

### **CPFFCL 2019 Attachments**

- Appendix A: 2019 Census of Publicly Funded Forensic Crime Laboratories Verification Call Script
- Appendix B: 2019 Census of Publicly Funded Forensic Crime Laboratories Cognitive Testing Recruitment Materials
- Appendix C: 2019 Census of Publicly Funded Forensic Crime Laboratories Cognitive Testing Informed Consent
- Appendix D: 2019 Census of Publicly Funded Forensic Crime Laboratories Instrument
- Appendix E: 2019 Census of Publicly Funded Forensic Crime Laboratories Cognitive Interviewing Protocol
- Appendix F: IRB Submission Confirmation

## Appendix A

### 2019 Census of Publicly Funded Forensic Crime Laboratories Verification Call Script

Good [morning/afternoon/evening], my name is [INTERVIEWER NAME] from RTI International. I am calling on behalf of the Department of Justice's Bureau of Justice Statistics regarding the 2019 Census of Publicly Funded Forensic Crime Laboratories. I am calling [NAME OF DIRECTOR OR DEPUTY DIRECTOR] to confirm that I have the correct contact information so that we can make sure that the survey is mailed to the appropriate address.

Do you have 5 minutes to answer a few brief questions?

- 1 YES [GO TO 1.1]
- 2 NO [SET FOR CALLBACK]
- 3 NOT AVAILABLE NOW [SET FOR CALLBACK]
- 4 NOT THE DIRECTOR NAMED IN INTRO [GO TO 1.1a]

**1.1** First, I would like to confirm that this phone number is the correct phone number for [NAME OF DIRECTOR OR DEPUTY DIRECTOR].

- 1 Yes [GO TO 1.2]
- 2 No [**GO TO 1.1a**]

**1.1a** What is the correct phone number? \_\_\_\_\_

**1.2** Can you confirm that [**Forensic Crime Laboratory's name**] is the correct name of this office?

- 1 YES [**GO TO 1.3**]
- 2 NO [**GO TO 1.2a**]

**1.2a** What is the correct name and spelling of the [Forensic Crime Laboratory]?

- \_\_\_\_\_
- 1 NOT A FORENSIC CRIME LAB [GO TO GENERIC THANK YOU SCREEN AND TERMINATE CALL]

**1.3** I have the mailing address as [street address, city, state, zip]. Is this information correct?

- 1 YES [**GO TO 1.4**]
- 2 NO [**GO TO 1.3a**]

**1.3a** What is your full street address?

Street Address \_\_\_\_\_  
City, State \_\_\_\_\_

Zip Code \_\_\_\_\_

**1.4** Our records indicate that [TITLE] [FIRST NAME] [LAST NAME] is the Laboratory Head. Is this information correct?

1 YES [GO TO 1.5]

2 NO [GO TO 1.4a]

**1.4a** Who is the Office Head; perhaps this person is the [Director or Deputy Director]?

Title \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Professional Designation \_\_\_\_\_

**1.5** Would the [Directory or Deputy Director] be the best point of contact for sending a survey about office operations, including administrative, budget, and resource information?

1 YES [GO TO 1.6]

2 NO [GO TO 1.5a]

**1.5a** Please provide us with the name of the best point of contact for sending a survey.

Title \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Professional Designation \_\_\_\_\_

**1.6** What is the best phone number to contact the [Office Head or Best Point of Contact]?  
PHONE NUMBER \_\_\_\_\_

**1.7** What is the best email address to contact the [Office Head or Best Point of Contact]?  
EMAIL ADDRESS \_\_\_\_\_@\_\_\_\_\_

**GENERIC THANK YOU.** Thank you so much for your time.

**END.** Thank you. Those are all of the questions that I have. If your office is eligible, RTI International, the data collection agent for the Bureau of Justice Statistics, will send you the survey using the contact information provided soon. We thank you for your cooperation. If you have any questions in the meantime, please call us toll free at 1-XXX-XXXX. Thank you for your time.

