CPFFCL 2020 Attachments

Attachment 1. 34 U.S.C. §10131–10132

Attachment 2. 2020 CPFFCL questionnaire: Formatted paper instrument

Attachment 3. 2020 CPFFCL questionnaire: Example screen shots of web instruments

Attachment 4. 60-day Federal Register Notice

Attachment 5. 30-day Federal Register Notice

Attachment 6. Pre-notification letter

Attachment 7. Survey invitation cover letter

Attachment 8. Survey invitation email

Attachment 9. 1st reminder – postcard

Attachment 10. 1st reminder – email

Attachment 11. 2nd reminder – letter

Attachment 12. 3rd reminder – email

Attachment 13. 3rd reminder – letter

Attachment 14. 4th reminder – letter

Attachment 15. 5th reminder – postcard

Attachment 16. Data quality follow-up telephone script

Attachment 17. Sample call script for telephone prompting calls

Attachment 18. Sample call script for nonresponse telephone calls

Attachment 19. End-of-Study letter

Attachment 20. End-of-Study email

Attachment 21. Thank you letter

Attachment 22. Letter of Support: American Society of Crime Laboratory Directors (ASCLD)

Attachment 23. Data quality assessment of 2014 CPFFCL

Attachment 24. Cognitive testing report

Attachment 1. 34 U.S.C. §10131–10132

§10131. Statement of purpose

It is the purpose of this subchapter to provide for and encourage the collection and analysis of statistical information concerning crime, juvenile delinquency, and the operation of the criminal justice system and related aspects of the civil justice system and to support the development of information and statistical systems at the Federal, State, and local levels to improve the efforts of these levels of government to measure and understand the levels of crime, juvenile delinquency, and the operation of the criminal justice system and related aspects of the civil justice system. The Bureau shall utilize to the maximum extent feasible State governmental organizations and facilities responsible for the collection and analysis of criminal justice data and statistics. In carrying out the provisions of this subchapter, the Bureau shall give primary emphasis to the problems of State and local justice systems.

(Pub. L. 90–351, title I, §301, as added Pub. L. 96–157, §2, Dec. 27, 1979, 93 Stat. 1176; amended Pub. L. 98–473, title II, §605(a), Oct. 12, 1984, 98 Stat. 2079.)

§10132. Bureau of Justice Statistics

(a) Establishment

There is established within the Department of Justice, under the general authority of the Attorney General, a Bureau of Justice Statistics (hereinafter referred to in this subchapter as "Bureau").

(b) Appointment of Director; experience; authority; restrictions

The Bureau shall be headed by a Directorappointed by the President. The Director shall have had experience in statistical programs. The Director shall have final authority for all grants, cooperative agreements, and contracts awarded by the Bureau. The Director shall be responsible for the integrity of data and statistics and shall protect against improper or illegal use or disclosure. The Director shall report to the Attorney General through the Assistant Attorney General. The Director shall not engage in any other employment than that of serving as Director; nor shall the Director hold any office in, or act in any capacity for, any organization, agency, or institution with which the Bureau makes any contract or other arrangement under this Act.

(c) Duties and functions of Bureau

The Bureau is authorized to—

(1) make grants to, or enter into cooperative agreements or contracts with public agencies, institutions of higher education, private organizations, or private individuals for purposes related to this subchapter; grants shall be made subject to continuing compliance with standards for gathering justice statistics set forth in rules and regulations promulgated by the Director;

(2) collect and analyze information concerning criminal victimization, including crimes against the elderly, and civil disputes;

(3) collect and analyze data that will serve as a continuous and comparable national social indication of the prevalence, incidence, rates, extent, distribution, and attributes of crime, juvenile delinquency, civil disputes, and other statistical factors related to crime, civil disputes, and juvenile delinquency, in support of national, State, tribal, and local justice policy and decisionmaking;

(4) collect and analyze statistical information, concerning the operations of the criminal justice system at the Federal, State, tribal, and local levels;

(5) collect and analyze statistical information concerning the prevalence, incidence, rates, extent, distribution, and attributes of crime, and juvenile delinquency, at the Federal, State, tribal, and local levels;

(6) analyze the correlates of crime, civil disputes and juvenile delinquency, by the use of statistical information, about criminal and civil justice systems at the Federal, State, tribal, and local levels, and about the extent, distribution and attributes of crime, and juvenile delinquency, in the Nation and at the Federal, State, tribal, and local levels;

(7) compile, collate, analyze, publish, and disseminate uniform national statistics concerning all aspects of criminal justice and related aspects of civil justice, crime, including crimes against the elderly, juvenile delinquency, criminal offenders, juvenile delinquents, and civil disputes in the various States and in Indian country;

(8) recommend national standards for justice statistics and for insuring the reliability and validity of justice statistics supplied pursuant to this chapter;

(9) maintain liaison with the judicial branches of the Federal Government and State and tribal governments in matters relating to justice statistics, and cooperate with the judicial branch in assuring as much uniformity as feasible in statistical systems of the executive and judicial branches;

(10) provide information to the President, the Congress, the judiciary, State, tribal, and local governments, and the general public on justice statistics;

(11) establish or assist in the establishment of a system to provide State, tribal, and local governments with access to Federal informational resources useful in the planning, implementation, and evaluation of programs under this Act;

(12) conduct or support research relating to methods of gathering or analyzing justice statistics;

(13) provide for the development of justice information systems programs and assistance to the States, Indian tribes, and units of local government relating to collection, analysis, or dissemination of justice statistics;

(14) develop and maintain a data processing capability to support the collection, aggregation, analysis and dissemination of information on the incidence of crime and the operation of the criminal justice system;

(15) collect, analyze and disseminate comprehensive Federal justice transaction statistics (including statistics on issues of Federal justice interest such as public fraud and high technology crime) and to provide technical assistance to and work jointly with other Federal agencies to improve the availability and quality of Federal justice data;

(16) provide for the collection, compilation, analysis, publication and dissemination of information and statistics about the prevalence, incidence, rates, extent, distribution and attributes of drug offenses, drug related offenses and drug dependent offenders and further provide for the establishment of a national clearinghouse to maintain and update a comprehensive and timely data base on all criminal justice aspects of the drug crisis and to disseminate such information;

(17) provide for the collection, analysis, dissemination and publication of statistics on the condition and progress of drug control activities at the Federal, State, tribal, and local levels with particular attention to programs and intervention efforts demonstrated to be of value in the overall national anti-drug strategy and to provide for the establishment of a national clearinghouse for the gathering of data generated by Federal, State, tribal, and local criminal justice agencies on their drug enforcement activities;

(18) provide for the development and enhancement of State, tribal, and local criminal justice information systems, and the standardization of data reporting relating to the collection, analysis or dissemination of data and statistics about drug offenses, drug related offenses, or drug dependent offenders;

(19) provide for improvements in the accuracy, quality, timeliness, immediate accessibility, and integration of State and tribal criminal history and related records, support the development and enhancement of national systems of criminal history and related records including the National Instant Criminal Background Check System, the National Incident-Based Reporting System, and the records of the National Crime Information Center, facilitate State and tribal participation in national records and information systems, and support statistical research for critical analysis of the improvement and utilization of criminal history records;

(20) maintain liaison with State, tribal, and local governments and governments of other nations concerning justice statistics;

(21) cooperate in and participate with national and international organizations in the development of uniform justice statistics;

(22) ensure conformance with security and privacy requirement of section 10231 of this title and identify, analyze, and participate in the development and implementation of privacy, security and information policies which impact on Federal, tribal, and State criminal justice operations and related statistical activities; and

(23) exercise the powers and functions set out in subchapter VII.

(d) Justice statistical collection, analysis, and dissemination
(1) *In general*

To ensure that all justice statistical collection, analysis, and dissemination is carried out in a

coordinated manner, the Director is authorized to—

(A) utilize, with their consent, the services, equipment, records, personnel, information, and facilities of other Federal, State, local, and private agencies and instrumentalities with or without reimbursement therefor, and to enter into agreements with such agencies and instrumentalities for purposes of data collection and analysis;

(B) confer and cooperate with State, municipal, and other local agencies;

(C) request such information, data, and reports from any Federal agency as may be required to carry out the purposes of this chapter;

(D) seek the cooperation of the judicial branch of the Federal Government in gathering data from criminal justice records;

(E) encourage replication, coordination and sharing among justice agencies regarding information systems, information policy, and data; and

(F) confer and cooperate with Federal statistical agencies as needed to carry out the purposes of this subchapter, including by entering into cooperative data sharing agreements in conformity with all laws and regulations applicable to the disclosure and use of data.

(2) *Consultation with Indian tribes*

The Director, acting jointly with the Assistant Secretary for Indian Affairs (acting through the Office of Justice Services) and the Director of the Federal Bureau of Investigation, shall work with Indian tribes and tribal law enforcement agencies to establish and implement such tribal data collection systems as the Director determines to be necessary to achieve the purposes of this section.

(e) Furnishing of information, data, or reports by Federal agencies

Federal agencies requested to furnish information, data, or reports pursuant to subsection (d)(1)(C) shall provide such information to the Bureau as is required to carry out the purposes of this section.

(f) Consultation with representatives of State, tribal, and local government and judiciary

In recommending standards for gathering justice statistics under this section, the Director shall consult with representatives of State, tribal, and local government, including, where appropriate, representatives of the judiciary.

(g) Reports

Not later than 1 year after July 29, 2010, and annually thereafter, the Director shall submit to Congress a report describing the data collected and analyzed under this section relating to crimes in Indian country.

(Pub. L. 90–351, title I, §302, as added Pub. L. 96–157, §2, Dec. 27, 1979, 93 Stat. 1176; amended Pub. L. 98–473, title II, §605(b), Oct. 12, 1984, 98 Stat. 2079; Pub. L. 100–690, title VI, §6092(a), Nov. 18, 1988, 102 Stat. 4339; Pub. L. 103–322, title XXXIII, §330001(h)(2),

Sept. 13, 1994, 108 Stat. 2139; Pub. L. 109–162, title XI, §1115(a), Jan. 5, 2006, 119 Stat. 3103; Pub. L. 111–211, title II, §251(b), July 29, 2010, 124 Stat. 2297; Pub. L. 112–166, §2(h)(1), Aug. 10, 2012, 126 Stat. 1285.)

Attachment 2. 2020 CPFFCL Questionnaire: Formatted paper instrument

Form CFCL-20 OMB No. XXXX-XXXX: Approval Expires MM/DD/YYYY

2020 Census of Publicly Funded Forensic Crime Laboratories

U.S. Department of Justice, Bureau of Justice Statistics

Acting as collection agent: RTI International

Please use this form to provide information on behalf of the following agency:

[FILL AGENCY NAME HERE]

If the agency name printed above is incorrect, please call us at 1-800-XXX-XXXX.

Survey Instructions:

- Submit this form using one of the following four methods:
  - **Online:** www.bjsforensics.org
    - Agency ID: ☐
    - Password: ☐
  - **E-mail:** bjsforensics@rti.org
  - **Fax:** 1-XXX-XXX-XXXX (toll-free)
  - **Mail:** Use the enclosed postage-paid envelope
- Please do not leave any items blank.
- If the answer to a question is none or zero, write "0" in the space provided. When exact numeric answers are not available, provide estimates and indicate that the answer is estimated using the provided checkbox.
- Use blue or black ink and print as neatly as possible.
- Use an X when marking an answer in a box.

Indicate who completed this form. We are only collecting this information to identify a point of contact for questions related to the survey responses. This information will not be shared or published.

Name: ☐ *Last Name* ☐ *First Name* ☐ *MI*

Title: ☐

Phone: ☐☐☐ ☐☐☐ — ☐☐☐☐ ☐ *Area Code Number Extension*

Fax: ☐☐☐ ☐☐☐ — ☐☐☐☐ *Area Code Number*

E-mail: ☐

Agency Website: ☐

If you have any questions, call RTI toll-free at 1-XXX-XXX-XXXX, or send an e-mail to bjsforensics@rti.org. If you have general project-related questions, please contact Connor Brooks of BJS at (202)-514-8633 or Connor.Brooks@usdoj.gov (please include "CPFFCL" in the subject line).

Section A: Organization

A1. What level of government operates this laboratory 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? *Mark one.*

- ○ 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, 2020, 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. If a laboratory includes multiple physical buildings, but is considered to be a single laboratory, please mark "No" as a response." Mark yes or no.*

- ○ Yes
- ○ No → ***Skip to A5***

A4. *If yes,* as of December 31, 2020, how many distinct laboratories were in your multi-laboratory system? *Include your own laboratory in this total.*

☐☐ Laboratories

A5. During 2020, did any of the following types or levels of government agencies submit requests for forensic services to your individual laboratory? *Mark yes or no for each row.*

	Yes	No
a. City, borough, village, or town	○	○
b. County or parish	○	○
c. State (state-wide or regional)	○	○
d. Federal (nationwide or regional)	○	○
e. Tribal lands	○	○

A6. During 2020, did your individual laboratory facility perform forensic functions with <u>controlled substances</u>? *Mark yes or no.*

- ○ Yes
- ○ No

A7. During 2020, did your individual laboratory facility perform forensic functions with <u>toxicology</u>? *Mark yes or no.*

- ○ Yes
- ○ No → ***Skip to A9***

A8. *If yes*, what specific functions did your individual laboratory facility perform? *Mark yes or no for each row.*

	Yes	No
a. Antemortem BAC analysis	○	○
b. Antemortem drug analysis	○	○
c. Postmortem analysis	○	○

A9. During 2020, did your individual laboratory facility perform forensic functions with <u>trace analysis</u>? *Mark yes or no.*

- ○ Yes
- ○ No → ***Skip to A11***

A10. *If yes*, what specific functions did your individual laboratory facility perform? *Mark yes or no for each row.*

	Yes	No
a. Chemical unknown analysis	○	○
b. Explosives analysis	○	○
c. Fire debris analysis	○	○
d. Fiber examination	○	○
e. Gunshot residue testing	○	○
f. Hair examination	○	○
g. Paint analysis	○	○
h. Other trace (please specify)	○	○

A11. During 2020, did your individual laboratory facility perform forensic functions with <u>impressions</u>? *Mark yes or no.*

- ○ Yes
- ○ No → ***Skip to A13***

A12. *If yes*, what specific functions did your individual laboratory facility perform? *Mark yes or no for each row.*

	Yes	No
a. Footwear analysis	○	○
b. Tire tread analysis	○	○

A13. During 2020, did your individual laboratory facility perform forensic functions with <u>firearms/toolmarks</u>? *Mark yes or no.*

- ○ Yes
- ○ No

A14. During 2020, did your individual laboratory facility perform forensic functions with <u>digital and multimedia evidence</u>? *Mark yes or no.*

- ○ Yes
- ○ No → ***Skip to A16***

A15. *If yes*, what specific functions did your individual laboratory facility perform? *Mark yes or no for each row.*

	Yes	No
a. Traditional cellphone (not smartphone) analysis	○	○
b. Smartphone, tablet, or mobile device analysis	○	○
c. Laptop or desktop computer analysis	○	○
d. Thumb and external drives, CDs, DVDs, or other storage media analysis	○	○
e. GPS and navigation systems analysis	○	○
f. Audio files analysis	○	○
g. Video analysis	○	○
h. Cloud and server data (including social media) analysis	○	○
i. Other analyses of digital/multimedia evidence (please specify)	○	○

A16. During 2020, did your individual laboratory facility perform forensic functions with latent prints? *Mark yes or no.*

- ○ Yes
- ○ No→ ***Skip to A18***

A17. *If yes*, what specific functions did your individual laboratory facility perform?
Mark yes or no for each row.

	Yes	No
a. Print development	○	○
b. Comparisons analysis	○	○

A18. During 2020, did your individual laboratory facility perform forensic functions with questioned documents? *Mark yes or no.*

- ○ Yes
- ○ No

A19. During 2020, did your individual laboratory facility perform forensic functions with crime scene investigation? *Mark yes or no.*

- ○ Yes
- ○ No → ***Skip to A21***

A20. *If yes*, what specific functions did your individual laboratory facility perform?
Mark yes or no for each row.

	Yes	No
a. Evidence collection	○	○
b. Scene reconstruction	○	○

A21. During 2020, did your individual laboratory facility perform forensic functions with forensic biology? *Mark yes or no.*

- ○ Yes
- ○ No→ ***Skip to A23***

A22. *If yes*, what specific functions did your individual laboratory facility perform?
Mark yes or no for each row.

	Yes	No
a. Casework– excluding sexual assault	○	○
b. Sexual assault casework	○	○
c. Convicted offender DNA samples	○	○
d. Arrestee DNA samples	○	○
e. Other DNA samples analysis (e.g., missing persons, paternity) (please specify)	○	○
f. Direct to DNA approach	○	○
g. Probabilistic genotyping	○	○

A23. During 2020, did your individual laboratory facility perform other forensic functions not already captured in A6-A22? *Mark yes or no.*

- ○ Yes
- ○ No → ***Skip to Section B: Budget***

A24. *If yes,* what other forensic functions did your laboratory facility perform?

Section B: Budget

B1. During the fiscal year that included December 31, 2020, did your individual laboratory receive funding from any of the following sources? *Mark yes or no for each funding source.*

	Yes	No
a. Asset forfeitures	○	○
b. Donations	○	○
c. Fees (e.g., case processing fees)	○	○
d. Grants - federal	○	○
e. Grants - state or local	○	○
f. Other revenue sources (please specify)	○	○

B2. What was the total operating budget for your individual laboratory for the fiscal year that included December 31, 2020? *Include all funding from sources selected in B1 (e.g., fees and grants). Include personnel budgets. Do not include budgets for building construction or major equipment purchases.*

$□□□,□□□,□□□.00 *If estimate, check here:* ☐

B3. Does your total operating budget (your answer to B2) include your entire multi-laboratory system? *Mark one.*

- ○ Yes
- ○ No
- ○ N/A – Laboratory is not part of a multi-laboratory system

B4. What are the start and end dates of your fiscal year that included December 31, 2020?

□□/□□/□□□□ to □□/□□/□□□□
M M / D D / Y Y Y Y M M / D D / Y Y Y Y

Section C: Staffing

*This next question asks for the number of employees your laboratory had in **2019.***

C1. As of December 31, 2019, how many full-time and part-time employees did your laboratory have? *Include managerial staff, clerical/administrative staff, analysts/examiners, crime scene technicians, technical support, and other staff.*

	Number of employees
a. Full-time employees	□□□
b. Part-time employees	□□□

*The remaining questions in this section ask about **2020.***

C2. How many full-time employees, part-time employees, and position vacancies in the following categories did your laboratory have as of December 31, 2020? *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 in-training			
d. Analyst/examiner full-performance			
e. Crime scene technician			
f. Technical support (e.g., laboratory technicians)			
g. Other			
Total (Sum a-g)	,	,	,

C3. As of December 31, 2020, how many personnel did you have in the following categories? *If none, enter 0.*

	Number of personnel	Number provided is an estimate
a. Consultants/contractors		☐
b. Interns		☐

C4. How many hires and separations of key personnel occurred in 2020? *Key personnel are defined: Managerial; Clerical or Administrative; all levels of Analyst/Examiner; Crime Scene Technician; and Technical Support. Mark if number was estimated.*

	Number of personnel	Number provided is an estimate
a. Hires		☐
b. Separations		☐

C5. As of December 31, 2020, how many of full-time analysts/examiners (as specified in C2d) in your individual laboratory were certified by one or more of the following entities? *If none were certified, enter '0'.*

- American Board of Criminalistics
- American Board of Forensic Anthropology
- American Board of Forensic Document Examiners
- American Board of Forensic Odontology
- American Board of Forensic Toxicology
- American Board of Medicolegal Death Investigators
- Association of Firearms and Tool Mark Examiners
- Board of Forensic Document Examiners
- Digital Forensics Certification Board
- Forensic Specialties Accreditation Board
- Forensic Toxicologist Certification Board
- International Association for Identification *(not including 10-print certification)*
- International Association for Property and Evidence
- International Association of Computer Investigative Specialists
- International Institute of Forensic Engineering Sciences
- Law Enforcement and Emergency Services Video Association

Full-time analysts/examiners

Section D: Workload

Questions D1 through D6 ask for information about your individual laboratory workload. Please consider the following definitions as you complete this section.

- **Case** – a single criminal investigation. A case may consist of more than one request to multiple disciplines/departments/units (e.g., toxicology, latent prints, and forensic biology).
- **Request** – a request for analysis by a forensic discipline/department/unit of one or more items of evidence from a single criminal investigation (i.e., case). For example, a case may result in separate requests for toxicology, digital evidence, or forensic biology. Some labs may refer to requests as "forensic service requests", "client requests", or "assignments."
- **Item** – a single piece of evidence submitted for analysis resulting from a request. There may be multiple items within a request (e.g., multiple pill bags collected from different locations from the same crime scene).
- **LIMS** – Laboratory Information Management System, a computerized system used to manage, compile, or track requests and/or evidence.

D1. As of December 31, 2020, did your individual laboratory have a Laboratory Information Management System (LIMS)? *If your laboratory's LIMS is only deployed for certain disciplines, or is being upgraded or installed, please select "yes." Mark yes or no.*

- ○ Yes
- ○ No → ***Skip to instructions before D3***

D2. *If yes,* does your LIMS allow you to track the number of requests for analysis received by your laboratory? *Mark yes or no.*

- ○ Yes
- ○ No

Questions D3-D6 ask about requests for analysis your laboratory received for reporting years 2019 and 2020. For these questions, do not include requests that your laboratory sent outside of your laboratory system for analysis. Include requests sent to other labs in your multi- laboratory system.

Include requests for controlled substances, toxicology, trace, impressions, firearms/toolmarks, digital and multimedia evidence, latent prints, questioned documents, crime scene, forensic biology casework, and DNA databasing.

D3. How many requests for analysis did your laboratory receive from January 1, 2019 through December 31, 2019?

☐☐☐,☐☐☐ Requests *If estimate, check here:* ☐

☐ Number is unknown

D4. How many requests for analysis did your laboratory receive from January 1, 2020 through December 31, 2020?

☐☐☐,☐☐☐ Requests *If estimate, check here:* ☐

☐ Number is unknown

D5. As of January 1, 2021, how many pending requests for analysis that were unreported for 30 days or longer did your laboratory have?

☐☐,☐☐☐ Requests *If estimate, check here:* ☐

☐ Number is unknown

D6. How many requests for analysis did your laboratory receive, complete, and have pending in 2020? *If an exact number is not available, please provide an estimate and check the "Estimate" box.*

	Total number of <u>new requests</u> received in 2020	Total number of <u>requests</u> completed in 2020	Total number of all <u>pending requests</u> awaiting analysis as of January 1, 2021	Total number of <u>pending requests that were unreported for 30 days or longer</u> as of January 1, 2021	N/A
a. Controlled substances	, Estimate: ☐	, Estimate: ☐	, Estimate: ☐	, Estimate: ☐	○
b. Toxicology	, Estimate: ☐	, Estimate: ☐	, Estimate: ☐	, Estimate: ☐	○
c. Trace	, Estimate: ☐	, Estimate: ☐	, Estimate: ☐	, Estimate: ☐	○
d. Impressions	, Estimate: ☐	, Estimate: ☐	, Estimate: ☐	, Estimate: ☐	○
e. Firearms/ Toolmarks	, Estimate: ☐	, Estimate: ☐	, Estimate: ☐	, Estimate: ☐	○
f. Digital & multimedia evidence	, Estimate: ☐	, Estimate: ☐	, Estimate: ☐	, Estimate: ☐	○
g. Latent prints	, Estimate: ☐	, Estimate: ☐	, Estimate: ☐	, Estimate: ☐	○
h. Questioned documents	, Estimate: ☐	, Estimate: ☐	N/A	N/A	○
i. Crime scene investigation	, Estimate: ☐	, Estimate: ☐	, Estimate: ☐	, Estimate: ☐	○
j. Forensic biology casework (including sexual assault casework) **DO NOT INCLUDE DNA DATABASING**	, Estimate: ☐	, Estimate: ☐	, Estimate: ☐	, Estimate: ☐	○
i. Sexual assault casework	, Estimate: ☐	, Estimate: ☐	, Estimate: ☐	, Estimate: ☐	○
k. DNA databasing	, Estimate: ☐	, Estimate: ☐	, Estimate: ☐	, Estimate: ☐	○
i. Convicted offender samples	, Estimate: ☐	, Estimate: ☐	, Estimate: ☐	, Estimate: ☐	○
ii. Arrestee samples	, Estimate: ☐	, Estimate: ☐	, Estimate: ☐	, Estimate: ☐	○

D7. How long does your laboratory typically retain digital evidence after analysis is completed?
Digital evidence refers to information of probative value that is stored or transmitted in binary form.

- ◯ Not applicable, because my laboratory does not perform forensic functions with digital evidence
- ◯ My laboratory does not retain or archive digital evidence

→ ***Skip to Section E: Outsourcing***

- ◯ Less than 6 months
- ◯ 6 months to less than 1 year
- ◯ 1 to less than 3 years
- ◯ 3 to less than 5 years
- ◯ 5 to less than 10 years
- ◯ 10 or more years
- ◯ Indefinitely

D8. *If your laboratory retains or archives digital evidence,* as of January 1, 2021, how much storage for digital evidence does your individual laboratory have available?
Mark if number was estimated.

☐☐ Terabytes *If estimate, check here:* ☐

Section E: Outsourcing

E1. During 2020, did your laboratory outsource the testing of any type of evidence or samples?
Outsourcing refers to contracting or procuring analytical 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 E6 on Page 10***

E2. *If yes,* where did your laboratory send outsourced requests in 2020?
Mark yes or no for each laboratory type.

