



Forensic Services
DNA Database Sample Collection Kit Instructions

Idaho **DNA Database Sample Collection Kits** are provided in an unopened condition with a tamper resistant seal on the flap. The kits are pre-addressed with the required information to return them to the Idaho State Police Forensic Services laboratory in Meridian, ID. The collecting agency only needs to fill in the return address information and affix postage.

FROM: _____
(NAME OF PERSON SENDING KIT)

_____ (ORGANIZATION)

_____ (STREET ADDRESS)

_____ (CITY, STATE, ZIP CODE)

Affix Postage Here

**TO: IDAHO STATE POLICE
FORENSIC SERVICES
700 SOUTH STRATFORD DRIVE, SUITE 125
MERIDIAN, ID 83642-6202**

 **BIOHAZARD**

NOTE: This package contains a dried oral sample

DNA11D: SENV.5 5/11

DNA11D: ENVK3 3/9

**REORDER NO: DNA-11D
EXP DATE: MAY 19, 2018
LOT NO: 26799**

TRITECHFORENSICS
800.438.7884 • tritechforensics.com

AFFIX EVIDENCE

SEAL HERE

Tamper Resistant Seal

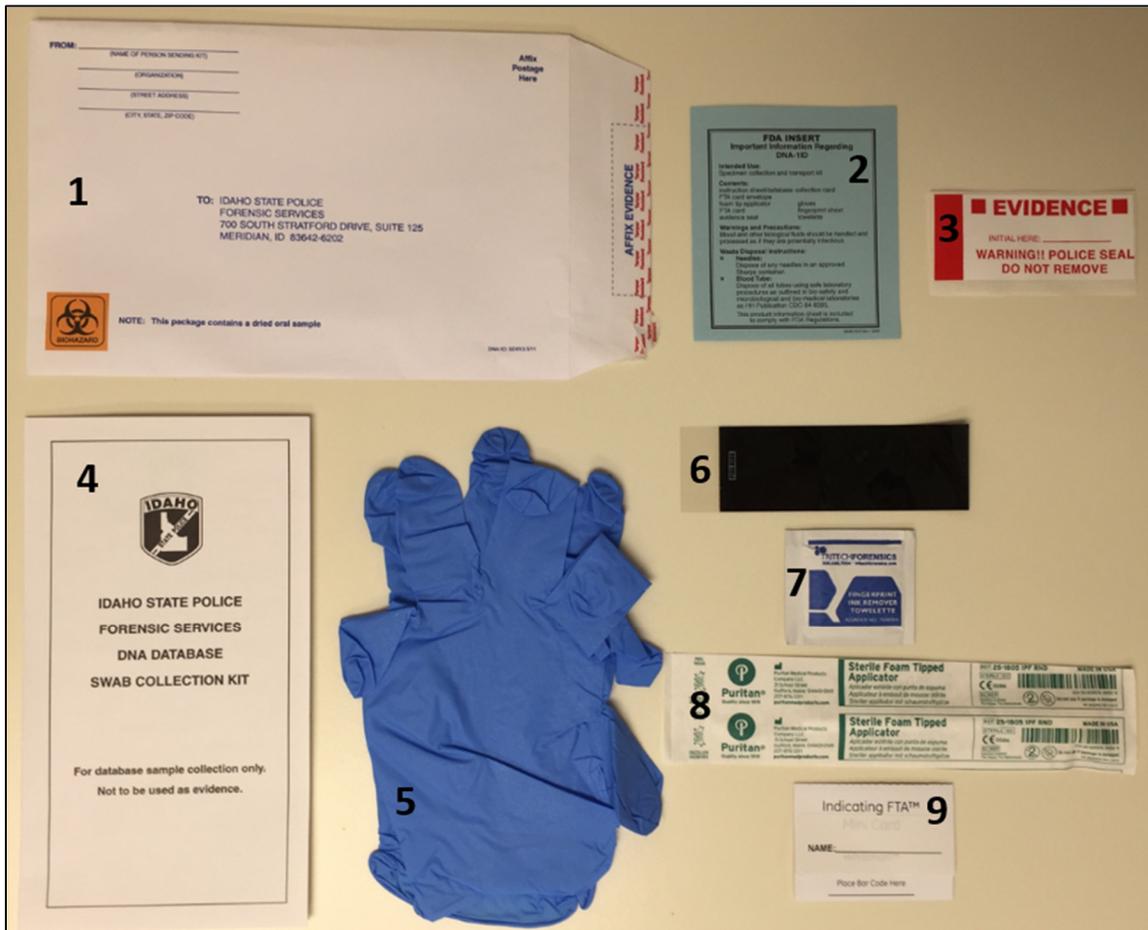
Idaho State Police Forensic Services
(208)884-7170

DNAdatabase@isp.idaho.gov



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Each DNA Database Sample Collection Kit consists of the following items:



1. Pre-addressed envelope.
2. FDA insert (can be discarded).
3. Evidence seal used to seal the envelope once sample collection is complete (to be initialed by the individual collecting the sample, not the offender).
4. DNA Database sample information card to be filled out completely and returned.
5. Gloves to be worn during sample collection.
6. Ink strip for collecting right thumbprint.
7. Fingerprint ink remover towelette.
8. Swab for collecting buccal sample (to be used and then discarded after sample is transferred to the FTA card).
9. Indicating FTA card onto which the swab will be pressed (to be returned with kit).