## **Appendix B**

### **2019 Census of Publicly Funded Forensic Crime Laboratories Cognitive Testing Recruitment Materials**

- B-1:** American Society of Crime Laboratory Directors (ASCLD) email outreach
- B-2:** Email Invitation to Participate in Cognitive Interviews
- B-3:** Cognitive Interview Screener Questions script
- B-4:** ASCLD reminder message
- B-5:** Thank You Letter to Cognitive Interview Participants

## Appendix B-1:

### American Society of Crime Laboratory Directors (ASCLD) email outreach

Email Subject: Invitation to Participate in Important Crime Laboratory Study

Dear Colleagues,

We hope that you, your families and loved ones, and your staff are healthy and safe through these unprecedented times. We know that you are facing a lot of ever-evolving needs as the pandemic continues to impact personal and professional life.

**For those who are feeling very challenged by the times and are unable to do anything beyond what you are currently doing, please accept our hope that things improve for you, continue to do your important work, and read no further.**

**For those who have more time on their hands, we write to ask for volunteers to participate in an important study regarding our forensic laboratory community.**

The U.S. Department of Justice's Bureau of Justice Statistics (BJS) is preparing to conduct the fifth Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) in 2019. This survey was last conducted in 2014 and is designed to gather data on current services offered by publicly funded crime laboratories and the challenges you face.

With input from subject matter experts and crime laboratory stakeholders, BJS and RTI international, BJS's data collection agent for this survey, have developed a new questionnaire and we are asking for your help to refine the instrument. The perspectives you share will give us the information we need to refine the CPFFCL instrument to reduce burden while producing meaningful, relevant, and timely statistics to serve the crime laboratory community.

If you are interested in participating, please contact RTI using the contact information below. The research effort would involve participating in a 60-minute telephone interview with RTI's staff. RTI will email you the survey the day of the interview. During the interview, you and the RTI staff member will review the questionnaire together to discuss the clarity, meaning, and your understanding of the questions and answer categories. You will not be asked to complete the survey. BJS is merely testing to see if the questions and answer categories make sense, and if it would be possible for you to answer the questions. They are also interested in how long the survey would take. The feedback you provide will be carefully considered by BJS and used to improve the survey.

***If you are interested in participating, please contact Kathryn Greenwell ([kgreenwell@rti.org](mailto:kgreenwell@rti.org)) at RTI International and provide her with your name, best telephone number, and laboratory name.*** She will be in touch with you within two business days. If you have questions or comments about the project in general, you can also contact Connor Brooks ([connor.brooks@usdoj.gov](mailto:connor.brooks@usdoj.gov); 202-514-8633) at BJS.

Thank you for your time and consideration of this important study. Please stay safe.

Sincerely,

Brooke Arnone  
ASCLD President

Erin Forry  
ASCLD President-Elect

**Appendix B-2:**  
Email Invitation to Participate in Cognitive Interviews

BJS Letter – Email Attachment

Subject: Bureau of Justice Statistics Interview Request

Dear [NAME],

The U.S. Department of Justice's Bureau of Justice Statistics (BJS) is preparing to conduct the fifth Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). This survey was last conducted in 2014 (see BJS' 2014 CPFFCL [Resources and Services](#) Report). We are aware that the work in your office has likely changed over the past 5 years and we are making updates and improvements to the forthcoming CPFFCL survey. We are asking for your help to improve the instrument. The perspectives you share will give us the information we need to refine the CPFFCL instrument in a way that will reduce burden while producing meaningful, relevant, and timely statistics to serve the crime laboratory community.

To help us ensure that this year's data collection is successful in gathering information that is helpful both to BJS and the forensic community and jurisdictions they serve, we would like you to complete an interview in which you will go through the revised survey and share your feedback with us.

If you agree to participate and your laboratory is eligible, we will set up a 60-minute telephone interview with you and staff of our data collection agent, RTI International. RTI will e-mail you the survey. During this interview, you and the RTI staff member will review part of the questionnaire to discuss the clarity, meaning, and your understanding of the questions and answer categories. You will not be asked to complete the survey. We are testing to see if the questions and answer categories make sense, and if it would be possible for your office to answer the questions. We are also asking for you to estimate the time it would take to complete the survey. The feedback you provide will be carefully considered by BJS and used to improve next year's survey.

Please feel free to contact me if you have any questions or concerns about this request at [Connor.Brooks@usdoj.gov](mailto:Connor.Brooks@usdoj.gov) or 202-514-8633. Thank you for your time and consideration.

Sincerely,

Connor Brooks  
CPFFCL Program Manager  
Bureau of Justice Statistics

## Appendix B-3:

### Cognitive Interview Screener Questions

OUTBOUND CALL: Hello. May I please speak with [Prospective Cognitive Interviewee]?

