



SLED Sexual Assault Evidence Collection Kit Instructions

This kit is designed to assist the examining physician and nurse or S.A.N.E. in the collection of evidentiary specimens from both adult and child victims for analysis by the SLED Forensic Laboratory. Sexual Assault is a legal matter, not a medical diagnosis. Conclusions or opinions should neither be conveyed to the victim nor written in the record. If you have questions concerning the use of this kit, please call the SLED DNA Casework Department at 896-7300 during business hours or at 737-9000 after 5 p.m.

STEP 1 ENTER KIT BARCODE INTO THE STATEWIDE SEXUAL ASSAULT KIT (SAK) TRACKING SYSTEM

- Participation in the sexual assault kit tracking system is required by SC ACT 134 H.3309.
- Log in to the Track-Kit website at <https://sc.track-kit.us>
- Scan or manually enter the kit barcode. Barcode formats will be SC000000 or LSC000000.
- Enter required information into the Track-Kit website.

STEP 2 STATE OF SOUTH CAROLINA DEPARTMENT OF CRIME VICTIM COMPENSATION (DCVC) FORMS

Fill out all information requested on both the Medical Examination Release Protocol Form and the SAP Billing Claim Form and have victim (or parent/guardian, if applicable) and witness sign where indicated.

STEP 3 SEXUAL ASSAULT EXAMINATION PROTOCOL FORM

- Print protocol form from www.sled.sc.gov.
- Fill out all information requested.
- Make a copy of the completed form to include with collected evidence. Retain the original for hospital records.

NOTE: Do not send DCVC a copy of this protocol. Send only the two forms listed in step 2.

Note: Do not place patient labels on envelopes in such a manner that information is obscured.

Note: Do not collect additional samples or swabs unless there are extraordinary circumstances. The number of swabs provided per envelope is sufficient for analysis.

STEP 4 BLOOD SAMPLE FOR TOXICOLOGY ANALYSIS

Note: If "Date Rape" drugs are suspected, see supplemental instruction sheet for additional collection information.

- Fill out all requested information.
- Using normal hospital/lab procedure, collect a sample from the victim into a gray stoppered tube from lab/hospital stock.
- Immediately after collection, write the victim's name, date and time of collection and your initials on the blood tube label.
- Place the filled tube into the bubble pack provided and place the bubble pack into the small plastic bag.

STEP 5 ORAL SWABS (For detection of semen/spermatozoa in the mouth - please collect only if oral assault is alleged within the last 24 hours)

- Locate the envelope labeled “ORAL SWABS”.
- Fill out all requested information on the front of the envelope.
- Using both swabs provided, carefully swab the buccal area, gum line, and lips (do not moisten swabs prior to collection).
- Allow swabs to air dry, and then place them back into the envelope.
- Seal the envelope with one piece of the evidence tape provided. Initial and date the evidence seal.

STEP 6 COLLECTION OF OUTER CLOTHING

<p>Please Note:</p> <ol style="list-style-type: none">1. Wet or damp clothing should be air dried before packaging.2. If victim changed clothes after the alleged assault, collect only the items in direct contact with the victim's genital area. Notify law enforcement officer so that clothing worn at the time of the assault can be collected by police.3. Do not cut through any existing holes, rips or stains in the victim’s clothing. Do not shake out the victim's clothing as this could cause the loss of microscopic evidence.4. If additional clothing bags are-required, use new paper (grocery-type) bags.

- Unfold and place a clean hospital bed sheet on the floor.
- Remove paper sheet from the DEBRIS COLLECTION bag, unfold and place over the bed sheet.
- Instruct victim to stand in center of paper sheet and carefully disrobe.
- Collect each item of clothing as removed and place in the OUTER CLOTHING bag.
- Seal and fill out all information requested on the bag label. Initial and date the evidence seal.
- *DO NOT PLACE OUTER CLOTHING BAG IN KIT BOX.*
- Place underwear/panties worn by the victim at the time of and/or after the assault in the paper bag labeled UNDERWEAR.
- Seal and fill out information requested on bag label. Initial and date the evidence seal.
- *PLACE BAGS WITH UNDERWEAR AND DEBRIS COLLECTION INTO THE KIT BOX. DO NOT PLACE INTO THE OUTER CLOTHING BAG.*
- *NOTE: Please do not collect the hospital sheet for submission.*