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Directions for the individual collecting the DNA Database sample are located on the sample information card and are as follows:

NOTE: 1) Prior to collecting sample, make sure this offender sample is not already on file in the Idaho Criminal History Database.

2) Perform the entire procedure on one subject at a time.

STEP 1 Fill out all information requested in the *DNA Database Collection Information* section and the *Sample Collection Certification* section (person collecting sample and offender).

It is especially important to completely fill out the sections highlighted in the image below.

IDAHO DNA DATABASE COLLECTION INFORMATION

Offender Name (Please Print)

LAST [Redacted]

FIRST [Redacted] MIDDLE [Redacted]

ALIAS(ES): _____

Date of Birth: [Redacted] Social Security Number: [Redacted]

IDOC/IDOJC Number: [Redacted] FBI Number: [Redacted] SID Number: [Redacted]

Sex: Male Female

Race/Ethnicity:

Caucasian African American Hispanic

Asian Native American Tribe: _____

Other: (Specify) _____

Offense(s): [Redacted]

County of Conviction: [Redacted]

Court Case Number: [Redacted]

Date of Conviction: [Redacted]

Sentence (probation/incarceration): [Redacted]

Interstate Compact (yes/no) State: [Redacted]

Submitting/Collection Agency: [Redacted]

Revised 4/12 DNA I.D. IN52.3 6/12

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When filling out the sample information card please remember to do the following:

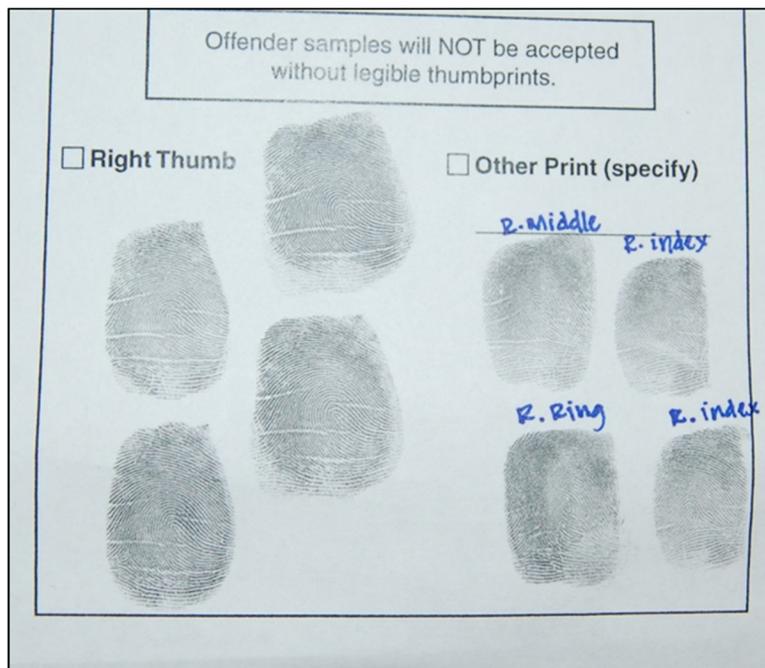
- *If you do not have a particular item of information do not strike through the box or mark N/A as this information may be added later by ISP staff.*
- *Include the state abbreviation part of the SID Number. For example, ID12345678 as opposed to 12345678.*
- *Write legibly.*

STEP 2 Using the inked strip provided, take a right thumb print of subject (**NOTE:** if right thumb is not available, use another finger and specify which finger was used in the appropriate section.)

Following the instructions below will help ensure a good quality print is obtained:

- *Wash and dry the subject's hands prior to inking.*
- *Do not apply too much pressure as this can cause a smeared print and loss of detail.*
- *Press the subject's finger into the ink and then lightly onto the card.*
- *It is important to evaluate the print visually and trust your eyes. If good detail is not observed, then another print should be taken.*

Below is an example of good quality prints:



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The following are examples of poor quality prints:



It may be more difficult to obtain a good quality print from some individuals. This may occur if the skin is dry or excessively creased. In these situations applying Corn Huskers Brand lotion to the subject's hands and then wiping it off prior to printing may help. It may also be a good idea to take prints from multiple fingers in these situations.

The best way to determine if the fingerprint is acceptable is to evaluate it after taking it. If necessary, there is enough space to retake the print. If a good quality right thumbprint cannot be obtained, another finger can be used as long as it is indicated on the card which finger was used.



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STEP 3 The collector should put on the gloves provided, then write subject's name where requested on the FTA Collection Card. *Gloves should not be removed until completed with Step 6.*

Wearing the provided gloves prevents the collector from transferring their own DNA onto the FTA card.

