The author(s) shown below used Federal funds provided by the U.S. Department of Justice and prepared the following final report:

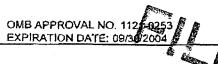|	
Document Title:	**Laboratory Information Management System Implementation**
Author(s):	**Roger Kahn**
Document No.:	**244089**
Date Received:	**November 2003**
Award Number:	**2001-RC-CX-K004**

This report has not been published by the U.S. Department of Justice. To provide better customer service, NCJRS has made this Federally-funded grant report available electronically.

U.S. DEPARTMENT OF JUSTICE
Office of Justice Programs
CATEGORICAL/DISCRETIONARY ASSISTANCE PROGRESS REPORT

The information provided will be used by the grantor agency to monitor grantee cash flow to ensure proper use of Federal funds. No further monies or other benefits may be paid out under this program unless this report is completed and filed as required by existing law and regulations (Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, and OMB Circular A-110).

1. GRANTEE Ohio Attorney General's Bureau of Criminal Identification and Investigation	2. AGENCY GRANT NUMBER 2001-RC-CX-K004	3. REPORT NO. Final Report
4. IMPLEMENTING SUBGRANTEE	5. REPORTING PERIOD (Dates) FROM: 8/15/01 TO: 12/31/02	

6. SHORT TITLE OF PROJECT Lab. Information Management System Implem.	7. GRANT AMOUNT $498,898.00	8. TYPE OF REPORT [ ] REGULAR [ ] SPECIAL [X] FINAL REPORT REQUEST
9. NAME AND TITLE OF PROJECT DIRECTOR Roger Kahn, Deputy Supt. of Laboratories	10. SIGNATURE OF PROJECT DIRECTOR	11. DATE OF REPORT March 27, 2003

12. COMMENCE REPORT HERE *(Continue on plain paper)*

See attached sheets

13. CERTIFICATION BY GRANTEE *(Official signature)*	14. DATE 3/28/03

OJP FORM 4587/1

This project resulted in the implementation of a laboratory information management system (LIMS) in the three laboratories and the two evidence reception centers of the Ohio BCI&I crime laboratory system. The project was completed within budget on 12/31/02. The system was fully operational at all locations beginning in late November 2002 and continues to serve BCI as anticipated. We are committed to continual improvements and we now have several projects underway to expand the system.

To summarize, more than 70 LIMS software licenses were purchased and placed on laboratory computers, and a central server (connecting the system via T1 data lines) was purchased and installed. 304 hours of software development was paid for from the grant to design and create custom analytical report-writing templates for each laboratory section, as well as productivity monitoring tools for each section and management reports for a variety purposes. Bar code printers and scanners were purchased to allow the LIMS to track evidence, to identify users and to identify files and documents. Training was provided from grant funds to permit the vendor to teach all users including clerical, analytical and managerial employees to use the system.

The LIMS system, the Crimefighter BEAST (Barcode Evidence Analysis, Statistics, and Tracking System) from the Porter Lee, Corporation, allows us to track evidence within and among the labs via barcode and maintain the chain of custody for each item, write analytical reports, route analytical reports for peer and administrative review, transfer evidence between our laboratories and create a variety of supervisory reports. Prior to the LIMS system, these functions were done manually and, with the exception of some analytical reports, were done without the aid of computers. Typically, evidence lists were hand-typed at submission, and then re-typed for analytical reports. Index cards were used to track evidence, victim and subject names, and to organize cases by submitting agency. Clerical staff typed nearly all reports from notes, often from hand-written, from analysts. The LIMS system eliminated all clerical report typing, saving thousands of hours of clerical time. We indicated that this savings would be 10 minutes per report over 21,000 reports per year, or 3500 hours saved per year. This is roughly equal to two full-time equivalents per year. Initial information indicates that these estimates are correct. We also estimated 900 hours per year savings in eliminating the index card records and 2520 hours in compiling productivity data for analysts. We believe those estimates are also correct.

Most importantly, we are now keeping better records and we can find them quickly. The clerical staff, freed from the burden of typing thousands of analysis reports, can answer queries from submitting agencies by reading completed reports over the phone. Analysts are interrupted much less often when calls come in. This increases our productivity and reduces errors caused by lack of focus by analysts.

The Ohio BCI is pleased and gratified with results of the LIMS project. It has made a genuine improvement in our operations. We are grateful for the efforts of Lisa Kaas, Dr. Lois Tully and Dr. Lisa Forman for helping to make this project a success.