	Yes	No
a. Commercial or privately funded laboratory	◯	◯
b. Publicly funded laboratory	◯	◯
c. University laboratory (public or private)	◯	◯

E3. During 2020, 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	◯	◯	◯
b. Toxicology	◯	◯	◯
c. Trace	◯	◯	◯
d. Impressions	◯	◯	◯
e. Firearms/Toolmarks	◯	◯	◯
f. Digital and multimedia evidence	◯	◯	◯
g. Latent prints	◯	◯	◯
h. Questioned documents	◯	◯	◯
i. Crime scene investigation	◯	◯	◯
j. Forensic biology	◯	◯	◯
k. Other (please specify)	◯	◯	◯

➔ ***If you answered "No" to E3j (Forensic Biology), skip to E5 on Page 9.***

E4. Did your laboratory outsource analysis of the following types of Forensic Biology evidence or samples? *Mark yes, no, or N/A if your laboratory does not perform this function.*

	Yes	No	N/A
i. Casework – excluding sexual assault	◯	◯	◯
ii. Sexual assault casework	◯	◯	◯
iii. Convicted offender DNA samples	◯	◯	◯
iv. Arrestee DNA samples	◯	◯	◯

E5. **What were your laboratory's total outsourcing costs in 2020?** *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 *If estimate, check here:* ☐

☐ Please check here if "Don't know"

E6. **In 2020, did your laboratory bring in personnel (e.g., consultants or contractors) to assist with completing forensic analyses?** *Mark yes or no.*

◯ Yes
◯ No

Section F: Quality Assurance

F1. **As of December 31, 2020, did any of the jurisdictions you serve require accreditation?** *Mark yes or no.*

◯ Yes
◯ No

F2. **As of December 31, 2020, were any disciplines in your laboratory accredited?** *Mark yes or no.*

◯ Yes
◯ No→ ***Skip to F5***

F3. ***If yes,*** **as of December 31, 2020, to which standard(s) is your laboratory accredited?** *Mark yes or no for each standard.*

	Yes	No
a. ISO 17025	◯	◯
b. ISO 17020	◯	◯
c. Other (please specify)	◯	◯

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

	Yes	No
a. American Association of Laboratory Accreditation (A2LA)	◯	◯
b. American Association of Blood Banks (AABB)	◯	◯
c. American Board of Forensic Toxicology (ABFT)	◯	◯
d. ANSI National Accreditation Board (ANAB)	◯	◯
e. College of American Pathologists (CAP)	◯	◯
f. Health and Human Services/Substance Abuse and Mental Health Services Administration (HHS/SAMHSA)	◯	◯
g. International Association for Property and Evidence (IAPE)	◯	◯
h. International Association of Coroners and Medical Examiners (IAC&ME)	◯	◯
i. National Association of Medical Examiners (NAME)	◯	◯
j. Other (please specify)	◯	◯

F5. **During 2020, 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. Mark yes or no.*

◯ Yes
◯ No

F6. During 2020, did your laboratory conduct proficiency testing? *Proficiency testing is defined as the evaluation of a participant's performance against pre-established criteria by means of inter-laboratory comparison. Mark yes or no.*

- ○ Yes
- ○ No→ ***Skip to F8***

F7. *If yes,* during 2020, 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	○	○
b. Declared: analyst/examiner is told when he/she is being tested	○	○
c. Random case reanalysis: random selection of analyst/examiner's prior casework for reanalysis by another analyst/examiner	○	○
d. Round robin/challenge testing	○	○
e. Other proficiency testing (please specify)	○	○

F8. During 2020, 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

F9. In 2020, did your laboratory have a written code of ethics? *Mark one.*

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

F10. In 2020, 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 resulting actions, results, conclusions, opinions, and interpretations. Include technical reviews that are completed internally AND technical reviews that are outsourced. 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.

F11. As of December 31, 2020, did your laboratory have the following? *Mark yes or no for each item*.

	Yes	No
a. Written standard operating procedures	○	○
b. Management systems documents (e.g., policy and objective statements)	○	○
c. Performance verification checks	○	○
d. Structured training program	○	○

F12. As of December 31, 2020, did your analysts have access to the following safety and wellness resources? *If yes, indicate if your laboratory primarily provided these resources directly or through an external agency. Mark yes, directly; yes, through an external agency; or no, analysts did not have access to this resource for each row.*

	Yes, directly	Yes, through an external agency	No, analysts did not have access to this resource
a. Behavior/stress management	○	○	○
b. Employee assistance programs	○	○	○
c. Mental health debrief	○	○	○
d. Proactive resiliency programs	○	○	○
e. Web-based resources	○	○	○
f. Other resources (please specify)	○	○	○

Section G: Feedback & Submission

G1. Please write any comments you would like to share with the Bureau of Justice Statistics about:

- **Your survey responses**
- **The survey content or format**
- **The manner of administration of the survey, or**
- **Any other applicable information**

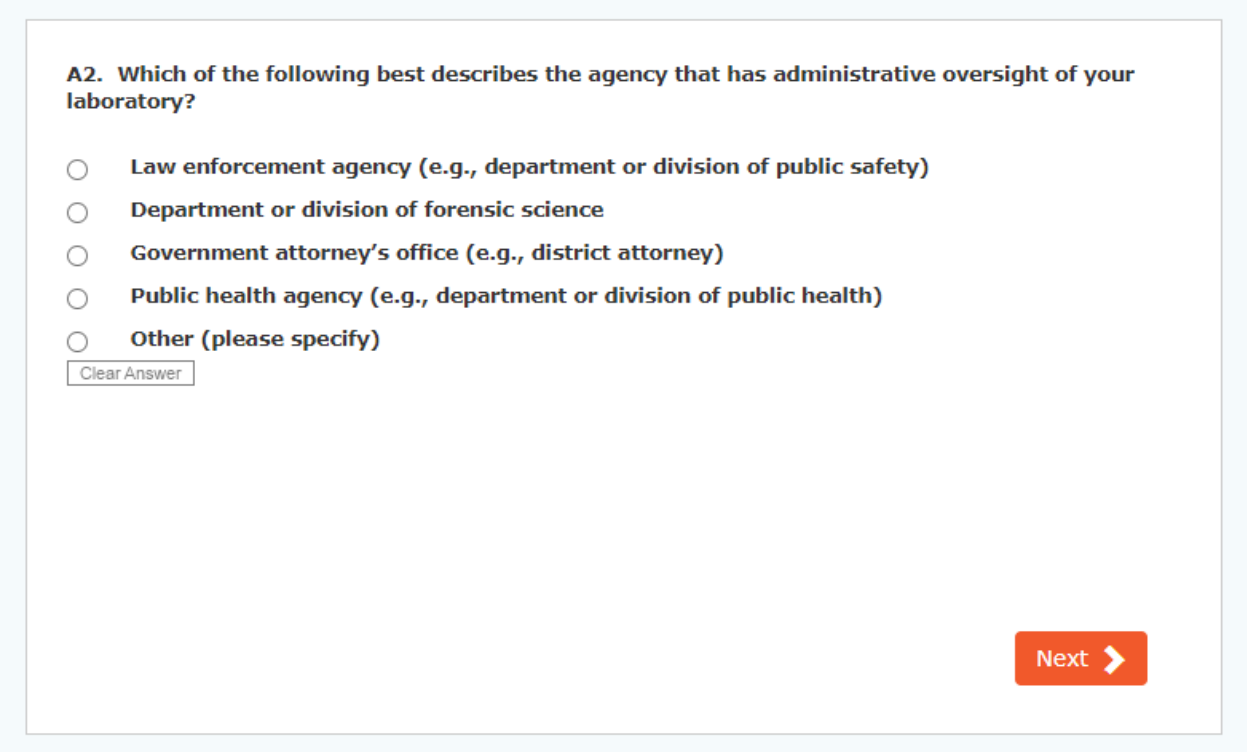
Please return your questionnaire in the enclosed return envelope or mail it to:

Census of Publicly Funded Forensic Crime Laboratories
RTI International
ATTN: Data Capture
5265 Capital Boulevard
Raleigh, NC 27690

Thank you for participating in the Census of Publicly Funded Forensic Crime Laboratories

Attachment 3. 2020 CPFFCL questionnaire: Example screen shots of web instruments

Attachment 7: 2020 CPFCCL questionnaire: Example screen shots of web instruments

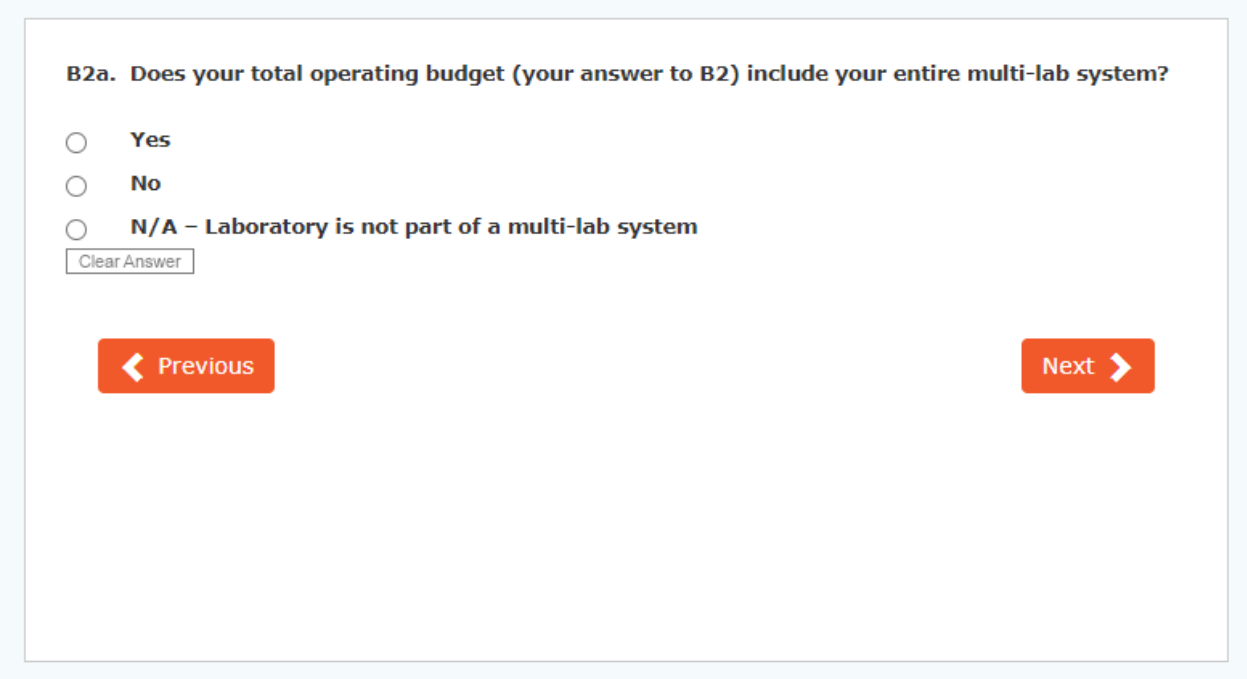


A2. Which of the following best describes the agency that has administrative oversight of your laboratory?

- ○ 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)

Clear Answer

Next



B2a. Does your total operating budget (your answer to B2) include your entire multi-lab system?

- ○ Yes
- ○ No
- ○ N/A – Laboratory is not part of a multi-lab system

Clear Answer

Previous

Next

B2b. What are the start and end dates of your fiscal year that included December 31, 2020?

__/__/____ to __/__/____

MM/DD/YYYY MM/DD/YYYY

Previous Next

C1. How many full-time employees, part-time employees, and position vacancies in the following categories did your laboratory have as of December 31, 2020? ***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			
2. Full-Performance			
d. Crime Scene Technician			
f. Technical Support (e.g., lab technicians)			
g. Other			
Total (Sum a-g)			

Previous Next

The next section asks questions about the number of requests for analysis your lab received in 2020. Please answer the following questions for each discipline. Mark if any of the numbers are estimates in the checkboxes for each discipline (i.e., rows D6-D16b) in the table.

	N/A	A. *Total number of new requests received in 2020*	B. *Total number of requests completed in 2020*	C. *Total number of all pending requests awaiting analysis as of January 1, 2021*	D. *Number of pending requests that were unreported for 30 days or longer as of January 1, 2021*	Numbers provided for this discipline are estimates
D6. Controlled substances	☐					☐
D7. Toxicology	☐					☐
D8. Trace	☐					☐
D9. Impressions	☐					☐
D10. Firearms/Toolmarks	☐					☐
D11. Digital & Multimedia Evidence	☐					☐
D12. Latent Prints	☐					☐
D13. Questioned Documents	☐					☐
D14. Crime Scene	☐			N/A	N/A	☐
D15. Forensic Biology Casework (including sexual assault casework) DO NOT INCLUDE DNA DATABASING	☐					☐
D15a. Sexual Assault Casework	☐					☐
D16. DNA Databasing	☐					☐
D16a. Arrestee Samples	☐					☐
D16b. Convicted Offender Samples	☐					☐

Previous Next

E4. What were your laboratory's total outsourcing costs in 2020? *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*"

Previous Next

F12. As of December 31, 2020, 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	○	○	○
b. Employee Assistance Programs	○	○	○
c. Mental Health Debrief	○	○	○
d. Proactive Resiliency Programs	○	○	○
e. Web-based resources	○	○	○
f. Other resources:	○	○	○

Previous Next

Attachment 4. 60-day Federal Register Notice

Controlled substance	Drug code	Schedule
Tetrahydrocannabinols	7370	I
3,4-Methylene dioxyamphetamine.	7400	I
3,4-Methylenedioxy-N-ethylamphetamine.	7404	I
3,4-Methylene dioxymethamphetamine.	7405	I
5-Methoxy-N–N-dimethyltryptamine.	7431	I
Alpha-methyltryptamine	7432	I
Bufotenine	7433	I
Diethyltryptamine	7434	I
Dimethyltryptamine	7435	I
Psilocybin	7437	I
Psilocyn	7438	I
5-Methoxy-N,N-diisopropyltryptamine.	7439	I
Dihydromorphine	9145	I
Heroin	9200	I
Nicocodeine	9309	I
Nicomorphine	9312	I
Normorphine	9313	I
Thebacon	9315	I
Normethadone	9635	I
Acryl fentanyl (N-(1-phenethylpiperidin-4-yl)-N-phenylacrylamide).	9811	I
Para-Fluorofentanyl	9812	I
3-Methylfentanyl	9813	I
Alpha-methylfentanyl	9814	I
Acetyl-alpha-methylfentanyl	9815	I
N-(2-fluorophenyl)-N-(1-phenethylpiperidin-4-yl)propionamide.	9816	I
Acetyl Fentanyl (N-(1-phenethylpiperidin-4-yl)-N-phenylacetamide).	9821	I
Butyryl Fentanyl	9822	I
4-Fluoroisobutyryl fentanyl (N-(4-fluorophenyl)-N-(1-phenethylpiperidin-4-yl)isobutyramide).	9824	I
2-methoxy-N-(1-phenethylpiperidin-4-yl)-N-phenylacetamide.	9825	I
Beta-hydroxyfentanyl	9830	I
Beta-hydroxy-3-methylfentanyl	9831	I
Alpha-methylthiofentanyl	9832	I
3-Methylthiofentanyl	9833	I
Furanyl fentanyl (N-(1-phenethylpiperidin-4-yl)-N-phenylfuran-2-carboxamide).	9834	I
Thiofentanyl	9835	I
Beta-hydroxythiofentanyl	9836	I
N-(1-phenethylpiperidin-4-yl)-N-phenyltetrahydrofuran-2-carboxamide.	9843	I
Amphetamine	1100	II
Methamphetamine	1105	II
Codeine	9050	II
Dihydrocodeine	9120	II
Oxycodone	9143	II
Hydromorphone	9150	II
Hydrocodone	9193	II
Isomethadone	9226	II
Methadone	9250	II
Methadone intermediate	9254	II
Morphine	9300	II
Thebaine	9333	II
Levo-alphacetylmethadol	9648	II
Oxymorphone	9652	II
Thiafentanil	9729	II
Alfentanil	9737	II
Sufentanil	9740	II
Carfentanil	9743	II
Fentanyl	9801	II

The company plans to manufacture bulk controlled substances for use in analytical testing. In reference to drug codes 7360 (Marihuana) and 7370 (Tetrahydrocannabinols), the company plans to bulk manufacture these drugs as synthetics. No other activities for these drug codes are authorized for this registration.

William T. McDermott,

Assistant Administrator.

[FR Doc. 2021–00647 Filed 1–13–21; 8:45 am]

BILLING CODE P

DEPARTMENT OF JUSTICE

[OMB Number 1121–0269]

Agency Information Collection Activities: Proposed Collection; Comments Requested; Reinstatement, With Change, of a Previously Approved Collection for Which Approval Has Expired: 2020 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL)

AGENCY: Bureau of Justice Statistics, Department of Justice.

ACTION: 60-day notice.

SUMMARY: The Department of Justice (DOJ), Office of Justice Programs, Bureau of Justice Statistics, will be submitting the following information collection request to the Office of Management and Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of 1995.

DATES: Comments are encouraged and will be accepted for 60 days until March 15, 2021.

FOR FURTHER INFORMATION CONTACT: If you have additional comments especially on the estimated public burden or associated response time, suggestions, or need a copy of the proposed information collection instrument with instructions or additional information, please contact Connor Brooks, Statistician, Law Enforcement Statistics Unit, Bureau of Justice Statistics, 810 Seventh Street NW, Washington, DC 20531 (email: *Connor.Brooks@usdoj.gov*; phone: 202–514–8633).

SUPPLEMENTARY INFORMATION: Written comments and suggestions from the public and affected agencies concerning the proposed collection of information are encouraged. Your comments should address one or more of the following four points:

—Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the Bureau of Justice Statistics, including whether the information will have practical utility;

—Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;

—Evaluate whether and if so how the quality, utility, and clarity of the information to be collected can be enhanced; and

—Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, *e.g.,* permitting electronic submission of responses.

Overview of This Information Collection

(1) *Type of Information Collection:* Reinstatement of the Census of Publicly Funded Forensic Crime Laboratories, with changes, of a previously approved collection for which approval has expired.

(2) *The Title of the Form/Collection:* 2020 Census of Publicly Funded Forensic Crime Laboratories.

(3) *The agency form number, if any, and the applicable component of the Department sponsoring the collection:* The form number is CFCL–20. The applicable component within the Department of Justice is the Bureau of Justice Statistics, Office of Justice Programs.

(4) *Affected public who will be asked or required to respond, as well as a brief abstract:*

This information collection is a census of federal, state, and local publicly funded forensic crime laboratories that analyze criminal evidence. This data collection follows the 2014 study and will collect information on personnel, budgets, workloads, policies, and procedures of crime laboratories. BJS plans to field the 2020 CPFFCL from May to October 2021. The census form was assessed by practitioners and subject matter experts to update it from the 2014 form and ensure its relevance to forensic crime laboratories as well as reduce respondent burden. The form was then cognitively tested with 23 forensic crime laboratories of different sizes, regions, and government levels. In addition to collecting detailed data for the 2020 reference year, CPFFCL will also collect summary data for the 2019 reference year.

(5) *An estimate of the total number of respondents and the amount of time estimated for an average respondent to respond:* A projected 500 respondents will take an average of 2.5 hours each to complete form, including time to research or find information not readily

available. BJS expects additional time will be needed for data quality follow-up for up to 250 respondents, which will require another 15 minutes of respondent's time.

(6) *An estimate of the total public burden (in hours) associated with the collection:* There are an estimated 1312.5 total burden hours associated with this information collection.

If additional information is required contact: Melody Braswell, Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Two Constitution Square, 145 N Street NE, 3E.405A, Washington, DC 20530.

Dated: January 11, 2021.

Melody Braswell,

Department Clearance Officer for PRA,U.S. Department of Justice.

[FR Doc. 2021–00746 Filed 1–13–21; 8:45 am]

BILLING CODE 4410–02–P

DEPARTMENT OF JUSTICE

Notice of Lodging of Proposed Consent Decree Under the Comprehensive Environmental Response, Compensation and Liability Act

On December 29, 2020, the Department of Justice lodged a proposed Consent Decree with the United States District Court for the Eastern District of Texas in the lawsuit entitled *United States et al.* v. *E. I. du Pont de Nemours and Company and The Chemours Company FC, LLC, Case No. 1:20–cv–00556.* The proposed Consent Decree resolves the United States' claims, on behalf of the National Oceanic and Atmospheric Administration and the United States Department of the Interior, as Federal Trustees, joined by the State of Texas, on behalf of the Texas Commission on Environmental Quality, the Texas General Land Office, and the Texas Parks and Wildlife Department, as State Trustees, pursuant to Section 107(a) of the Comprehensive Environmental Response, Compensation, and Liability Act, 42 U.S.C. 9607(a), and the Texas Hazardous Substances Spill Prevention and Control Act, Texas Water Code §§ 26.261–26.267, for the recovery of damages for injury to, destruction of, loss of, and loss of use of natural resources and their services resulting from the release of hazardous substances at and from the Beaumont Works Industrial Park Complex into the West Marsh Site located in Beaumont, Texas. Plaintiffs are trustees for those natural resources. The proposed Consent Decree resolving these claims provides for Settling Defendants to implement a Restoration Project that entails recording a conservation easement on a 500-acre tract of valuable but otherwise unprotected habitat near the injured area (the ''Acquisition Property'') to compensate for the natural resource damages. The Restoration Project also includes the performance of baseline biological monitoring of the Acquisition Property, annual monitoring of Acquisition Property, and legal enforcement of the Conservation Easement. The Decree also provides for payments by Settling Defendants totaling $198,853 to reimburse the Trustees' costs of assessment and for payment of the Trustees' Future Costs of overseeing the Restoration Project.

The publication of this notice opens a period for public comment on the Consent Decree. Comments should be addressed to the Assistant Attorney General, Environment and Natural Resources Division, and should refer to *United States et al.* v. *E. I. du Pont de Nemours and Company and The Chemours Company FC, LLC, Case No. 1:20-cv-00556,* D.J. Ref. No. 90–11–3–10852. All comments must be submitted no later than thirty (30) days after the publication date of this notice. Comments may be submitted either by email or by mail:

To submit comments:	*Send them to:*
By e-mail	*pubcomment-ees.enrd@usdoj.gov.*
By mail	Assistant Attorney General, U.S. DOJ—ENRD, P.O. Box 7611, Washington, DC 20044–7611.

During the public comment period, the Consent Decree may be examined and downloaded at this Justice Department website: *http://www.usdoj.gov/enrd/Consent_Decrees.html.* We will provide a paper copy of the Consent Decree upon written request and payment of reproduction costs. Please mail your request and payment to: Consent Decree Library, U.S. DOJ—ENRD, P.O. Box 7611, Washington, DC 20044–7611.

Please enclose a check or money order for $11.75 (25 cents per page reproduction cost) payable to the United States Treasury.

Kenneth G. Long,

Acting Assistant Section Chief, Environmental Enforcement Section, Environment and Natural Resources Division.

[FR Doc. 2021–00689 Filed 1–13–21; 8:45 am]

BILLING CODE 4410–15–P

DEPARTMENT OF JUSTICE

Notice of Lodging of Proposed Consent Decree Under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)

On December 16, 2020, the Department of Justice lodged a proposed consent decree with the United States District Court for the District of Delaware in the lawsuit entitled *United States* v. *Delaware,* Civil Action No. 1:20–cv–01703–UNA.

The United States filed this lawsuit under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) against the state of Delaware. The complaint seeks recovery of past costs that the United States Environmental Protection Agency (EPA) incurred in responding to releases or threatened releases of hazardous substances at a former landfill at the Governor Bacon Health Center/Fort DuPont State Park in New Castle County, Delaware. Under the consent decree, Delaware agrees to pay $1,889,992.30 of EPA's past response costs, while the United States Department of Defense (Settling Federal Agency) agrees to pay $1,700,993.07 of EPA's past response costs. In return, the United States agrees not to sue Delaware under Sections 107 and 113 of CERCLA, and Delaware agrees not to sue the United States for any portion of EPA's past response costs, including under Sections 107 or 113 of CERCLA.

The publication of this notice opens a period for public comment on the consent decree. Comments should be addressed to the Assistant Attorney General, Environment and Natural Resources Division, and should refer to *United States* v. *Delaware,* D.J. Ref. No. 90–11–3–11709. All comments must be submitted no later than thirty (30) days after the publication date of this notice. Comments may be submitted either by email or by mail:

To submit comments:	*Send them to:*
By email	*pubcomment-ees.enrd@usdoj.gov.*
By mail	Assistant Attorney General, U.S. DOJ—ENRD, P.O. Box 7611, Washington, DC 20044–7611.

During the public comment period, the consent decree may be examined and downloaded at this Justice Department website: *https://www.justice.gov/enrd/consent-decrees.* We will provide a paper copy of the

Attachment 5. 30-day Federal Register Notice

or why your request is otherwise insufficient. The component also shall give you an opportunity to discuss your request so that you may modify it to meet the requirements of this section. If your request does not reasonably describe the records you seek, the agency's response to your request may be delayed. (c) Agreement to pay fees. If you make a FOIA request, it shall be considered an agreement by you to pay all applicable fees charged under § 16.11, up to $25.00, unless you seek a waiver of fees. The component responsible for responding to your request ordinarily will confirm this agreement in an acknowledgement letter. When making a request, you may specify a willingness to pay a greater or lesser amount.

