



**May 10, 2024**

**Alfred E Smith State Office Building**

80 South Swan Street

Albany, NY 12210

**Videoconference Locations:**

100 Bureau Drive, Building 227, Room B230, Gaithersburg, MD

9040 Town Center Parkway, Lakewood Ranch, FL

Shapiro Building, Room 5044, 70 Francis Street, Boston, MA

**9:02 AM – 10:37 AM**

**DRAFT MEETING MINUTES**

**DNA Subcommittee Members in Attendance:**

Frederick Bieber, Ph.D

Michael Coble, Ph.D.

Kathleen Corrado, Ph.D.

Katherine Gettings, Ph.D.

Jenifer Smith, Ph.D

Amanda Sozer, Ph.D.

**DCJS Staff in Attendance:**

Dean DeFruscio

Jill Dooley

Colleen Glavin, Esq.

Natasha Harvin-Locklear, Esq.

Katherine Mayberry

Shelley Palmer

Brianna Robinson

Lindsey Rockwell

Christine Sweet

Elizabeth Suparmanto

**Other Attendees:**

Russell Gettig – New York State Police Crime Laboratory

Nichole Hurbanek- New York State Police Crime Laboratory

Thomas Leach – New York State Police Crime Laboratory  
 Julie Pizziketti – New York State Police Crime Laboratory  
 David Pulkowski – New York State Police Crime Laboratory  
 Christopher Stockton – New York State Police Crime Laboratory  
 Ray Wickenheiser – New York State Police Crime Laboratory

*Approximate  
Video Times*

The Chair, Dr. Coble, opened the meeting by stating that the DNA Subcommittee was conducting its meeting in hybrid with members present both in Albany and virtually. Dr. Coble then conducted a roll call to take attendance and a quorum was established with 6 members present (Bieber, Coble, Corrado, Gettings, Smith, and Sozer).

00:00:00 –  
00:01:11

Dr. Coble then asked for a motion to approve the May 10, 2024, agenda. A motion to approve the agenda was made by Dr. Smith, seconded by Dr. Corrado, and approved with six votes (Bieber, Coble, Corrado, Gettings, Smith, and Sozer).

00:01:12 –  
00:02:09

The Chair then asked Subcommittee members for questions or comments on the minutes from the February 9, 2024, meeting of the Subcommittee. Dr. Smith made a motion to approve the minutes, seconded by Dr. Sozer, and approved with five votes (Coble, Corrado, Gettings, Smith, Sozer) and 1 abstention (Bieber).

00:02:12 –  
00:03:08

Next, the Subcommittee reviewed Accreditation/Laboratory updates from the Erie County Central Police Services Forensic Laboratory, Monroe County Crime Laboratory, New York State Police Crime Laboratory and Suffolk County Crime Laboratory. Representatives from the laboratories were available to answer questions as needed.

00:03:10 –  
00:11:35

The Chair then moved to Old Business. A verbal update was provided by Dr. Dooley on the Partial Match and Familial Search programs. Both the Partial Match and Familial Search program policies are due for a periodic review. The Office of Forensic Service (OFS) will circulate the current policies for review and discussion at the August meeting. A reminder was issued to all agencies that those looking to adopt Rapid DNA must come before the NYS DNA subcommittee. There were no updates regarding CODIS Bulletins.

00:11:36 –  
00:17:19

The Chair then moved to New Business. It was noted that a report of the Expert Working Group on Human Factors in Forensic DNA Interpretation, co-sponsored by the National Institute of Standards and Technology (NIST) and the National Institute of Justice (NIJ), titled *Forensic DNA Interpretation and Human Factors: Improving Practice Through a Systems Approach*, was released earlier in the week. The document was provided to members of the Subcommittee as a late agenda item; due to the length of the report, it will be reviewed and discussed at the August meeting. Additionally, OFS has provided the report to the Biology Technical Working Group (BIOTWG) for review; the Subcommittee has asked for feedback by the BIOTWG at its August meeting.

00:17:23 –  
00:27:24

The Subcommittee then reviewed disclosures from the Erie County Central Police Services Forensic Laboratory, New York City OCME Department of Forensic Biology, New York State Police Crime Laboratory, Onondaga County Center for Forensic Sciences Laboratory and Westchester County Department of Laboratories & Research Division of

00:27:25 –  
00:42:21

Forensic Science. Representatives from the laboratories were available to respond to members' questions.