STEP 7 MISCELLANEOUS MATERIALS (For items not covered by other samples)

- Fill out all information requested on the front of the envelope.
- Collect item or sample (condom, hair, tampon, sanitary napkin, etc.) and place in the envelope marked "MISCELLANEOUS MATERIALS".
- On the back of envelope, note the item type and/or where on the victim’s body the sample was collected.
- Written descriptions are encouraged (i.e. left thigh, right breast, etc.).
- Ensure items are dry prior to packaging. Packaging items wet may affect the ability to obtain DNA results.
- Seal the envelope with one piece of the evidence tape provided. Initial and date the evidence seal.

STEP 8 SUSPECTED SALIVA (For the collection of possible saliva on the victim's body where the assailant may have bitten, licked, kissed, or sucked.)

- Locate the envelope labeled “SUSPECTED SALIVA”.
- Fill out all information requested on the front and back of the envelope.
Lightly moisten one swab with sterile water. Leave the other swab dry. (Instructions continue to next page)

- Thoroughly swab the area with the wet swab, and then go over the same area with the dry swab.
 - Allow the swab(s) to air dry, and then place them into the envelope.
 - Seal the envelope with one piece of the evidence tape provided. Initial and date the evidence seal.
- NOTE:** If more than one assailant is alleged to have had this type of contact with the victim, swab each area of contact separately and place swabs in separate, clean envelopes to minimize possible cross - contamination. Note location of collection for each on the back of the envelope for each sample.

STEP 9 FINGERNAIL SCRAPINGS (Collect only if victim scratched assailant's skin OR victim's hand(s) came in contact with assailant's skin)

Left Hand:

- Remove folded paper labeled "L" and fingernail scraper provided in the FINGERNAIL SCRAPINGS envelope.
- Fill out all requested information on the front of the envelope.
- Unfold and place on a flat surface.
- Hold the victim's left hand over the paper and scrape under all five fingernails, allowing any debris present to fall onto the paper.
- Place used scraper in the center of the paper, refold paper to retain debris and scraper, and return to FINGERNAIL SCRAPINGS envelope.
- Seal the envelope with one piece of the evidence tape provided. Initial and date the evidence seal.

Right Hand:

- Follow the same procedure for right hand using folded paper labeled "R". Fill out all requested information on the front of the envelope. Seal the envelope with one piece of the evidence tape provided. Initial and date the evidence seal.

STEP 10 KNOWN DNA STANDARD – BUCCAL SWAB (For DNA Analysis comparison)
NOTE: *This sample is required on all cases*

- Locate envelope marked "KNOWN DNA STANDARD - BUCCAL SWAB".
- Fill out all requested information on the front of the envelope.
- Using both sterile swabs provided, rub inside surface of the cheek area to collect skin cells (do not moisten swabs prior to collection).
- Allow swabs to air dry, then place them back into the envelope.
- Seal the envelope with one piece of the evidence tape provided. Initial and date the evidence seal.

STEP 11 PUBIC HAIR COMBINGS (To obtain pubic hairs shed by the assailant during the assault)

- Remove paper towel and comb provided in the envelope labeled "PUBIC HAIR COMBINGS".
- Fill out all requested information on the front of the envelope
- Unfold paper towel and place under victim's buttocks.
- Using comb provided, comb pubic hair in downward strokes so that any loose hairs and/ or debris will fall onto the paper towel.
- Refold in a manner to retain both comb and any evidence present.
- Return to the PUBIC HAIR COMBINGS envelope.
- Seal the envelope with one piece of the evidence tape provided. Initial and date the evidence seal.

STEP 12 VAGINAL SWABS

- Locate envelope labeled “VAGINAL SWABS”.
- Fill out all requested information on the front of the envelope
- Using both sterile swabs provided, carefully swab the vaginal walls and cervix (do not moisten swabs prior to collection).
- Allow swabs to air dry, and then place the swabs back in the envelope.
- Seal the envelope with one piece of the evidence tape provided. Initial and date the evidence seal.

