

## About the Implementation Survey and User Guide

The OSAC Registry Implementation Survey uses the Qualtrics web tool – a cloud-based platform that allows OSAC to collect and analyze data that are submitted online. This collection method replaces the previously used PDF form, allowing for simpler data entry and direct submission to the OSAC at the click of a button. With this platform, OSAC will be able to better assess the implementation of standards on the OSAC Registry by identifying general implementation trends and discovering areas where OSAC can assist forensic science service providers (FSSPs) with standards implementation within their organization. This user guide is intended to help FSSPs navigate through this new electronic survey.

## Before You Begin

Prior to beginning the survey, you may want to download the complete [list of standards](#) on the OSAC Registry to determine which disciplines, standards, and responses are applicable to your respective organization.

## OSAC IDs

In order to build and monitor data within the Qualtrics platform, each distinct **FSSP location will be assigned a unique identifier called an ‘OSAC ID.’** If an FSSP has a single location, they will be assigned a single OSAC ID. If an FSSP has multiple locations, each location will be assigned a unique OSAC ID. For example, if a state lab system operates four different forensic science laboratories, each lab will be assigned a unique OSAC ID for individual data entry.

By providing each FSSP location with a unique identifier, OSAC is aiming to collect more accurate information that better reflects the implementation of standards across the 423 “traditional” laboratories recognized in the [2020 Bureau of Justice Statistics \(BJS\)](#) census and the thousands of other “non-traditional” FSSPs (e.g., identification units, crime scene units, and digital evidence laboratories) that fall outside of the BJS census.

**Important Note:** If you have previously submitted an implementation form/survey, an OSAC ID already exists for your facility. If you have not received your OSAC ID or you have received it but lost or forgot it, please email [forensics@nist.gov](mailto:forensics@nist.gov) and include “OSAC ID” in the subject line.

If you are implementing on behalf of more than one location, please email the OSAC Program Office (OPO) at [forensics@nist.gov](mailto:forensics@nist.gov) to have separate FSSP profiles manually created for each location in the Qualtrics system. Please include “OSAC ID” in the subject line and provide your organization’s name and all addresses in the email. Your assigned OSAC IDs will then be emailed to you.

We understand this may be time-consuming at first. To make it easier, the system is coded so that all future surveys will have your previous responses pre-populated! If you have previously submitted an implementation form/survey, your previous responses will be right there in the system for you. You will only need to review and update your selections in accordance with any changes that have occurred in your operations since the last submission.

## Understanding the Responses

Due to the quantity and variety of FSSPs participating, responses may vary. As you proceed through the survey, please select the response that is most applicable to your organization. The list below is a collection of examples and is not exhaustive.

- **Full Implementation:** My organization adheres to all requirements specified within the standard.
- **Partial Implementation:** My organization has partially implemented the requirements within the standard. There can be a variety of reasons why a standard cannot be fully implemented, or your organization chooses not to fully implement a standard (e.g., limited resources, limited personnel, in the process of obtaining resources, your organization decided not to implement a section of the standard, etc.).
- **Not Yet Implemented/Undecided:** This standard applies to one or more disciplines in my organization, but we have not yet started the implementation process, or my organization is still determining whether we wish to implement this standard.
- **Will Not Implement:** My organization conducts analyses in the relevant discipline, but we chose not to implement this standard. If this selection is made, please consider including a comment at the end of the survey stating the specific reason. This would be important data for improving standards that routinely fall into this category.
- **Not Applicable:** This standard is not applicable to my organization (i.e., we do not perform this type of testing).

Please note that you may add comments at the end of the survey if you would like to provide additional information in support of your response (i.e., ASB Standard 123, Partially Implemented due to the fact that we do not have instrument X in our laboratory).

## REGISTER, LOG IN, AND COMPLETE THE SURVEY

**Step 1:** Select this [link](#) or scan the QR code below to access the survey. You can complete it on a computer or mobile device. Please note that the survey will appear differently on the mobile device due to its screen size.

