

## STEP 1A

### UNDERWEAR

- AIR DRY CLOTHING PRIOR TO PACKAGING - ONE ITEM PER BAG.
- Package patient's undergarments in separate appropriate bags. Seal, initial and date.
- Return Bag with Underwear to the kit.

## STEP 1B

### BRA

- AIR DRY CLOTHING PRIOR TO PACKAGING - ONE ITEM PER BAG.
- Package patient's undergarments in separate appropriate bags. Seal, initial and date.
- Do **NOT** return the Bra bag to the kit, package separately.

STEP 1C  
CLOTHING

- AIR DRY CLOTHING PRIOR TO PACKAGING - ONE ITEM PER BAG.
- Package remaining clothing in separate bags-seal, initial and date.
- IDENTIFY \_\_\_\_\_

## STEP 2

### ORAL SWABS

Note: This sample is for identification of foreign DNA. The patient should not have anything to eat drink or smoke prior to oral swab collection.

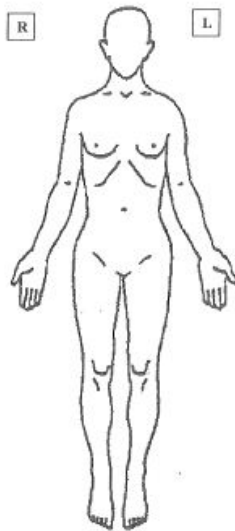
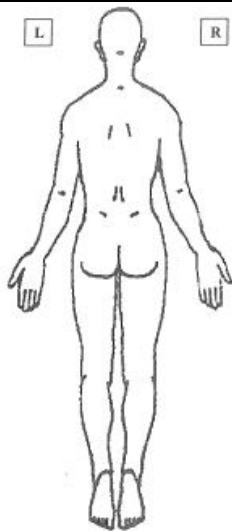
- Look for any injury inside top, bottom and back of mouth. Check for torn upper and lower frenulums.
- Use two swabs and simultaneously swab the gum line, teeth, under tongue and oral cavity.
- Air dry swabs and place in envelope.
- Seal, initial and date.

### STEP 3

#### FOREIGN MATERIAL, DRIED SECRETION and DEBRIS COLLECTION (From Body)

- Assess patient's body in a complete visual exam (front and back).
- After visual assessment if alternative light source (ALS) is available then examine body using light source.
- Using slightly moistened swabs to collect any dried secretions, foreign material, and bite marks and package separately. Air dry swabs or use caps, and place in envelope.
- Identify/describe findings on body map on back of envelope.
- Check appropriate box and document location. Use one envelope per item. Seal, initial and date.

<input type="checkbox"/>	DRIED SECRETION	_____
<input type="checkbox"/>	DEBRIS	_____
<input type="checkbox"/>	BITEMARK	_____
<input type="checkbox"/>	POSITIVE FLUORESCENCE (Other than clothes)	_____
<input type="checkbox"/>	OTHER	_____



STEP 4  
LEFT HAND FINGERNAIL SWABBING

- Swab the underside of the fingernails using a slightly moistened swab.
- One swab should be used for each hand (NOT SEPARATE NAILS) and these should be packaged separately as Right and Left.
- Air dry and place swab in envelope.
- Seal, initial and date.

STEP 4  
RIGHT HAND FINGERNAIL SWABBING

- Swab the underside of the fingernails using a slightly moistened swab.
- One swab should be used for each hand (NOT SEPARATE NAILS) and these should be packaged separately as Right and Left.
- Air dry and place swab in envelope.
- Seal, initial and date.



STEP 5  
HEAD or PUBIC HAIR COMBINGS  
(For foreign hairs, fibers, and debris)

☐ Head

- Collect head hair combing using the comb and paper provided.
- Using comb provided, comb all areas of the head over the paper.
- Refold the paper in a manner to retain both the comb and any evidence present.
- Return paper and comb to the original envelope.
- Seal, initial and date.