5. *An estimate of the total number of respondents and the amount of time estimated for an average respondent to respond:* An estimated 14,000 FOIA requests are completed annually. These requests can be submitted via free-form letter or the eFOIA form. In FY 2020 approximately 150 online eFOIA forms were submitted. An average of 8 minutes per respondent is needed to complete the eFOIA form. The estimated range of burden for respondents is expected to be between 4 minutes to 12 minutes for completion.

6. *An estimate of the total public burden (in hours) associated with the collection:* The estimated public burden associated with this collection is .13 hours. It is estimated that respondents will take .13 hour to complete a questionnaire. The burden hours for collecting respondent data sum to 20 hours (150 respondents × .13 hours = 20 hours).

If additional information is required contact: Melody Braswell, Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Two Constitution Square, 145 N Street NE, 3E.405A, Washington, DC 20530.

Dated: March 18, 2021.

Melody Braswell,

Department Clearance Officer for PRA, U.S. Department of Justice.

[FR Doc. 2021–05951 Filed 3–22–21; 8:45 am]

BILLING CODE 4410–02–P

DEPARTMENT OF JUSTICE

[OMB Number 1121–0269]

Agency Information Collection Activities: Proposed Collection; Comments Requested; Reinstatement, With Change, of a Previously Approved Collection for Which Approval Has Expired: 2020 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL)

AGENCY: Bureau of Justice Statistics, Department of Justice.

ACTION: 30-Day notice.

SUMMARY: The Department of Justice (DOJ), Office of Justice Programs, Bureau of Justice Statistics, will be submitting the following information collection request to the Office of Management and Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of 1995. The proposed information collection was previously published, allowing a 60-day comment period. BJS received four comments in response. The responses were all favorable to the reinstatement of the CPFFCL program and emphasized the utility of the CPFFCL program to the field.

DATES: Comments are encouraged and will be accepted for 30 days until April 22, 2021.

ADDRESSES: Written comments and recommendations for the proposed information collection should be sent within 30 days of publication of this notice to *www.reginfo.gov/public/do/PRAMain.* Find this particular information collection by selecting ''Currently under 30-day Review—Open for Public Comments'' or by using the search function.

SUPPLEMENTARY INFORMATION: Written comments and suggestions from the public and affected agencies concerning the proposed collection of information are encouraged. Your comments should address one or more of the following four points:

—Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the Bureau of Justice Statistics, including whether the information will have practical utility;

—Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;

—Evaluate whether and if so how the quality, utility, and clarity of the information to be collected can be enhanced; and

—Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, *e.g.,* permitting electronic submission of responses.

Overview of This Information Collection:

(1) *Type of Information Collection:* Reinstatement of the Census of Publicly Funded Forensic Crime Laboratories, with changes, a previously approved collection for which approval has expired.

(2) *The Title of the Form/Collection:* 2020 Census of Publicly Funded Forensic Crime Laboratories.

(3) *The agency form number, if any, and the applicable component of the Department sponsoring the collection:* The form number is CFCL–20. The applicable component within the Department of Justice is the Bureau of Justice Statistics, Office of Justice Programs.

(4) *Affected public who will be asked or required to respond, as well as a brief abstract:* This information collection is a census of federal, state, and local publicly funded forensic crime laboratories that analyze criminal evidence. This data collection follows the 2014 study and will collect information on personnel, budgets, workloads, policies, and procedures of crime laboratories. BJS plans to field the 2020 CPFFCL from May to October 2021. The census form was assessed by practitioners and subject matter experts to update it from the 2014 form and ensure its relevance to forensic crime laboratories as well as reduce respondent burden. The form was then cognitively tested with 23 forensic crime laboratories of different sizes, regions, and government levels. In addition to collecting detailed data for the 2020 reference year, CPFFCL will also collect summary data for the 2019 reference year.

(5) *An estimate of the total number of respondents and the amount of time estimated for an average respondent to respond:* A projected 500 respondents will take an average of 2.5 hours to complete each form, including time to research or find information not readily available. BJS expects additional time will be needed for data quality follow-up for up to 250 respondents, which will require another 15 minutes of respondent's time.

(6) *An estimate of the total public burden (in hours) associated with the collection:* There are an estimated

1312.5 total burden hours associated with this information collection.

If additional information is required contact: Melody Braswell, Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Two Constitution Square, 145 N Street NE, 3E.405A, Washington, DC 20530.

Dated: March 18, 2021.

Melody Braswell,

Department Clearance Officer for PRA, U.S. Department of Justice.

[FR Doc. 2021–05949 Filed 3–22–21; 8:45 am]

BILLING CODE 4410–18–P

NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES

National Endowment for the Arts

Request for Comments To Assist in the Development of the National Endowment for the Arts' 2022–2026 Strategic Plan: Extension of Public Comment Period

AGENCY: National Endowment for the Arts, National Foundation on the Arts and Humanities.

ACTION: Extension of comment period.

SUMMARY: The National Endowment for the Arts (NEA) is in the process of developing a new strategic plan for the years 2022–2026. The NEA Office of Research & Analysis is soliciting public input to inform the development of the NEA 2022–2026 Strategic Plan. Through this Request for Comments, the NEA invites ideas and insights from the general public, including arts organizations, artists, arts educators, state and local arts agencies, other arts funders and policy-makers, researchers, and individuals and groups outside the arts sector. In the summer of 2021, stakeholders will have a second opportunity to provide comments and input in response to the drafted version of the NEA 2022–2026 Strategic Plan.

DATES: The due date for public comments requested in the **Federal Register** Notice published on March 10, 2021 (86 FR 13760) has been extended. Written comments must be submitted to the office listed in the address section below on or before the close of business on Wednesday, March 31, 2021. Comments received after that date will be considered to the extent practicable.

ADDRESSES: Send comments to Sunil Iyengar, National Endowment for the Arts, via email (*NEAstrategicplanninggroup@arts.gov*).

SUPPLEMENTARY INFORMATION:

A. About the National Endowment for the Arts

Established by Congress in 1965, the National Endowment for the Arts is an independent federal agency, providing funding and support to give Americans the opportunity to participate in the arts, exercise their imaginations, and develop their creative capacities. Currently, the NEA supports arts organizations and artists in every Congressional district in the country.

B. Supplemental Information

On March 10, 2021 the National Endowment for the Arts posted a Request for Comments, seeking public input to guide the development of the agency's 2022–2026 Strategic Plan (86 FR 13760). The public comment period was originally scheduled to close on Friday, March 26, 2021. The National Endowment for the Arts is extending the public comment period until Wednesday, March 31, 2021 to allow members of the public more time to submit their input and comments.

As a federal agency, the National Endowment for the Arts is required to establish a new strategic plan every four years. The Strategic Plan sets key priorities for the agency and presents management-focused objectives and strategies. The NEA's most recent strategic plan covers the years 2018–2022, and can be found online here: *https://www.arts.gov/sites/default/files/NEA-FY2018-2022-StrategicPlan-2.16.18.pdf.*

The NEA is seeking public input and comments from a broad array of stakeholders (see **SUMMARY**) to guide the development of the agency's 2022–2026 Strategic Plan. A call for comments has been posted to the agency's website: *https://www.arts.gov/strategic-plan-input.* In particular, the NEA welcomes input on the development of its Strategic Framework, which includes the following elements: Mission, Vision, Strategic Goals, and Strategic Objectives.

The NEA is particularly interested in how these elements should be viewed in light of new and emerging challenges and opportunities, among other contextual factors.

Examples of these factors include, but are not limited to:

- The post-pandemic recovery of the arts sector;
- Changes in work-and-leisure patterns;
- The rise of virtual engagement in the arts;
- Growing integration of the arts with other sectors (*e.g.,* health, science, education, technology, community development); and
- Greater public attention to issues of diversity, equity, inclusion, accessibility, and social justice.

Authority: 5 U.S.C. 306.

Dated: March 17, 2021.

Meghan Jugder,

Support Services Specialist, Office of Administrative Services & Contracts, National Endowment for the Arts.

[FR Doc. 2021–05908 Filed 3–22–21; 8:45 am]

BILLING CODE 7537–01–P

NUCLEAR REGULATORY COMMISSION

[NRC–2021–0068]

Monthly Notice; Applications and Amendments to Facility Operating Licenses and Combined Licenses Involving No Significant Hazards Considerations

AGENCY: Nuclear Regulatory Commission.

ACTION: Monthly notice.

SUMMARY: Pursuant to section 189.a.(2) of the Atomic Energy Act of 1954, as amended (the Act), the U.S. Nuclear Regulatory Commission (NRC) is publishing this regular monthly notice. The Act requires the Commission to publish notice of any amendments issued, or proposed to be issued, and grants the Commission the authority to issue and make immediately effective any amendment to an operating license or combined license, as applicable, upon a determination by the Commission that such amendment involves no significant hazards consideration (NSHC), notwithstanding the pendency before the Commission of a request for a hearing from any person. This monthly notice includes all amendments issued, or proposed to be issued, from February 5, 2021, to March 4, 2021. The last monthly notice was published on February 23, 2021.

DATES: Comments must be filed by April 22, 2021. A request for a hearing or petitions for leave to intervene must be filed by May 24, 2021.

ADDRESSES: You may submit comments by any of the following method; however, the NRC encourages electronic comment submission through the Federal Rulemaking website:

- *Federal Rulemaking Website:* Go to *https://www.regulations.gov* and search for Docket ID NRC–2021–0068. Address questions about Docket IDs in *Regulations.gov* to Stacy Schumann; telephone: 301–415–0624; email: *Stacy.Schumann@nrc.gov.* For technical questions, contact the individual listed

Attachment 6. Pre-notification letter

U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, DC 20531

«Date»

«Salutation» «ContactFirstName» «ContactLastName»

«CrimeLab»

«ContactAddress1» «ContactAddress2»

«ContactCity», «ContactState» «ContactZip»

Dear «Salutation» «ContactLastName»:

I am pleased to announce that the 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. By conducting the 2020 CPFFCL, BJS will be able to understand how the current services offered by publicly funded crime laboratories and the challenges you face have changed since the previous 2014 survey. The information you provide is critical to providing accurate and reliable information to policy makers and other stakeholders in the crime laboratory community.

In the next few weeks, BJS will invite <<CrimeLab>> to participate in the 2020 CPFFCL; specifically, your laboratory will be asked to complete an online survey focusing on administrative issues, budget and resources, workload, records and evidence retention, training, and information about quality assurance.

I appreciate that you may receive a number of data requests throughout the year and I thank you for your support for CPFFCL. If you have questions about CPFFCL, please contact BJS's data collection agent, RTI International, via phone or e-mail at ###-###-#### or cpffcl@rti.org. If you have any general comments about this data collection, please contact the Bureau of Justice Statistics Program Manager Connor Brooks at 202-514-8633 or connor.brooks@usdoj.gov.

Sincerely,

Doris J. James, Acting Director
Bureau of Justice Statistics

Attachment 7. Survey invitation cover letter

U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, DC 20531

«TITLE» «POC NAME»
OR CURRENT LABORATORY DIRECTOR
«CRIME LAB»
«ADDRESS1», «ADDRESS2»
«CITY», «STATE» «ZIP»

Dear «TITLE» «NAME»:

I am writing to ask for your participation in the 2020 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). This survey was last conducted in 2014, and we are aware that the work of your laboratory has likely changed over the past 6 years. Your response to the 2020 CPFFCL is critical to the Bureau of Justice Statistics' effort to produce national estimates of personnel, resources, policies, and practices of the laboratories that conduct this important work.

To complete your survey, please access the questionnaire online at [WEB ADDRESS]. You may start and stop as needed. Your individualized log-in information is:

User name: «WebUsername»
Password: «PIN»

Please complete this questionnaire online by [DATE].

The questionnaire takes approximately 2.5 hours to complete including time to research or find information you may not have readily available. You may download a PDF copy of the survey from the website to assist you in gathering the necessary data. You may share it with others at your laboratory who can assist you in providing the requested information.

If you need to change the point of contact for your laboratory or update your contact information (including email address), go to [WEB ADDRESS] using the user name and password shown above and follow the instructions provided on the website. If you have questions about CPFFCL, please contact the CPFFCL data collection team via phone or e-mail at [RTI NUMBER] or cpffcl@rti.org. If you have any general comments about this data collection, please contact me at ###-###-#### or connor.brooks@usdoj.gov.

BJS uses the data collected in CPFFCL only for research and statistical purposes, as described in Title 34, USC §10134. RTI International, BJS's CPFFCL data collection agent, is required to adhere to BJS Data Protection Guidelines, which summarize the many federal statutes, regulations, and other authorities that govern all BJS data and data collected and maintained under BJS's authority. The Guidelines may be found at http://www.bjs.gov/content/pub/pdf/BJS_Data_Protection_Guidelines.pdf.

Thank you in advance for your laboratory's participation in CPFFCL. I appreciate your consideration, time, and effort.

Sincerely,

Connor Brooks
Program Manager
Bureau of Justice Statistics

Enclosures: Endorsement Letter

Case ID: «caseid»

Attachment 8. Survey invitation email

TO: «TITLE» «POC NAME»
OR CURRENT LABORATORY DIRECTOR
«CRIME LAB»

SUBJECT: Census of Publicly Funded Forensic Crime

Laboratories

Dear «TITLE» «NAME»:

Last week, we sent you the 2020 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). This email message requests confirmation that you successfully received your invitation. I encourage you to contact BJS' data collection agent for CPFFCL, RTI International, if you have any questions related to the data collection or did not receive the materials.

Please reply to this message to indicate that you received the 2020 CPFFCL invitation.

In the event you did not receive the packet, the information contained in the mailed materials is provided below.

Thank you,

Connor Brooks
Program Manager
Bureau of Justice Statistics

«TITLE» «POC NAME»
OR CURRENT LABORATORY DIRECTOR
«CRIME LAB»
«ADDRESS1», «ADDRESS2»
«CITY», «STATE» «ZIP»

Dear «TITLE» «NAME»:

I am writing to ask for your participation in the 2020 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). This survey was last conducted in 2014, and we are aware that the work of your laboratory has likely changed over the past 6 years. Your response to the 2020 CPFFCL is critical to the Bureau of Justice Statistics' effort to produce national estimates of personnel, resources, policies, and practices of the laboratories that conduct this important work.

To complete your survey, please access the questionnaire online at [WEB ADDRESS]. You may start and stop as needed. Your individualized log-in information is:

User name: «WebUsername»
Password: «PIN»

Please complete this questionnaire online by [DATE].

The questionnaire takes approximately 2.5 hours to complete including time to research or find information you may not have readily available. You may download a copy of the survey from the website to assist you in gathering the necessary data. You may share it with others at your office who can assist you in providing the requested information.

If you need to change the point of contact for your laboratory or update your contact information (including email address), go to [WEB ADDRESS] using the user name and password shown above and follow the instruction provided on the website. If you have questions about CPFFCL, please contact the CPFFCL data collection team via phone or e-mail at [RTI NUMBER] or cpffcl@rti.org. If you have any general comments about this data collection, please contact me at ###-###-#### or connor.brooks@usdoj.gov.

BJS uses the data collected in CPFFCL only for research and statistical purposes, as described in Title 34, USC §10134. RTI International, the CPFFCL data collection agent, is required to adhere to BJS Data Protection Guidelines, which summarize the many federal statutes, regulations, and other authorities that govern all BJS data and data collected and maintained under BJS's authority. The Guidelines may be found at http://www.bjs.gov/content/pub/pdf/BJS_Data_Protection_Guidelines.pdf.

Thank you in advance for your office's participation in CPFFCL. I appreciate your time and effort.

Sincerely,

Connor Brooks
Program Manager
Bureau of Justice Statistics

Enclosures: Endorsement Letter

Case ID: «caseid»

Attachment 9. 1st reminder – postcard

CPFFCL

CENSUS OF PUBLICLY FUNDED FORENSIC CRIME LABORATORIES

The CPFFCL survey focuses on the forensic services performed by crime labs across the nation and the resources devoted to completing the work. **The 2020 CPFFCL results will impact decisions, policies, and budgets.** The 2020 data will be compared to the previous four administrations and be the definitive data source about forensic labs nationwide.

BE HEARD. CONNECT TODAY.

BJS

RTI INTERNATIONAL

YOUR 2020 CPFFCL SURVEY IS NEEDED. RESPOND NOW.

RTI International
3040 East Cornwallis Road
Research Triangle Park, NC 27709

CPFFCL
CENSUS OF PUBLICLY FUNDED FORENSIC CRIME LABORATORIES

CPFFCL DATA SHOW THE NATIONAL FORENSIC BACKLOG DECREASED FROM **895,500** TO **570,100** REQUESTS FROM **2009** TO **2014**.
(FOR MORE INFORMATION VISIT WWW.BJS.GOV)

Your CPFFCL response is INVALUABLE to the forensic community.

FOR ASSISTANCE PLEASE SEE THESE RESOURCES:

CPFFCL_WEBSITE
CPFFCL_EMAIL

JOHN DOE
3040 East Cornwallis Road
Research Triangle Park, NC 27709

Attachment 10. 1st reminder – email

TO: «TITLE» «POC NAME»
OR CURRENT LABORATORY DIRECTOR
«CRIME LAB»

SUBJECT: Census of Publicly Funded Forensic Crime

Laboratories

Dear «TITLE» «NAME»:

On behalf of the Bureau of Justice Statistics (BJS), RTI International is conducting the 2020 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). RTI reached out to <<CRIME LAB>> on [INITIAL DATE]. We hope to receive your survey soon so that the census data reflect the variety of responsibilities and resources of publicly funded crime laboratories of all types and sizes. Information from your office is needed to ensure the quality of the study.

We hope that you can complete the CPFFCL questionnaire as soon as possible. I understand that you receive a number of survey requests, and I genuinely appreciate your attention to this effort.

You may access the questionnaire online at [WEB ADDRESS] and entering the following information:

User Name: <<WebUsername>>
Password: <<PIN>>

If you have questions about CPFFCL, need to change the point of contact for your laboratory, or need to update your contact information, please contact the RTI team via phone or e-mail at [RTI NUMBER] or cpffcl@rti.org. If you have any general comments about this data collection, please contact me at ###-###-#### or connor.brooks@usdoj.gov.

Thank you for your time and consideration.

Sincerely,

Connor Brooks
Program Manager
Bureau of Justice Statistics

«caseID»

Attachment 11. 2nd reminder – letter

U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, DC 20531

«TITLE» «POC NAME»
«CRIME LAB»
«ADDRESS1», «ADDRESS2»
«CITY», «STATE»

«ZIP» Dear «TITLE»

«NAME»:

On behalf of the Bureau of Justice Statistics (BJS), RTI International is conducting the 2020 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). RTI reached out to <<CRIME LAB>> on [INITIAL DATE]. We hope to receive your survey soon so that the census data reflect the variety of responsibilities and resources of publicly funded crime laboratories of all types and sizes. Information from your laboratory is needed to ensure the quality of the study.

We hope that you can complete the CPFFCL questionnaire as soon as possible. I understand that you receive a number of survey requests, and I genuinely appreciate your attention to this effort.

You may access the questionnaire online at [WEB ADDRESS] and entering the following information:

User Name:
<<WebUsername>>
Password: <<PIN>>

If you have questions about CPFFCL, need to change the point of contact for your laboratory, or need to update your contact information, please contact the RTI team via phone or e-mail at [RTI NUMBER] or cpffcl@rti.org. If you have any general comments about this data collection, please contact me at ###-###-#### or connor.brooks@usdoj.gov.

Thank you for your time and consideration.

Sincerely,

Connor Brooks Program Manager
Bureau of Justice Statistics

«caseID»

Attachment 12. 3rd reminder – email

TO: «TITLE» «POC NAME»
OR CURRENT LABORATORY DIRECTOR
«CRIME LAB»

SUBJECT: Census of Publicly Funded Forensic Crime

Laboratories

Dear «TITLE» «NAME»:

Recently, materials related to the 2020 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) were sent to you by mail. This email message is to request confirmation that we have successfully reached you and encourage you to contact us if you have any questions related to the data collection.

Please reply to this message to confirm that we have reached <<CRIME LAB>>.

The information contained in the letter that we mailed most recently (on <<DATE>>) is provided below.

Thank you,

Connor Brooks
Program Manager
Bureau of Justice Statistics

Dear «TITLE» «NAME»:

On behalf of the Bureau of Justice Statistics (BJS), RTI International is conducting the 2020 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). RTI has been reaching out to <<CRIME LAB>> since May. We hope to receive your survey soon so that the census data reflect the variety of responsibilities and resources of publicly funded crime laboratories of all types and sizes. Information from your laboratory is needed to ensure the quality of the study.

The due date is [DUE DATE]. Please complete the CPFFCL questionnaire as soon as possible. I understand that you receive a number of survey requests and I genuinely appreciate your attention to this request.

You may access the questionnaire online at [WEB ADDRESS] and entering the following information:

User Name: <<WebUsername>>
Password: <<PIN>>

If you have questions about CPFFCL, need to change the point of contact at your laboratory, or need to update your contact information, please contact the RTI team via phone or

e-mail at [RTI NUMBER] or cpffcl@rti.org. If you have any general comments about this data collection, please contact me at ###-###-#### or connor.brooks@usdoj.gov.

Thank you for your time and consideration.

Sincerely,

Connor Brooks
Program Manager
Bureau of Justice Statistics

«caseID»

Attachment 13. 3rd reminder – letter

U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, DC 20531

«TITLE» «POC NAME»
«CRIME LAB»
«ADDRESS1», «ADDRESS2»
«CITY», «STATE» «ZIP»

Dear «TITLE» «NAME»:

On behalf of the Bureau of Justice Statistics (BJS), RTI International is conducting the 2020 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). RTI has been reaching out to <<CRIME LAB>> since May. We hope to receive your survey soon so that the census data reflect the variety of responsibilities and resources of publicly funded crime laboratories of all types and sizes. Information from your laboratory is needed to ensure the quality of the study.

The due date is [DUE DATE]. Please complete the CPFFCL questionnaire as soon as possible. I understand that you receive a number of survey requests and I genuinely appreciate your attention to this request.

You may access the questionnaire online at [WEB ADDRESS] and entering the following information:

User Name: <<WebUsername>>
Password: <<PIN>>

If you have questions about CPFFCL, need to change the point of contact for your laboratory, or need to update your contact information, please contact the RTI team via phone or e-mail at [RTI NUMBER] or cpffcl@rti.org. If you have any general comments about this data collection, please contact me at ###-###-#### or connor.brooks@usdoj.gov.

Thank you for your time and consideration.

Sincerely,

Connor Brooks
Program Manager
Bureau of Justice Statistics

«caseID»

Attachment 14. 4th reminder – letter

U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, DC 20531

«TITLE» «POC NAME»
«CRIME LAB»
«ADDRESS1», «ADDRESS2»
«CITY», «STATE» «ZIP»

Dear «TITLE» «NAME»:

«CRIME LAB» has been asked to participate in the Bureau of Justice Statistics' (BJS) Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). CPFFCL data will be used by policy makers and researchers to better understand and respond to the challenges facing forensic laboratories and the forensic community. No other national data collection can provide comprehensive data on administrative issues, budget and resources, workload, records and evidence retention, quality assurance, and training. Since CPFFCL is a census, your laboratory's responses cannot be replaced.

I recognize that you may not have received the previous correspondence or that you may not have responded because of time constraints. I appreciate that your time is limited; however, the reliability of the study directly depends on your participation. The questionnaire includes items that are relevant to all publicly funded crime laboratories, and your responses are essential to our ability to provide the information needed by practitioners, policy makers, researchers, and other stakeholders.

Please complete the questionnaire by using this link [WEB ADDRESS] and entering the following information:

User Name: <<WebUsername>>
Password: <<PIN>>

Alternatively, you can submit your data by mail using the enclosed hardcopy questionnaire and business reply envelope.

The questionnaire due date was [DUE DATE]. Please submit your questionnaire as soon as possible. If you have questions about the CPFFCL survey or having difficulty accessing the website, please contact the CPFFCL data collection team via phone or e-mail at [RTI NUMBER] or cpffcl@rti.org. If you have any general comments about this data collection, please contact me at ###-###-#### or connor.brooks@usdoj.gov.

Sincerely,

Connor Brooks
Program Manager
Bureau of Justice Statistics

Enclosures: CPFFCL questionnaire; Business reply envelope

«caseID»

Attachment 15. 5th reminder – postcard

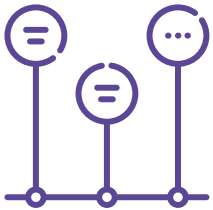
RESPONSE NEEDED

CPFFCL
CENSUS OF PUBLICLY FUNDED FORENSIC CRIME LABORATORIES

BJS

RTI INTERNATIONAL

The Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) focuses on the forensic services performed by crime labs across the nation and the resources devoted to completing the work.



BE HEARD.
CONNECT TODAY.

THE 2014 CPFFCL DATA SHOWED AN ESTIMATED 3.8M REQUESTS FOR SERVICES NATIONWIDE.

THE 2020 CPFFCL WILL BE THE DEFINITIVE DATA SOURCE ABOUT THE FORENSIC COMMUNITY TO DECISIONMAKERS AND GOVERNMENT LEADERS.

2002 2005 2009 2014 2020

RTI International
3040 East Cornwallis Road
Research Triangle Park, NC 27709

CPFFCL
CENSUS OF PUBLICLY FUNDED FORENSIC CRIME LABORATORIES

COMBINED OPERATING BUDGET FOR PUBLICLY FUNDED LABORATORIES, CPFFCL 2009 AND 2014.

WHAT WILL THE 2020 CPFFCL DATA SHOW?