**Notes:**

- There is no time limit for this survey. You can leave and return as long as you remain on the **same web browser and have not deleted your cookies or cleared your cache**. If you start on one web browser then leave and return on another browser, your initial data will be lost, and you will need to begin again.
- Follow the prompts throughout the survey by using the arrows on the bottom of the screen. You can use the left arrow to return to a previous page, if needed. As some of the screens can be long, you may need to scroll to the bottom of the screen to see the arrows.

**Step 2:** You will always begin by going through the **OSAC REGISTRATION FORM**, first. If you already have an OSAC ID, select “YES,” and click the arrow at the bottom of the screen to skip to STEP 6.

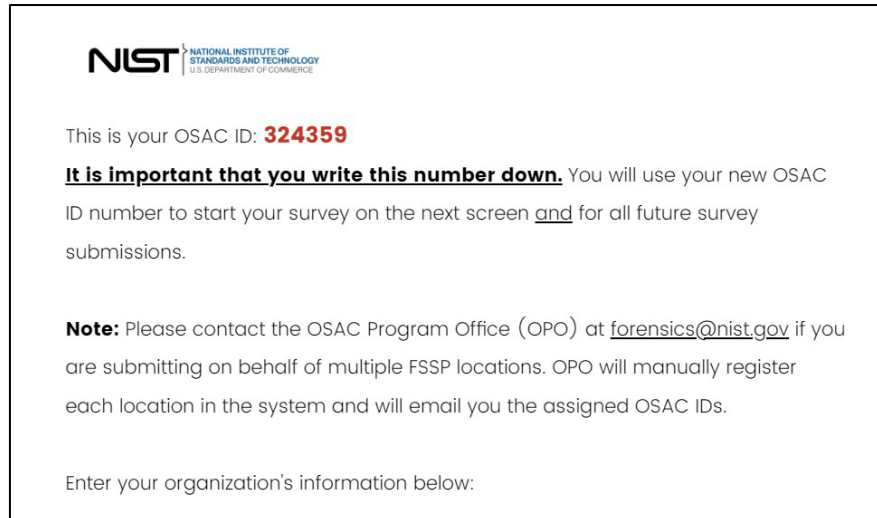
If you do not have an OSAC ID, select “NO,” and click the arrow at the bottom right of the screen:



The screenshot shows the NIST logo at the top left, followed by the text "Do you already have an OSAC ID?". Below this is a line of text: "Please contact [forensics@nist.gov](mailto:forensics@nist.gov) for lost/forgotten OSAC IDs." There are two radio button options: "YES" and "NO". The "NO" option is selected. At the bottom right, there is a black button with a white right-pointing arrow.

**Step 3:** On the next screen, you will receive the OSAC ID assigned to your organization. **Please save this number for all future submissions.**

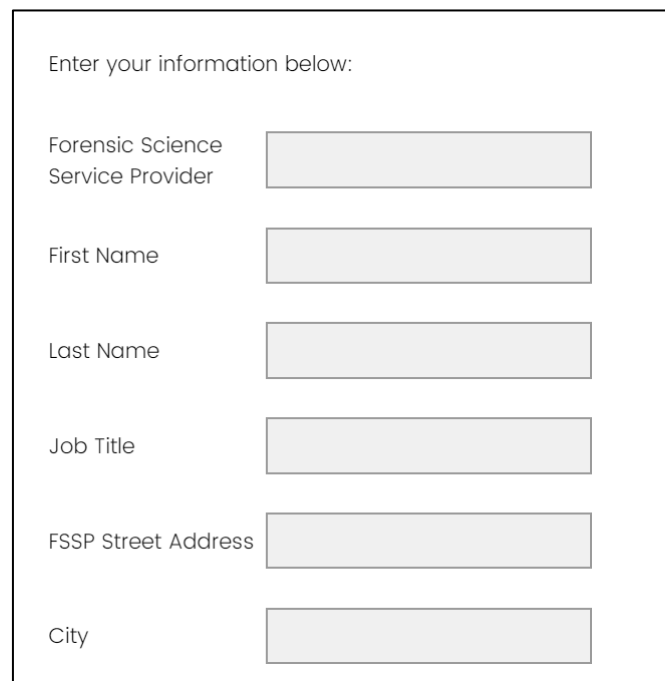
**Pro Tip:** You can copy the number for pasting on subsequent screens.