REPEAT INTRODUCTION AS NECESSARY FOR NUMEROUS GATEKEEPERS.

My name is [Recruiter Name] and I work for RTI International, an independent nonprofit research organization.

I am calling you in response to the email you sent indicating that you would be willing to participate in an interview that will inform revisions to the 2019 Census of Publicly Funded Forensic Crime Laboratories, also called CPPFFCL. Specifically, you responded to an email from the American Society of Crime Laboratory Directors (ASCLD) leadership regarding these interviews that are being conducted by RTI on behalf of the Bureau of Justice Statistics.

As the ASCLD message conveyed, this survey was last conducted in 2014 and we would like to enlist your help to revise the questionnaire. We have developed a new questionnaire based on input from leaders in the field. We would like you to participate in an interview with the new version of the survey and share your feedback on it. This will help us ensure that this year's data collection is successful in gathering data that is helpful both to BJS and to your offices and jurisdictions.

If you agree, we will ask you to confirm a few questions today about your laboratory to determine your laboratory's eligibility. If eligible, we would then ask you take part in an-hour long interview with me and another colleague. We will schedule an interview with you either in person or over the phone to walk the questionnaire—asking you the survey questions and then asking for your feedback on those questions. The feedback you provide will be carefully considered by BJS and used to improve next year's survey.

Does this sound like something that you would still be interested in?

IF NO: Thank you so much for your time!

IF YES: Great! Thank you for your interest. Please note that we are hoping to get a variety of respondents from around the U.S. representing a diverse set of laboratories so that, for example, we avoid having only state laboratory systems in a given Census region represented. Thus, I would like for you to confirm a few points of information we have about your laboratory so that we can determine study eligibility. Do you have 5 minutes now to confirm some basic information about your laboratory?

- 1 YES [GO TO 1]
- 2 NO [SET FOR CALLBACK]
- 3 NOT AVAILABLE NOW [SET FOR CALLBACK]

1. First, what is your full name and position? \_\_\_\_\_
2. In case we get accidentally disconnected, could you give me the best phone and email address to reach you?  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_



3. I have [LABORATORY NAME] as the full name of your laboratory/laboratory system. Is that correct?
  - 1 YES
  - 2 NO – What is the correct name of your laboratory/laboratory system?  
\_\_\_\_\_
  
4. Can you confirm that your [LABORATORY NAME] is located in [CITY, STATE]?
  - 1 YES
  - 2 NO – What is the correct location of your lab? \_\_\_\_\_
  
5. We believe that the [LABORATORY NAME] is governed by a FEDERAL/STATE/COUNTY/MUNICIPAL government entity. Is this correct?
  - 1 YES
  - 2 NO – What level of government oversees your lab? \_\_\_\_\_
  
6. About how many full-time personnel does your laboratory/laboratory system have? An estimate is fine. \_\_\_\_\_

[LAB ELIGIBLE]: Based on what you have confirmed, you are eligible for the cognitive interviews. May we go ahead and set up a time when we can interview you? [IF YES, SET UP HOUR-LONG INTERVIEW. IF NO, SET FOR CALLBACK OR EMAIL.]

[LAB INELIGIBLE]: Based on what you have told me, you are ineligible for the cognitive interviews because we already have good representation of laboratories or laboratory systems that resemble the characteristics that you have confirmed with me. We really appreciate your interest in helping us improve the survey, and the time that you have spent on the telephone with me today telling me about your laboratory. Please look for the CPPFCL survey towards the end of 2020 or beginning of 2021.

If you have any questions in the meantime, please call me at 1-XXX-XXXX. Thank you for your time and interest in the 2019 Census of Publicly Funded Forensic Crime Laboratories.

If you have any questions you can contact [ME/INTERVIEWER] at [NUMBER] or [EMAIL], or contact Connor Brooks ([Connor.Brooks@usdoj.gov](mailto:Connor.Brooks@usdoj.gov); 202-514-8633) if you have any questions or concerns about this request.

## Appendix B-4:

### ASCLD reminder message

NOTE: The following message would be inserted as a forward from the original message (see Appendix B-1) to the ASCLD crime laboratory director distribution list two weeks after the initial message was sent if more cognitive interviews are needed.

Email Subject: FWD: Invitation to Participate in Important Crime Laboratory Study

Dear Colleagues:

We hope that you and your staff are healthy and safe.