STEP 13 RECTAL SWABS (Collect only if rectal assault is alleged)

- Locate the envelope labeled “RECTAL SWABS”.
- Fill out all requested information on the front of the envelope.
- Using both sterile swabs provided, carefully swab the rectal canal (moisten swabs with sterile water prior to collection only if necessary).
- Allow swabs to air dry, and then place the swabs back in the envelope.
- Seal the envelope with a piece of the evidence tape provided. Initial and date the evidence seal.

STEP 14 SUSPECTED BODY FLUID (For collection of any foreign body fluids (blood, semen, saliva, sweat) found on the body in areas not previously designated (i.e. vulvar, perineal, torso, arms, or legs)

- Locate the envelope labeled “SUSPECTED BODY FLUID”.
- Fill out all requested information on the front of the envelope.
- Examine the victim's body for possible body fluids.
- Lightly moisten one swab with sterile water. Leave the other swab dry.
- Thoroughly swab the area with the wet swab, and then go over the same area with the dry swab.
- Allow the swab(s) to air dry, and then place them into the envelope.
- Note the body fluid that is suspected and the location from which the sample was taken on the back of the envelope.
- Written descriptions are encouraged (i.e. left thigh, right breast, etc.).
- Seal the envelope with a piece of the evidence tape provided. Initial and date the evidence seal.

NOTE: If oral assault of the victim is alleged, collect at least one external vulvar swab using the above instructions.

NOTE: It is *very important* to indicate on the envelope which body fluid is suspected.

PLEASE REVIEW FINAL INSTRUCTIONS ON THE FOLLOWING PAGE PRIOR TO SEALING KIT

FINAL INSTRUCTIONS

1. Ensure that all information on forms and evidence envelopes and bags has been completely filled out and that all requested signatures and dates have been completed.
2. Ensure all seals are made using the evidence tape provided and have the initials of the collector and the date the seal was made.
3. Forward the Medical Examination Release Form and the SAP Billing Statement to the South Carolina Department of Crime Victim Compensation (DCVC).
4. Make two copies of Sexual Assault Examination Protocol. Retain the original for hospital records, fold and place one copy in the kit box, and give the investigating officer a copy. Do *not* send a copy to DCVC.
5. All evidence envelopes (used and unused) printed in red are to be placed into the red DNA SECTION Evidence Distribution Envelope. **NOTE:** For samples that were NOT collected, please mark “no” on the envelope for that sample. You may keep any unused swabs, envelopes, and bags.

The items to be placed in the red DNA SECTION Evidence Distribution envelope include the following:

- a. KNOWN DNA STANDARD - BUCCAL SWABS Envelope
- b. SUSPECTED BODY FLUID Envelope
- c. SUSPECTED SALIVA Envelope
- d. VAGINAL SWABS Envelope
- e. ORAL SWABS Envelope
- f. RECTAL SWABS Envelope
- g. FINGERNAIL SCRAPINGS Envelope
- h. PUBIC HAIR COMBINGS Envelope
- i. MISCELLANEOUS MATERIALS Envelope

Seal the Evidence Distribution envelope with evidence tape provided, initial and date the seal, and place into the kit box.

6. Place the plastic evidence bag with the green label containing the gray stoppered tube of blood into the green TOXICOLOGY SECTION Evidence Distribution envelope. Seal the envelope with evidence tape provided, initial and date the seal, and place into the kit box.
7. Place *both* Evidence Distribution Envelopes (red and green) into the kit box along with the sealed Underwear bag (if collected) and Debris Collection bag (if collected).
8. Fill out all information requested on the kit box top, then affix the biohazard label where indicated.
9. Initial and date the evidence tape and affix where indicated on the sides of the box.
10. Complete initial entry on the CHAIN OF CUSTODY label on the bottom of kit box. Transfer the sealed kit and sealed OUTER CLOTHING BAG (if collected) to the investigating officer.

Note: If the investigating officer is not present at the time the kit is ready for transfer, place the sealed kit and OUTER CLOTHING bag in a secure area, and hold for pickup by the investigating officer. The kit should be refrigerated if held for more than an hour.