FOR ASSISTANCE PLEASE SEE THESE RESOURCES:

CPFFCL_WEBSITE
CPFFCL_EMAIL

YOUR INPUT BENEFITS CRIME LABS LIKE YOURS, BUT ONLY IF YOU PARTICIPATE!

JOHN DOE
3040 East Cornwallis Road
Research Triangle Park, NC 27709

Attachment 16. Data quality follow-up telephone script

Sample Call Script for Data Quality Follow-up Calls

[IF CALL RINGS TO A GATEKEEPER]

Hello, this is <<INSERT NAME>> calling on behalf of the Bureau of Justice Statistics in the U.S. Department of Justice regarding the 2020 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). I am following up on a survey invitation that we sent addressed to <<POC NAME>>. May I speak with <<POC NAME>>?

[IF CALL RINGS TO POC]

Hello, this is <<INSERT NAME>> calling on behalf of the Bureau of Justice Statistics in the U.S. Department of Justice regarding the 2020 Census of Publicly Funded Forensic Crime Laboratories. It is important that we obtain complete data from all publicly funded forensic laboratories in the United States. I'm calling now to confirm that we have everything recorded correctly and completely for your office. This should only take a few minutes of your time.

BEGIN READING QUESTION(s) THAT IS (ARE) MISSING INFORMATION OR HAVE INCONSISTENT RESPONSES.

Thank you for your time.

Attachment 17. Sample call script for telephone prompting calls

Phone Prompting Specifications

CPFFCL Incomplete Response Follow-Up CATI Script

NT00.
PROGRAMMER, DISPLAY:
STATUS, DATE OF LAST CALL, NUMBER OF ATTEMPTS

QINT1. Hello, this is <<INTERVIEWER NAME>>, calling on behalf of the Bureau of Justice Statistics in the U.S. Department of Justice regarding the 2020 Census of Publicly Funded Forensic Crime Laboratories, also known as CPFFCL.

To ensure I've contacted the correct laboratory director, I would like to ask a few brief questions about your laboratory. I have the name as…
[PROGRAMMER: FILL LAB DIRECTOR.]
Is that correct?
1 YES **[GO TO QINT3]**
2 NO **[GO TO QINT2]**

QINT2. What is the laboratory's name?

_____

QINT3. What is the laboratory's address?
[PROGRAMMER: FILL ADDRESS]
1 YES – MATCH TO RECORDS **[GO TO QINT5]**
2 NO – DOES NOT MATCH RECORDS **[GO TO NEW_ADDR1]**

NEW_ADDR1. INTERVIEWER: RECORD ADDRESS, ASKING RESPONDENT TO REPEAT IF NECESSARY.
ADDRESS 1:
ADDRESS 2:
CITY:
STATE:
ZIP:

QINT5. Let me just check to see if the information we have on record is up-to-date.
[PROGRAMMER: DISPLAY CRIME LABORATORY ADDRESS, NEW INFORMATION JUST PROVIDED AND VICINITY LIST.]
INTERVIEWER: USE LOOKUP TABLE TO IDENTIFY ANY AGENCIES WITH NAMES THAT ARE SIMILAR TO THE NAME OF THE LABORATORY TI IS TALKING TO. IF ANY SIMILAR, DISCUSS WITH RESPONDENT. ONCE LABORATORY IS CONFIRMED SELECT FROM LIST AND CONTINUE.

QINT7. I'm following up on a survey invitation that we sent to <<LAB DIRECTOR>>.
Have I reached <<area >>-<<phone>>?
1 CORRECT NUMBER **[GO TO QINT10]**
2 NOT CORRECT **[GO TO QINT8]**
3 WOULD LIKE TO BE CALLED ON A NEW NUMBER **[GO TO TEL06]**

QINT8. What phone number have I reached?

_____

[PROGRAMMER: APPEND THE PHONE NUMBER TO THIS CASE.]

[GO TO QINT10]

TEL06. What is the number you would like to be contacted at?

_____

(ENTER NUMBER WITH NO DASHES, SPACES OR OTHER PUNCTION)

INTERVIEWER: RECORD THE NUMBER, THEN CALL THE RESPONDENT BACK ON THE NEW NUMBER.

[PROGRAMMER: APPEND THE PHONE NUMBER TO THIS CASE.]

[GO TO QINT11]

QINT11. May I speak with <<Title>><<name>>?

1 TRANSFER TO POC (LIVE) **[GO TO QINT14]**
2 GATEKEEPER IS POC **[GO TO QINT14]**
3 TRANSFER TO VM FOR POC **[GO TO ANSPROMPT1]**
4 NO/NOT AVAILABLE – SCHEDULE CALLBACK **[GO TO INT06]**
5 POC NO LONGER IN MEC **[GO TO QINT12]**
-2 REFUSED **[GO TO QINT18]**

QINT12. What is the new (laboratory director's) name?

_____

9 REFUSED

[GO TO QINT13]

QINT13. May I speak with the (laboratory director)?

1 TRANSFER TO POC (LIVE) **[GO TO QINT14]**
2 GATEKEEPER IS POC **[GO TO QINT14]**
3 TRANSFER TO VM FOR POC **[GO TO ANSPROMPT1]**

4 NO/NOT AVAILABLE – SCHEDULE CALLBACK **[GO TO INT06]**
5 REFUSED **[GO TO QINT18]**

QINT14. [IF Q11=1 OR Q13=1, FILL: Hello, this is <<INTERVIEWER NAME>> calling on behalf of the Bureau of Justice Statistics in the U.S. Department of Justice regarding the 2020 Census of Publicly Funded Forensic Crime Laboratories, also known as CPFFCL.]

I'm following up on our invitation that asked your laboratory to participate in the CPFFCL survey. Since we did not hear back from your laboratory, I wanted to call to see if you received the invitation.

1 YES **[GO TO QINT18]**
2 NO **[GO TO QINT19]**
3 NO ANSWER **[END CALL]**
4 WENT TO VOICEMAIL **[GO TO ANSPROMPT1]**
-2 REFUSED **[GO TO QINT17]**

ANSPROMPT1. [DISPLAY FOR CALLING ROUNDS 1 AND 2] Hello, this is_____, calling on behalf of the Bureau of Justice Statistics in the U.S. Department of Justice regarding the Census of Publicly Funded Forensic Crime Laboratories, also known as CPFFCL. This message is for <<POC name>>. Our records show that we have not yet received your completed survey. We hope that you can complete the survey within the next week. If you have any questions about the survey, please call our toll-free number, ###-###-####.

[DISPLAY FOR CALLING ROUND 3] Hello, this is_____, calling on behalf of the Bureau of Justice Statistics in the U.S. Department of Justice regarding the 2020 the Census of Publicly Funded Forensic Crime Laboratories, also known as CPFFCL. This message is for <<POC name>>. Our records show that we have not yet received your completed survey. Your participation helps to ensure the accuracy of the study results and we cannot substitute another laboratory for yours.
We hope that you can complete the survey by [DATE]. If you like, please call our toll-free number ###-###-#### and a member of the research team can assist you.

1 LEFT MESSAGE. END CALL.
2 SOMEONE PICKED UP. **[GO TO QINT11]**
3 UNABLE TO LEAVE MESSAGE. END CALL.

INT06. When would be a better time to call back?

INTERVIEWER: IF RESPONDENT INDICATES THAT THEY ARE WILLING TO TALK NOW BUT THEY ARE DRIVING, SAY: I'm sorry, but for your safety we're not able to continue while you're driving (or doing something else that requires your full attention)

IS THIS CALLBACK SET BY THE RESPONDENT OR SOMEONE ELSE?

(INTERVIEWER NOTES: CALLBACK SHOULD ONLY BE SET IF THE RESPONDENT REQUESTED OR AGREED TO BE CALLED BACK.
CALLBACK DEFINITION:
CALLBACK BY SUBJECT: THE RESPONDENT SELECTED TO COMPLETE THE INTERVIEW PROVIDED A SPECIFIC TIME AND DATE FOR THE APPOINTMENT.
CALLBACK BY OTHER: SOMEONE OTHER THAN THE SELECTED RESPONDENT ASKED FOR US TO CALLBACK, OR THE SELECTED RESPONDENT DID NOT PROVIDE A SPECIFIC DATE AND TIME TO

BE CALLED BACK.

1 APPOINTMENT BY SUBJECT **[GO TO APPOINTMENT SCHEDULE SCREENS AND THEN QINT28]**
2 APPOINTMENT BY OTHER **[GO TO APPOINTMENT SCHEDULE SCREENS AND THEN QINT28]**
3 REFUSED. I will just try again later. **[GO TO QINT28]**

QINT17. [PROGRAMMER: IF LABORATORY HAS NOT RECEIVED COMMUNICATIONS (Q14=2), DO NOT ASK. ELSE, ASK OF EACH LABORATORY THAT HAS NOT REFUSED.]
Your laboratory's participation helps to ensure our study accurately represents data from crime laboratories across the country. We cannot substitute another laboratory for yours. Would you please tell me more about your laboratory's reasons for not participating?

INTERVIEWER: ENTER VERBATIM IN OPEN ENDED BOX FOR CODE 00, THEN CODE THE RESPONSE

_____

SELECT ALL THAT APPLY:
0 ENTER VERBATIM
1 COMPLETE — LABORATORY CLAIMS THAT SURVEY HAS BEEN SUBMITTED/SENT
2 DUE DATE — CANNOT RESPOND BY DUE DATE
3 LIMITED TIME/RESOURCES — NOT RELATED TO DUE DATE
4 APPLICABILITY — LABORATORY THOUGHT SURVEY DID NOT APPLY TO THEM
5 NO INTEREST – LABORATORY STAFF ARE UNINTERESTED IN THE SURVEY TOPIC OR GOALS
6 NO BENEFIT – LABORATORY RECEIVES NO BENEFIT FROM PARTICIPATION/SURVEY
7 VOLUNTARY – PARTICIPATION IS NOT MANDATED BY LAW
8 SURVEY FATIGUE — LABORATORY RECEIVES TOO MANY SURVEY REQUESTS
9 LACK OF DATA — DATA NOT AVAILABLE DURING SURVEY PERIOD
10 LACK OF DATA — DATA DO NOT EXIST OR ARE NOT MAINTAINED
11 INACCESSIBLE DATA – DATA EXIST, BUT ARE NOT EASILY ACCESSIBLE
12 POOR QUALITY DATA – DATA EXIST, BUT ARE OF QUESTIONABLE/POOR QUALITY
13 CONFIDENTIALITY – DATA ARE NOT TO BE SHARED OUTSIDE OF LABORATORY/AUTHORITY
14 FEDERAL ROLE – FEDERAL GOVERNMENT SHOULD NOT BE INVOLVED IN LOCAL ISSUES
15 JURISDICTION RULE – JURISDICTION DOES NOT PARTICIPATE IN RESEARCH
16 OTHER
17 REFUSED TO GIVE REASON FOR DELAY/REFUSAL

QINT18. INTERVIEWER: IF REFUSAL, DO NOT ASK; CODE 05 [NO, will not complete survey]
ELSE: How would you prefer to complete the survey? You have the option to complete it online or by hard copy.
1 POC has completed web survey or sent hard copy **[GO TO QINT28]**
2 YES, will complete survey online **[GO TO QINT21]**
3 YES, will complete a hard copy **[GO TO QINT23]**
4 YES, will complete a hard copy already received **[GO TO QINT27]**
5 NO, will not complete survey **[GO TO QINT28]**

QINT19. IF QINT14=2: Let me send you the survey again. You have the option to complete it online or by hard copy. Which do you prefer?
1 YES, will complete survey online **[GO TO QINT21]**
2 YES, will complete a hard copy **[GO TO QINT23]**
3 NO, will not complete survey **[GO TO QINT18]**

QINT20. Do you need me to send the survey link and login information to you again?

1 Yes **[GO TO QINT22]**
2 No **[GO TO QINT28]**

QINT21. What is your email address?

_____

[GO TO QINT26]

QINT22. Do you need me to mail you another copy of the survey?

1 Yes **[GO TO QINT23]**
2 No **[GO TO QINT28]**

QINT23. Should I use the address we have on file for you or another address?

1 Address on file **[GO TO QINT27]**
2 Another address **[GO TO QINT24]**

QINT24. What is that address?

_____

[GO TO QINT27]

QINT25. We will send a link to the survey and the access code by email. We look forward to receiving the completed survey. I appreciate you taking the time to speak with me today. Have a nice day.

INTERVIEWER: END CALL.

QINT26. We will mail the questionnaire in the next day or two. We look forward to having you compete the survey. I appreciate you taking the time to speak with me today. Have a nice day.

INTERVIEWER: END CALL.

QINT27. We look forward to receiving the completed survey. I appreciate you taking the time to speak with me today. Have a nice day.

INTERVIEWER: END CALL.

QINT28. I appreciate you taking the time to speak with me today. Have a nice day.

INTERVIEWER: END CALL.

Attachment 18. Sample call script for nonresponse telephone calls

Sample Call Script for Nonresponse Telephone Calls

[IF CALL RINGS TO A GATEKEEPER]
Hello, this is <<INSERT NAME>> calling on behalf of the Bureau of Justice Statistics in the U.S. Department of Justice regarding the 2020 Census of Publicly Funded Forensic Crime Laboratories. I am following up on a survey invitation that we sent addressed to <<POC NAME>>. May I speak with <<POC NAME>>?

[IF CALL RINGS TO POC]
Hello, this is <<INSERT NAME>> calling on behalf of the Bureau of Justice Statistics in the U.S. Department of Justice regarding the 2020 Census of Publicly Funded Crime Laboratories. A few months ago, we sent you a letter and an email message inviting your laboratory to participate in the survey. We did not hear back from your laboratory and I wanted to follow up with you to confirm that you received the request.
Have you received our communications?

[IF YES]

[IF QUESTIONS ABOUT THE SURVEY]

- The Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) was last conducted in 2014.
- The CPFFCL collects information on administrative issues, budget and resources, workload, records and evidence retention, training, and quality assurance.
- BJS will use the data collected through this survey only for research and statistical purposes. Results—at the national level, not at the individual level—will be shared with the forensic laboratory community (e.g., the American Society of Crime Laboratory Directors), policy makers, and other stakeholders.
- The survey will take approximately 2.5 hours to complete, including gathering some of the information and numbers you might need to compile.

[OFFER ASSISTANCE TO COMPLETE]

- Is there anything I can do to assist you in completing the survey? A paper version is available if you would prefer to submit the information by mail.

[

[IF LABORATORY SAYS THEY DO NOT INTEND TO RESPOND]

- Thank you for letting us know. Would you be able to provide responses to just those questions? I can record your answers now or schedule a time to call you that would be most convenient. Would you be willing to share with us why you have chosen not to participate?

[IF NO]

- Let me review the information we have on file for your laboratory. [REVIEW E- MAIL ADDRESS AND MAILING ADDRESS.]
- What is the POC's preferred method of contact and offer so I can re-send the information?

Attachment 19. End-of-Study letter

U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, DC 20531

«TITLE» «POC NAME»
OR CURRENT LABORATORY DIRECTOR
«CRIME LAB»
«ADDRESS1», «ADDRESS2»
«CITY», «STATE» «ZIP»

Dear «TITLE» «NAME»:

We have made several attempts to contact you over the past few months regarding the participation of <<CRIME LAB>> in the Bureau of Justice Statistics' (BJS) Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). Your responses are vital to informing the Department of Justice of the needs of the crime laboratory community and for representing your jurisdiction.

I am writing today to notify you that there are only a couple of weeks remaining to complete the questionnaire. We must receive your response soon to ensure that the study results accurately reflect the characteristics and activities of your laboratory. The reliability of the study's results directly depends on the participation of all publicly funded crime laboratories. **Since CPFFCL is a census, your responses cannot be replaced.**

Please complete the questionnaire by using the following link: [WEB ADDRESS] and entering the following information:

User Name: «WebUsername»
Password: «PIN»

Alternatively, if you would prefer to complete the questionnaire on paper, we are happy to send you a hard copy or you may download and print a paper version upon entering your questionnaire access code on the CPFFCL questionnaire website.

If you have questions about CPFFCL or need to update your contact information (including e-mail address), please contact the CPFFCL data collection team via phone or e-mail at ###-###-#### or cpffcl@rti.org. If you have any general comments about this data collection, please contact me at ###-###-#### or connor.brooks@usdoj.gov.

I greatly appreciate your consideration.

Sincerely,

Connor Brooks
Program Manager, Bureau of Justice Statistics

Attachment 20. End-of-Study email

TO: «TITLE» «POC NAME»
OR CURRENT LABORATORY DIRECTOR
«CRIME LAB»

SUBJECT: End of Study Notice - Census of Publicly Funded Forensic Crime

Laboratories

Dear «TITLE» «NAME»:

Recently, materials related to the 2020 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) were sent to you by mail. This email message is to relay this message to you via email as well and encourage you to contact us if you have any questions related to the data collection.

Please reply to this message to confirm that we have reached <<POC>>.

The information contained in the letter that we mailed most recently (on <<DATE>>) is provided below.

Thank you,

Connor Brooks
Program Manager
Bureau of Justice Statistics

«TITLE» «POC NAME»
OR CURRENT LABORATORY DIRECTOR
«CRIME LAB»
«ADDRESS1», «ADDRESS2»
«CITY», «STATE» «ZIP»

Dear «TITLE» «NAME»:

We have made several attempts to contact you over the past few months regarding the participation of <<CRIME LAB>> in the Bureau of Justice Statistics' (BJS) Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). Your responses are vital to informing the Department of Justice of the needs of crime laboratory community and representing your jurisdiction.

I am writing today to notify you that there are only a couple of weeks remaining to complete the questionnaire. We must receive your response soon to ensure that the study results accurately reflect the characteristics and activities of your laboratory. The reliability of the study's results directly depends on the participation of all publicly funded crime laboratories. **Since CPFFCL is a census, your responses cannot be replaced.**

Please complete the questionnaire by using the following link: [WEB ADDRESS] and entering the following information:

User Name: «WebUsername»
Password: «PIN»

Alternatively, if you would prefer to complete the questionnaire on paper, we are happy to send you a hard copy or you may download and print a paper version upon entering your questionnaire access code on the CPFFCL questionnaire website.

If you have questions about CPFFCL or need to update your contact information (including e-mail address), please contact the CPFFCL data collection team via phone or e-mail at ###-###-#### or cpffcl@rti.org. If you have any general comments about this data collection, please contact me at ###-###-#### or connor.brooks@usdoj.gov.

I greatly appreciate your consideration.

Sincerely,

Connor Brooks
Program Manager
Bureau of Justice Statistics

Attachment 21. Thank you letter

U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, DC 20531

«TITLE» «POC NAME»
OR CURRENT LABORATORY DIRECTOR
«CRIME LAB»
«ADDRESS1», «ADDRESS2»
«CITY», «STATE» «ZIP»

Dear «TITLE» «NAME»:

On behalf of the Bureau of Justice Statistics (BJS) and RTI International, I would like to thank you for your participation in the 2020 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). I truly appreciate your support in completing this survey. Your participation ensures that we are a step closer to providing a complete enumeration of the nation's publicly funded crime laboratories and that your jurisdiction is represented as the Department of Justice assesses the needs of the crime laboratory community.

This letter confirms that we have received your survey and are currently processing the data. RTI will contact you if there are any questions about the answers your laboratory has submitted. We anticipate all survey responses will be collected by the end of October 2021. A copy of the report will be available through BJS and the CPFFCL website in 2022.

If you have any general comments or questions, please feel free to contact me at 202-616-1706 or connor.brooks@usdoj.gov. If you have questions about CPFFCL or need to update your contact information (including email address), please contact RTI's CPFFCL support team at ###-###-#### or cpffcl@rti.org.

Sincerely,

Connor Brooks
Program Manager
Bureau of Justice Statistics

Attachment 22. Letter of Support:
American Society of Crime Laboratory Directors

AMERICAN SOCIETY OF
CRIME LABORATORY DIRECTORS, INC.

65 Glen Road, Suite 123, Garner, NC 27529

May 1, 2021

Dear Fellow Laboratory Director:

The ASCLD Board of Directors is encouraging you to participate in the 2020 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL). We helped to design and test the census questionnaire. The Bureau of Justice Statistics (BJS), working with RTI International (RTI), is sending the CPFFCL survey to every laboratory in the United States to develop a detailed understanding of the U.S. forensic laboratory community. The statistics will gather information that will help address training, staffing, quality assurance, and jurisdictional coverage needs. **ASCLD requests that you participate in this important survey effort.**

The information produced by the CPFFCL will provide valuable data regarding staffing, budget, and caseload information that will be directly comparable to the CPFFCL documents from 2002, 2005, 2009, and 2014. The 2014 CPFFCL found, for example, that the combined operating budgets for the 409 crime labs in 2014 was $1.7 billion. The U.S. laboratories serving state jurisdictions accounted for nearly half ($796 million) of the overall budget in 2014. Moreover, the 2014 CPFFCL estimated that the nation's laboratories received 3.8 million requests for forensic services, down from the 4 million requests received in 2009. For more information about the previous surveys, including the 2014 administration, please see BJS' CPFFCL webpage: https://www.bjs.gov/index.cfm?ty=dcdetail&iid=244 .

Your response to the 2020 CPFFCL is critical to obtain national estimates of personnel, resources, policies, and infrastructure of our community, particularly in light of the impact of COVID-19 in 2020. Since it is a census, your responses are necessary. The CPFFCL is the only systematic survey effort of its kind to focus on our community and directly supports the ASCLD mission of disseminating important forensic based information, improving information-sharing among crime laboratory directors, and promoting the highest standards of practice in the field.

We know that you and your staff have many responsibilities and limited time, but we hope that you will provide the requested information and contribute to this effort. **Your participation will help ensure that the 2020 CPFFCL is a success and that the results can be used with confidence by the federal government, by policy makers and budget directors, and by our community.**

Thank you in advance for your cooperation with this important effort.

Sincerely,

Erin P. Forry
ASCLD President

Attachment 23. Data quality assessment of 2014 CPFFCL

2014 CPFFCL Data Quality Assessment

RTI International performed a data quality assessment of the 2014 CPFFCL to identify issues relating to the rates of item nonresponse. The following tables provide the overall response rates and facility characteristics of the 2014 CPFFCL, as well as the response rate of each individual question.

	2014	
	n	%
Total Response Rate	409	88
Respondents	360	--
Non-Respondents	49	--
New or Opened Labs	26	--
Closed or Merged Labs	28	--
Facility Type	409	100
City, borough, village, or town	63	15.4
County	87	21.3
State	182	44.5
Federal/National	28	6.8
Missing	49	12
Multi-Lab System	360	100
Yes	176	48.9
No	174	48.3
Different Lab Reporting	7	1.9
Missing	3	0.8
Case Load[1]	360	100
Small	80	22.2
Medium	159	44.2
Large	79	21.9
Different Lab Reporting	9	2.5
Missing	33	9.2
Case Load Statistics		
Minimum Value	0	--
25th Percentile Value	1,786	--
Median Value	4,589	--
Mean Value	10,231	--
75th Percentile Value	10,535	--
Maximum Value	241,961	--

[1]Case load is broken out into quartiles, where small is the lower 25th percentile, medium is the 25th-75th percentile, and large is the 75th percentile.

	2014	
	n	%
Digital[2]	360	100
Yes	67	18.6
No	279	77.5
Different Lab Reporting	7	1.9
Missing	7	1.9

[2]Refers to crime laboratories that responded to the 2014 CPFFCL, not the pilot study of federal and state digital evidence laboratories.