As a follow up to our message below, and on behalf of the Bureau of Justice Statistics, we would like to thank those who have contacted RTI International (RTI) to participate in the Census of Publicly Funded Forensic Crime Laboratories cognitive interviews.

If you have not reached out and are able to participate, RTI is still seeking volunteers and has let us know that more interviews would be helpful to improve the instrument. Thus, if you have time and are willing to donate an hour of your time to this effort, please contact please contact Kathryn Greenwell ([kgreenwell@rti.org](mailto:kgreenwell@rti.org)) at RTI International. She will have a few eligibility questions to ask you so that RTI can ensure that they have a diverse sample of respondents.

Thank you for your time and consideration of this important study. Please stay safe.

Sincerely,

Brooke Arnone  
ASCLD President

Erin Forry  
ASCLD President-Elect

## Appendix B-5:

### Thank You Letter to Cognitive Interview Participants



DATE

NAME

CRIME LAB NAME

ADDRESS 1

CITY, STATE ZIP

Dear [NAME]:

On behalf of the Bureau of Justice Statistics (BJS) and RTI International, thank you for participating in the interviews to test the Bureau of Justice Statistics' draft instrument for the Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) on DATE. We know that you are very busy with your important work and are thus honored that you so generously offered your time and expertise to assist us.

The perspectives you shared along with that of the other subject matter experts and crime laboratory stakeholders we interviewed, have given us the information we need to refine the CPFFCL instrument in a way that will reduce burden while producing meaningful, relevant, and timely statistics to serve the crime laboratory community.

For your invaluable insight, time, and expertise, we extend our deepest appreciation.

Should you have any questions about CPFFCL or have further thoughts to share, please do not hesitate to contact us.

Gratefully yours,

Connor Brooks  
BJS CPFFCL Program  
Manager

202-514-8633

[Connor.Brooks@usdoj.gov](mailto:Connor.Brooks@usdoj.gov)

Jeri Roper-Miller  
CPFFCL Principal  
Investigator

919-485-5685

[Jerimiller@rti.org](mailto:Jerimiller@rti.org)

Amanda Smith  
CPFFCL Survey  
Methodologist

919-541-6249

[acsmith@rti.org](mailto:acsmith@rti.org)

## **Appendix C**

### **2019 Census of Publicly Funded Forensic Crime Laboratories Cognitive Testing Informed Consent**

- C-1: CPFFCL Informed Consent Form for Participants**
- C-2: CPFFCL Informed Consent Form for Interviewers**

**Appendix C-1**

**CPFFCL Informed Consent Form for Participants**

## **2019 Census of Publicly Funded Forensic Crime Laboratories Cognitive Testing Informed Consent**

**What is the purpose of the interview?** The interview is part of a research study that is being conducted by the Bureau of Justice Statistics (BJS). The purpose of the interview is to receive feedback on the 2019 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL).

**What will happen during the testing?** The interview will take approximately 60 minutes. You will be asked to read through the CPFFCL survey as if you were completing it on your own. During the survey I will stop you and ask you some questions about the survey and whether the questions make sense and are easy to answer. The interview will also involve audio recording your comments for later analysis. The audio recording will only be heard by authorized project staff and your name will never be used. You can choose not to be audio recorded.

**Why was I chosen?** You were chosen because you responded to a message from the American Society of Crime Laboratory Directors message, your laboratory or laboratory system was eligible to participate in this effort, and because you are a forensic crime laboratory stakeholder. Participants represent the types of people who will take part in the 2019 CPFFCL Survey.

**Are there risks?** There is no expected risk to participating in this study. Any information that is learned during this discussion will not be shared with anyone outside the CPFFCL project staff.

**Are there benefits?** There are no expected direct benefits to you for participating in this study.

**What will I get for participating?** By participating you will make an important contribution to the understanding of the nation's forensic crime laboratory system.

**Do I have to participate?** Participation in this interview is entirely voluntary. You can stop the interview at any time. You can also refuse to answer any question on any form.

**Will this be kept private?** Participants' names and other identifying information will not be used in any report or publication. Everything we learn will be kept private by BJS and RTI to the fullest extent of the law. Only project team members from RTI and BJS will be allowed access to this information or observe any of the interviews. You can choose not to be audio recorded or observed.