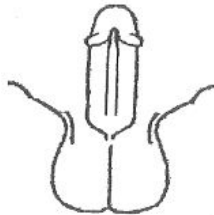
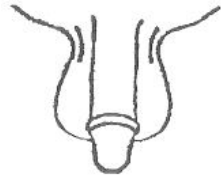
☐ Pubic

- Place paper provided under patient's buttocks. Using comb provided, comb the pubic area, allowing any loose hair and/or debris to fall onto the paper.
- Refold the paper in a manner to retain both the comb and any evidence present.
- Return paper and comb to the original envelope.
- Seal, initial and date.

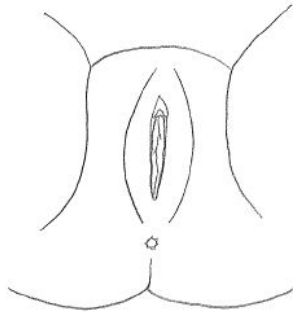
STEP 6A  
EXTERNAL GENITAL SWABS

- External Genital Swabs- (total of 2 swabs for this envelope)
- For females, without spreading labia collect from the mons pubis, labia majora, and perineum.
- For males collect from scrotum and penis.
- Air dry and place in envelope.
- Identify/describe findings on diagram on back of envelope.
- Seal, initial and date.

Male



Female



## STEP 6B INTERNAL GENITAL SWABS

Note: This is prior to insertion of speculum and prior to dye application.

- Internal Genital Swabs-(total of 2 swabs for this envelope)
- Spread labia and swab the labia minora, fossa navicularis, posterior fourchette, clitoral hood/clitoris, and vestibule.
- If area is dry use the wet to dry swabbing method.
- Air dry swabs and place in envelope.
- Seal, initial and date.



STEP 6C  
ANAL SWABS

Note: This step should be considered for all vaginal and anal assaults.

- Anal folds-(total of 2 swabs for this envelope).
- Swab the perianal folds.
- Air dry swabs and place in envelope.
- Seal, initial and date.

If anal penetration is indicated also collect the following:

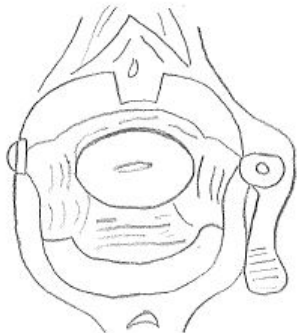
- Anal canal-(total of 2 swabs for this envelope).
- Moisten both swabs with sterile water for patient comfort.
- Carefully swab the anal canal using one swab at a time.
- Air dry swabs and place in OTHER envelope.
- Label envelope, seal, initial and date.

STEP 6D  
VAGINAL/ CERVICAL SWABS

Note: Do not use speculum or insert swabs into vaginal vault of pre-pubescent non-menarchal females.

This step is omitted.

- Vaginal/Cervical-(total of 2 – 4 swabs)
- Using two swabs simultaneously, swab the vaginal walls, cervical os, and posterior fornix.
- Moisten swabs if area appears dry.
- Air dry swabs and place in envelope.
- Seal, initial and date.



STEP 7  
BUCCAL DNA STANDARD

- Firmly press two swabs simultaneously onto the inside of the cheek.
- Rub swabs for 30 seconds in same area.
- Air dry swabs and place in envelope.
- Seal, initial and date.

## OTHER

- Use OTHER envelopes to package any additional swabs or samples that are necessary, but not included above.
- Label envelope accordingly.
- Place in envelope.
- Seal, initial and date.

☐ DRIED SECRETION \_\_\_\_\_

☐ DEBRIS \_\_\_\_\_

☐ BITEMARK \_\_\_\_\_

☐ POSITIVE FLUORESCENCE (Other than clothes)  
\_\_\_\_\_

☐ OTHER \_\_\_\_\_



(back of OTHER)