The screenshot shows the NIST logo at the top left. Below it, the text reads: "This is your OSAC ID: **324359**". Underneath, a bolded instruction states: "**It is important that you write this number down.** You will use your new OSAC ID number to start your survey on the next screen and for all future survey submissions." A note follows: "**Note:** Please contact the OSAC Program Office (OPO) at [forensics@nist.gov](mailto:forensics@nist.gov) if you are submitting on behalf of multiple FSSP locations. OPO will manually register each location in the system and will email you the assigned OSAC IDs." At the bottom, it says "Enter your organization's information below:".

**Step 4:** Scroll down to enter your organization's contact information and select the next arrow on the bottom right of the screen upon completion.

**Note:** Once entered, this information will be associated with your OSAC ID and pre-populated on later screens and during updates to your survey.



The form is titled "Enter your information below:". It contains six input fields, each with a label to its left: "Forensic Science Service Provider", "First Name", "Last Name", "Job Title", "FSSP Street Address", and "City".

**Step 5:** This completes the registration process to obtain your OSAC ID. Next, you will be directed to the OSAC Registry Implementation Survey. Please use your assigned OSAC ID to begin the survey.

**Note:** If an OSAC ID was just assigned, you may need to allow the system 1-2 minutes to update the contact information before proceeding to the OSAC Registry Implementation Survey. If you try to log in too quickly, you will receive an error message. If this occurs, please wait a few minutes, refresh the screen, and log in again using your OSAC ID.

OSAC ID: 324359

Please log in on the next screen. You may need to wait up to one minute to allow the system to update.

Thank you for your patience.

**Step 6:** Login using your assigned OSAC ID and follow the prompts to complete the survey. Use the arrows on the bottom of the screen to maneuver between the survey pages.




Please log in.

OSAC ID



**Step 7:** Select the disciplines specific to your organization. When complete, select the next arrow on the bottom right of the screen to proceed.

**Note:** Each selection will produce an individual, discipline-specific page (example provided below in Step 8) containing the list of standards on the Registry from each discipline (i.e., if you select 10 disciplines, you will need to navigate through 10 implementation-related screens containing discipline-specific standards).

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**PLEASE SELECT THE DISCIPLINE(S) THAT APPLY TO YOUR AGENCY:**

- ☐ Interdisciplinary (e.g., ISO/IEC)
- ☐ Anthropology
- ☐ Biology/DNA
- ☐ Bloodstain Pattern Analysis
- ☐ Crime Scene Investigation and Reconstruction
- ☐ Digital Evidence
- ☐ Dogs and Sensors
- ☐ Facial and Iris Identification
- ☐ Fire and Explosion Investigation
- ☐ Fire Debris and Explosives
- ☐ Firearms and Toolmarks
- ☐ Footwear and Tire
- ☐ Forensic Document Examination
- ☐ Forensic Nursing
- ☐ Friction Ridge
- ☐ Gunshot Residue
- ☐ Medicolegal Death Investigation
- ☐ Odontology
- ☐ Seized Drugs
- ☐ Speaker Recognition
- ☐ Toxicology

**Step 8:** Proceed through the discipline-specific pages containing the lists of standards on the OSAC Registry. Select the implementation status for each standard as appropriate. Select the next arrow on the bottom right of the screen to proceed through each discipline until you reach the next step.