**Whom do I call if I have questions?** If you have any questions about the study, you can call the project director, Jeri Roper-Miller. Her number is 919-485-5685. If you have any questions about your rights in taking part in this study, you can call RTI's Office of Research Protection at 1-866-214-2043 (*this is a toll-free call*).

By participating in this interview, you consent to BJS and RTI using your answers to inform the survey. You are also acknowledging receipt of this consent form. If there is any part of this form that is not clear to you, be sure to ask about it before you consent.

**Appendix C-2**

**CPFFCL Informed Consent form for Interviewers**

**2019 Census of Publicly Funded Forensic Crime Laboratories  
Cognitive Testing Informed Consent**

**What is the purpose of the interview?** The interview is part of a research study that is being conducted by the Bureau of Justice Statistics (BJS). The purpose of the interview is to receive feedback on the 2019 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL).

**What will happen during the testing?** The interview will take approximately 120 minutes. You will be asked to complete the CPFFCL. During the survey I will stop you and ask you some questions about the survey and whether the questions make sense and are easy to answer. The interview will also involve audio recording your comments for later analysis. The audio recording will only be heard by authorized project staff and your name will never be used. You can choose not to be audio recorded.

**Why was I chosen?** You were chosen because you responded to a message from the American Society of Crime Laboratory Directors message, your laboratory or laboratory system was eligible to participate in this effort, and because you are a forensic crime laboratory stakeholder. Participants represent the types of people who will take part in the 2019 CPFFCL Survey.

**Are there risks?** There is no expected risk to participating in this study. Any information that is learned during this discussion will not be shared with anyone outside the CPFFCL project staff.

**Are there benefits?** There are no expected direct benefits to you for participating in this study.

**What will I get for participating?** By participating you will make an important contribution to the understanding of the nation's forensic crime laboratory system.

**Do I have to participate?** Participation in this interview is entirely voluntary. You can stop the interview at any time. You can also refuse to answer any question on any form.

**Will this be kept private?** Participants' names and other identifying information will not be used in any report or publication. Everything we learn will be kept private by BJS and RTI to the fullest extent of the law. Only project team members from RTI and BJS will be allowed access to this information or observe any of the interviews. You can choose not to be audio recorded or observed.

**Whom do I call if I have questions?** If you have any questions about the study, you can call the project director, Jeri Roper-Miller. Her number is 919-485-5685. If you have any questions about your rights in taking part in this study, you can call RTI's Office of Research Protection at 1-866-214-2043 (*this is a toll-free call*).

By participating in this interview, you consent to BJS and RTI using your answers to inform the survey. You are also acknowledging receipt of this consent form. If there is any part of this form that is not clear to you, be sure to ask about it before you consent.

Do you have any questions?

Do we have permission to continue with the interview?

Yes

No



Do we have your permission to audio record this discussion?

Yes

No

IF OBSERVER: Do you agree to have an observer sit in on this interview?

Yes

No

I certify that the nature, purpose, and privacy policy associated with participating in this research have been explained to the participant and the participant has given their consent to participate in this cognitive interview. Decisions whether or not to record or allow observers were the decisions of the participant.

---

*Signature of Interviewer*

---

*Date*

**Appendix D**

**2019 Census of Publicly Funded Forensic Crime Laboratories Instrument**

Dear [NAME],

Thank you for participating in the testing of the Bureau of Justice Statistics' draft instrument for the forthcoming Census of Publicly Funded Forensic Crime Laboratories (2020). Your effort will ensure that our instrument is easily understood, is capturing the desired data, and is relevant to the work you and offices like yours are doing in the field of forensics.

The attached survey instrument is being provided to you only for reference ahead of your scheduled interview session with a member of the RTI team. Please do not complete this survey and return it. At this point, we are interested to know how you interpret the questions and would go about answering them. We are not collecting the actual answers at this time.

Please feel free to review the survey before your scheduled interview to gather any thoughts or comments you would like to share with us. If you have any questions about the process please, feel free to contact me at [Connor.Brooks@usdoj.gov](mailto:Connor.Brooks@usdoj.gov) or 202-514-8633, or a member of the RTI data collection team at XXXXX.

Thank you again for your participation.

