NOTICE
Change in Laboratory Procedure

Effective March 1ˢᵗ, 2017, laboratory reports will only be available online.

To ensure our customers receive the most efficient and effective services possible, the Kansas Bureau of Investigation (KBI) Forensic Science Laboratory activated the Laboratory Case Inquiry / Evidence Prelog segment of our Laboratory Information Management System (LIMS) in 2015. The Laboratory Case Inquiry feature serves a dual purpose. It allows our customers to view the current status of pending examinations and to easily download "released" laboratory reports. Through Laboratory Case Inquiry, laboratory reports are available immediately upon release to the customer, eliminating costly postal services and potential delivery delays.

In an effort to benefit from this technology and facilitate laboratory productivity the KBI has decided to move away from providing hard copy reports to our customers. As of March 1ˢᵗ 2017, all laboratory reports will only be available and accessed online via Laboratory Case Inquiry. The KBI Forensic Science Laboratory *will no longer mail* laboratory reports to our customers except under extenuating circumstances.

Laboratory Case Inquiry is available to all KBI Forensic Science Laboratory customers through the Kansas Criminal Justice Information System (KCJIS) network. For detailed information on how to gain access to KCJIS (for new users) and Laboratory Case Inquiry visit the KBI's public website at http://www.kansas.gov/kbi/info/info_prelog.shtml. A Prelog Users Guide and instructional videos are also available on the website.

This information is being provided to all agency heads by email and/or mail. Please distribute this information to relevant staff members in your agency. If you have any questions please contact Steven D. Koch, Assistant Laboratory Director, at (785) 296-1117 or Stephen Sisco, LIMS Administrator at (785) 296-1130.

Attached:
Case Inquiry / Prelog Application

Kansas Bureau of Investigation
Forensic Science Laboratory

Case Inquiry / PRELOG Application

Case Inquiry (*Download Laboratory Reports*)

Access to this portion of the Prelog system allows users to locate specific information about the status of evidence which has been submitted to the KBI Forensic Laboratory system for analysis. Copies of Submission Receipts may be downloaded shortly after the evidence has been submitted. Copies of any completed Laboratory Reports are available on the site for download shortly after the reports are released by the laboratory. Both the Submission Receipts and Laboratory Reports are available in PDF format for ease of printing or incorporation into your information management system.

Pre-logging Evidence:

Access to this portion of the Prelog system allows users to "prelog" evidence that will be submitted to the KBI Forensic Science Laboratory for analysis. Typical case demographics, item information and analysis requests are entered, and a prelog receipt is printed. The evidence and prelog receipt are then sent to the laboratory using normal delivery methods. The prelog process substantially expedites the intake process and helps assure all desired exams are requested.

Agency	
Agency TAC Information (Terminal Agency Coordinator)	
TAC Phone	

	Name	
Agency TAC Information (Terminal Agency Coordinator)		
TAC Phone	TAC Email	

Agency IT Dept. contact name		
	IT Phone	IT Email

Enter individual names assigned to access KCJIS Network

Last Name, First Name MI	KCJIS Token USER ID	Email	Office Phone ###-###-####	Unit / Section	Prelog Evidence Yes / No	Download Reports Yes / No
EXAMPLE, FIRST M	ICTPDABC	first.example@agency.loc.org	785-555-1111	Investigation	No	Yes
					No	No
					No	No
					No	No
					No	No
					No	No
					No	No
					No	No

Your agency MUST also establish/specify an email address for receipt of notifications when lab reports are released

Notification Delivery Email Address (will receive one email per report)	
COMMENTS:	

Return completed form to: KBI Laboratory, Attn: LIMS Administrator, 2001 SW Washburn Ave, Topeka, KS 66604 or via email: kbi-lab@kbi.state.ks.us