



SAMPLE COLLECTION INSTRUCTION SHEET



COLLECTION KIT CONTENTS

1 Collection kit contains:

- (1) Sample Collection Kit Instruction Sheet
- (1) Large Sample Collection Kit Envelope
- (1) Small Sample Collection Envelope per donor
- (1) Client Consent and Chain-of-Custody Form per donor
Additional copies of this form can be downloaded from GenegleDNA.com
- (2) Buccal Swabs in each Sample Collection Envelope
- (1) Piece of evidence tape for sealing of each Sample Collection Envelope
- (1) Express Shipping Envelope for shipment of samples
- (1) Pre-paid, addressed FedEx/DHL/UPS Shipping Waybill to be attached to Express Shipping Envelope when sending samples



IMPORTANT REMINDERS

- The person whose DNA is being collected is called the “donor”
- Verify identity of donor before beginning sample collection
- The donor is responsible for bringing a 2x2 photo and government issued photo ID. If no photo was brought, please take an on-site headshot and print it. Please photocopy the donor's ID. In case of children, a photocopy of the birth certificate may be provided
- Each donor must sign their own photograph except in the case of minors. In such cases, the parent or legal guardian may sign
- Make sure Client Consent & Chain of Custody Form is signed by each donor or legal guardian (in case of children) and the sample collector and witness (if there is one)
- Handwritten revisions: please strikethrough, initial, and date
- Samples shipped without signed Client Consent & Chain-of-Custody Documentation will not be accepted for testing
- Use one Sample Collection Envelope per sample donor



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COLLECT DNA SAMPLES

- Confirm donor has not eaten anything immediately prior to sample collection. If necessary, ask donor to rinse mouth with water to avoid contamination of the sample by food particulates. For breastfed babies, be sure mouth is clear of any milk residue
- Inform donor you will be placing a swab on the side of the inside cheek and rubbing for about 5-10 second
- Immediately before collecting the sample, open the outer packaging of the swab, remove the swab without handling the swab, and immediately swab the subject's mouth
- The swab should not touch anything before entering the donor's mouth
- After swabbing, air dry the swab for 5 minutes at room temperature
- Collect 2-4 swabs (1-2 per cheek) in this manner, then place the swabs directly into the sample collection envelope
- Label the envelope with the date, sample type, sample source, and donor's name
- Seal the envelope with security tape provided
- Sign the back of the envelope
- Ask the donor to sign/initial the face of the envelope to indicate the information on the envelope is correct and the samples inside are his/hers



SEND SAMPLES TO THE LAB

- Place samples (only) into the larger Collection Kit Envelope
- Place documents and collection kit envelope into pre-paid, pre-addressed express shipping envelope included
- Ship samples immediately. Samples may be shipped at ambient temperature (no ice or refrigeration necessary). If unable to ship within 24 hours of collection store at 4 degrees celsius.
- If there are any questions regarding collection or shipping of this case please contact us immediately:

888-813-6283 OR info@GenegleDNA.com