Sincerely,

Connor Brooks  
CPFFCL Program Manager  
Bureau of Justice Statistics

**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 <b>YES</b> , 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 <b>YES</b> , 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 <b>YES</b> , 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 <b>YES</b> , 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 <b>YES</b> , 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 <b>YES</b> , 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 <b>YES</b> , 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			
<b>Total (Sum a-g)</b>			

**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"/>

For Reference Only



## 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"/>					

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

For Reference Only

## 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.



## **Appendix E**

### **2019 Census of Publicly Funded Forensic Crime Laboratories Cognitive Interviewing Protocol**

# Cognitive Interview Protocol

Participant Number \_\_\_\_\_

Date of Interview \_\_\_\_\_

READ (OR PARAPHRASE) THE FOLLOWING TO THE SUBJECT AFTER THE INFORMED CONSENT IS SIGNED:

On behalf of the Bureau of Justice Statistics and the project team at RTI, thank you for participating in the testing of the 2019 Census of Publicly Funded Forensic Crime Laboratories. We're talking today because we want to see how well people understand these questions and how they might answer them.

During this process, you and I will go through the survey items together to understand how you would answer them. You do not need to provide exact answers or numbers at this point. For those questions for which you would need to do additional research, please tell me whether you would be able to answer the question and, if so, how long it would take to get the answer. However, please **let me know if you would not be able to provide exact numbers** when we are actually collecting these data next year.

I may stop you and ask how you came up with your answer, or what specifically you were thinking about. These questions will help me understand your thought process when answering the questions.

There are no right or wrong answers to the questions I ask. Our goal is to make sure that the questions make sense and that people like yourself can answer them and follow the questionnaire instructions easily. You can help us by pointing out anything you find confusing or unclear. If something doesn't make sense, please tell me that and why that phrase or item is unclear. Or, if you're not sure about your response, please tell me that too.

Do you have any questions? [ANSWER ANY QUESTIONS]

Ok, let's begin.

First, I have a few general questions about you.

*Probe1. What is your job title?*

*Probe2. How long have you been in this position?*

*Probe3. (If needed) How long have you been at your agency?*

**Directions:** This survey form is for reference only. It has been provided so that you may review the questions ahead of time before you and a project team member conduct the interview.

**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)

*Probe1. Is this question clear or is there anything about it that you found confusing?*  
*Probe2. [If needed] Is there anything missing from this list? Or is there anything on this list that you think should be removed?*

**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 <b>YES</b> , 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 <b>YES</b> , 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 <b>YES</b> , 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 <b>YES</b> , 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 <b>YES</b> , 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 <b>YES</b> , 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 <b>YES</b> , 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

**Probe1.** Are all of the response options clear, or are there any that are confusing?

**Probe3.** What do you think we mean by the term “request” in response question A8?

**Probe3a.** Does the use of term “request” make sense and seem appropriate in this context? If no, is there a different term that you think we should be using?

**Probe4.** In your own words, what do you think we mean by the term “item” in question A9?

**Probe4a.** Does the use of the term “item” make sense and seem appropriate in this context? If no, is there a different term that you think we should be using?

### **Section Wrap-Up**

**Probe1.** Were there any items in this section that we haven’t already discussed that you would like to? **Probe2.** Overall, how easy or difficult would it be to respond to the items in this section?

## 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

*Probe1. How easy or difficult will it be for you to come up with this number?*

*Probe2. What time frame are you thinking about when answering this question? [If needed – Fiscal year? calendar year?]*

*Probe3. Would you be able to answer this question for 2019, even if the survey was being fielded in the fall 2020 or early 2021?*

*Probe4. Were these items clear, or was there anything about them that you found confusing?*

*Probe2. [If B1c= Fiscal Year] When does your fiscal year begin and end?*

**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 Wrap-Up

*Probe1. Were there any items in this section that we haven't already discussed that you would like to?*

*Probe2. Overall, how easy or difficult would it be to respond to the items in this section?*

## 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			
<b>Total (Sum a-g)</b>			

*Probe1. How easy or difficult would it be to obtain these numbers?*

*Probe2. What would be involved in obtaining these numbers for your office?*

*Probe2a. How long do you think it would take to get these numbers?*

*Probe3. Are there any personnel categories for which you would have trouble providing staff numbers? If so, which ones?*

*Probe4. Is there a difference between "in training" and "entry-level"? If so, what?*

*Probe4a. Is there a more appropriate way to differentiate between those in training and entry level?*