2014 Question		2014 Variable Name	2014 Variable Description	2014 Response Rate
A1		ORG_JURIS	TYPE OF GOVERNMENT THAT OPERATES FACILITY	100.0
A2		ORG_MULT_YN	LABORATORY PART OF A MULTI-LAB SYSTEM	99.2
A3		ORG_MULT_NUM	NUMBER OF LABORATORIES IN THE MULTI-LAB SYSTEM	99.2
A4		ORG_REQ_MUNICIPAL	REQUESTS SUBMITTED BY CITY, BOROUGH, VILLAGE, OR TOWN GOVERNMENT AGENCY	99.2
		ORG_REQ_CNTY	REQUESTS SUBMITTED BY COUNTY GOVERNMENT AGENCY	99.2
		ORG_REQ_STATE	REQUESTS SUBMITTED BY STATE GOVERNMENT AGENCY	98.9
		ORG_REQ_FED	REQUESTS SUBMITTED BY FEDERAL GOVERNMENT AGENCY	98.6
A5	a	ORG_SUBS	CONTROLLED SUBSTANCES	99.4
	b	ORG_TOX	TOXICOLOGY (GENERAL)	99.2
		ORG_TOX_BAC	TOXICOLOGY (ANTEMORTEM BAC)	98.6
		ORG_TOX_DRUG	TOXICOLOGY (ANTEMORTEM DRUGS)	98.1
		ORG_TOX_POST	TOXICOLOGY (POSTMORTEM)	98.3
	c	ORG_TRC	TRACE (GENERAL)	98.9
		ORG_TRC_GUN	TRACE (GUN SHOT RESIDUE)	97.5
		ORG_TRC_HAIR	TRACE (HAIR EXAMINATION)	98.1
		ORG_TRC_FIBR	TRACE (FIBER EXAMINATION)	98.3
		ORG_TRC_FIRE	TRACE (FIRE DEBRIS ANALYSIS)	98.1
		ORG_TRC_EXPL	TRACE (EXPLOSIVES ANALYSIS)	98.1
		ORG_TRC_PAINT	TRACE (PAINT ANALYSIS)	98.3
		ORG_TRC_CHEM	TRACE (CHEMICAL UNKNOWN)	98.3
		ORG_TRC_OTH	TRACE (OTHER)	94.7
	d	ORG_IMP	IMPRESSIONS (GENERAL)	97.8
		ORG_IMP_FOOT	IMPRESSIONS (FOOTWEAR)	97.5
		ORG_IMP_TIRE	IMPRESSIONS (TIRE TREAD)	97.5
	e	ORG_FIRE	FIREARMS/TOOLMARKS	97.8
	f	ORG_DGTL	DIGITAL & MULTIMEDIA EVIDENCE	98.1
		ORG_DGTL_COMP	DIGITAL & MULTIMEDIA EVIDENCE (COMPUTER FORENSICS)	97.2
		ORG_DGTL_MOBILE	DIGITAL & MULTIMEDIA EVIDENCE (MOBILE DEVICE ANALYSIS)	97.5
		ORG_DGTL_IMG	DIGITAL & MULTIMEDIA EVIDENCE (IMAGE ANALYSIS)	96.9
		ORG_DGTL_VID	DIGITAL & MULTIMEDIA EVIDENCE (VIDEO ANALYSIS)	97.2
		ORG_DGTL_AUD	DIGITAL & MULTIMEDIA EVIDENCE (FORENSIC AUDIO)	96.9
		ORG_DGTL_OTH	DIGITAL & MULTIMEDIA EVIDENCE (OTHER)	95.8

2014 Question		2014 Variable Name	2014 Variable Description	2014 Response Rates
	g	ORG_LTPR	LATENT PRINTS (GENERAL)	98.9
		ORG_LTPR_DEV	LATENT PRINTS (PRINT DEVELOPMENT)	98.6
		ORG_LTPR_COMP	LATENT PRINTS (COMPARISONS)	98.6
	h	ORG_DOC	QUESTIONED DOCUMENTS	97.2
	i	ORG_BIO	FORENSIC BIOLOGY (GENERAL)	98.9
		ORG_BIO_CASE	FORENSIC BIOLOGY (CASEWORK)	98.3
		ORG_BIO_SXASLT	FORENSIC BIOLOGY (SEXUAL ASSAULT CASEWORK)	98.1
		ORG_BIO_OFF	FORENSIC BIOLOGY (CONVICTED OFFENDER DNA SAMPLES)	97.8
		ORG_BIO_ARR	FORENSIC BIOLOGY (ARRESTEE DNA SAMPLES)	97.8
		ORG_BIO_OTH	FORENSIC BIOLOGY (OTHER DNA SAMPLES)	96.7
	j	ORG_SCENE	CRIME SCENE (GENERAL)	98.9
		ORG_SCENE_EVID	CRIME SCENE (EVIDENCE COLLECTION)	98.3
		ORG_SCENE_REC	CRIME SCENE (RECONSTRUCTION)	97.8
	k	ORG_OTH	OTHER FORENSIC FUNCTIONS	92.5
A6		ORG_LIMS	LABORATORY USED A LIMS IN 2014	99.4
A7	a	ORG_LIMS_ITEM	LIMS FUNCTION (TRACKING BY ITEM)	99.4
	b	ORG_LIMS_RQT	LIMS FUNCTION (TRACKING BY REQUEST)	99.2
	c	ORG_LIMS_LE	LIMS FUNCTION (LAW ENFORCEMENT CASE NUMBER)	99.4
	d	ORG_LIMS_LAB	LIMS FUNCTION (LAB CASE NUMBER)	99.4
	e	ORG_LIMS_OFFTYPE	LIMS FUNCTION (CRIMINAL OFFENSE TYPE)	98.6
	f	ORG_LIMS_TMITEM	LIMS FUNCTION (CALCULATING TURNAROUND TIME BY ITEM)	98.6
	g	ORG_LIMS_TMSECT	LIMS FUNCTION (CALCULATING TURNAROUND TIME BY SECTION)	98.9
	h	ORG_LIMS_TMLAB	LIMS FUNCTION (CALCULATING TURNAROUND TIME FOR LABORATORY)	98.9
	i	ORG_LIMS_CRIM	LIMS FUNCTION (CRIMINAL CASE STATUS)	98.9
	j	ORG_LIMS_INST	LIMS FUNCTION (INTERFACING WITH INSTRUMENTATION)	99.2
	k	ORG_LIMS_BKLG	LIMS FUNCTION (MONITORING BACKLOG)	98.9
	l	ORG_LIMS_CUST	LIMS FUNCTION (CHAIN OF CUSTODY)	99.2
	m	ORG_LIMS_REPORT	LIMS FUNCTION (GENERATING REPORTS)	99.2
	n	ORG_LIMS_PAPREP	LIMS FUNCTION (PAPERLESS REPORTING)	98.6
	o	ORG_LIMS_OTH	LIMS FUNCTION (OTHER)	92.8

2014 Question		2014 Variable Name	2014 Variable Description	2014 Response Rates
A8	a	ORG_TECH_YSTR	ADVANCED TECHNOLOGIES AND PROCEDURES USED FOR CASEWORK IN 2014 (Y-STR ANALYSIS)	98.9
	b	ORG_TECH_DNA	ADVANCED TECHNOLOGIES AND PROCEDURES USED FOR CASEWORK IN 2014 (MITO DNA ANALYSI	98.9
	c	ORG_TECH_ROBO	ADVANCED TECHNOLOGIES AND PROCEDURES USED FOR CASEWORK IN 2014 (ROBOTICS)	98.9
	d	ORG_TECH_EXP	ADVANCED TECHNOLOGIES AND PROCEDURES USED FOR CASEWORK IN 2014 (EXPERT SYSTEMS)	98.3
	e	ORG_TECH_LCMS	ADVANCED TECHNOLOGIES AND PROCEDURES USED FOR CASEWORK IN 2014 (LC-MS/MS FOR TOX	98.9
	f	ORG_TECH_RDNA	ADVANCED TECHNOLOGIES AND PROCEDURES USED FOR CASEWORK IN 2014 (RAPID DNA)	98.9
	g	ORG_TECH_FDNA	ADVANCED TECHNOLOGIES AND PROCEDURES USED FOR CASEWORK IN 2014 (FAMILIAL DNA DAT	98.9
	h	ORG_TECH_CANN	ADVANCED TECHNOLOGIES AND PROCEDURES USED FOR CASEWORK IN 2014 (ANALYSES OF SYNT	98.9
	i	ORG_TECH_CATH	ADVANCED TECHNOLOGIES AND PROCEDURES USED FOR CASEWORK IN 2014 (ANALYSES OF SYNT	98.9
	j	ORG_TECH_LSR	ADVANCED TECHNOLOGIES AND PROCEDURES USED FOR CASEWORK IN 2014 (LASER MICRODISSE	98.6
	k	ORG_TECH_POLY	ADVANCED TECHNOLOGIES AND PROCEDURES USED FOR CASEWORK IN 2014 (POLYNOMIAL TEXTU	98.6
A9	a	ORG_DB_PDG	DATABASE USED IN 2014 (PAINT DATA QUERY - PDQ)	98.3
	b	ORG_DB_NIBIN	DATABASE USED IN 2014 (NATIONAL INTEGRATED BALLISTICS INFORMATION NETWORK - NIBI	98.3
	c	ORG_DB_CODIS	DATABASE USED IN 2014 (COMBINED DNA INDEX SYSTEM - CODIS)	98.6
	d	ORG_DB_AFIS	DATABASE USED IN 2014 (AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM - AFIS)	98.6
	e	ORG_DB_IAFIS	DATABASE USED IN 2014 (INTEGRATED AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM -	98.1
	f	ORG_DB_ILRC	DATABASE USED IN 2014 (IGNITABLE LIQUIDS REFERENCE COLLECTION - ILRC)	98.3
	g	ORG_DB_OTH	DATABASE USED IN 2014 (OTHER)	94.7
A10	a	ORG_DIGSRC_CELL	SOURCE OF DIGITAL INFORMATION ANALYZED (TRADITIONAL CELLPHONES)	98.9
	b	ORG_DIGSRC_SMART	SOURCE OF DIGITAL INFORMATION ANALYZED (SMARTPHONES)	98.9
	c	ORG_DIGSRC_COMP	SOURCE OF DIGITAL INFORMATION ANALYZED (COMPUTERS)	98.3
	d	ORG_DIGSRC_DRIVE	SOURCE OF DIGITAL INFORMATION ANALYZED (THUMB AND EXTERNAL DRIVES)	98.3
	e	ORG_DIGSRC_NETDEV	SOURCE OF DIGITAL INFORMATION ANALYZED (NETWORK DEVICES)	98.3
	f	ORG_DIGSRC_GPS	SOURCE OF DIGITAL INFORMATION ANALYZED (GPS AND NAVIGATION SYSTEMS)	98.1
	g	ORG_DIGSRC_AUD	SOURCE OF DIGITAL INFORMATION ANALYZED (AUDIO FILES)	98.3
	h	ORG_DIGSRC_STRG	SOURCE OF DIGITAL INFORMATION ANALYZED (CDS, DVDS, OTHER STORAGE MEDIA)	98.3
	i	ORG_DIGSRC_GAMSYS	SOURCE OF DIGITAL INFORMATION ANALYZED (GAMING SYSTEMS)	98.3
	j	ORG_DIGSRC_SRVR	SOURCE OF DIGITAL INFORMATION ANALYZED (CLOUD AND SERVER DATA)	98.6
	k	ORG_DIGSRC_OTH	SOURCE OF DIGITAL INFORMATION ANALYZED (OTHER)	93.9
B1		BUDG_TOT	TOTAL OPERATING BUDGET IN 2014	90.6
		BUDG_FYCALYR	FISCAL OR CALENDAR YEAR BUDGET	56.1

2014 Question		2014 Variable Name	2014 Variable Description	2014 Response Rates
B2	a	BUDG_SRC_FEE	FUNDING RECEIVED FROM FEES	96.1
	b	BUDG_SRC_GRT_FED	FUNDING RECEIVED FROM FEDERAL GRANTS	95.3
	c	BUDG_SRC_GRT_ST	FUNDING RECEIVED FROM STATE GRANTS	95.6
	d	BUDG_SRC_GRT_OTH	FUNDING RECEIVED FROM OTHER GRANTS	92.5
C1	a	EMP_FTE_MANG	NUMBER OF FTE EMPLOYEES WORKING IN 2014 (MANAGERIAL)	95.6
		EMP_PTE_MANG	NUMBER OF PTE EMPLOYEES WORKING IN 2014 (MANAGERIAL)	88.3
	b	EMP_FTE_ADMIN	NUMBER OF FTE EMPLOYEES WORKING IN 2014 (CLERICAL/ADMINISTRATIVE SUPPORT)	95.8
		EMP_PTE_ADMIN	NUMBER OF PTE EMPLOYEES WORKING IN 2014 (CLERICAL/ADMINISTRATIVE SUPPORT)	89.7
	c1	EMP_FTE_ETEX	NUMBER OF FTE EMPLOYEES WORKING IN 2014 (ANALYST/EXAMINER: ENTRY-LEVEL)	94.4
		EMP_PTE_ETEX	NUMBER OF PTE EMPLOYEES WORKING IN 2014 (ANALYST/EXAMINER: ENTRY-LEVEL)	88.3
	c2	EMP_FTE_INTSREX	NUMBER OF FTE EMPLOYEES WORKING IN 2014 (ANALYST/EXAMINER: INTERMEDIATE/SENIOR-L	96.4
		EMP_PTE_INTSREX	NUMBER OF PTE EMPLOYEES WORKING IN 2014 (ANALYST/EXAMINER: INTERMEDIATE/SENIOR-L	90.3
	d	EMP_FTE_TECH	NUMBER OF FTE EMPLOYEES WORKING IN 2014 (TECHNICAL SUPPORT)	94.4
		EMP_PTE_TECH	NUMBER OF PTE EMPLOYEES WORKING IN 2014 (TECHNICAL SUPPORT)	88.3
	e	EMP_FTE_SCENE	NUMBER OF FTE EMPLOYEES WORKING IN 2014 (CRIME SCENE TECHNICIAN)	93.9
		EMP_PTE_SCENE	NUMBER OF PTE EMPLOYEES WORKING IN 2014 (CRIME SCENE TECHNICIAN)	88.3
	f	EMP_FTE_OTH	NUMBER OF FTE EMPLOYEES WORKING IN 2014 (OTHER)	90.6
		EMP_PTE_OTH	NUMBER OF PTE EMPLOYEES WORKING IN 2014 (OTHER)	88.3
	g	EMP_FTE_TOT	TOTAL NUMBER OF FTE EMPLOYEES WORKING IN 2014	95.8
		EMP_PTE_TOT	TOTAL NUMBER OF PTE EMPLOYEES WORKING IN 2014	90.0
C2		EMP_CERT	NUMBER OF ANALYSTS/EXAMINERS EXTERNALLY CERTIFIED	95.6
		EMP_CERT_YN	LAB HAS AT LEAST ONE CERTIFIED ANALYST/EXAMINER	94.7
C3	a	EMP_DIR_MIN	SALARY MINIMUM: DIRECTOR	92.8
	b	EMP_SUPH_MIN	SALARY MINIMUM: SUPERVISOR, HIGHEST LEVEL	90.8
	c	EMP_SUPL_MIN	SALARY MINIMUM: SUPERVISOR, LOWEST LEVEL	90.6
	d	EMP_ETEX_MIN	SALARY MINIMUM: ANALYST/EXAMINER (ENTRY-LEVEL ONLY)	92.2
	e	EMP_SREX_MIN	SALARY MINIMUM: ANALYST/EXAMINER (SENIOR-LEVEL ONLY)	89.2
	f	EMP_TECH_MIN	SALARY MINIMUM: TECHNICAL SUPPORT	92.2
	g	EMP_RESR_MIN	SALARY MINIMUM: RESEARCHERS ONLY	91.9

2014 Question		2014 Variable Name	2014 Variable Description	2014 Response Rates
C4	a	EMP_DIR_MAX	SALARY MAXIMUM: DIRECTOR	93.3
	b	EMP_SUPH_MAX	SALARY MAXIMUM: SUPERVISOR, HIGHEST LEVEL	91.4
	c	EMP_SUPL_MAX	SALARY MAXIMUM: SUPERVISOR, LOWEST LEVEL	91.1
	d	EMP_ETEX_MAX	SALARY MAXIMUM: ANALYST/EXAMINER (ENTRY-LEVEL ONLY)	92.5
	e	EMP_SREX_MAX	SALARY MAXIMUM: ANALYST/EXAMINER (SENIOR-LEVEL ONLY)	93.1
	f	EMP_TECH_MAX	SALARY MAXIMUM: TECHNICAL SUPPORT	91.9
	g	EMP_RESR_MAX	SALARY MAXIMUM: RESEARCHERS ONLY	91.9
D1		WORK_REQ	NUMBER OF REQUESTS RECEIVED IN 2014	90.8
		WORK_REQ_EST	NUMBER OF REQUESTS RECEIVED IN 2014 IS ESTIMATED	89.4
D2		WORK_REQ_BKLG	NUMBER OF BACKLOGGED REQUESTS AS OF JANUARY 1, 2015	90.6
		WORK_REQ_BKLG_EST	NUMBER OF BACKLOGGED REQUESTS AS OF JANUARY 1, 2015 IS ESTIMATED	89.2
D3	a	WORK_SUBS_NEW	CONTROLLED SUBSTANCES: NUMBER OF NEW REQUESTS RECEIVED IN 2014	92.2
	b	WORK_SUBS_COMP	CONTROLLED SUBSTANCES: NUMBER OF REQUESTS COMPLETED IN 2014	92.8
	c	WORK_SUBS_PEND	CONTROLLED SUBSTANCES: NUMBER OF PENDING REQUESTS AS OF JANUARY 1, 2015	91.7
	d	WORK_SUBS_BKLG	CONTROLLED SUBSTANCES: NUMBER OF PENDING REQUESTS BACKLOGGED AS OF JANUARY 1, 20	90.6
D4	a	WORK_TOX_NEW	TOXICOLOGY: NUMBER OF NEW REQUESTS RECEIVED IN 2014	95.0
	b	WORK_TOX_COMP	TOXICOLOGY: NUMBER OF REQUESTS COMPLETED IN 2014	95.0
	c	WORK_TOX_PEND	TOXICOLOGY: NUMBER OF PENDING REQUESTS AS OF JANUARY 1, 2015	94.7
	d	WORK_TOX_BKLG	TOXICOLOGY: NUMBER OF PENDING REQUESTS BACKLOGGED AS OF JANUARY 1, 2015	93.9
D5	a	WORK_TRC_NEW	TRACE: NUMBER OF NEW REQUESTS RECEIVED IN 2014	91.4
	b	WORK_TRC_COMP	TRACE: NUMBER OF REQUESTS COMPLETED IN 2014	91.4
	c	WORK_TRC_PEND	TRACE: NUMBER OF PENDING REQUESTS AS OF JANUARY 1, 2015	91.4
	d	WORK_TRC_BKLG	TRACE: NUMBER OF PENDING REQUESTS BACKLOGGED AS OF JANUARY 1, 2015	90.8
D6	a	WORK_IMP_NEW	IMPRESSIONS: NUMBER OF NEW REQUESTS RECEIVED IN 2014	82.8
	b	WORK_IMP_COMP	IMPRESSIONS: NUMBER OF REQUESTS COMPLETED IN 2014	83.1
	c	WORK_IMP_PEND	IMPRESSIONS: NUMBER OF PENDING REQUESTS AS OF JANUARY 1, 2015	82.2
	d	WORK_IMP_BKLG	IMPRESSIONS: NUMBER OF PENDING REQUESTS BACKLOGGED AS OF JANUARY 1, 2015	81.9
D7	a	WORK_FIRE_NEW	FIREARMS/TOOLMARKS: NUMBER OF NEW REQUESTS RECEIVED IN 2014	91.4
	b	WORK_FIRE_COMP	FIREARMS/TOOLMARKS: NUMBER OF REQUESTS COMPLETED IN 2014	91.7
	c	WORK_FIRE_PEND	FIREARMS/TOOLMARKS: NUMBER OF PENDING REQUESTS AS OF JANUARY 1, 2015	91.7
	d	WORK_FIRE_BKLG	FIREARMS/TOOLMARKS: NUMBER OF PENDING REQUESTS BACKLOGGED AS OF JANUARY 1, 2015	90.3

2014 Question		2014 Variable Name	2014 Variable Description	2014 Response Rates
D8	a	WORK_DGTL_NEW	DIGITAL & MULTIMEDIA EVIDENCE: NUMBER OF NEW REQUESTS RECEIVED IN 2014	95.0
	b	WORK_DGTL_COMP	DIGITAL & MULTIMEDIA EVIDENCE: NUMBER OF REQUESTS COMPLETED IN 2014	95.0
	c	WORK_DGTL_PEND	DIGITAL & MULTIMEDIA EVIDENCE: NUMBER OF PENDING REQUESTS AS OF JANUARY 1, 2015	94.7
	d	WORK_DGTL_BKLG	DIGITAL & MULTIMEDIA EVIDENCE: NUMBER OF PENDING REQUESTS BACKLOGGED AS OF JANUA	94.2
D9	a	WORK_LTPR_NEW	LATENT PRINTS: NUMBER OF NEW REQUESTS RECEIVED IN 2014	91.1
	b	WORK_LTPR_COMP	LATENT PRINTS: NUMBER OF REQUESTS COMPLETED IN 2014	91.1
	c	WORK_LTPR_PEND	LATENT PRINTS: NUMBER OF PENDING REQUESTS AS OF JANUARY 1, 2015	90.6
	d	WORK_LTPR_BKLG	LATENT PRINTS: NUMBER OF PENDING REQUESTS BACKLOGGED AS OF JANUARY 1, 2015	89.7
D10	a	WORK_DOC_NEW	QUESTIONED DOCUMENTS: NUMBER OF NEW REQUESTS RECEIVED IN 2014	96.1
	b	WORK_DOC_COMP	QUESTIONED DOCUMENTS: NUMBER OF REQUESTS COMPLETED IN 2014	95.8
	c	WORK_DOC_PEND	QUESTIONED DOCUMENTS: NUMBER OF PENDING REQUESTS AS OF JANUARY 1, 2015	96.1
	d	WORK_DOC_BKLG	QUESTIONED DOCUMENTS: NUMBER OF PENDING REQUESTS BACKLOGGED AS OF JANUARY 1, 201	96.1
D11	a	WORK_SCENE_NEW	CRIME SCENE: NUMBER OF NEW REQUESTS RECEIVED IN 2014	88.9
	b	WORK_SCENE_COMP	CRIME SCENE: NUMBER OF REQUESTS COMPLETED IN 2014	89.2
D12	a	WORK_BIO_NEW	FORENSIC BIOLOGY: NUMBER OF NEW REQUESTS RECEIVED IN 2014	89.7
	b	WORK_BIO_COMP	FORENSIC BIOLOGY: NUMBER OF REQUESTS COMPLETED IN 2014	89.7
	c	WORK_BIO_PEND	FORENSIC BIOLOGY: NUMBER OF PENDING REQUESTS AS OF JANUARY 1, 2015	89.7
	d	WORK_BIO_BKLG	FORENSIC BIOLOGY: NUMBER OF PENDING REQUESTS BACKLOGGED AS OF JANUARY 1, 2015	89.2
D13	a	WORK_CASE_NEW	CASEWORK: NUMBER OF NEW REQUESTS RECEIVED IN 2014	91.7
	b	WORK_CASE_COMP	CASEWORK: NUMBER OF REQUESTS COMPLETED IN 2014	91.7
	c	WORK_CASE_PEND	CASEWORK: NUMBER OF PENDING REQUESTS AS OF JANUARY 1, 2015	91.1
	d	WORK_CASE_BKLG	CASEWORK: NUMBER OF PENDING REQUESTS BACKLOGGED AS OF JANUARY 1, 2015	90.3
D14	a	WORK_SXASLT_NEW	SEXUAL ASSAULT EVIDENCE: NUMBER OF NEW REQUESTS RECEIVED IN 2014	83.3
	b	WORK_SXASLT_COMP	SEXUAL ASSAULT EVIDENCE: NUMBER OF REQUESTS COMPLETED IN 2014	82.5
	c	WORK_SXASLT_PEND	SEXUAL ASSAULT EVIDENCE: NUMBER OF PENDING REQUESTS AS OF JANUARY 1, 2015	81.7
	d	WORK_SXASLT_BKLG	SEXUAL ASSAULT EVIDENCE: NUMBER OF PENDING REQUESTS BACKLOGGED AS OF JANUARY 1,	81.4
D15	a	WORK_DNA_NEW	DNA DATABASE: NUMBER OF NEW REQUESTS RECEIVED IN 2014	90.3
	b	WORK_DNA_COMP	DNA DATABASE: NUMBER OF REQUESTS COMPLETED IN 2014	90.3
	c	WORK_DNA_PEND	DNA DATABASE: NUMBER OF PENDING REQUESTS AS OF JANUARY 1, 2015	89.7
	d	WORK_DNA_BKLG	DNA DATABASE: NUMBER OF PENDING REQUESTS BACKLOGGED AS OF JANUARY 1, 2015	89.4

2014 Question		2014 Variable Name	2014 Variable Description	2014 Response Rates
D16	a	WORK_ARR_NEW	ARRESTEE: NUMBER OF NEW REQUESTS RECEIVED IN 2014	90.3
	b	WORK_ARR_COMP	ARRESTEE: NUMBER OF REQUESTS COMPLETED IN 2014	90.3
	c	WORK_ARR_PEND	ARRESTEE: NUMBER OF PENDING REQUESTS AS OF JANUARY 1, 2015	90.0
	d	WORK_ARR_BKLG	ARRESTEE: NUMBER OF PENDING REQUESTS BACKLOGGED AS OF JANUARY 1, 2015	89.7
D17	a	WORK_OFF_NEW	CONVICTED OFFENDER: NUMBER OF NEW REQUESTS RECEIVED IN 2014	90.3
	b	WORK_OFF_COMP	CONVICTED OFFENDER: NUMBER OF REQUESTS COMPLETED IN 2014	90.3
	c	WORK_OFF_PEND	CONVICTED OFFENDER: NUMBER OF PENDING REQUESTS AS OF JANUARY 1, 2015	89.7
	d	WORK_OFF_BKLG	CONVICTED OFFENDER: NUMBER OF PENDING REQUESTS BACKLOGGED AS OF JANUARY 1, 2015	89.4
D3-D17		WORK_EST	NUMBER OF REQUESTS ARE ESTIMATED	87.8
E1		OUT_YN	LABORATORY OUTSOURCED TESTING FOR ANALYSIS IN 2014	94.4
E2	a	OUT_SUBS	OUTSOURCED IN 2014 (CONTROLLED SUBSTANCES)	94.2
	b	OUT_TOX	OUTSOURCED IN 2014 (TOXICOLOGY)	94.4
	c	OUT_TRC	OUTSOURCED IN 2014 (TRACE)	94.2
	d	OUT_IMP	OUTSOURCED IN 2014 (IMPRESSIONS)	94.2
	e	OUT_FIRE	OUTSOURCED IN 2014 (FIREARMS/TOOLMARKS)	94.2
	f	OUT_DGTL	OUTSOURCED IN 2014 (DIGITAL & MULTIMEDIA EVIDENCE)	94.2
	g	OUT_LTPR	OUTSOURCED IN 2014 (LATENT PRINTS)	94.2
	h	OUT_DOC	OUTSOURCED IN 2014 (QUESTIONED DOCUMENTS)	94.2
	i1	OUT_CASE	OUTSOURCED IN 2014 (FORENSIC BIOLOGY CASEWORK)	94.2
	i2	OUT_SXASLT	OUTSOURCED IN 2014 (SEXUAL ASSAULT CASEWORK)	94.2
	i3	OUT_OFF	OUTSOURCED IN 2014 (OFFENDER SAMPLES)	94.2
	i4	OUT_ARR	OUTSOURCED IN 2014 (ARRESTEE SAMPLES)	94.2
	j	OUT_SCENE	OUTSOURCED IN 2014 (CRIME SCENE)	93.9
	k	OUT_OTH	OUTSOURCED IN 2014 (OTHER)	93.1
E3		IN_YN	LABORATORY RECEIVED REQUESTS FROM OTHER LABORATORIES IN 2014	94.4

