

FEU 08 – Mideo CaseWorks Procedure

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1. Scope

- 1.1 This Standard Operating Procedure (SOP) provides the steps required to complete worksheets authorized for use in Mideo CaseWorks as well as how to upload photographs to Mideo CaseWorks.

2. Background

- 2.1 Mideo CaseWorks is a Digital Evidence Management System that will be used in the Firearms Examination Unit (FEU) to complete authorized Mideo worksheets and serve as the centralized depository for photographs maintained in the case file. As this new System is introduced in laboratory operations, a systematic approach has been established to introduce authorized Mideo worksheets of the FEU. Not all worksheets are currently available in the System.
- 2.2 By developing this SOP the FEU will have a standard approach to complete worksheets and comply with the Department of Forensic Sciences Quality Assurance Program, ISO/IEC 17025:2017 and Supplemental Requirements.

3. Safety

- 3.1 Not Applicable

4. Materials Required

- 4.1 This procedure must be used in conjunction with the Mideo CaseWorks User Manual, FEU-Mideo-01 Mideo Guide, LIMS System Administrator Guide and LIMS Operational Procedure.

5. Standards and Controls

- 5.1 In order to use Mideo CaseWorks^{DEMS} the examiner or technician must successfully complete the internal FEU Mideo CaseWorks training course.
- 5.2 Only the worksheets authorized in Mideo CaseWorks must be used.
- 5.3 No amendments can be made to the authorized Mideo worksheets without Management approval.

6. Calibration

Not applicable

7. Procedures

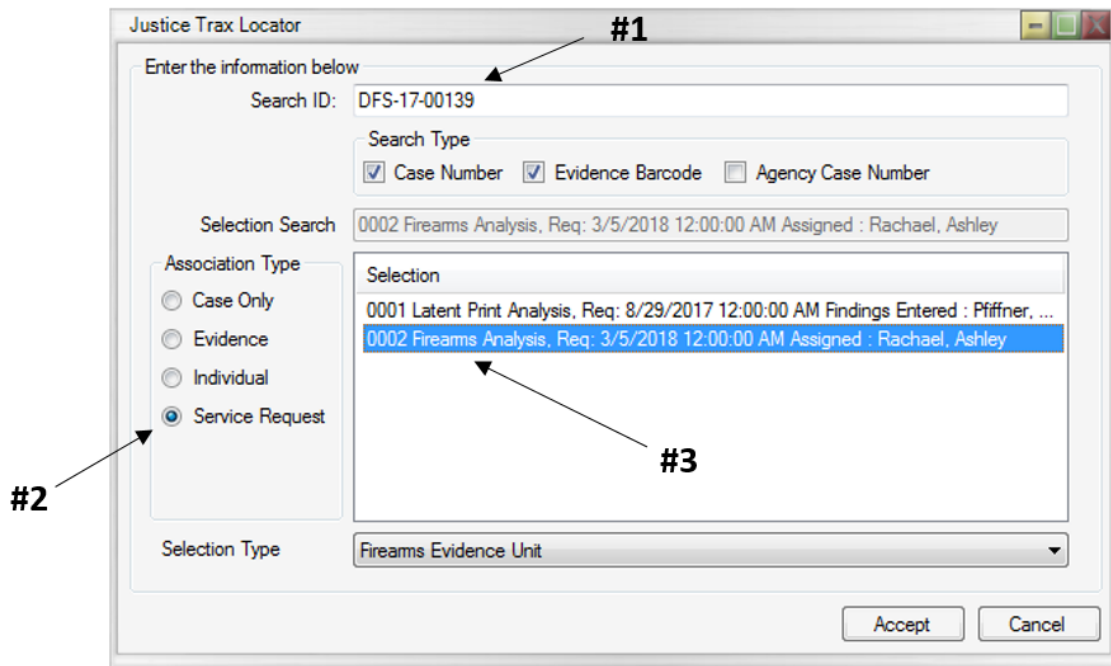
Log into Mideo CaseWorks using registered username and password.

7.1 Creating a Case

- 7.1.1 The visual directory will display all case folders.
- 7.1.2 Select the case locator icon and enter the DFS case number.
- 7.1.3 Select the Service Request radio button under Associate Type.
- 7.1.4 Continue by selecting the appropriate service request.
- 7.1.5 When completed click accept.

7.2 Window Illustration

- 7.2.1 Type DFS# in this format. (#1 below)
- 7.2.2 Select Service Request. (#2 below)
- 7.2.3 Select Request. (#3 below)



7.3 Worksheets

7.3.1 An examiner has two options when starting to complete a Mideo worksheet:

7.3.1.1 Photograph: Right click on the case, select import and continue with photograph(s).

7.3.1.2 No photograph: Right click, select new and continue with the evidence type.

7.3.2 Name (of image): Autofill, is the name of the image before import.

7.3.3 Title: Not required unless to be used as a caption for photo only worksheets.

7.3.4 The date the worksheet was started is entered in the analysis date field.

7.3.5 Proceed and complete the fields as required.

7.4 Photographs – Can be added without worksheets. All photographs included in the case file must be uploaded to Mideo.

7.4.1 Multiple photographs:

7.4.1.1 Batch option can be selected. The file names of the photographs can be used to distinguish them from one another. The file names can be changed at any time.

7.4.2 Individual photographs:

7.4.2.1 Individual option can be selected and information can be changed at the time of import or at a later time.

7.4.3 Name (of image): Autofill, is the name of the image before import.

7.4.4 Title: Not required unless to be used as a caption for photo only worksheets.

7.5 View, Save and Print Worksheets

7.5.1 Right click on image, select tools then select print. The follow options will be provided:

- 7.5.1.1 Preview,
- 7.5.1.2 Save the image to PDF or,
- 7.5.1.3 Print a paper copy.