*Probe5. Are there any scenarios here where you would not know where to put an employee (i.e., fits in multiple categories, missing category)?*

*Probe6. Is "other" important here? If yes, what type of employee might you put there?*

*Probe7. Do you think it matters for reporting purposes if the vacancies are full-time or part-time?*

*Probe8. Would you be able to answer this question for 2019, even if the survey was being fielded in late 2020 or early 2021?*

**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

*Probe1. What would be involved in obtaining these numbers for your office?*

*Probe2. How long do you think it would take to get these numbers?*

*Probe3. Would you have trouble providing numbers for either of these personnel categories? If so, which ones?*

*Probe3a. Would an estimate box be helpful here?*

*Probe4. Should this question be combined with previous question such that the consultants/contractors and interns each have their own column?*

*Probe5. Do you think this information is important to know on a national scale?*

*Probe6. Would you be able to answer this question for 2019, even if the survey was being fielded in the fall 2020?*

**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

*Probe1. What would be involved in obtaining these numbers for your office?*

*Probe2. How long do you think it would take to get these numbers?*

*Probe3. Would an estimate box be helpful here?*

*Probe4. Do you think this information is important to know on a national scale?*

*Probe5. Would you be able to answer this question for 2019, even if the survey was being fielded in the fall 2020 or early 2021?*

**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 Wrap-Up**

- Probe1. Were there any items in this section that we haven't already discussed that you would like to?*
- Probe2. Overall, how easy or difficult would it be to respond to the items in this section?*



## 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

*Probe1. What do you think we mean by the word "request" in this question?*

*Probe2. What do you think we mean by the word "item" in this question?*

*Probe3. What would be involved in obtaining these numbers for your office?*

*Probe4. How long do you think it would take to get these numbers?*

*Probe5. Would you be able to answer this question for 2019, even if the survey was being fielded in the fall 2020 or early 2021?*

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"/>					

Mark here if any of the numbers provided in D3-D12 are estimates.

- Probe1.** Does the word “requests” make sense and seem appropriate for each of these categories. If no, which ones?  
**Probe2.** Does the word “item” make sense and seem appropriate for each of these categories? If no, which ones?  
**Probe 3.** What are your thoughts on the format of this question? Is it easy or difficult to follow?  
**Probe4.** What would be involved in obtaining these numbers for your office?  
**Probe5.** How long do you think it would take to get these numbers? Are any of the numbers easier or more difficult to obtain compared to the others?  
**Probe6.** Are there any categories that you would add or remove from this question series?  
**Probe7.** Would you be able to answer this question for 2019, even if the survey was being fielded in the fall 2020 or early 2021?  
**Probe8.** Is this table format easy to follow? Can you think of a better way to ask this series of questions?

### 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**

*Probe 1. What are your thoughts on the format of this series of questions? Is it easy or difficult to follow?*

*Probe1a. Compared to the last grid of items [show previous grid], do you think this is easier to follow? More difficult?*

*Probe2. What would be involved in obtaining these numbers for your office?*

*Probe3. How long do you think it would take to get these numbers? Are any of the numbers easier or more difficult to obtain compared to the others?*

*Probe4. Was it easy or difficult to follow and break out reporting for forensic biology sub items, and their sub items?*

*Probe5. Would you be able to answer this question for 2019, even if the survey was being fielded in the fall 2020?*

**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

*Probe1. What does digital data mean to you?*

*Probe2. Do these response categories seem appropriate and make sense? Or are there other time frames that would make more sense?*

**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

*Probe1. What does digital data storage mean to you?*

*Probe2. What would be an appropriate format for a response for this question (decimal format, number of digits)?*

*Probe3. What would be involved in obtaining this number for your office?*

*Probe4. How long do you think it would take to get this number?*

### **Section Wrap-Up**

*Probe1. Were there any items in this section that we haven't already discussed that you would like to?*

*Probe2. Overall, how easy or difficult would it be to respond to the items in this section?*

**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"/>

*Probe1. Is this question clear, or is there anything about it that is confusing?*

**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 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"

*Probe1. Do you think that the definition that we are using here for outsourcing is appropriate and clear?*  
*Probe1a. Are there any situations for outsourcing that this definition would not cover?*

*Probe2. Is this item easier here? Or under the budget section?*  
*Probe3. How easy or difficult will it be for you to come up with this number?*  
*Probe4. Would you be able to answer this question for 2019, even if the survey was being fielded in the fall 2020?*  
*Probe5. Would an estimate box be helpful here?*