2014 Question		2014 Variable Name	2014 Variable Description	2014 Response Rates
F1		QA_ACC	LAB HAS ANY ACCREDITATION	93.6
	a	QA_ACC_ASCLD_LEG	CRIME LABORATORY ACCREDITED BY ASCLD/LAB, LEGACY	91.7
	b	QA_ACC_ASCLD_INT	CRIME LABORATORY ACCREDITED BY ASCLD/LAB, INTERNATIONAL (ISO 17025)	95.3
	c	QA_ACC_FQS	CRIME LABORATORY ACCREDITED BY FQS-INTERNATIONAL	91.9
	d	QA_ACC_OTH	CRIME LABORATORY ACCREDITED BY OTHER	91.7
	e	QA_ACC_A2LA	CRIME LABORATORY ACCREDITED BY A2LA	91.7
F2		QA_RESEARCH	LABORATORY RESOURCES DEDICATED TO RESEARCH	95.6
F3		QA_PROF	LABORATORY CONDUCTED PROFICIENCY TESTING ON ITS ANALYSTS/EXAMINERS IN 2014	95.6
F4	a	QA_PROF_BLIND	PROFICIENCY TESTING (BLIND EXAMINATION)	93.3
	b	QA_PROF_DEC	PROFICIENCY TESTING (DECLARED EXAMINATION)	95.0
	c	QA_PROF_RAND	PROFICIENCY TESTING (RANDOM CASE REANALYSIS)	93.6
	d	QA_PROF_OTH	PROFICIENCY TESTING (OTHER)	93.6
F5		QA_STNDRDS	LABORATORY HAD WRITTEN STANDARDS FOR PERFORMANCE EXPECTATIONS FOR ANALYSTS/EXAMI	95.0
F6		QA_ETHICS_YN	LABORATORY HAD WRITTEN CODE OF ETHICS IN 2014 (YES/NO)	93.1
		QA_ETHICS	LABORATORY HAD WRITTEN CODE OF ETHICS IN 2014	95.0

Attachment 24. Cognitive Testing Report

September 30, 2020

Census of Publicly Funded Forensic Crime Laboratories

Cognitive Testing Report

Connor Brooks
Bureau of Justice Statistics
U.S. Department of Justice
810 Seventh Street N.W.
Washington, DC 20531

Amanda C. Smith
Kathryn Greenwell
Micaela Asoclese
Peyton Attaway
Caitlin Dean
Devin Oxner
Sarah Norsworthy
Hope Smiley-McDonald
RTI International
3040 E. Cornwallis Road
Research Triangle Park, NC 27709

RTI Project Number 0216652

Contract No: 2017-MU-CX-K052

RTI INTERNATIONAL

RTI Project Number 0216652

Census of Publicly Funded Forensic Crime Laboratories

Cognitive Testing Report

September 30, 2020

Prepared for Connor Brooks

Bureau of Justice Statistics
U.S. Department of Justice
810 Seventh Street N.W.
Washington, DC 20531

Amanda C. Smith
Kathryn Greenwell
Micaela Asoclese
Peyton Attaway
Caitlin Dean
Devin Oxner
Sarah Norsworthy
Hope Smiley-McDonald
RTI International
3040 E. Cornwallis Road
Research Triangle Park, NC 27709

Contents

Tables

Project Background

In 2021, the Bureau of Justice Statistics (BJS) plans to conduct the 2019 Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) as part of a series that began in 2002 and was most recently conducted in 2015 (referencing data from 2014). This data collection provides national statistics on personnel, budgets, workloads, backlogs, and quality assurance practices of crime laboratories. The goals of the upcoming administration of the CPFFCL are to (a) continue to collect the same information as previous studies in order to report on the current state of the field and assess trends and (b) introduce new questions that provide a more complete picture of the workload of crime laboratories.

In advance of the 2019 CPFFCL, the project team reviewed the 2014 CPFFCL and conducted a data quality assessment of the 2014 responses to identify questions with high nonresponse. Questions with high item missingness were identified as candidates for deletion or revision. The project team also met with an expert panel for 2 days to review the 2014 survey for clarity, to ensure questions are still relevant to the field, and to suggest new questions that will help address gaps in knowledge. This feedback was compiled, resulting in the addition, deletion, and revision of questions on the CPFFCL survey.

Given the changes to the survey outlined above, BJS decided to test new and revised items before beginning the full collection in 2021. The cognitive interview protocol (Appendix B) was designed to assess the survey instrument for general understanding, question and response wording, and survey design, all of which will help minimize survey burden and improve data quality. Cognitive testing also assesses whether the survey changes and additional questions outlined above are performing as intended. The goal of this effort is to understand how well the questions work when administered to a subset of the survey's target population, identify any potential measurement issues, and make appropriate revisions to ensure that high-quality data are collected in the CPFFCL.

1. Methodology

1.1 Participant Recruitment

Because of COVID-19 pandemic conditions, and in an effort to reduce burden while being mindful of possible strain on crime laboratories, an opt-in approach was designed to give participants a chance to volunteer their time for cognitive interviewing. To ensure that this recruitment approach yielded a diverse sample, screener questions were administered (Appendix A-1) to interested laboratories capturing the following characteristics: (a) laboratory or laboratory system full name, (b) location (city, state), (c) level of government (i.e., state, county, or municipal government entity), (d) number of full-time employees, and (e) existence of a digital evidence (DE) section. RTI International, in collaboration with BJS, identified several facility characteristics that would represent

different perspectives, seeking diversity across government entity/jurisdiction, location, size, and presence of a DE unit in the laboratory. BJS and the project team then developed preliminary targets for each characteristic that were proportional to data from the 2014 CPFFCL frame.

RTI, on behalf of BJS, then coordinated with the American Society of Crime Laboratory Directors (ASCLD) to conduct outreach efforts for recruiting volunteers. ASCLD sent the initial invitation to participate (Appendix A-2), with one follow-up email to target smaller state laboratories with a DE section (Appendix A-3). In total, 56 candidates reached out to participate. Of the 56, only three were ineligible to participate because they (1) worked in a privately funded laboratory; (2) worked in a university system; or (3) were a former laboratory director, who had been retired for more than 10 years and was no longer working in the laboratory. Five of the potential participants to whom we responded did not respond to us; and 28 were politely thanked but declined because targets had already been reached (Appendix A-5).

An email was returned to each prospective participant to describe the context and goals of the survey and the interviewing process. RTI coordinated with each potential participant starting with a confirmation of receipt of their email thanking them for their interest (Appendix A-4), followed by an email requesting responses to screener questions (Appendix A-1). Once a candidate was found eligible and agreed to participate in the interview, RTI emailed a confirmation with the scheduling information for the call (Appendix A-6), a copy of the informed consent (Appendix D-1), and a copy of the CPFFCL draft instrument for their review (Appendix C). Thank-you letters were emailed to each participant who completed an interview (Appendix A-8).

Twenty-three cognitive interviews were completed from August 19 through September 10, 2020. Of the 23 participants interviewed, 10 were laboratory directors, four were section chiefs, three were laboratory managers, two were quality managers, and one of each of the following was represented: commanding officer, DNA technical leader, superintendent, and supervisor. Size distribution ranged from four full-time personnel to 537 full-time personnel, with six laboratories containing a DE section. State- and county-governed laboratories were the most represented groups: four municipal/city laboratories were represented, along with eight county laboratories, 10 state laboratories, and one federal laboratory. Eight participants were from the West, two from the Northeast, nine from the South, and four from the Midwest. A selection of participant characteristics is provided in **Table 1**.

Table 1. Participant Summary by Agency Type, Size, Job Title, and Digital Evidence

Participant	Job Title	Level of Supervising Government	Size (No. of Full-Time Staff)	Digital Evidence Unit
P1	Crime laboratory manager	County	35	No
P2	Commanding officer	Municipal	191	No
P3	Laboratory director	County	7	No
P4	Laboratory director	County	105	No
P5	Laboratory system director	State	160	No
P6	Quality manager	County	50	No
P7	Quality manager	County	50	No
P8	Forensic laboratory chief	State	41	No
P9	DNA technical lead	County	13	Yes
P10	Laboratory director	County	160	No
P11	Laboratory director	Federal	75	Yes
P12	Chief of laboratories	Municipal	200	No
P13	Laboratory director	State	38	No
P14	Laboratory manager	State	55	No
P15	Laboratory director	State	37	No
P16	Chief	Municipal	180	No
P17	Laboratory director	State	200	Yes
P18	Supervisor	State	537	Yes
P19	Laboratory director	County	300	No
P20	Superintendent	State	160	No
P21	Laboratory director	Municipal	4	Yes
P22	Laboratory manager	State	150	No
P23	Cyber operations chief	State	220	Yes

1.2 Data Collection Procedures and Protocol

The purpose of cognitive testing was to identify potential issues with instructions, question wording or response options, and formatting and to make corresponding recommendations for improvement. Respondent burden was also assessed.

Six cognitive interviewers from RTI conducted interviews from August 19 through September 10, 2020. Before any interviews were conducted, a training was held with all interviewers to explain the purpose of the cognitive test, discuss the interview protocol and all study procedures, and answer any questions interviewers had about the process. All

interviewers also participated in one paired mock interview for training purposes before the start of data collection.

All interviews were conducted via Zoom, through audio only (at the request of the participant), or video and lasted approximately 1 hour each. Once informed consent was obtained, interviewers followed a cognitive interview protocol with scripted concurrent and retrospective probes (Appendix B). Generally, the participants were asked about text clarity, their ability to provide answers, ease of navigating the instrument (i.e., format), and recommendations for improving the survey. The interviewers also used spontaneous probes when needed to clarify participant feedback (e.g., *Can you tell me more about that?*). Because the CPFFCL survey in general has performed well in the past, cognitive interviews focused only on substantially revised or new questions. However, participants were able to view the full instrument to provide context, which allowed for any potential feedback on items not being specifically reviewed. Participants were encouraged to share feedback about any item on the survey, and probes at the end of each section were used to determine whether they had feedback on any items not specifically probed on in that section.

With the exception of one participant who declined, all interviews were recorded. Each call consisted of an interviewer and designated note taker capturing participant feedback. The interview team used a formatted Excel spreadsheet to facilitate notetaking and, later, analysis of compiled interview data.

The findings from all interviews were used to identify recommendations for potential revisions to the questionnaire discussed in *Section 2*.

2. Question-Specific Discussion

This section presents questions for which changes are recommended. Each subsection begins with a brief summary detailing how questions performed in the section. Questions that performed consistently and were generally well understood by participants are noted in the section introduction but are not discussed in detail in the question-specific findings. Questions for which potential issues were identified in testing are presented for reference, followed by a discussion of findings and recommendations for that question. In all, 73 questions were cognitively tested (counting all individual items presented together in tables D2–D12 and nested as a set D13–D17d), 26 of which resulted in recommended changes.

2.1 Section A—Organization

This section contains topics designed to measure a laboratory's organizational structure. Of the nine questions in Section A, seven items (i.e., A2, A3, A5, A6, A7, A8, and A9) were determined by participants to be problematic, whereas two items (i.e. A1, A4) tested well and thus have no recommendations.

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)

Findings

Most participants generally had no difficulties answering item A2. However, four participants suggested that a definition of "administrative oversight" would be helpful. As one participant asked, "Is it referring to a parent agency or a funding source?" One participant reported confusion with the first and second answer choices, suggesting that "independent" or "non-law enforcement" be added to the second answer choice (i.e., Department or division of forensic science).

Recommendations

1. Add a definition of "administrative oversight" to the question. Here is some language for BJS to consider:

   Which of the following best describes the agency that has administrative oversight of your laboratory? Administrative oversight is defined as a "parent" agency that has staffing and budgetary oversight over your laboratory.

2. Add "independent" or "non-law enforcement" to the second answer choice:

   Department or division of forensic science *(i.e., independent or non-law enforcement)*

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***

Findings

Probes were not specifically administered for question A3, but one participant commented on this question during the section debrief. The participant was not sure how to answer this question, as their laboratory is technically one laboratory but has multiple facilities in different physical locations and buildings. That is, there are different physical laboratory locations for different disciplines, but all locations are under one laboratory.

Recommendations

3. Clarify whether a single laboratory with multiple facilities is considered a "multi-laboratory system." RTI suggests the following text:

   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. If a laboratory includes multiple physical buildings but is considered to be a single laboratory, please mark "No" as a response." Mark yes or no.

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	○	○
b. County or parish	○	○
c. State (state-wide or regional)	○	○
d. Federal (nationwide or regional)	○	○

Findings

Probes were not specifically administered for question A5, but one participant commented on this question. The participant was unsure whether tribal affairs would count under "Federal."

Recommendation

4. Clarify whether the term "Federal" includes requests related to tribal lands. If not, BJS might want to consider adding "Tribal Lands" as a separate response category.

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	○	○
b. Toxicology	○	○
If **YES**, mark all specific functions that apply:	↓	
1. Antemortem BAC Analysis	○	○
2. Antemortem Drug Analysis	○	○
3. Postmortem Analysis	○	○
c. Trace	○	○
If **YES**, mark all specific functions that apply:	↓	

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

Findings

Probes were not specifically administered for question A6, but six participants commented on this question. Although all six participants stated that the instructions were clear, they suggested revisions to some of the categories. Two of the six participants observed that "forensic biology" is also commonly known as "databasing." One participant suggested adding some examples to the "h. Questioned Documents" section, to clarify what is being requested, and adding "Forensic Serology" under the "i. Forensic Biology" section. One participant noted that probabilistic genotyping could be a subcategory worth adding under "i. Forensic Biology." One participant suggested adding "AFIS" as another subcategory under "g. Latent Prints." Finally, one participant suggested adding "National Integrated Ballistic Information Network (NIBIN)" as another subcategory under "e. Firearms/Toolmarks," or that NIBIN could be added as another category entirely.

Recommendation

5. Although this question generated feedback from six participants, we do not recommend changing the questions. With respect to adding "databasing" to the Forensic Biology sub-question, we know that that term refers to the actual processing of convicted offender/arrestee samples (as the gerund would suggest), not to the forensic evidence samples.

   We suggest adding "Forensic Serology" and "Probabilistic Genotyping" as sub-questions under Forensic Biology to capture data on laboratories performing these functions. Forensic serology is distinct from DNA analysis, and probabilistic genotyping is an emerging technology that is being adopted at increasing rates.

   Because the other suggestions were from only one participant each, we suggest not making any additional changes to this set of questions. Four of these "one-off" suggestions would add subcategories to existing questions and thus would lengthen the survey and create burden. We understand that BJS would like to minimize both.

   Finally, we could recommend adding examples of what could be included in the Questioned Documents category, but because there were no other similar comments, we do not believe that this change is needed.

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***

Findings

Participants did not have issues responding to this question. Nineteen participants stated that the question and the definition of a Laboratory Information Management System (LIMS) were clear. However, two participants said that they had a "partially deployed" LIMS—the first participant's laboratory has a LIMS for its forensic biology unit, but not for the rest of its disciplines, whereas the other participant explained that their laboratory was transitioning to a LIMS system in 2019 and 2020. Two participants did not respond to this question because of time limitations.

Note that throughout the course of interviewing, 21 participants reported that they had a LIMS, with two additional (noted above) stating that they had "partially deployed" systems.

Recommendations

6. Consider adding two new response options for laboratories with "partially deployed" LIMS. For example:

   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, all forensic disciplines are tracked in LIMS
   - ○ Yes, but only some forensic disciplines are tracked in LIMS
   - ○ Yes, but my LIMS is currently being upgraded or installed
   - ○ No → ***skip to B1***

   Alternatively, should BJS not wish to incorporate additional response options, the survey could include instructions as to how those with "partially deployed" LIMS should respond.

A8. Does your LIMS allow you to track workload by request? *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.*

- ○ Yes
- ○ No

Findings

Participants had varying issues with this question. Nine participants thought the question was clear, whereas 14 participants voiced issues over this question. Seven of these 14 participants said that other terms are often used instead of "request" (i.e., case, assignment, submission). For example, one participant explained, "A submission request is an assignment on a case. There could be multiple assignments on a case and those would

all count as different requests." Similarly, seven participants noted that there may be variability with counting or tracking requests as it is currently defined, especially because a "submission" can consist of multiple "requests" to different disciplines. To mitigate this issue, one participant suggested rephrasing "request" as "forensic service request" to avoid confusion, and another participant suggested rephrasing as "client request." Three participants believed that "requests" should be unique to a forensic discipline and should specify analysis if done by one specific forensic discipline. This issue is tied to the fact that some laboratories' LIMS systems have the capacity to track only certain disciplines (i.e., some, but not all, disciplines can be tracked, as pointed out previously in A7). Three participants wanted clarification for the term "workload," and one participant noted uncertainty as to what we meant by "track."

Recommendations

We have known that the term "request" is problematic since the expert panel's feedback in 2019 and thus, have spent time discussing with BJS what would be best given BJS' preferences and priorities. We consulted the Organization of Scientific Area Committees for Forensic Science lexicon to provide guidance on uniform language. Unfortunately, no standard definitions have been developed. Thus, it will be challenging to develop terms that have consistent meaning across all laboratories, but RTI suggests the following recommendations to support more consistency in the data collected.

7. Include introduction prior to A8 as follows:

   Questions A8 and A9 ask for information about if and how your individual laboratory tracks its workload (i.e., the number of service requests submitted and corresponding items analyzed) in LIMS.

8. If BJS is intent on keeping "request" throughout the survey (i.e., for questions A5, A7, A8, Section D workload questions, and E2) given comparisons with prior administrations (for example, on the 2014 CPFFCL instrument, "request" was referenced 72 times), we suggest introducing a full, revised definition of "request" prior to this question to mirror the format used in Section D – Workload as follows:

   > A **request** is a *submission* of one or more *items* of physical evidence for analysis by a forensic discipline(s) from a single criminal investigation (i.e., case). A **request** may contain more than one *item*.

   Moreover, we think it would behoove BJS to consider adding a question that asks if requests (i.e., "submissions") are tracked as multiple requests/separated out by discipline, or if the "submission" is tracked as a singular request.

9. However, given the feedback we have received from the 10-person expert panel and 14 cognitive interview respondents, our stronger, preferred recommendation would be to remove request from the instrument entirely and instead measure "items" and "submissions" and use more definitions throughout to ensure more understanding and consistency.

A9. Does your LIMS allow you to track workload by Item? *An item is a single piece of evidence submitted for analysis. There may be multiple items within a submission.*

○ Yes
○ No

Findings

Participants had varying issues with this question. Thirteen participants did not have any issues with this question and thought it was clear, along with the definition of "item." Of those 13 participants, eight stated that they would answer "no" to this question. Ten participants voiced issues over this question. Four of those suggested specifying whether subitems in a "kit," such as sexual assault kits, counted as one item, or specifying whether only a single piece of evidence counted as one item. Three participants wanted clarification on "workload." One of the 10 participants wanted to know what "track" meant.

Recommendations

10. Introduce full, revised definition of "item" prior to this question to mirror format used in Section D – Workload as follows:

    An **item** is a *single piece of evidence* submitted for analysis. There may be multiple items within a *request* (i.e., submission). For example, multiple pill bags collected from different locations from the same crime scene.

11. Specify how "sub-items" should be handled. For example, would the sexual assault kit be an item, or should all items within the kit be counted.

2.2 Section B—Budget

Section B contains four items designed to capture budgetary information. Participants said that this section was generally not difficult to answer. Our findings identified recommendations for two items—B1 and B1a. Most respondents, especially those who had the figures on hand or who readily knew how to compile them (e.g., which staff person to ask), estimated that this section would take them only a few minutes to answer. Notably, though, nine respondents stated that they would need to ask another staff member (such as a financial administrator) about the budget figures.

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

Findings

Eleven participants said that the question was straightforward and they would be able to produce the figure easily and quickly, although it might require them to reference budget files or contact another staff member, such as a laboratory finance director or system director. However, twelve participants offered feedback on this item:

Two of these participants said that they would not be able to answer this question at all, with one suggesting that an "I do not know my budget" checkbox be added.

Four participants inquired whether they should include personnel costs in this budget question, with one indicating that they would not include their personnel budget unless the question specifically asked them to do so, because it was easier not to include it.

Two respondents highlighted that question B1 asks that laboratories include grants and special projects, but noted that grants often are not limited to one calendar or fiscal year. Therefore, it would be difficult for respondents to parse out grant funding for a fiscal year or calendar year operating budget. Of the two participants who struggled to account for special projects and grants in their annual budget, one recommended that grant funds be parsed out into a separate question from that of the annual budget, or even have budget be delineated by line item (fees, grants, special projects, personnel costs, restitution, etc.).

One respondent recommended adding additional funding sources, namely asset and capital forfeiture, with the language that included fees, grants, and special projects in Question B1 because their budget includes those as well.

One respondent noted they would have benefited from a definition of "fee."

Additionally, two respondents raised a concern that, if asked about these figures for 2019, they would not know whether to provide fiscal year 2018 (last half of 2018 and first half of 2019) figures or fiscal year 2019 (last half of 2019 and first half of 2020) figures.

Recommendations

12. Provide a parenthetical definition of "fee."
13. Clarify whether personnel costs should be included in budget reporting.
14. Clarify whether asset and capital forfeiture should be included.
15. Clarify how grants should be reported in budgets.

16. Consider including a date to frame the budget reporting period. Suggested language could be as follows:

    > What was the total operating budget for your individual laboratory for reporting year 2019? If reporting by fiscal year, please report on the FY year containing December 31, 2019.

17. In addition to an estimate box, include a "budget is unknown" checkbox.

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

- ○ Yes
- ○ No
- ○ N/A – Laboratory not part of multi-lab system

Findings

Most participants had no issues with this question. However, two respondents recommended that the instrument put Question B1a before B1 to clarify whether respondents should include their multi-laboratory system budget before asking for the total operating budget.

Four participants noted that they appreciated that "N/A" was an option (note that this response option was added after the first interview participant noticed that there was no way for them to respond).

Recommendation

18. Move B1a to appear before B1.

2.3 Section C—Staffing

Five measures in Section C were designed to capture information related to staffing in the laboratory. Two items in this section did not include probes during the cognitive interviewing process (i.e., C4 and C5) and were not noted as problematic in the section debrief. Therefore, no recommendations are suggested for those questions. Two additional items included in the interview (i.e., C2, C3) performed well and no changes are recommended. Cognitive interview findings suggest that clarification or revision is needed on one item in this section (C1).

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)			

Findings

Although all participants stated that they would be able to get the data needed for this question, nine said that they would have difficulty determining where to put the numbers for certain positions. Two of the nine stated that their laboratory separates staff into three levels, rather than the two levels listed under the analyst/examiner category, and that they were unsure about how they would assign these staff to the two categories provided. One participant said that they were unsure about where to put their temporary employees or evidence technicians. Similarly, one participant noted uncertainty as to what should go in the "technical support" category, asking whether "technical support" was a technician (e.g., washes glassware and does not do crime scene or casework). One participant noted that they did not see a category for supervisors, explaining that in their laboratory the supervisors are also analysts. One participant suggested adding "scientist" to the analyst/examiner category. One participant stated that they use the term "full performance" instead of intermediate/senior in the analyst/examiner category. To mitigate these issues, participants suggested adding examples in each category to ensure that all respondents were thinking of the same type of employees. Another participant suggested adding the number of years of experience for each of the analyst/examiner categories to standardize the question.

Recommendations

19. Include examples of job titles for each category.
20. Clarify whether "Technical Support" is equivalent to laboratory technician or to support staff such as information technology services. If it is the latter, we recommend adding a "Laboratory Technician" category.
21. We also recommend making the categories in C1 and C5 consistent to avoid confusion.

2.4 Section D—Workload

Section D contains items designed to measure laboratory workload. There are 37 individual items in this section, with D3–D12 appearing together in a table and D13–D17d being presented together in a nested series of items, resulting in six question sets/items. For the purposes of gathering feedback on the formatting in this section, in addition to content (e.g., wording clarity), items in the D3–D12 tables were reviewed together. Similarly, items in the D13–D17d nested series were reviewed together. Because the workload section contained new items and was heavily revised, this entire section was reviewed during cognitive testing. All items/item sets in this section include recommendations based on cognitive testing findings.

Section D: Workload Introduction

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.

Findings

Most participants understood the definitions provided for "requests" and "items," but there was some variability in the interpretation of the term "request." Similar to findings discussed for question A8, seven participants said that other terms are sometimes used instead of "request" and suggested providing more clarification in the definition. Three participants noted that their laboratories call requests "submissions." One participant interpreted requests to mean "assignments" and suggested specifying whether requests are "the number of cases or assignments." One participant reported that a submission and request can mean different things for some laboratories. Another asked whether they needed to provide "broken out requests" or "case requests." One participant explained that some people may more commonly use the term "case" instead of "investigation."

One participant also had questions about the statement *"Do not include requests that your lab sent to another lab for analysis"* and wondered whether this exclusion referred to requests they sent to other laboratories in their system.

