

# STATE OF ALASKA

## DNA MOUTH SWAB COLLECTION PROCEDURES SHEET

### Kit Contents

- |                                |                              |
|--------------------------------|------------------------------|
| 1 DNA database collection card | 1 Swab envelope              |
| 1 Pre-inked fingerprint sheet  | 1 Pair disposable gloves     |
| 1 Swab collection device       | 1 Kit envelope shipping seal |
| 1 Kit shipping envelope        | 1 Evidence seal              |
| 1 Ink remover towelette        |                              |

### Note

- A) Check kit contents against the list above to be sure the kit is complete.
- B) Perform the following collection procedure on **ONE** subject (offender) at a time and be sure the kit is sealed before beginning collection on another subject.

- STEP 1** Fill out **ALL** subject information on the DNA Database Collection Card, obtain subject's signature on Line 6 and fill out your agency information on Lines 14-16. Line 5 should be marked Yes if the subject's qualifying conviction occurred outside of Alaska. If the subject was convicted in Alaska, mark No.
- STEP 2** Using normal fingerprint procedures and the pre-inked fingerprint sheet, lightly press the subject's left and right thumb where indicated on the card (Lines 12 and 13). **SAMPLES SUBMITTED WITHOUT THUMBPRINTS OR WITH PRINTS OF POOR QUALITY WILL BE REJECTED.** Fingerprint ink may be used in place of the pre-inked fingerprint sheet for better quality prints.
- STEP 3** The person taking the sample should put on the gloves and wear them throughout the remainder of the collection procedure. The subject should **NOT** be allowed to collect the sample him/herself.
- STEP 4** Peel open the sterile sleeve containing the swab collection device and discard the sleeve. Using the swab provided, vigorously rub the inside of the subject's left and right cheek at least six times. **DO NOT TOUCH OR EJECT** the cotton swab tip.
- STEP 5** Place the entire swab in the swab envelope, then seal the swab envelope with the evidence seal provided and initial the seal.
- STEP 6** Place the sealed swab envelope and the DNA Database Collection Card into the kit shipping envelope. Peel the backing from the kit shipping seal and affix on the kit shipping envelope where indicated, then date and sign shipping seal. **DO NOT PUT THE SUBJECT'S NAME ON THE KIT SHIPPING ENVELOPE.**
- STEP 7** Fill out return address on front of kit shipping envelope, then mail or hand deliver kit to the laboratory for analysis as soon as possible.

### NOTE

**If you should have any questions concerning the use of this kit, or you need to obtain additional kits, please call the State Crime Laboratory at: (907) 269-5582**