*Approximate  
Video Times*

Next, Dr. Coble requested a motion to enter into Executive Session to discuss matters relating to a current investigation or matters that may lead to the appointment, promotion, demotion, discipline, or suspension of a particular person. The motion was made by Dr. Smith, seconded by Dr. Corrado. The motion was approved unanimously.

00:42:25 –  
00:43:23

The Subcommittee adjourned into Executive Session with all present members in attendance. Executive Session commenced at 9:45 AM and concluded at 10:34 AM. The Subcommittee reconvened the Open Meeting and Dr. Coble stated no action was taken in Executive Session.

00:43:41 –  
00:44:13

The Chair then stated that the next meeting of the Subcommittee will take place on August 9, 2024 with the location to be determined. A motion to adjourn was made by Dr. Smith, seconded by Dr. Corrado, and approved unanimously.

00:44:15 –  
00:45:02

**Note: Video of the meeting is available at <https://www.youtube.com/user/nyspublicsafety>**



June 6, 2024

Michelli Schmitz  
Erie County Central Police Services  
Forensic Laboratory  
45 Elm Street  
Buffalo, New York 14203

Dear Director Schmitz,

Congratulations! On June 5, 2024, ANAB approved the continuation of your organization's accreditation based upon the results of your recent surveillance activity. Continuation of accreditation is a formal acknowledgement that your organization continues to operate in conformance with accreditation requirements. The report is included with this letter.

The provided ANAB accreditation symbol ([Testing](#)) may be used to convey your accredited status. An accreditation symbol must not be used in any way which implies accreditation in any area outside of the scope of accreditation. If appropriate, the accreditation symbol may be used on your organization's website, reports, letterhead, business cards, and other official documents. Please refer to [PR 1018 Policy on Use of ANAB Accreditation Symbols and Claims of Accreditation Status](#) for all required information. This policy also provides information on your ability to use a combined mark that contains the ANAB accreditation symbol and the International Laboratory Accreditation Cooperation (ILAC) mark.

The next assessment activity is a Surveillance Document Review scheduled for April, 2025.

Thank you for your ongoing commitment to quality and the accreditation process.

Sincerely,



Janet M. Girten  
Sr. Manager of Accreditation  
ANSI National Accreditation Board

cc: Maria Orsino, Coordinator  
ANAB Office



**ANSI National Accreditation Board**



**SCOPE OF ACCREDITATION TO:  
ISO/IEC 17025:2017  
Accreditation Requirements for Forensic Testing and Calibration (2023)  
FBI Quality Assurance Standards for Forensic DNA Testing Laboratories: 2020**

**Erie County Central Police Services  
Forensic Laboratory**

45 Elm Street  
Buffalo, New York 14203 USA

**FORENSIC TESTING**

Expiry Date: 31 August 2026

Certificate Number: FT-0037

<b>Discipline: Biology</b>		
<b>Component/Parameter</b>	<b>Item</b>	<b>Key Equipment/Technology</b>
DNA Profile Determination	Short Tandem Repeat (STR) Y-Short Tandem Repeat (Y-STR)	Capillary Electrophoresis
Individual Characteristic Database	DNA Profile	National DNA Index System (NDIS)
Physical Comparison	DNA Profile	Software Program
Qualitative Determination	Body Fluid Feces	Chemical Fluorescence Spectroscopy General Microscopy Immunoassay

<b>Discipline: Fire Debris and Explosives</b>		
<b>Component/Parameter</b>	<b>Item</b>	<b>Key Equipment/Technology</b>
Qualitative Determination	Fire Debris	Gas Chromatography Mass Spectrometry