## Notes:

- All standards within each discipline are linked to the full standard and will open on a new tab without disrupting the survey process. Standards in **blue text** are SDO published standards. Standards in **purple text** are OSAC proposed standards.
- You do not need to address every standard on the list; however, if there are standards listed for a discipline that your agency provides that you do not implement, it would be appreciated if you could provide a selection indicating the status. It is important to know if an FSSP is undecided, they haven't implemented yet, or they will not implement the standard.



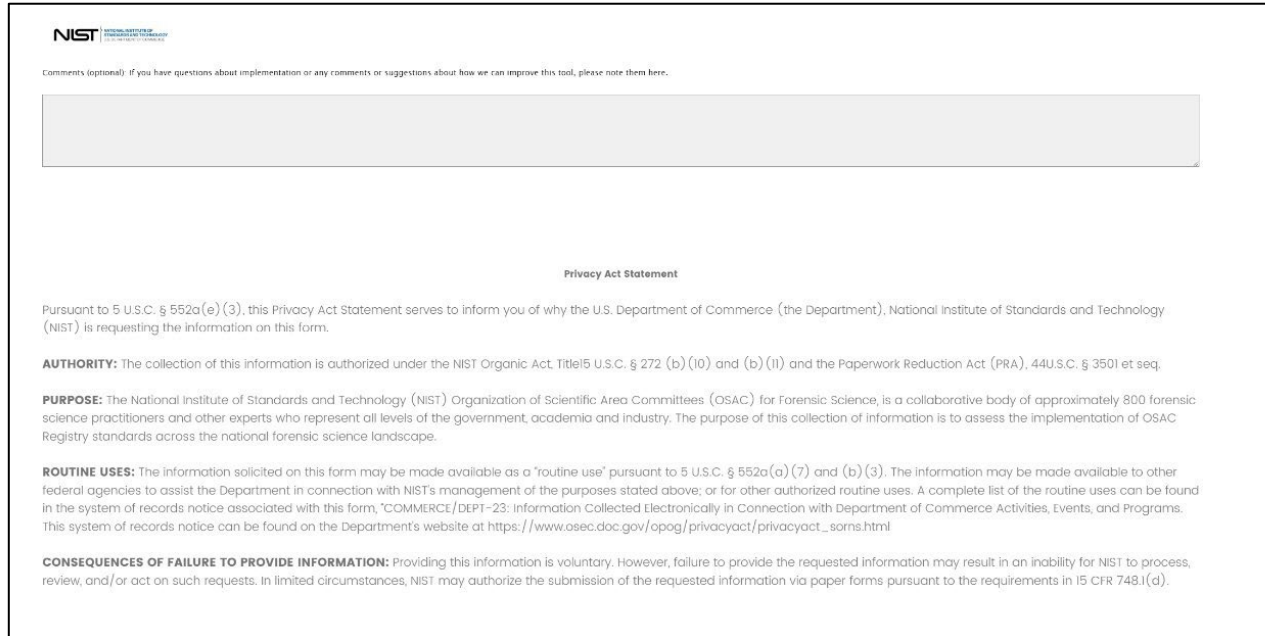
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## Interdisciplinary

	Implemented (Full)	Implemented (Partial)	Not Yet Implemented/ Undecided	Will Not Implement	Not Applicable
1. <a href="#">ANSI/NIST ITL-1:2011 (Update 2015). Data Format for the Interchange of Fingerprint, Facial &amp; Other Biometric Information</a>   added Nov 3, 2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <a href="#">ANSI/ASTM E2917-19a. Standard Practice for Forensic Science Practitioner Training, Continuing Education, and Professional Development Programs</a>   added Nov 5, 2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Step 9:** After completing the standards selection portion of the form within each applicable discipline, you will reach the ‘COMMENTS’ page. Feel free to let us know if you have any questions and/or provide feedback about your user experience.

