish laboratory functions. It does not refer to purchasing consumables, materials, or equipment.*

\$_____00

- Please check box if "Don't know"
 Please check box if "Do not outsource"

E5. In 2019, did your laboratory bring personnel (e.g., consultants or contractors) in to assist with completing forensic analyses?

- Yes
 No

Section F: Quality Assurance

F1. As of December 31, 2019, did your jurisdiction require accreditation?

- Yes
 No

F2. As of December 31, 2019, was your laboratory accredited?

- Yes
 No → *skip to F5*

→ **F3. As of December 31, 2019, to which standard is your laboratory accredited? Mark yes or no for each standard.**

	Yes	No
a. ISO 17025	<input type="radio"/>	<input type="radio"/>
b. ISO 17020	<input type="radio"/>	<input type="radio"/>
c. CALEA	<input type="radio"/>	<input type="radio"/>
d. Other (please specify) _____	<input type="radio"/>	<input type="radio"/>

F4. Who is (are) your accreditation body(ies)? Mark yes or no for each accreditation body.

	Yes	No
a. A2LA	<input type="radio"/>	<input type="radio"/>
b. AABB	<input type="radio"/>	<input type="radio"/>
c. ABFT	<input type="radio"/>	<input type="radio"/>
d. CALEA	<input type="radio"/>	<input type="radio"/>
e. CAP	<input type="radio"/>	<input type="radio"/>
f. HHS/SAHMSA	<input type="radio"/>	<input type="radio"/>
g. IAPE	<input type="radio"/>	<input type="radio"/>
h. NAME	<input type="radio"/>	<input type="radio"/>
i. Other (Please specify): _____	<input type="radio"/>	<input type="radio"/>

F5. During 2019, did your laboratory have resources dedicated primarily to research? Research is experimentation aimed at the discovery and interpretation of facts, the revision of accepted methods, or practical application of such new or revised methods or technologies. Resources may include dollars, work-hours, supplies, or other funding dedicated specifically to supporting research.

- Yes
 No

F6. During 2019, did your laboratory conduct proficiency testing? Proficiency testing is defined as the evaluation of a participant's performance against pre-established criteria by mean of inter-laboratory comparison. Mark yes or no.

- Yes
- No → skip to F8

► F7. During 2019, which of the following proficiency tests did your laboratory perform internally and externally? Mark yes or no for each proficiency test.

	Yes	No
a. Blind: analyst/examiner is not told which case is for testing	<input type="radio"/>	<input type="radio"/>
b. Declared: analyst/examiner is told when he/she is being tested	<input type="radio"/>	<input type="radio"/>
c. Random case reanalysis: random selection of analyst/examiner's prior case work for reanalysis by another analyst/examiner	<input type="radio"/>	<input type="radio"/>
d. Round Robin/Challenge Testing	<input type="radio"/>	<input type="radio"/>
e. Other proficiency testing (please specify)	<input type="radio"/>	<input type="radio"/>

F8. During 2019, did your laboratory conduct competency testing on its analysts/examiners? Competency is defined as the evaluation of a person's knowledge and abilities before performing independent forensic case work. Mark yes or no.

- Yes
- No → skip to F10

► F9. Are your analysts/examiners:

	Yes	No
a. Competency tested prior to authorization to complete casework?	<input type="radio"/>	<input type="radio"/>
b. Competency tested on a designated regular time interval (e.g., annually tested)?	<input type="radio"/>	<input type="radio"/>

F10. In 2019, did your laboratory have a written code of ethics? Mark one.

- Yes, our laboratory adopted an existing code of ethics
- Yes, our laboratory created own code of ethics
- No

F11. In 2019, at what level did your laboratory perform technical reviews? A technical review refers to a qualified second party's evaluation of reports, notes, data, and other documentation to ensure there is appropriate and sufficient support for the actions, results, conclusions, opinions, and interpretations. Mark one.

- My laboratory performed technical reviews on **none** of the casework.
- My laboratory performed technical reviews on **some** of the casework.
- My laboratory performed technical reviews on **all** of the casework.

F12. As of December 31, 2019, did your laboratory have the following? Mark yes or no for each item.

	Yes	No
a. Written Standard Operating Procedures	<input type="radio"/>	<input type="radio"/>
b. Management Systems Documents (e.g., policy and objective statements)	<input type="radio"/>	<input type="radio"/>
c. Performance Verification Checks	<input type="radio"/>	<input type="radio"/>
d. Structured Training Program	<input type="radio"/>	<input type="radio"/>

F13. As of December 31, 2019, did your analysts have access to the following safety and wellness resources? Mark yes, directly; yes, through an external agency; or no for each resource.

	Yes, directly	Yes, through an external agency	No
a. Behavior/Stress Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Employee Assistance Programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Mental Health Debrief	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Proactive Resiliency Programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Web-based resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Other resources: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Section G: Feedback & Submission

G1. Please write any comments you would like to share with the Bureau of Justice Statistics about (a) your survey responses, (b) the survey content or format, (c) the manner of administration of the survey, or (d) any other applicable information.