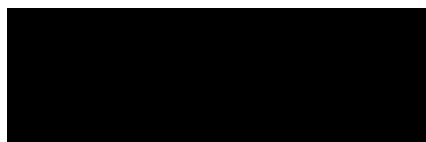
<b>Discipline: Firearms and Toolmarks</b>		
<b>Component/Parameter</b>	<b>Item</b>	<b>Key Equipment/Technology</b>
Function Evaluation	Firearm	Measuring Equipment Visual
Individual Characteristic Database	Ammunition	National Integrated Ballistic Information Network (NIBIN)
Physical Comparison	Ammunition	General Microscopy
Qualitative Determination	Ammunition Firearm	General Microscopy Measuring Equipment Reference Collection
Serial Number Restoration	Physical Item	Chemical General Microscopy Magnetic Visual

<b>Discipline: Impressions</b>		
<b>Component/Parameter</b>	<b>Item</b>	<b>Key Equipment/Technology</b>
Enhancement	Footwear Physical Item Tire	Physical
Physical Comparison	Footwear Tire	Visual

<b>Discipline: Materials (Trace)</b>		
<b>Component/Parameter</b>	<b>Item</b>	<b>Key Equipment/Technology</b>
Chemical/Physical Comparison	Coating Fractured Item General Unknown Ink Polymer Tape	Gas Chromatography General Microscopy Infrared Spectroscopy Mass Spectrometry Microspectrophotometry Thin Layer Chromatography Visual
Qualitative Determination	Coating General Unknown Polymer Tape	Gas Chromatography General Microscopy Infrared Spectroscopy Mass Spectrometry Microspectrophotometry Visual

<b>Discipline: Seized Drugs</b>		
<b>Component/Parameter</b>	<b>Item</b>	<b>Key Equipment/Technology</b>
Qualitative Determination	Botanical Liquid Solid	Chemical Gas Chromatography General Microscopy Infrared Spectroscopy Mass Spectrometry Thin-Layer Chromatography
Quantitative Measurement	Solid	Gas Chromatography Mass Spectrometry
Weight Measurement	Botanical Liquid Solid	Balance

When published on a forensic service provider's Scope of Accreditation, ANAB has confirmed the competence required to develop and validate methods and perform on-going quality assurance for accredited activities. For a listed component/parameter, the forensic service provider may add or modify methods for activities without formal notice to ANAB for items and key equipment/technology listed. Contact the forensic service provider for information on the method utilized for accredited work.



Pamela L. Sale  
Vice President, Forensics



## **Erie County Central Police Services - Forensic Laboratory**

2024 - 17025T - Surveillance Assessment

Prepared by Pamela Mikulcik

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Data collected on 2024-04-11

ANSI National Accreditation Board

United States



## Description

This assessment report summarizes the outcome of the recent accreditation activity. A separate document, the assessment plan, provides information on the type of activity (*e.g.*, reassessment, surveillance activity, scope extension), the date(s) of the activity, the assessment team members, the requirement documents and refers to the scope of the discipline(s) assessed for each location. The assessment plan, together with this report, provide a complete picture of the accreditation activity.

The ANSI National Accreditation Board (ANAB) evaluated the competence of the laboratory and conformance with all applicable accreditation requirements for the scope of accreditation referenced in the assessment plan. Objective evidence of implementation was assessed. The results of an assessment activity are based on a sample of records, locations, and personnel that were available at the time of the activity. Witnessing is an additional technique used in most activities.

### REQUIREMENTS:

ISO/IEC 17025:2017 General requirements for the competence of testing and calibration laboratories & ANAB Accreditation Requirements for Forensic Testing and Calibration (AR 3125) evaluated over the accreditation cycle are summarized in the following broad categories:

General requirements related to the laboratory's commitment to impartiality and confidentiality in its activities.

Structural requirements related to the range of activities, management structure, the authority, roles and responsibilities of personnel. Documented procedures which ensure a consistent application of activities and the validity of results.

Resource requirements related to the impartiality of personnel. Requirements for a training program, competency testing, authorizations, and ongoing monitoring to ensure the competence of personnel. Facility and security suitability for activities. Records and procedures for equipment to ensure proper functioning and where applicable, establishment of metrological traceability. Requirements for externally provided products and services.

Process requirements related to the handling of test and calibration items in a manner to maintain the integrity of the item. Requirements for chain-of-custody of items to be tested and appropriate methods and procedures. Ensuring the required performance of the methods along with monitoring the validity of the results. Requirements to ensure results are supported by sufficient technical records and are reported accurately, clearly, unambiguously, and objectively. Procedures for nonconforming work and a documented process for handling complaints. Requirements related to the laboratory information management system protection and integrity of data and information.