STEP 4 Remove the swab from the sterile package being careful not to touch the foam tip. Place the foam tip in the subject's mouth and vigorously swab the insides of both cheeks.

Move the swab between the gum line and the fold of the cheek, and under the tongue, soaking up as much saliva as possible.

Be sure to use both sides of the swab to swab the subject's mouth and apply pressure to the inside of the cheeks and gums while swabbing. Sometimes samples are received where saliva is indicated on the card, but there is very little DNA present. For the process to work correctly, it is necessary to collect both the saliva and the skin cells from inside the subject's cheeks/gums while swabbing.

STEP 5 Remove the swab from the subject's mouth and transfer the sample to the "FTA" Collection Card by pressing the foam tip in the two circles. Press firmly to transfer as much saliva as possible from the foam tip to the circles. Continue pressing until both circles are saturated with saliva.

The DNA Database Sample Collection Kits contain indicating FTA cards. This means that the card is initially pink in color and that once the saliva soaked swab is applied, the pink area that contacts the saliva will turn to white. The color change occurs quickly and should be observable during sample collection. It is necessary to see the color change from pink to white on the card in order to ensure an adequate sample is collected.

- If the FTA card becomes completely soaked it should be dried prior to repackaging. If the card is repackaged while completely wet the FTA paper portion of the card will adhere to the cover.*
- Do not rub the FTA card with the swab as rubbing causes disruption of the FTA paper and is not necessary for obtaining the sample.*
- Once the swab has come into contact with the FTA paper, do not reinsert the swab into the offender's mouth as the FTA paper has been treated with a proprietary mix of chemicals.*

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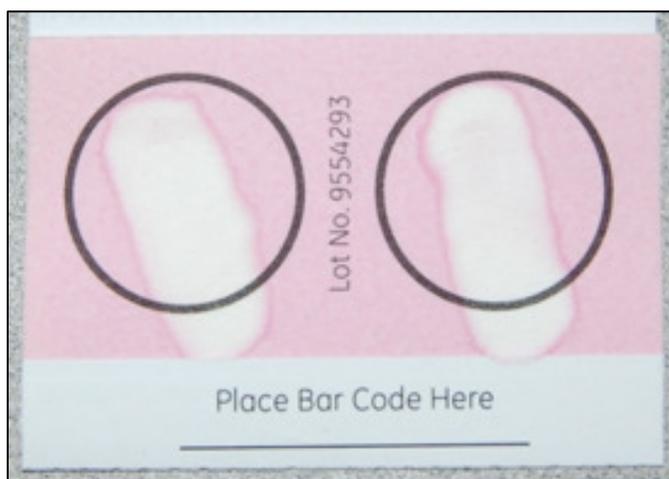
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- *Previous versions of the DNA Database Sample Collection kit contained FTA cards that did not have color indicating paper. If using one of these kits, simply press the swab down firmly onto the paper to transfer the sample. The paper will be white and there will be no color change.*

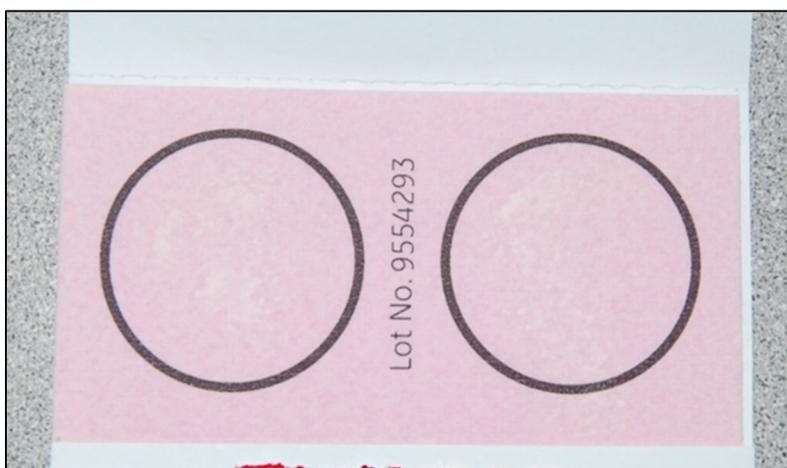
The images below are examples of good quality FTA cards where the sample has been applied correctly:





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The images below are examples of poor quality FTA cards where the sample has been applied incorrectly:



STEP 6 Discard the collection swab in a waste receptacle. Enclose the “FTA” Collection Card in the inner envelope. Remove the backing from the envelope flap and press to seal. Remove gloves and discard in a waste receptacle.



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STEP 7 Mail or hand deliver the sealed DNA Database Sample Collection Kit to:

**IDAHO STATE POLICE
FORENSIC SERVICES
700 SOUTH STRATFORD DRIVE, SUITE 125
MERIDIAN, ID 83642-6202**

Please contact the Idaho State Police Forensic Services laboratory in Meridian, ID at (208)884-7170 or DNAdatabase@isp.idaho.gov with questions regarding collection of DNA Database samples.