Recommendations

22. Note that our strongest recommendation here would be to eliminate the "request" measure per the reasons specified earlier in Recommendation #9. However, if BJS opts not to accept that recommendation, we would suggest the following to mirror Recommendations 7 and 8 as follows (i.e., please see our recommendation immediately below and Recommendation #23):

    A **request** is a *submission* of one or more *items* of physical evidence for analysis by a forensic discipline(s) from a single criminal investigation (i.e., case). A **request** may contain more than one *item*. For example, …

    An **item** is a *single piece of evidence* submitted for analysis. There may be multiple items within a *request* (i.e., submission). For example, …

    A single criminal investigation (i.e., case) may result in more than one request (e.g. toxicology, and latent prints).

23. Provide a clarifying statement after the sentence "Do not include requests that your lab sent to an outside your laboratory system for analysis" in the directions that would say, "Please include requests sent to other labs in your multi-lab system."

24. We also recommend displaying the help line information separately from the definition as to not distract from that important information. We recommend displaying the help line information as a footer or help button on each page on the web. On the paper instrument, we recommend displaying it on the introductory page:

    Please contact the Help Line (800-XXX-XXXX; CPFFCLHELP@EMAIL) if you have any issues with reporting the data as requested.

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

Findings

Most participants generally understood this question, but there is some variability in how requests are tracked across laboratories, and some issues were identified with being able to provide item counts.

Six participants had similar feedback, noting that requests may be "split out" by discipline (e.g., different pieces of evidence may go to different units or disciplines), thus generating "multiple requests" being tracked in their LIMS. Conversely, some laboratories may track that same request as a single request (i.e., not splitting out) in their LIMS. One participant put it simply: "Different labs track requests in different ways." One participant shared that multiple requests can be generated on the same piece of evidence, and that one piece of evidence might also be tied to several cases (e.g., one participant stated that a gun may be tied to five or six cases). Another participant noted that they would be able to provide the number of requests as counted in their LIMs, but that that number would be much larger than the "requests for service," as each "request for service" is broken out and tracked as several requests in their system. One participant asked if they should provide "broken out" requests or "case" requests. Another explained, "For one case you can receive three requests within that case, that can then be broken out into different requests by discipline." One participant asked whether they should report "request of item" or "request of case." However, despite some variation in how requests are tracked, all participants but one (who did not have a fully deployed LIMS) expected that they would be able to provide the number of requests, albeit with varying levels of effort and variations in how those counts are tracked. One participant said that they would get the number of requests received using other tracking mechanisms (e.g., spreadsheets) as they also did not have a fully deployed LIMS.

Fourteen participants reported that they would have issues providing, or be completely unable to provide, an accurate number of item counts as currently requested in the survey. All 14 participants explained a similar issue, noting that they would not be able to provide the number of items received because the number of items in a request is unknown until the request is processed (e.g., the box or bag containing evidence is opened). Two of these

participants said that their system counts unopened items as one item, noting they could provide that count but that it would not be an accurate estimation of the actual number of items they received.

Recommendation

25. Split item D1 into two items—one that measures requests received and one that measures items analyzed—as follows:

D1a. How many ***requests* 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.*

_____ Requests
□ Number provided is an estimate
□ Number of requests is unknown

D1b. How many ***items* did your laboratory analyze 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.*

_____ 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

Findings

Item D2 was discussed in conjunction with item D1. Most participants understood what this item was asking, but they reiterated concerns with being able to provide the number of backlogged *items* as was detailed in D1 findings. Additionally, two participants noticed that this item did not have the "estimate" and "unknown" boxes that are included with D1 and noted that they would be helpful. One participant also noted that their backlog time frame is 90 days, not 30, as stated in the question.

Recommendations

26. Similar to the new format recommended in D1a/D1b, revise to two separate items.

27. To mirror the format used in D1, add "estimate" and "unknown" boxes under new items D2a (requests) and D2b (items).

D3-D12. *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.*

	N/A	A. *Total number of new **requests** received in 2019*	*B. Of the requests received in 2019, what was the total number of **items** included?*	C. *Total number of **requests** completed in 2019*	D. *Total number of all pending **requests** awaiting analysis as of January 1, 2020*	*E. Number of pending **requests** that were unreported for 30 days or longer as of January 1, 2020*
D3. Controlled substances	☐					
D4. Toxicology	☐					
D5. Trace	☐					
D6. Impressions	☐					
D7. Firearms/Toolmarks	☐					
D8. Digital & Multimedia Evidence	☐					
D9. Latent Prints	☐					
D10. Questioned Documents	☐					
D11. Crime Scene	☐		N/A		N/A	N/A
D12. Forensic Biology (including forensic biology casework, sexual assault casework and DNA Databasing)	☐					

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

Findings

No issues were identified with the format of the table, with all participants saying that the table format was easy to follow. However, all participants provided some form of feedback on these items.

All of the 14 participants who previously reported difficulty providing number of item counts in D1/D2 reiterated the difficulty with providing these counts by discipline.

Four participants provided additional feedback on the categories and terminology used. One participant said that they considered the term "forensic biology" to be the same as "databasing." One participant noted the term "controlled substances" could also be known as "drug chemistry." Similarly, another participant suggested that "controlled substances" could be "seized drugs." One participant asked whether alcohol should be included or

combined with "toxicology," noting that they would include alcohol with "toxicology" for their laboratory, but it was not immediately clear whether they should do so.

Eight participants reported some variation in interpretation, and potential overlap with other categories, when discussing the "Impressions" category (D6). One participant noted that the "Impressions" category can overlap with the "Latent Prints" and "Firearms/Toolmarks" categories. Three of these participants reported that impressions are included, or counted, with trace. Similarly, another participant said that in their laboratory impressions and firearms/toolmarks are all done in the same section and the data are tracked together. One participant stated that impressions could be toolmarks, shoeprints, or tire tracks. Similarly, another participant suggested including "shoe and tire marks" in D6 to clarify what is being requested, but also noted, "Shoe and tire is inside of trace." Another participant noted that the difference between impressions and latent prints was not clear to them, and asked, "Does impressions refer to tire tracks or footwear?" This participant also suggested including examples in parentheses to reduce confusion.

One participant recommended reviewing accreditation testing categories or Organization of Scientific Area Committees for Forensic Science categories to make sure they aligned, but otherwise noted that laboratories should be familiar with the categories listed.

Recommendations

28. Although several participants noted variation in category terminology, we recommend leaving the question as is to be consistent with the previous CPFFCL administrations, because the variation in terminology did not result in an inability to provide the appropriate data. The feedback received was a preference of terminology rather than an issue of understanding the question.
29. To address the issues with item reporting, we recommend revising the table as follows such that column B asks for the number of items analyzed. Switch columns B and C to help improve flow (i.e., requests received, requests completed, items analyzed).

Revised D3–D12 Table

	N/A	A. *Total number of new **requests** received in 2019*	*B. Total number of **requests** completed in 2019*	*C. Of the requests received in 2019, what was the total number of **items** analyzed?*	D. *Total number of all pending **requests** awaiting analysis as of January 1, 2020*	*E. Number of pending **requests** that were unreported for 30 days or longer as of January 1, 2020*
D3. Controlled substances	□					
D4. Toxicology	□					
D5. Trace	□					
D6. Impressions	□					
D7. Firearms/Toolmarks	□					
D8. Digital & Multimedia Evidence	□					
D9. Latent Prints	□					
D10. Questioned Documents	□					
D11. Crime Scene	□		N/A		N/A	N/A
D12. Forensic Biology (including forensic biology casework, sexual assault casework, and DNA databasing)	□					

□ Mark here if <u>any</u> of the numbers provided in D3-D12 are estimates.

30. Add an "estimate box" response option to each item on the web survey. It will be more difficult to include an estimate box in each cell for the paper survey. Thus, please see suggestion below for the paper response option to mark the estimate box if any items are estimates. Note that, on the basis of formats in previous administrations, we are expecting very low paper response for this population.

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?

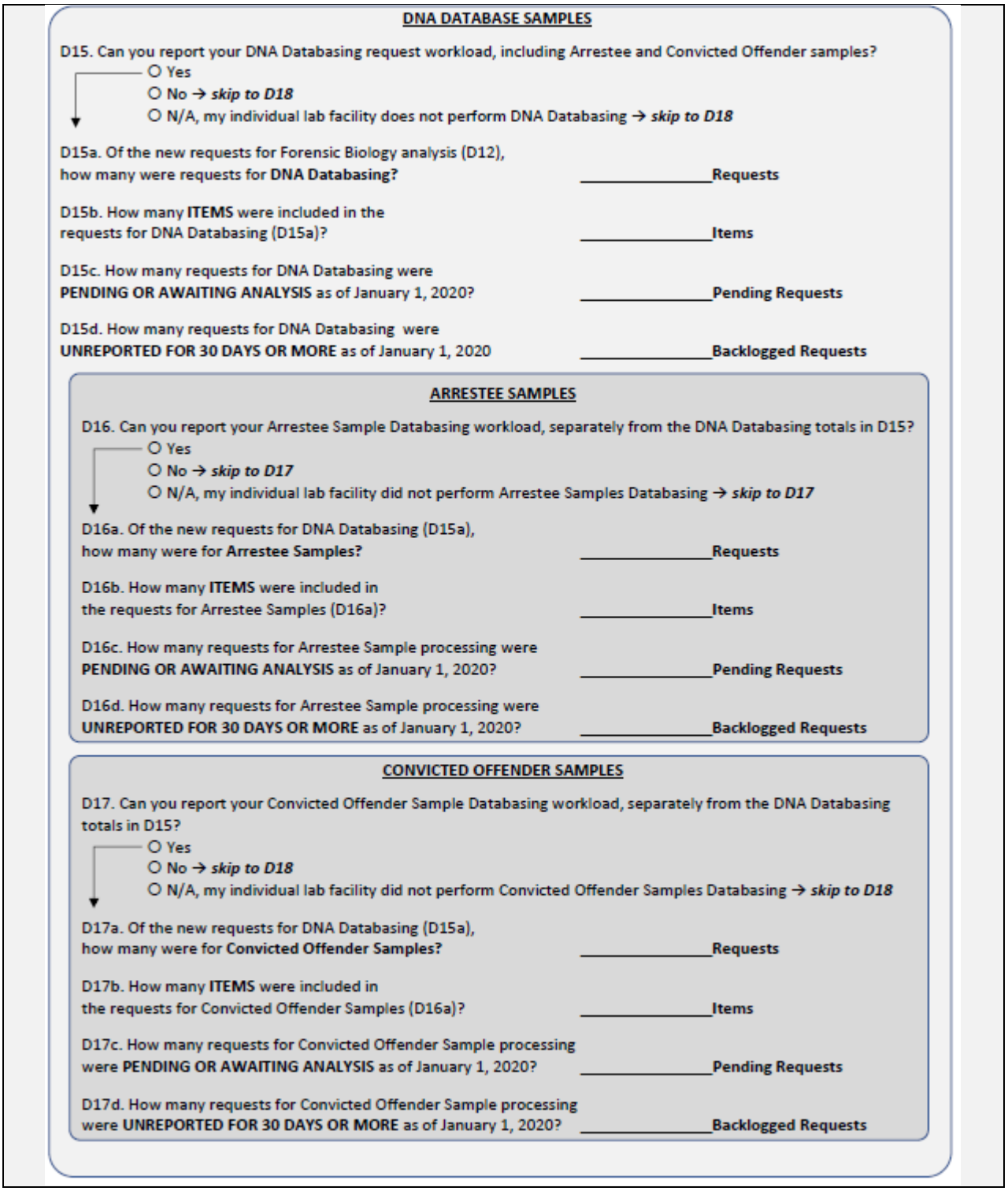
- ○ Yes
- ○ No → ***skip to D15***
- ○ N/A, my individual lab facility does not perform Sexual Assault Casework → ***skip to D15***

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?

- O Yes
- O No → ***skip to D18***
- O N/A, my individual lab facility does not 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?

- O Yes
- O No → ***skip to D17***
- O 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?

- O Yes
- O No → ***skip to D18***
- O 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**

Findings

Most participants did not have trouble with this set of questions and found no issues with the format in which items were presented. However, four participants were initially confused when they got to this set of items. After reading and reviewing the entire nested set, these

participants were able to interpret the items as intended. As one of these participants explained, "The questions aren't confusing, but the flow is confusing. The way this is separated out, it's a little confusing where to put numbers. It might be easier in [the] grid to say 'forensic biology casework,' then 'sexual assault casework' under it…. There is a lot of room for confusion with the way it's separated out."

Three participants had questions about what should be included under sexual assault casework. One noted that they would be assigned both sexual assault kits and non-sexual assault kit sex crime work (i.e., special victims' unit). Another suggested specifying "sexual assault kits" if that is what BJS is most interested in capturing for the CPFFCL. Another explained that sexual assault casework would be any case with a sexual assault kit, so they would run the number of kits submitted, but noted that a case with a kit would not necessarily be a sexual assault case as homicide cases could also have a sexual assault kit.

On D17, two participants suggested including a definition of "convicted offender," noting that there is variability across states.

Finally, participants who noted that they would have difficulty providing item numbers in D1/D2 and D2–D13 reiterated the issue with providing item counts on this series of questions.

Recommendations

31. Include clarification on what should be included under "Sexual Assault Casework." Because most participants did not have trouble with the format, and those who did were able to interpret the question once they had context, providing context before this set of items is recommended. Include instructions before the set of nested items as follows:

    This next section asks you to separate the total number of requests for Forensic Biology reported in D12 and report counts for each Forensic Biology subitem (i.e., Forensic Biology Casework; Sexual Assault Casework; and DNA Databasing, which includes Arrestee Samples and Convicted Offender Samples) separately. Figures reported in D12–D17d should not be greater than the total numbers reported for Forensic Biology in D12.

32. To reduce possible confusion, revise D15 to use the same wording as D13:

    Can you report your DNA Databasing request workload, including Arrestee and Convicted Offender samples, separately from the Forensic Biology totals in D12?

33. Change all questions related to number of items from "How many items were included…?" to "How many items were analyzed…?"

34. Include “estimate” and “unknown” boxes.

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 → ***Skip to E1***
- ○ 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

Findings

Eleven participants had trouble defining the term "digital data." Six of these participants interpreted it to mean any sort of electronic file they might have (e.g., digitized case records/evidence, LIMS, or other files stored in a digital format). Of the six DE laboratories, only one participant was confused at first read but did interpret the item correctly after they reread it.

Recommendations

35. Revise the term "digital data" to "digital evidence."
36. Consider providing a parenthetical definition and examples of "digital evidence."
37. On the web, create logic that skips this item when the response to A6f is No. On the paper version of the instrument, include option "My laboratory does not collect digital evidence," with an instruction to skip to E1 (note that this option was added to the paper survey after the first cognitive interview).

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

Findings

As noted in D18, there was some misinterpretation of the term "digital data" among non-DE laboratories. Among the six DE laboratories, this item was generally understood, and DE laboratory participants said that providing data in terabytes would be appropriate. However, one participant suggested that it may also be beneficial to ask whether laboratories use cloud storage.

Recommendations

38. Revise the term "digital data" to "digital evidence."
39. Consider adding a question about cloud storage if that is of interest to BJS.

2.5 Section E—Outsourcing

Section E consists of five items designed to capture data on outsourcing. Overall, respondents expressed that this section was easy to answer. Two items in this section did not include probes during the cognitive interviewing process (i.e., E3 and E5) and were not noted as problematic in the section debrief, and therefore no recommendations are suggested for those questions. One additional item (i.e., E4) performed well and thus no changes are recommended. Cognitive interview findings suggest that clarification or revision is needed for two items in this section (i.e., E1 and E2).

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***

Findings

Most participants understood this item and had no issues with it. Two participants expressed that they would appreciate a more comprehensive definition of outsourcing. One participant said that they did not know whether to include *maintaining* equipment as a form of outsourcing. Another participant recommended that the definition be phrased as "contracting or procuring *analytical* services from an outside vendor."

Recommendation

40. Consider providing a statement at the start of this section about what to include or exclude.

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

	Yes	No
a. Commercial laboratory	○	○
b. Publicly funded laboratory	○	○

Findings

Most participants found this item straightforward. However, two participants suggested changes. One respondent recommended the addition of a third option to include "University or Academic Institution" because their laboratory outsources to a university, not a commercial laboratory. Another respondent said that the language "commercial laboratory" was odd that and perhaps better language for that response option would be "private laboratory."

Recommendations

41. Consider adding "university laboratory" as an option.
42. Consider revising the first row to read "Commercial or privately funded laboratory."

2.6 Section F—Quality Assurance

Thirteen measures in Section F were designed to capture information related to quality assurance programs and accreditations in crime laboratories. Three items in this section were not probed during the cognitive interviewing process (i.e., F5, F6, and F7) and were not otherwise noted by participants as problematic, and therefore no recommendations are suggested for those questions. Eight items (i.e., F1, F2, F3, F4, F8/F9 presented together, F11, and F13) are recommended for revision on the basis of cognitive testing findings.

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

○ Yes
○ No

Findings

Most participants had no issue answering this question. One participant said that, because their laboratory has federal jurisdiction and therefore testifies in different jurisdictions, this question would be difficult to answer. One participant stated that it would be helpful to have

an "unknown" answer choice. All participants had a similar understanding of what "accreditation" meant.

Recommendation

43. Include an answer option for federal laboratories that might operate in different jurisdictions.

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

○ Yes
○ No → ***skip to F5***

Findings

Most participants found this question to be easy and straightforward. One participant expressed concern when answering this question because only their DNA unit was accredited. They stated that they would probably answer "yes" to this question or call the help desk to ask for guidance on how to respond. It could be beneficial to have respondents mark accreditation based on discipline to make sure that all responses are comparable.

Recommendation

44. If BJS is interested in knowing the discipline accreditation breakdown, consider including a table with all disciplines. Otherwise, revise question to:

    As of December 31, 2019, were any disciplines in your laboratory accredited?

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	○	○
b. ISO 17020	○	○
c. CALEA	○	○
d. Other (please specify) _____	○	○

Findings

Most participants had no issues with this question. Four participants suggested adding the American Board of Forensic Toxicology (ABFT) but also noted it would be eventually no longer be an accrediting standard. Two participants suggested adding the National Association of Medical Examiners (NAME) as an accrediting standard. One participant suggested taking out the Commission on Accreditation for Law Enforcement Agencies

(CALEA) as an accreditation standard because that is a standard used for law enforcement evidence rooms.

Recommendations

45. Remove CALEA as an option and add ABFT and NAME as standard options.

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

	Yes	No
a. A2LA	○	○
b. AABB	○	○
c. ABFT	○	○
d. CALEA	○	○
e. CAP	○	○
f. HHS/SAHMSA	○	○
g. IAPE	○	○
h. NAME	○	○
i. Other (Please specify): _____	○	○

Findings

Participants generally found this question to be clear. Fifteen participants suggested adding the ANSI National Accreditation Board (ANAB) as the first accreditation body option, because it is the largest accrediting body in the nation. One participant suggested taking out the CALEA accreditation option, because that is focused more on law enforcement agencies than on forensic laboratories. Two additional participants had never heard of the CALEA accreditation. One participant suggested that AABB should be removed because it applies only to private laboratories. Similarly, two additional participants were not familiar with AABB. One participant suggested providing the full names of the accreditation bodies, in addition to the acronyms, to help people recognize them. Seven participants thought that it would be helpful to indicate which disciplines are accredited for a laboratory, as not all disciplines are accredited and sometimes only selected disciplines in a given laboratory are accredited (i.e., not the entire laboratory). It is important to note that this concern was echoed by one participant when responding to question F1 and one respondent when responding to question F2.

Recommendations

46. Include ANAB as the first answer option. Remove CALEA.

47. Spell out accreditation bodies in addition to including acronyms.

48. If BJS is interested in knowing the discipline accreditation breakdown, consider including a table with all disciplines.

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?	○	○
b. Competency tested on a designated regular time interval (e.g., annually tested)?	○	○

Findings

Ten participants had an issue with the use of the term "competency" in F9b, because the type of testing being described (i.e., on a regular basis) is most commonly referred to as proficiency testing (which is collected in F6) and not competency testing. Moreover, the definition provided in F8 conflicts with option F9b (i.e., evaluation of a person's knowledge and abilities **before** performing independent forensic case work).

Recommendation

49. We recommend removing item F9. F9a is effectively asking for the same data requested in F8 (i.e., Does your laboratory conduct competency testing before performing/competing casework?). F9b also conflicts with the definition we provide (i.e., competency testing is testing that occurs before casework). Moreover, testing that occurs at regular time intervals is more commonly called "proficiency" testing, which is not what is being measured in this item.

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.

Findings

Most participants understood this item. One participant stated that if a respondent's laboratory is ANAB or A2LA accredited, then they must do technical review. Two participants stated that breaking this question out by discipline would be useful. Eight participants said that they would answer "My laboratory performed technical reviews on **all** of the casework," even if they outsourced the technical review, because they view the question as asking about the quality of output, not necessarily about who does the actual technical review. Two participants said that they would not include technical review that was done through outsourcing in their response.

Four participants stated that for the "some" answer choice, it would be interesting to include a place to put the percentage of casework that requires technical review. Similarly, two participants stated that they thought it would be interesting to know what percentage of technical review laboratories outsourced technical review and what percentage was done in house.

Recommendations

50. Clarify whether technical reviews that are outsourced, as well as internal technical reviews, should be considered when responding to this question.
51. If BJS is interested in collecting quantitative data on technical reviews, consider adding options for laboratories to specify what percentage of their work is reviewed and how that percentage breaks down between outsourced and internal reviews.

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	○	○	○
b. Employee Assistance Programs	○	○	○
c. Mental Health Debrief	○	○	○
d. Proactive Resiliency Programs	○	○	○
e. Web-based resources	○	○	○
f. Other resources: _____	○	○	○

Findings

Three participants suggested including some definitions or examples for the programs listed, especially proactive resiliency programs, which four participants admitted to not knowing, or having to search on the internet for, what they meant. Two participants discussed how there was major overlap in the programs and how web-based resources could apply to all categories. All participants had a similar understanding of what "access" meant in this question. One participant suggested including cloud or app-based resources.

Recommendation

52. Include examples of specific programs in the answer choices.

3. Miscellaneous Topics

3.1 Burden

Overall, respondents expressed that the survey was straightforward and easy to follow. Nine respondents gave estimates in the 2- to 4-hour range to complete the survey. Six respondents said it would take them an hour or less to complete the survey. Two participants provided qualitative responses—one participant said that they could complete it "pretty quickly," and the other estimated "a couple of weeks." Three participants were uncertain about the time it would take, noting that they would have to work with others. Two participants were not asked this probe because of time constraints.

One potential reason for the variability in response time is the amount of time that respondents said they would need to wait to get data back from their colleagues (e.g., budget staff, the staff in charge of LIMS queries). There was consensus among respondents that completing this survey would be a group effort for their laboratory; 11 respondents said that they would ask their staff to address sections outside of their scope (e.g., budget).

3.2 Providing Requested Data

Throughout the survey at various points, and during the debrief, participants were asked to share what their process for obtaining data would entail. As noted in A7, 21 participants said that they would compile data using their LIMS (for requests/items) and other internal documentation (for staffing, budget, etc.) As previously noted, two participants said that their laboratories have a partially deployed LIMS system; the first participant's laboratory has a LIMS in its forensic biology unit but not for the rest of its disciplines, whereas the other participant's laboratory was transitioning to a LIMS system in 2019 and 2020. When asked specifically about their ability to provide 2019 data, participants reported similar feedback. Seventeen participants stated that it would be easy to pull 2019 data and would take the same amount of time as pulling 2020 data, especially with a LIMS. One participant suggested that the beginning of the survey should include instructions explaining why 2019 data are being captured instead of 2020 data (i.e., because COVID-19 may have affected caseloads in 2020). Two participants conveyed issues with how reporting might appear; one respondent noted that if they pulled from their fiscal year, they would include some 2020 data. Another respondent noted that if a portion of data started mid-quarter but was not finished, it could appear as a backlog. Two respondents reported challenges and difficulties working with/providing 2019 data; one stated that it would be difficult to pull the data, and it would take longer, especially for staffing data, and the other respondent reported that it would be difficult to pull data from a specific date, such as December 31, 2019. Four respondents did not respond to this probe because of time constraints.

53. RTI recommends including instructions or clarifications at the beginning of the survey to explain why 2019 data are requested (i.e., to avoid skewed 2020 data).

3.3 Use of CPFFCL Data

Participants reported varied uses of CPFFCL data. Five participants responded that they would use CPFFCL data for comparison purposes. These participants noted various applications for the data, including using them to justify their budget and further funding, to compare backlogs, to compare the size and staffing needs of their laboratories, and to compare employee engagement. Two additional participants said that they do not currently use the data but may do so in the future, but they did not say how they might potentially use the data. One participant stated that, until the interview, they did not know the CPFFCL existed, and they have thus never used the data. Four participants noted that the CPFFCL data could be useful, but they currently or will use Project FORESIGHT data instead.

54. BJS, this is a very relevant point generally, but also in light of the ongoing COVID-19 pandemic. As we have documented over the last few monthly progress reports, many crime laboratories across the country have been affected by COVID-19 in different ways. Through the National Forensic Laboratory Information System project and our other work with the community, we know that some laboratories have completely shut down or are partially operational, while others are incredibly busy because they are assisting with testing.

