



**STATE OF NEW YORK  
DIVISION OF CRIMINAL JUSTICE SERVICES**

Alfred E. Smith Office Building  
80 South Swan Street  
Albany, New York 12210  
<http://criminaljustice.ny.gov>

January 25, 2013

Attached to this e-mail is the New York State Laboratory Workload Survey for calendar year 2012. The information provided in the survey will be used to assess resource needs of forensic laboratories for funds distributed through the Division of Criminal Justice Services. Please make sure to return the completed survey by close of business on Friday March 29, 2013, to ensure that your grant award is not delayed and that your laboratory receives the correct amount of funding.

If your laboratory is using Porter Lee's BEAST Laboratory Information Management System, you can substitute Parts B and C of the Workload Survey with the BEAST's DCJS report. This report can be found in the custom tab within management reports.

An interactive form of the Workload Survey can also be accessed through our web-site, [www.criminaljustice.state.ny.us](http://www.criminaljustice.state.ny.us). Only electronic copies of the workload survey will be accepted. Completed surveys should be e-mailed to [ForensicLabs@dcjs.ny.gov](mailto:ForensicLabs@dcjs.ny.gov). If you have any questions or concerns, contact Brian Fish at (518)485-5801 or via email at [brian.fish@dcjs.ny.gov](mailto:brian.fish@dcjs.ny.gov).

Your cooperation in this matter is greatly appreciated.

Sincerely,

A handwritten signature in dark ink, appearing to read "Brian J. Gestring". The signature is written in a cursive style with a long, sweeping horizontal stroke at the end.

Brian J. Gestring  
Director,  
Office of Forensic Services