Management system requirements related to policies and objectives appropriate for the scope of activities. Requirements to control internal and external documents and records. Requirements to address risks and opportunities and timely, well-documented corrective actions. Requirements for an internal audit program and management reviews.

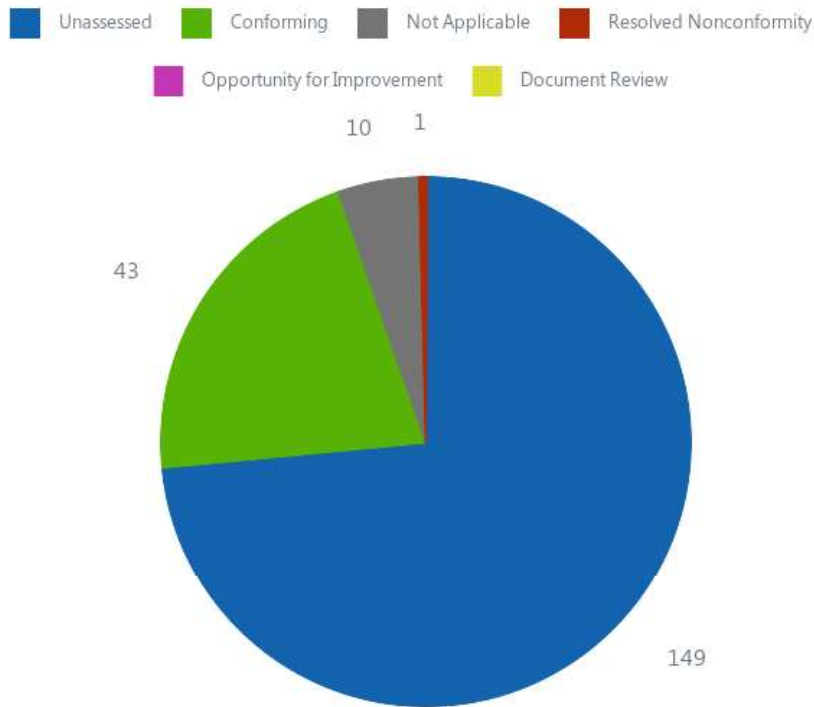
The accreditation activity also evaluates the laboratory's conformance with their own management system requirements.

### ASSESSMENT RESULT:

Based on the assessment techniques and a sample of the objective evidence reviewed during the assessment activity, the assessment team found that the laboratory demonstrated competence to operate a management system that fulfills all applicable accreditation requirements, including those specified within their management system.

Any opportunities for improvement or nonconformities identified during this assessment activity are noted below. All nonconformities will be resolved prior to an accreditation decision by ANAB and a summary provided in a subsequent assessment activity report.

## Summary of Comments



## Audit Comments

### 5. Structural requirements

5.4 ISO/IEC 17025:2017

Resolved Nonconformity

#### Requirement

Are laboratory activities carried out in such a way as to meet the requirements of this document, the laboratory's customers, regulatory authorities and organizations providing recognition? Does this include laboratory activities performed in all its permanent facilities, at sites away from its permanent facilities, in associated temporary or mobile facilities or at a customer's facility?

ANAB NOTE: Example of regulatory authorities are the Federal Bureau of Investigation for laboratories participating in the National DNA Index System (NDIS) and state forensic science commissions providing accreditation.

#### Nonconformity Resolution Workflow

FBI QAS Testing Document

13.1.6 Have newly qualified individuals undergone semi-annual external proficiency testing within 8 months of the date of their authorization?

Standard 13.1.6 was marked No because two individuals who were recently qualified in Casework Direct Y Screening did not undergo semi-annual external proficiency testing within eight months of their dates of authorization.

Due Date & Responsible Party : until 2024-06-11 (Nonconformity Resolution Workflow completed)

Corrective Action Closure Note: The laboratory initiated a Corrective Action workflow and determined that impact on casework was minimal due to other monitoring activities. Cause analysis indicated that a process change created the issue. Procedures were updated accordingly. The analysts will complete recently-ordered external tests as soon as possible and then enter into the normal PT cycle. This nonconformity is resolved.



