

Lab RAT	Glossary of Definitions
backlog	Open cases that are older than 30 days after submission to the laboratory.
capital expense	Purchases of equipment, instruments, etc. with a lifetime longer than three years and a cost above \$1,000-
case - institute case	A request from a crime lab "customer" that includes forensic investigations in one or more investigative areas related to an event, crime, or investigation.
case - area case	A request for examination in one forensic investigation area. An area case is a subset of an institute case and is equivalent to the term "request."
Case – as reported in the LabRat form	Cases reported in LabRat are "area cases"
casework	All laboratory activities involved in examination of cases.
casework time	Total for operational personnel in an investigation area (in hours) subtracted by the hours of R&D and, E&T and support and service given to external partners.
full-time equivalent (FTE)	The work input of a full-time employee working for one full year.
investigation area	Area limited by item type and methods as they are listed in the "definitions of investigative areas" tab.
item	A single object for examination submitted to the laboratory. Note: one item may be investigated and counted in several investigation areas.
non-reporting manager	An individual whose primary responsibilities are in managing and administering a laboratory or a unit thereof and who is not taking part in casework.
operational personnel	Personnel in operational units providing casework, research and development (R & D), education and training (E & T) and external support services. Non-reporting unit heads are included.
personnel expense	Sum of direct salaries, social expenses (employer contribution to FICA, Medicare, Workers Comp, and Unemployment Comp), retirement (employer contribution only towards pensions, 401K plans, etc.), personnel development and training (internal or external delivery, including travel), and occupational health service expenses (employer contribution only).
report	A formal statement of the results of an investigation, or of any matter on which definite information is required, made by some person or body instructed or required to do so.
request	A request for examination in one forensic investigation area. A request is a subset of an institute case and is equivalent to the term "area case."
sample	An item of evidence or a portion of an item of evidence that generates a reportable result.
support personnel	Forensic laboratory staff providing various internal support services. Management and administration personnel not belonging to the operational units are included.
test	An analytical process, including but not limited to visual examination, instrumental analysis, presumptive evaluations, enhancement techniques, extractions, quantifications, microscopic techniques, and comparative examinations. This does not include technical or administrative reviews.
Turn-around time	The number of days from a request for examination in an investigative area until issuance of a report. (Note that an area case may have multiple requests and each new request has a separate turn-around time.)
workload	Total time spent on all work related to job, including overtime.