    Laboratories, like many other business sectors, may change the way they operate moving forward. Based on our understanding of speaking with laboratory directors and staff over the years, court testimony is a time-consuming task. Video testimony could be a real game-changer for laboratories in terms of technology they use. The CPFFCL is a great opportunity to get a handle on how many laboratories were set up for video testimony during 2019 (pre-pandemic). We could even include a question about its use in 2020 and ask if the pandemic prompted its new or increased use. We could use our last remaining interview to vet these questions, or any other COVID-19 measure BJS might want to include (e.g., general question about their operational status during 2020, general estimate of their 2020 caseload). Adding 2-3 questions along these lines could be incredibly helpful, relevant, and timely for this community.

Finally, one participant stated that their laboratory is not currently using CPFFCL data and will not in the future. Nine participants were not asked this probe because of time constraints.

4. Lessons Learned

After the close of data collection, the cognitive interviewing team debriefed, and each team member was asked to provide feedback on what worked and what could potentially be improved in future cognitive testing collections. The following sections summarize recommendations, based on the project team's debriefing discussion, for future cognitive testing data collections. Note that these items will be included in the final technical report to BJS at the close of this project.

4.1 Participant Recruitment and Engagement

- As outlined in Section 1.1, Participant Recruitment, because of COVID-19 an opt-in recruitment approach was taken to lessen the burden on potential participants. To facilitate this approach, RTI solicited the assistance of ASCLD. This approach resulted in a highly engaged group of potential participants reaching out to volunteer. This experience suggests that future studies may consider partnering with reputable organizations to help facilitate recruitment efforts.

- Cognitive interview participants were supportive of CPFFCL, and multiple participants expressed gratitude for being a part of fielding the survey. This response indicates that this population is very engaged and eager to assist BJS in collecting the best possible crime laboratory data.

4.2 Data Collection

- The team used Zoom to conduct virtual cognitive interviews. We found the "virtual interview" approach to be highly successful, and it had advantages over telephone-only interviews. Unlike a phone, Zoom allows the interviewer to share the instrument on screen and walk through it with the participant in real time. It is also easier for notetakers to follow along and accurately capture participant feedback. The virtual qualitative interviewing approach using Zoom technology has been found to be a satisfactory qualitative data collection method, particularly when subjects are geographically dispersed.[1,2]

4.3 Analysis and Reporting

- Throughout the data collection period, the RTI team met each week to discuss progress (i.e., interviews completed/scheduled), any issues encountered, and any high-level themes and findings that were being observed. This meeting served multiple purposes: it kept the team informed of progress, it allowed us to quickly address any issues that arose, and it provided a foundation for analyzing data. The team also met after the close of data collection for a longer debrief to discuss preliminary findings and themes, which helped to focus the analysis process.

[1] Archibald, M. M., Ambagtsheer, R. C., Casey, M. G., & Lawless, M. (2019). Using Zoom videoconferencing for qualitative data collection: Perceptions and experiences of researchers and participants. *International Journal of Qualitative Methods, 18,* 1–8. https://doi.org/10.1177%2F1609406919874596

[2] Gray, L. M., Wong-Wylie, G., Rempel, G. R., & Cook, K. (2020). Expanding qualitative research interviewing strategies: Zoom video communications. *Qualitative Report, 25,* 1292–1301.

Appendix A:
2020 Census of Publicly Funded Forensic Cognitive Interview Recruitment Materials

Appendix A-1
Cognitive Interview Screener Questions

Appendix A-2
ASCLD Email Invitation

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) 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; 202-514-8633) at BJS.

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

Sincerely,
Brooke Arnone Erin Forry
ASCLD President ASCLD President-Elect

Appendix A-3
ASCLD Email Reminder

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.

RTI is still seeking volunteers **from laboratories with fewer than 25 full-time personnel, those operated by state governments, and/or that process and analyze digital evidence**. Thus, if your laboratory fits into one of these categories, and you are able and willing to donate an hour of your time to this effort, please contact please contact Kathryn Greenwell (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 A-4

RTI Email Response to Interested Participants

RTI Response to potential participants
Hello [NAME],

Thank you for your response to the recent American Society of Crime Laboratory Directors (ASCLD) initiation to participate in the Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) cognitive interviews.

As the ASCLD message conveyed, this survey was last conducted in 2014. 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 that you would like to participate in these interviews, I first need to confirm a few questions about your laboratory to determine your laboratory's eligibility for these interviews. If eligible, we would then ask you take part in an-hour long interview with my colleagues. I would then schedule an interview with you over the phone to walk through the questionnaire, which would involve asking you the survey questions and then asking for your feedback on those questions.

Please answer/confirm the following questions:

1. Laboratory/Laboratory System Full Name:
2. Location (City, State):
3. Is your laboratory governed by a Federal/State/County/Municipal government entity? (Yes/No and which one)
4. About how many full-time personnel does your laboratory/laboratory system have? (Estimate is fine)
5. Does your laboratory have a digital evidence section? (Yes/No)

Thank you so much for your willingness to help and I look forward to receiving your responses!
Please let me know if you have any immediate questions or concerns.
Thank you,
Kathryn

Kathryn Greenwell
Project Manager
Census of Publicly Funded Forensic Crime Laboratories
RTI International

Appendix A-5
Polite Decline Email – Targets already hit

Hello [NAME],

Thank you so much for your response.

Given the description of your laboratory's characteristics, below, we unfortunately already have good representation of laboratories and/or laboratory systems that resemble what you have confirmed with me. If needs should change, though, or if we are in need of additional participants, we will reach back out to you. We really appreciate your interest in helping us improve the survey, and the time that you have spent corresponding about it.

Apologies for any inconvenience this may have caused, and again, thank you so much!
Kathryn

Kathryn Greenwell
Project Manager
Census of Publicly Funded Forensic Crime Laboratories
RTI International

Appendix A-6

Scheduling Email

Dear [NAME]

Thank you for your response! Based on what you have confirmed and the characteristics of your laboratory, you are eligible to participate in the cognitive interviews. May we move forward with scheduling your interview? If so, please let us know what date/time would be the most convenient for you.

Interviews will last approximately 1 hour and will be conducted via Zoom. A link and a call-in line will be provided once your interview is scheduled.

Thank you again for your consideration and time.

Best,
Kathryn Greenwell

Appendix A-7
Confirmation Email

Dear [NAME],

Thank you for agreeing to participate in a Census of Publicly Funded Forensic Crime Laboratories (CPFFCL) Cognitive Interview. We have scheduled your interview on **[MM/DD/YYYY at 00:00 am/pm]** with [INTERVIEWER NAME].

The interview will be conducted via Zoom. To join the meeting, please click on the link below:

[INTERVIEWER PERSONAL MEETING LINK]

I am also attaching two documents for your review. The first document is a copy of the Census of Publicly Funded Forensic Crime Laboratories questionnaire. The attached survey instrument is being provided to you only for reference ahead of your scheduled interview session. You do not need to complete the survey, but please feel free to review it before your scheduled interview to gather any preliminary thoughts or comments you would like to share with us. The second document provides more information about the study, your rights as a participant, and the measures we are taking to keep the feedback you share during your interview private.

If you have any questions about the interview process or attached documents, or if you need to reschedule for any reason, you can contact me at [EMAIL].

Best,
Kathryn Greenwell

Appendix A-8
Thank You Email

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	Hope Smiley-McDonald CPFFCL Principal Investigator 919-485-5743 smiley@rti.org	Amanda Smith CPFFCL Survey Methodologist 919-541-6249 acsmith@rti.org	INTERVIEWER NAME CPFFCL Survey Interviewer XXX-XXX-XXXX EMAIL

Appendix B:
CPFFCL Cognitive Interview Protocol

Cognitive Interview Protocol

Participant Number_____
Date of Interview _____
Interviewer_____

[ASK PARTICIPANT IF THEY WERE ABLE TO REVIEW THE INFORMED CONSENT SENT TO THEM PRIOR TO THE INTERVIEW, AND IF THEY HAVE ANY QUESTIONS. CONFIRM THAT THE PARTICIPANTS CONSENTS TO INTERVIEW AND RECORDING. THEN READ (OR PARAPHRASE) THE FOLLOWING TO THE PARTICIPANT]:

On behalf of the Bureau of Justice Statistics and the project team at RTI, thank you again 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. This interview is voluntary; you can skip any question or stop the interview at any point. The answers you provide will not be shared outside the RTI/BJS team.

During this process, you and I will go through the survey items together to so that I can understand how you would answer them. I will ask that you read each certain questions aloud. Please tell me anything that comes to mind as you read the question. **You do not need to provide specific 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.

After reviewing a question, 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, which will help us determine if any changes need to be made to the question.

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 let me know. 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?

[LET THE PARTIICPANT KNOW THAT YOU'D LIKE TO SHARE THE INSTRUEMENT ON THE SCREEN. IF THEY ARE CALL IN/AUDIO ONLY CONFIRM IF THEY CAN VIEW THEIR SCREEN AND/OR IF THEY HAVE THE COPY WE SENT TO THEM TO REFERENCE. BEGIN SCREEN SHARE TO DISPLAY THE INSTRUMENT IF USING SCREENSHARE.]

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*. Should this item be select all? That is, can laboratory have multiple administrative oversight agencies?*
Probe3. *[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	○	○
b. County or parish	○	○
c. State (state-wide or regional)	○	○
d. Federal (nationwide or regional)	○	○

[INTERVIEWER: INSTRUCT THE PARTCIPANT THAT THEY DO NOT NEED TO READ EACH ITEM BELOW ALOUD. HAVE THEM REVIEW, AND THEN ASK PROBES.]

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	○	○
b. Toxicology	○	○
If **YES**, mark all specific functions that apply:	↓	
1. Antemortem BAC Analysis	○	○
2. Antemortem Drug Analysis	○	○
3. Postmortem Analysis	○	○
c. Trace	○	○
If **YES**, mark all specific functions that apply:	↓	
1. Chemical Unknown Analysis	○	○
2. Explosives Analysis	○	○
3. Fire Debris Analysis	○	○
4. Fiber Examination	○	○
5. Gunshot Residue Testing	○	○
6.Hair Examination	○	○
7. Paint Analysis	○	○
8. Other Trace (please specify) _____	○	○
d. Impressions	○	○
If **YES**, mark all specific functions that apply:	↓	
1. Footwear Analysis	○	○
2. Tire Tread Analysis	○	○
e. Firearms/Toolmarks	○	○
f. Digital & Multimedia Evidence	○	○
If **YES**, mark all specific functions that apply:	↓	
1. Traditional Cellphones (not Smartphones) Analysis	○	○
2. Smartphone, Tablet, or Mobile Device Analysis	○	○
3. Laptop or Desktop Computer Analysis	○	○
4. Thumb and External Drives, CDs, DVDs, or Other Storage Media Analysis	○	○
5. GPS and Navigation Systems Analysis	○	○
6. Audio Files Analysis	○	○
7. Cloud and Server Data (including social media) Analysis	○	○
8. Other Analyses of Digital/Multimedia Evidence (please specify) _____	○	○
g. Latent Prints	○	○
If **YES**, mark all specific functions that apply:	↓	
1. Print Development Analysis	○	○
2. Comparisons Analysis	○	○

h. Questioned Documents	○	○
i. Forensic Biology	○	○
If **YES**, mark all specific functions that apply:	↓	
1. Casework Analysis	○	○
2. Sexual Assault Casework Analysis	○	○
3. Convicted Offender DNA Samples Analysis	○	○
4. Arrestee DNA Samples Analysis	○	○
5. Other DNA Samples (e.g., missing persons) Analysis _____	○	○
j. Crime Scene	○	○
If **YES**, mark all specific functions that apply:	↓	
1. Evidence Collection	○	○
2. Reconstruction (e.g., bloodstain pattern analysis)	○	○
k. Other (please specify) _____	○	○

Probe1. *Are all of the categories in A6 clear, or are there any that are confusing?*
Probe2. *After responding to the lettered items with subcategories (e.g., b, c, d), was it clear where to go next?*

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?** *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.*

○ Yes
○ No

A9. **Does your LIMS allow you to track workload by Item?** *An item is a single piece of evidence submitted for analysis. There may be multiple items within a submission.*

○ Yes
○ No

Probe1*. 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?*
Probe2. *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
○ N/A – Laboratory not part of multi-lab system

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 the figure in B1?*
Probe2. *[If B1b not answered] What time frame are you thinking about in B1? Fiscal year? calendar year?*
Probe3. *[If B1c= Fiscal Year and participant did not already provide response] When does your fiscal year begin and end?*
Probe4. *Would you be able to answer these questions for 2019, even if the survey was being fielded in the fall 2020 or early 2021?*

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	○	○
b. Donations	○	○
c. Fees	○	○
d. Grants - Federal	○	○
e. Grants - State	○	○
f. Partnerships	○	○
g. Private Foundations	○	○
h. Task Force Funding (Federal and State)	○	○

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

[INTERVIEWER: REMIND PARTICIPANT HERE, AND PERIODICALLY, THAT THEY DO NOT NEED TO PROVIDE EXACT COUNTS ON THE CALL]

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)			

Probe1. *How easy or difficult would it be to obtain these numbers?*
Probe1a*. [If needed] What would be involved in obtaining these numbers for your office?*
Probe1b. *[If needed] How long do you think it would take to get these numbers?*
Probe2. *Are there any personnel categories for which you would have trouble providing staff numbers? If so, which ones?*
Probe3. *Are there any scenarios here where you would not know where to put an employee (i.e., fits in multiple categories, missing category)?*
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*. Is "other" important here? If yes, what type of employee might you put there?*
Probe6*. Do you think it matters for reporting purposes if the vacancies are full-time or part-time? Why/why not?*
Probe7*. 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?** *If none, enter 0.*

A. _____Consultants/Contractors
B. _____Interns

Probe1. *What would be involved in obtaining these numbers for your office?*
Probe1a. *[If needed] 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?*
***Probe1a.** [If needed] How long do you think it would take to get these numbers?*
***Probe3.** Is the estimate box 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. A**s 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	☐
b. Supervisor	$ .00	$ .00	☐
c. Analyst/Examiner (Intermediate/Senior)	$ .00	$ .00	☐
d. Analyst/Examiner (Entry-level/In-training)	$ .00	$ .00	☐
e. Technical support (e.g., lab tech, support personnel)	$ .00	$ .00	☐

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.

C. _____ Requests
□ Number provided is an estimate
□ Number of requests is unknown

D. _____ Items
□ Number provided is an estimate
□ Number of items is unknown

Probe1: *Are the instructions at the top of the page clear, or is there anything about them that is confusing?*
Probe2. *What do you think we mean by the word "request" in this question?*
Probe3. *What do you think we mean by the word "item" in this question?*
Probe4*. What would be involved in obtaining these numbers for your office?*
Probe4A*. [If needed] How long do you think it would take to get these numbers?*
Probe6. *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.*

C. _____ Requests
D. _____ Items

[INTERVIEWER: INSTRUCT THE PARTCIPANT THAT THEY DO NOT NEED TO READ THE LIST OF ITEMS ALOUD - YOU DO NOT NEED TO READ THE FOLLOWING LIST ALOUD, BUT I'D LIKE YOU TO REVIEW THIS GRID OF 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.

	N/A	A. *Total number of new **requests** received in 2019*	*B. Of the requests received in 2019, what was the total number of **items** included?*	C. *Total number of **requests** completed in 2019*	D. *Total number of all pending **requests** awaiting analysis as of January 1, 2020*	*E. Number of pending **requests** that were unreported for 30 days or longer as of January 1, 2020*
D3. Controlled substances	☐					
D4. Toxicology	☐					
D5. Trace	☐					
D6. Impressions	☐					
D7. Firearms/Toolmarks	☐					
D8. Digital & Multimedia Evidence	☐					
D9. Latent Prints	☐					
D10. Questioned Documents	☐					
D11. Crime Scene	☐		N/A		N/A	N/A
D12. Forensic Biology (including forensic biology casework, sexual assault casework and DNA Databasing)	☐					

☐ 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 the table format easy or difficult to follow? Do you have any suggestions for other ways to display these questions?*
***Probe4**. What would be involved in obtaining these numbers for your office?*
***Probe4a**. [If needed] How long do you think it would take to get these numbers?*
***Probe5.** 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?*

[INTERVIEWER: REMIND PARTICIPANT THAT THEY DO NOT NEED TO ATTEMPT TO PROVIDE THESE FIGURES DURING THE INTERVIEW. WE ARE PRIMARILY CONCERNED WITH IF THE QUESITONS ARE CLEAR, IF THE FORMAT IS EASY TO FOLLOW, IF WOULD BE ABLE TO PROVIDE THE DATA REQUESTED, AND WHAT COMPILING THAT DATA WOULD ENTAIL]

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**

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

*   ***Probe1a**. [If needed] How long do you think it would take to get these numbers?*

***Probe2**. Are any of the numbers easier or more difficult to obtain compared to the others?*

***Probe3**. Would you be able to answer these questions for 2019, even if the survey was being fielded in the fall 2020?*

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 does not 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**

***Probe1**. What would be involved in obtaining these numbers for your office?*
***Probe1a**. [If needed] How long do you think it would take to get these numbers?*
***Probe1b**. Are any of the numbers easier or more difficult to obtain compared to the others?*
***Probe2**. Would you be able to answer these questions for 2019, even if the survey was being fielded in the fall 2020?*

[INTERVIEWER: SCROLL BACK UP AND DISPLAY SERIES ABOVE AND ASK THE FOLLOWING ABOUT THE ENTIRE SECTION D13-D17]
***Probe 3.** What are your thoughts on the format of this series of questions? Is it easy or difficult to follow?*
***Probe4.** Compared to the last grid of items in D2 **[show previous grid D3-D12],** do you think this format is easier or more difficult to follow?*
***Probe5**. Was it easy or difficult to follow and break out reporting for forensic biology sub items, and their sub items in this entire series of questions (all of the items ?*

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 → ***Skip to E1***
- ○ 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 the term "digital data" mean to you?*
***Probe2**. [If response does not = option 1] Do these response categories seem appropriate and make sense? Or are there other time frames, or ways of reporting this information, that would be more appropriate?*

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 (decimal format, number of digits) and unit (terabyte/gigabyte) for a response for this question)?*
***Probe3.** What would be involved in obtaining this number for your office?*
***Probe3a.** [If needed] 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	○	○
b. Publicly funded laboratory	○	○

Probe1. *Are these questions clear, or is there anything about them 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	○	○	○
b. Toxicology	○	○	○
c. Trace	○	○	○
d. Impressions	○	○	○
e. Firearms/Toolmarks	○	○	○
f. Digital and Multimedia Evidence	○	○	○
g. Latent Prints	○	○	○
h. Questioned Documents	○	○	○
i. Crime Scene	○	○	○
j. Forensic Biology	○	○	○
1. Casework	○	○	○
2. Sexual Assault Casework	○	○	○
3. Convicted Offender Samples	○	○	○
4. Arrestee DNA Samples	○	○	○
k. Other (please specify) _____	○	○	○

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, or is there anything about it that is unclear?*

***Probe1a.** Are there any situations for outsourcing that this definition would not cover?*

***Probe2.** Do you think this item is appropriate for this section, or would it be easier under the budget section?*

***Probe3.** How easy or difficult will it be for you to come up with this number?*

***Probe4.** Would an estimate box be helpful here?*

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

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	○	○
b. ISO 17020	○	○
c. CALEA	○	○
d. Other (please specify) _____	○	○

***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	○	○
b. AABB	○	○
c. ABFT	○	○
d. CALEA	○	○
e. CAP	○	○
f. HHS/SAHMSA	○	○
g. IAPE	○	○
h. NAME	○	○
i. Other (Please specify): _____	○	○

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 sense, or is there anything about the way they are listed that is confusing?*
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? [If needed – Do you think this item needs to be broken out by discipline?]*

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	○	○
b. Declared: analyst/examiner is told when he/she is being tested	○	○
c. Random case reanalysis: random selection of analyst/examiner's prior case work for reanalysis by another analyst/examiner	○	○
d. Round Robin/Challenge Testing	○	○

e. Other proficiency testing (please specify) _____	○	○

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?	○	○
b. Competency tested on a designated regular time interval (e.g., annually tested)?	○	○

Probe1. *Do you think that the definition of competency that we are using here is appropriate and clear, or is there anything about it that is confusing?*
Probe2*. How easy or difficult would it be to answer these questions?*
Probe3*. Are there any additional categories that need to be added to F9?*

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	○	○
b. Management Systems Documents (e.g., policy and objective statements)	○	○
c. Performance Verification Checks	○	○
d. Structured Training Program	○	○

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	○	○	○
b. Employee Assistance Programs	○	○	○
c. Mental Health Debrief	○	○	○
d. Proactive Resiliency Programs	○	○	○
e. Web-based resources	○	○	○
f. Other resources: _____	○	○	○

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, were there any parts or questions that were 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 7. *How does your lab, or how might your lab, use data collected from the census? Are there any ways you currently utilize census data?*

Appendix C:
CPFFCL Instrument

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 or 202-514-8633, or a member of the RTI data collection team at 919-541-6249.

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	○	○
b. County or parish	○	○
c. State (state-wide or regional)	○	○
d. Federal (nationwide or regional)	○	○

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	○	○
b. Toxicology	○	○
If **YES**, mark all specific functions that apply:	↓	
1. Antemortem BAC Analysis	○	○
2. Antemortem Drug Analysis	○	○
3. Postmortem Analysis	○	○
c. Trace	○	○

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

k. Other (please specify) _____	○	○

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?** *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.*

○ Yes
○ No

A9. **Does your LIMS allow you to track workload by Item?** *An item is a single piece of evidence submitted for analysis. There may be multiple items within a submission.*

○ 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
○ N/A – Laboratory is not part of a multi-lab system

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	○	○
b. Donations	○	○
c. Fees	○	○
d. Grants - Federal	○	○
e. Grants - State	○	○
f. Partnerships	○	○
g. Private Foundations	○	○
h. Task Force Funding (Federal and State)	○	○

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?** *If none, enter 0.*

C. _____Consultants/Contractors

D. _____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.*

C. _____ Hires ☐ Please mark here if this figure is an estimate

D. _____ 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. A**s 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	□
b. Supervisor	$ .00	$ .00	□
c. Analyst/Examiner (Intermediate/Senior)	$ .00	$ .00	□
d. Analyst/Examiner (Entry-level/In-training)	$ .00	$ .00	□
e. Technical support (e.g., lab tech, support personnel)	$ .00	$ .00	□

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.

E. _____ Requests
□ Number provided is an estimate
□ Number of requests is unknown

F. _____ 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.*

E. _____ Requests
F. _____ 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.

	N/A	A. *Total number of new **requests** received in 2019*	*B. Of the requests received in 2019, what was the total number of **items** included?*	C. *Total number of **requests** completed in 2019*	D. *Total number of all pending **requests** awaiting analysis as of January 1, 2020*	*E. Number of pending **requests** that were unreported for 30 days or longer as of January 1, 2020*
D3. Controlled substances	□					
D4. Toxicology	□					
D5. Trace	□					
D6. Impressions	□					
D7. Firearms/Toolmarks	□					
D8. Digital & Multimedia Evidence	□					
D9. Latent Prints	□					

D10. Questioned Documents	☐					
D11. Crime Scene	☐		N/A		N/A	N/A
D12. Forensic Biology (including forensic biology casework, sexual assault casework and DNA Databasing)	☐					

☐ Mark here if <u>any</u> of the numbers provided in D3-D12 are estimates.

<u>FORENSIC BIOLOGY CASEWORK</u>

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**

<u>SEXUAL ASSAULT CASEWORK</u>

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 does not 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 → ***skip to E1***
- ○ 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	○	○
b. Publicly funded laboratory	○	○

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	○	○	○
b. Toxicology	○	○	○
c. Trace	○	○	○
d. Impressions	○	○	○
e. Firearms/Toolmarks	○	○	○
f. Digital and Multimedia Evidence	○	○	○
g. Latent Prints	○	○	○
h. Questioned Documents	○	○	○
i. Crime Scene	○	○	○
j. Forensic Biology	○	○	○
1. Casework	○	○	○
2. Sexual Assault Casework	○	○	○
3. Convicted Offender Samples	○	○	○
4. Arrestee DNA Samples	○	○	○
k. Other (please specify) _____	○	○	○

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	○	○
b. ISO 17020	○	○
c. CALEA	○	○
d. Other (please specify) _____	○	○

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

	Yes	No
a. A2LA	○	○
b. AABB	○	○
c. ABFT	○	○
d. CALEA	○	○
e. CAP	○	○
f. HHS/SAHMSA	○	○
g. IAPE	○	○
h. NAME	○	○
i. Other (Please specify): _____	○	○

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	○	○
b. Declared: analyst/examiner is told when he/she is being tested	○	○
c. Random case reanalysis: random selection of analyst/examiner's prior case work for reanalysis by another analyst/examiner	○	○
d. Round Robin/Challenge Testing	○	○
e. Other proficiency testing (please specify) _____	○	○

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?	○	○
b. Competency tested on a designated regular time interval (e.g., annually tested)?	○	○

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	○	○
b. Management Systems Documents (e.g., policy and objective statements)	○	○
c. Performance Verification Checks	○	○
d. Structured Training Program	○	○

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	○	○	○
b. Employee Assistance Programs	○	○	○
c. Mental Health Debrief	○	○	○
d. Proactive Resiliency Programs	○	○	○
e. Web-based resources	○	○	○
f. Other resources: _____	○	○	○

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

D-1: CPFFCL Informed Consent Form for Participants
D-2: CPFFCL Informed Consent Form for Interviewers

Appendix D-1

CPFFCL Informed Consent Form for Participants

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 Ropero-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 D-2

CPFFCL Informed Consent form for Interviewers

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 Ropero-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*