7.6 Convert Worksheet to PDF

7.6.1 After completing the worksheet a copy must be saved as a PDF file:

- 7.6.1.1 Right click on the worksheet photograph, select tools, then select print.
- 7.6.1.2 Select the worksheet type and save to the database.
- 7.6.1.3 Type the file name and evidence type e.g. Items #1-10 cartridge case

7.6.2 The case jacket can now be submitted for a technical and administrative review.

7.7 Editing the PDF Worksheet

7.7.1 The PDF can be deleted and the data edited if necessary prior to draft completing the LIMS request.

7.7.2 Edits must be done prior to exporting the worksheet to LIMS. Right click on PDF, select edit and delete.

7.7.3 Edit the data for the worksheet by right clicking on image and selecting edit data. Re-save as a PDF before exporting to LIMS.

7.8 Exporting to LIMS

7.8.1 All worksheets completed in Mideo CaseWorks must be exported and saved in the LIMS Imaging Module. Right click on the PDF worksheet select export and send the file to LIMS.

7.8.2 Images saved in Mideo CaseWorks must be exported and/or saved in the LIMS Imaging Module.

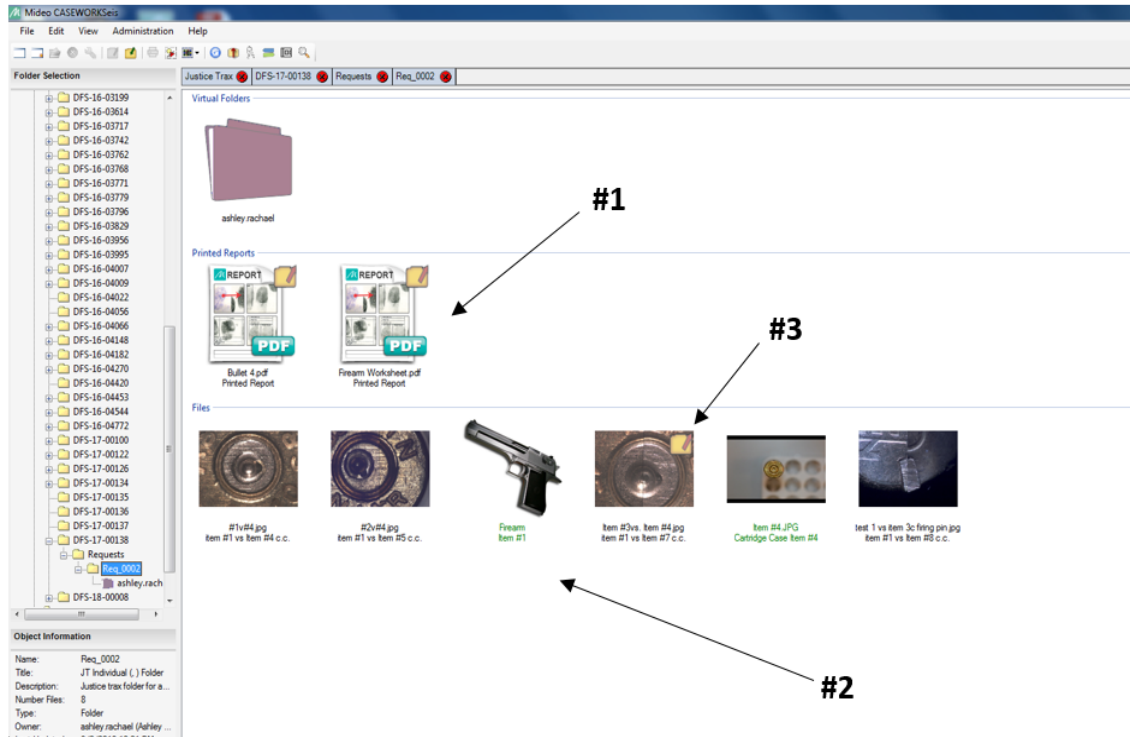
7.8.3 Right click on the photograph select export and send the file to LIMS.

7.8.4 Multiple files can be exported at the same time.

7.8.5 All PDFs and images exported to LIMS will be visible in the imaging module of LIMS under the specific service request.

7.8.6 Window Illustration:

- 7.8.6.1 Created PDF will appear under Printed Reports (#1 below)
- 7.8.6.2 All photos will appear under the file. (#2 below)
- 7.8.6.3 A folder with a red arrow indicates the image or worksheet has been exported to LIMS. (#3 below)



8 Sampling

8.1 Not Applicable

9 Calculation

9.1 Not Applicable

10 Uncertainty of Measurement

10.1 Not Applicable

11 Limitations

11.1 Not all worksheets are currently available in Mideo CaseWorks for the FEU.

12 Documentation

12.1 The following worksheets have been created in Mideo CaseWorks and must be used for Firearms Analysis casework.

- 12.1.1 Firearm
- 12.1.2 Bullet
- 12.1.3 Cartridge case
- 12.1.4 Cartridge
- 12.1.5 Magazine

12.1.6 Fragment/Misc

12.2 Cartridge case worksheet(s) must be used for NIBIN Verification casework.

13 Reference

- 13.1 ISO/IEC 17025:2017 – General Requirements for the Competence of Testing and Calibration Laboratories, International Organization for Standardization, Geneva, Switzerland.
- 13.2 ANAB Supplemental Requirements for Forensic Testing, ANSI-ASQ National Accreditation Board, Milwaukee, WI, (Current Version)
- 13.3 FSL Quality Assurance Manual (Current Version)
- 13.4 DOM 18 LIMS Operational Procedure (Current Version)
- 13.5 Mideo CaseWorks^{DEMS} User Manual Version 2.0.8.