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

- Yes
- No

**Section Wrap-Up**

*Probe1. Were there any items in this section that we haven't already discussed that you would like to?*  
*Probe2. Overall, how easy or difficult would it be to respond to the items in this section?*

**Section F: Quality Assurance**

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

- Yes
- No

*Probe1. What do you think we mean by "accreditation" in this question?*

**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"/>

*Probe1. Are there additional accrediting standards that you would add to this question?*

*Probe2. Is this question clear, or is there anything about it that is confusing or unclear?*

**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"/>

*Probe1. Are there any accrediting bodies that you would add or remove from this question? If so, which ones?*

*Probe2. Are these accrediting bodies listed in a way that makes it easy for you to answer the question?*

*Probe3. Are you familiar with these accrediting bodies? If not, which ones?*

*Probe4. Is there a reason to indicate which disciplines are accredited for a laboratory?*

**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"/>

*Probe1. Do you think that the definition of competency that we are using here is appropriate and clear?*

*Probe2. How easy or difficult would it be to answer these questions?*

*Probe3. [For F9] Are there any additional categories that need to be added to this question?*

**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.

*Probe1. What does “technical reviews” mean to you?*

*Probe2. Do the “none, some, all” response options make sense given the way that your laboratory operates? If no, what options would be more appropriate?*

*Probe3. In your opinion, would ‘some’ account for technical reviews completed through outsourcing? Or would or could it also account for internal reviews?*

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

	Yes	No
a. 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"/>

*Probe1. How easy or difficult would it be to answer this question?*

*Probe2. Do you think this information is important to know on a national scale?*

*Probe3. Are there any other items that would be important to include here?*

**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"/>

*Probe1. What does “access” to these resources mean to you?*  
*Probe2. What does “behavior and stress management” resources mean to you?*  
*Probe3. What does a “mental health debrief” mean to you?*  
*Probe4. What does a “proactive resiliency program” mean to you?*  
*Probe5. Are there any safety and wellness resources that should be included but are not on the list?*

**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.

**Cognitive Interview Wrap up**

- Probe1. Thinking about the survey as a whole, was there anything confusing or unclear that we haven’t already discussed?*
- Probe2. How long do you think it would take to respond to this survey?*
- Probe3. Would you need to work with others to respond to these questions (i.e., would this be a “group effort”?)*
- Probe 4. Do you think it would be feasible to respond given the current work environment due to Covid-19? Please explain.*
- Probe 5. Could you think of any issues that might make completing difficult once you return to a normal work schedule?*
- Probe 6. How easy is it to pull 2-year-old data? (For context, we might have to launch data collection in early 2021. If we have to launch in early 2021, it would may make more sense to collect 2020 data, but we don’t want data that is skewed from the norm because of COVID-19 slowdowns, decreases in workload, different levels of operations, etc. So our aim is to still collect 2019 data, which would be 2 years old by the time we launch).*
- Probe 6. How does your lab, or how might your lab, use data collected from the census? Are there any ways you currently utilize census data?*



Office of Research Protection

3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA  
 Telephone 919-316-3358 ■ Toll Free 1-866-214-2043 ■ Fax 919-316-3897 ■ www.rti.org

NOT HUMAN RESEARCH DETERMINATION

January 4, 2019

[Jeri Ropero Miller](#)

919-485-5685, x25685

jerimiller@rti.org

Dear [Jeri Ropero Miller](#):

On 1/4/2019, the IRB reviewed the following protocol:

Type of Review:	Initial Study
Title:	Census of Publicly Funded Forensic Crime Laboratories
Investigator:	Jeri Ropero Miller
IRB ID:	STUDY00020443
Funding Source:	Dept of Justice BJS
Customer/Client Name:	Dept of Justice BJS
Project/Proposal Number:	0216652
IND, IDE, or HDE:	None

The IRB determined that the proposed activity is not research involving human subjects as defined by DHHS regulations.

Although RTI IRB oversight of this activity is not required, this determination applies only to the activities described in the IRB submission and may not apply should any changes be made. If the nature or scope of the activity changes and there are questions about whether the revised activities constitute human subjects research, you should contact the IRB to discuss whether a new submission and determination is necessary.

Sincerely,  
 The RTI Office of Research Protection