May 9, 2024

John R. Clark  
Monroe County Crime Laboratory  
85 West Broad Street  
Rochester, NY 14614

Dear Director Clark,


Congratulations! On May 7<sup>th</sup>, 2024, ANAB approved the continuation of your organization's accreditation based upon the results of your recent surveillance activity. Continuation of accreditation is a formal acknowledgement that your organization continues to operate in conformance with accreditation requirements. The report is included with this letter.

The provided ANAB accreditation symbol ([Testing](#)) may be used to convey your accredited status. An accreditation symbol must not be used in any way which implies accreditation in any area outside of the scope of accreditation. If appropriate, the accreditation symbol may be used on your organization's website, reports, letterhead, business cards, and other official documents. Please refer to [PR 1018 Policy on Use of ANAB Accreditation Symbols and Claims of Accreditation Status](#) for all required information.

The next assessment activity is a Surveillance Document Review scheduled for April 2025.

Thank you for your ongoing commitment to quality and the accreditation process.

Sincerely,

  
Brad Putnam  
Director of Accreditation  
ANSI National Accreditation Board

cc: Marcia Bledsoe, Quality Assurance Coordinator  
ANAB Office



**ANSI National Accreditation Board**



**SCOPE OF ACCREDITATION TO:  
ISO/IEC 17025:2017  
Accreditation Requirements for Forensic Testing and Calibration (2023)  
FBI Quality Assurance Standards for Forensic DNA Testing Laboratories:2020**

**Monroe County Crime Laboratory**

85 West Broad Street  
Rochester, New York 14614 USA

**FORENSIC TESTING**

Expiry Date: 31 August 2026      Certificate Number: FT-0312

<b>Discipline: Biology</b>		
<b>Component/Parameter</b>	<b>Item</b>	<b>Key Equipment/Technology</b>
DNA Profile Determination	Short Tandem Repeat (STR) Y-Short Tandem Repeat (Y-STR)	Capillary Electrophoresis
Individual Characteristic Database	DNA Profile	National DNA Index System (NDIS)
Physical Comparison	DNA Profile	Software Program
Qualitative Determination	Body Fluid	Chemical Fluorescence Spectroscopy General Microscopy Immunoassay

<b>Discipline: Fire Debris and Explosives</b>		
<b>Component/Parameter</b>	<b>Item</b>	<b>Key Equipment/Technology</b>
Qualitative Determination	Explosive	Chemical Gas Chromatography General Microscopy Infrared Spectroscopy Mass Spectrometry Microcrystalline X-Ray Fluorescence Spectroscopy
Qualitative Determination	Fire Debris	Gas Chromatography Mass Spectrometry



<b>Discipline: Firearms and Toolmarks</b>		
<b>Component/Parameter</b>	<b>Item</b>	<b>Key Equipment/Technology</b>
Distance Determination	Firearm Physical Item	Chemical General Microscopy Measuring Equipment
Function Evaluation	Air Gun Firearm Silencer	Dead Weight Measuring Equipment Visual
Individual Characteristic Database	Ammunition	National Integrated Ballistic Information Network (NIBIN)
Physical Comparison	Ammunition Tool/Toolmark	General Microscopy Measuring Equipment Visual
Qualitative Determination	Ammunition Firearm Metal Nitrate/Nitrite Tool	Chemical General Microscopy Measuring Equipment Reference Collection
Serial Number Restoration	Physical Item	Chemical General Microscopy Magnetic Visual

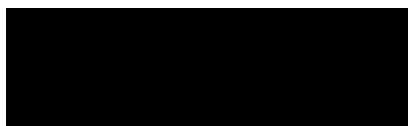
<b>Discipline: Impressions</b>		
<b>Component/Parameter</b>	<b>Item</b>	<b>Key Equipment/Technology</b>
Enhancement	Footwear Physical Item Tire	Chemical Software Program
Physical Comparison	Footwear Physical Item Tire	Software Program Visual
Qualitative Determination	Footwear Tire	Reference Collection