**If you have suggestions for improving this survey, we would appreciate any constructive feedback you can provide. You can also email feedback directly to [forensics@nist.gov](mailto:forensics@nist.gov).**



The screenshot shows the NIST Privacy Act Statement page. At the top left is the NIST logo. Below it, a line of small text reads: "Comments (optional): If you have questions about implementation or any comments or suggestions about how we can improve this tool, please note them here." Below this is a large, empty rectangular box for comments. Further down, the heading "Privacy Act Statement" is centered. The main body of the page contains several paragraphs of text explaining the purpose and authority of the information collection. At the bottom, there is a section titled "CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION" which states that providing information is voluntary but failure to do so may result in an inability for NIST to process, review, and/or act on such requests.

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Comments (optional): If you have questions about implementation or any comments or suggestions about how we can improve this tool, please note them here.

**Privacy Act Statement**

Pursuant to 5 U.S.C. § 552a(e)(3), this Privacy Act Statement serves to inform you of why the U.S. Department of Commerce (the Department), National Institute of Standards and Technology (NIST) is requesting the information on this form.

**AUTHORITY:** The collection of this information is authorized under the NIST Organic Act, Title 5 U.S.C. § 272 (b)(10) and (b)(11) and the Paperwork Reduction Act (PRA), 44 U.S.C. § 3501 et seq.

**PURPOSE:** The National Institute of Standards and Technology (NIST) Organization of Scientific Area Committees (OSAC) for Forensic Science, is a collaborative body of approximately 800 forensic science practitioners and other experts who represent all levels of the government, academia and industry. The purpose of this collection of information is to assess the implementation of OSAC Registry standards across the national forensic science landscape.

**ROUTINE USES:** The information solicited on this form may be made available as a "routine use" pursuant to 5 U.S.C. § 552a(a)(7) and (b)(3). The information may be made available to other federal agencies to assist the Department in connection with NIST's management of the purposes stated above; or for other authorized routine uses. A complete list of the routine uses can be found in the system of records notice associated with this form, "COMMERCE/DEPT-23: Information Collected Electronically in Connection with Department of Commerce Activities, Events, and Programs. This system of records notice can be found on the Department's website at [https://www.osac.doc.gov/opog/privacyact/privacyact\\_sorns.html](https://www.osac.doc.gov/opog/privacyact/privacyact_sorns.html)

**CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION:** Providing this information is voluntary. However, failure to provide the requested information may result in an inability for NIST to process, review, and/or act on such requests. In limited circumstances, NIST may authorize the submission of the requested information via paper forms pursuant to the requirements in 15 CFR 748.1(d).

**Step 10:** Select ‘SUBMIT’ at the bottom of the Privacy Act Statement to complete your survey submission.

**Step 11: If you have more than one OSAC ID, restart from STEP ONE.**



**Step 12:** OSAC will email you a PDF copy of your survey responses. If you are a forensic science service provider and a first-time implementer, you will receive an implementation certificate to display at your facility for all to see!



**Step 13:** Consider letting others know of your implementation status by sharing your accomplishment via a news release and adding your agency's name to the growing list of publicly declared implementers.

If you would like to share your press release on the OSAC website and be added to the [Registry Implementers](#) webpage, please contact us at [forensics@nist.gov](mailto:forensics@nist.gov). We would be delighted to share your accomplishments in this manner!

## OSAC Registry Implementers



Over 155 forensic science service providers (FSSPs) have implemented standards on the OSAC Registry. The following FSSPs have given OSAC permission to share their implementation status or have issued public news releases highlighting their implementation accomplishments. You can read the news releases by clicking on the links below.

## TROUBLESHOOTING TIPS

- If you are having trouble using your OSAC ID after registering, please wait a few minutes for the system to update your contact information. After two minutes, refresh the screen and try to log in using the number again.
- If you are having trouble logging in after starting your survey and leaving, you may need to delete your cookies and clear your cache. If you do not want to delete cookies, you can try accessing the survey again using a different browser or an “incognito” window. **Note:** You will lose your progress and have to start the survey from the beginning if you use the survey link in a new browser.
- If you are continuing to encounter issues, please contact [forensics@nist.gov](mailto:forensics@nist.gov) with “Survey Assistance” in the subject line.