<b>Discipline: Materials (Trace)</b>		
<b>Component/Parameter</b>	<b>Item</b>	<b>Key Equipment/Technology</b>
Chemical/Physical Comparison	Coating Fiber/Textile Fractured Item General Unknown Glass Hair Tape	Chemical Gas Chromatography General Microscopy Infrared Spectroscopy Mass Spectrometry Microspectrophotometry Refractometry Thin-Layer Chromatography Visual X-Ray Fluorescence Spectroscopy

Qualitative Determination	Coating Fiber/Textile General Unknown Glass Hair Tape	Chemical Gas Chromatography General Microscopy Infrared Spectroscopy Mass Spectrometry Microspectrophotometry Reference Collection Refractometry Thin-Layer Chromatography Visual X-Ray Fluorescence Spectroscopy
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<b>Component/Parameter</b>	<b>Item</b>	<b>Key Equipment/Technology</b>
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Pamela L. Sale  
Vice President, Forensics



**Monroe County Crime Laboratory**  
2024 - 17025T - Surveillance Assessment  
Prepared by Terry Mills

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Data collected on 2024-04-15

ANSI National Accreditation Board

United States



## Description

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### REQUIREMENTS:

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Process requirements related to the handling of test and calibration items in a manner to maintain the integrity of the item. Requirements for chain-of-custody of items to be tested and appropriate methods and procedures. Ensuring the required performance of the methods along with monitoring the validity of the results. Requirements to ensure results are supported by sufficient technical records and are reported accurately, clearly, unambiguously, and objectively. Procedures for nonconforming work and a documented process for handling complaints. Requirements related to the laboratory information management system protection and integrity of data and information.

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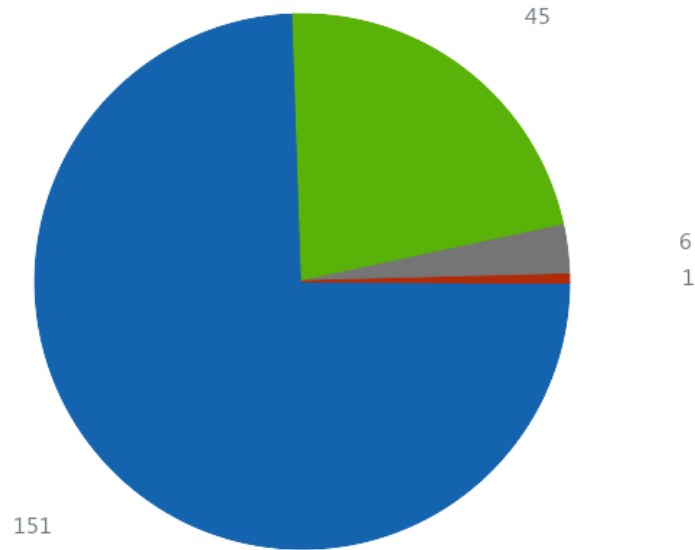
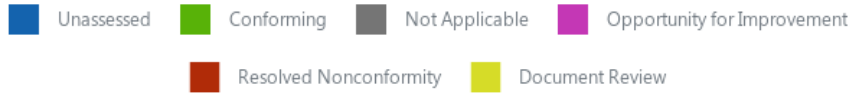
The accreditation activity also evaluates the laboratory's conformance with their own management system requirements.

### ASSESSMENT RESULT:

Based on the assessment techniques and a sample of the objective evidence reviewed during the assessment activity, the assessment team found that the laboratory demonstrated competence to operate a management system that fulfills all applicable accreditation requirements, including those specified within their management system.

Any opportunities for improvement or nonconformities identified during this assessment activity are noted below. All nonconformities will be resolved prior to an accreditation decision by ANAB and a summary provided in a subsequent assessment activity report.

## Summary of Comments



## Audit Comments

### 7.8.1 General

#### 7.8.1.2.2 ANAB Accreditation Requirement

Resolved Nonconformity

#### Requirement

Is there a procedure for reporting of results that:

- a) identifies what will be reported for all items received, including items on which no work was performed, items collected or created and preserved for future testing, and for partial work performed?
- b) requires qualifying the significance of associations in the report whether by a statistic or a qualitative statement?
- c) requires communicating the reason(s) in the report when the reported results are inconclusive? and
- d) requires reporting of the initial database entry (e.g., DNA profiles, friction ridge, ballistics, biometrics)?

NOTE b) Associations for multiple results may be qualified by a single statistic or qualitative statement if the statistics are identical or, where applicable, meet or exceed a defined minimum threshold.

#### Nonconformity Resolution Workflow

- a) Biology procedures for reporting results are not being followed because reports do not always include items received where no work was performed

Due Date & Responsible Party : Terry Mills until 2024-06-17 (Nonconformity Resolution Workflow completed)



**State  
Police**

**Forensic  
Investigation  
Center**

**KATHY HOCHUL**  
Governor

**STEVEN G. JAMES**  
Superintendent

**DR. RAY A. WICKENHEISER**  
Director

July 3, 2024

Pamela Sale,  
Vice President, Forensics  
ANSI National Accreditation Board  
2000 Regency Parkway, Suite 430  
Cary, North Carolina 27518

**RE: Change in Management: Director of NYSP Crime Lab System (FT-0025)**

Ms. Sale:

Please be advised that on July 1, 2024, Dr. Jill Dooley was appointed as the Director of Forensic Services for the New York State Police Crime Laboratory System.

Dr. Dooley will work in parallel with current Director, Dr. Ray Wickenheiser, until July 18, 2024, when she will independently assume this role upon Dr. Wickenheiser's retirement.

Sincerely,

A large black rectangular redaction box covering the signature of Dr. Ray A. Wickenheiser.

Dr. Ray A. Wickenheiser DPS MBA FAFS

RAW/jdb  
cc: DCJS OFS  
File

**From:** [QualityMatters](#)  
**To:** [Ranee Ho](#); [dcjs.sm.forensiclabs](#)  
**Subject:** RE: Onondaga County CFS Forensic Laboratories - QA Manager Update  
**Date:** Tuesday, June 25, 2024 1:43:16 PM

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**ATTENTION:** This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

Good afternoon Ranee,

Thank you for the notification. Our records have been updated to reflect this change.

*Mary*

**Mary Kiella | ANAB**

**Coordinator, Forensics**

ANSI National Accreditation Board

D.C. | Fort Wayne

Tel: 414.501.5364 | [mkiella@anab.org](mailto:mkiella@anab.org)

[www.anab.org](http://www.anab.org)

ANAB Training - <https://anab.ansi.org/training/>

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**From:** Ranee Ho <[RaneeHo@ongov.net](mailto:RaneeHo@ongov.net)>  
**Sent:** Tuesday, June 25, 2024 12:10 PM  
**To:** [dcjs.sm.forensiclabs](mailto:dcjs.sm.forensiclabs) <[dcjsforensiclabs@dcjs.ny.gov](mailto:dcjsforensiclabs@dcjs.ny.gov)>; [QualityMatters](mailto:QualityMatters@anab.org) <[qualitymatters@anab.org](mailto:qualitymatters@anab.org)>  
**Subject:** [EXTERNAL] Onondaga County CFS Forensic Laboratories - QA Manager Update  
**Importance:** High

Good afternoon all,

I am writing to advise ANAB and DCJS that between July 1<sup>st</sup> and August 31<sup>st</sup>, 2024, Kathleen Hum will be out of the office for personal reasons. During that time, I will be the interim QA Manager. Should the time frame extend beyond August 31<sup>st</sup>, I will send another notice to inform.

I understand the challenges with keeping up with correspondences so I apologize to have to ask this of you: I respectfully request that if you are currently waiting for my lab's response on anything at all (including things you have not heard back on that would normally be meaningless), can you please resend those inquiries to me and continue to do so for new correspondences until Kathleen returns?

The primary point of contact for the September re-assessment will therefore need to be changed to me until further notice.

Should you have any questions/issues, please do not hesitate to let me know.

Thank you.

---

Ranee Ho, MS, MBA, ABC-MB, CFM-II

Director of Laboratories

Onondaga County Center for Forensic Sciences

100 Elizabeth Blackwell Street

Syracuse, NY 13210

Tel: (315) 435-1486; Fax: (315) 435-5048

Email: [raneeho@ongov.net](mailto:raneeho@ongov.net)

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