



Sexual Assault Evidence Collection Kit (Envelope Style)

South Carolina Law Enforcement Division (SLED)

Updated 12/2023

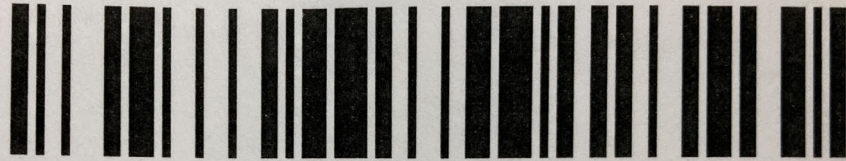
KEY REMINDERS

- All evidence seals (DNA and Toxicology) are to be initialed and dated.
- Refer to the SLED Sexual Assault Evidence Collection Instructions on the Forensic Services page of the SLED website for more detailed packaging instructions.

Sexual Assault Kit Tracking System (Track- Kit™)

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

Information Card

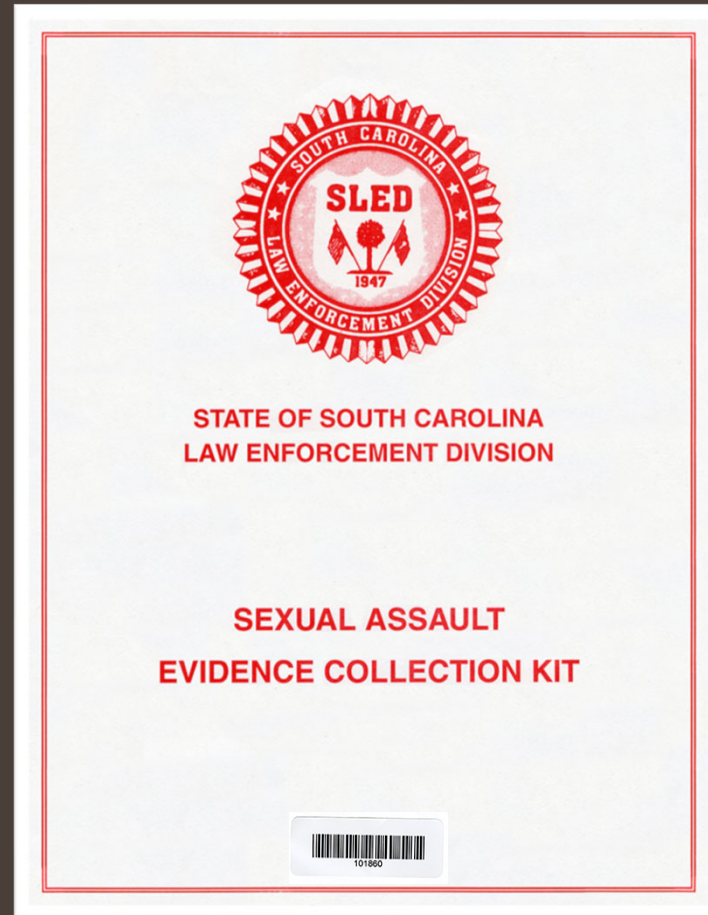


User Name: SC106001


Password: YnF\$DP%5

URL: <https://sc.track-kit.us>

Paper envelope containing SAK contents (dispose of this envelope once opened)



Toxicology Items



For Crime Lab Personnel Only
Lab Number: _____
Item Number: _____

TOXICOLOGY EVIDENCE

Victim Name or Anonymous ID #:

If this is an anonymous collection DO NOT label this envelope with the victim's name.

1) Place the following items in this envelope:
____ Toxicology Evidence Distribution Envelope
____ Urine sample (if collected)

2) Ensure this bag is sealed properly.

3) Place this bag in the plastic zip-style bag provided.

PLACE
BIOHAZARD
LABEL
HERE

Chain of Custody

FROM: _____
PRINT NAME SIGNATURE DATE/TIME

TO: _____
PRINT NAME SIGNATURE DATE/TIME

TO: _____
PRINT NAME SIGNATURE DATE/TIME

TO: _____
PRINT NAME SIGNATURE DATE/TIME

TO: _____
PRINT NAME SIGNATURE DATE/TIME

REFSC-TOXBE1 4/2020

101860

AFFIX EVIDENCE
SEAL HERE

THEN INITIAL SEAL

VICTIM'S NAME: _____

TOXICOLOGY SECTION
EVIDENCE DISTRIBUTION ENVELOPE
(Sexual Assault Victim)

GRAY-STOPPERED BLOOD COLLECTION TUBE

FOR CRIME LAB PERSONNEL ONLY

SLED LAB NO.: _____

REFSC-TOXBE1 4/2020

TOXICOLOGY BLOOD SAMPLE
(GRAY STOPPERED TUBE)

VICTIM'S NAME: _____

COLLECTED BY: _____

DATE: _____ AND TIME: _____ AM OF COLLECTION

WAS SAMPLE COLLECTED? YES NO

IF NO, WHY NOT? _____

FOR CRIME LAB PERSONNEL ONLY

LAB NO.: _____

ITEM NO.: _____

Place the labeled, gray stoppered tube into the bubble pack and place in bag

TOXICOLOGY BLOOD SAMPLE
(GRAY STOPPERED TUBE)

VICTIM'S NAME: _____

COLLECTED BY: _____

DATE: _____ AND TIME: _____ ^{am} OF COLLECTION
_{pm}

WAS SAMPLE COLLECTED? YES NO

IF NO, WHY NOT? _____

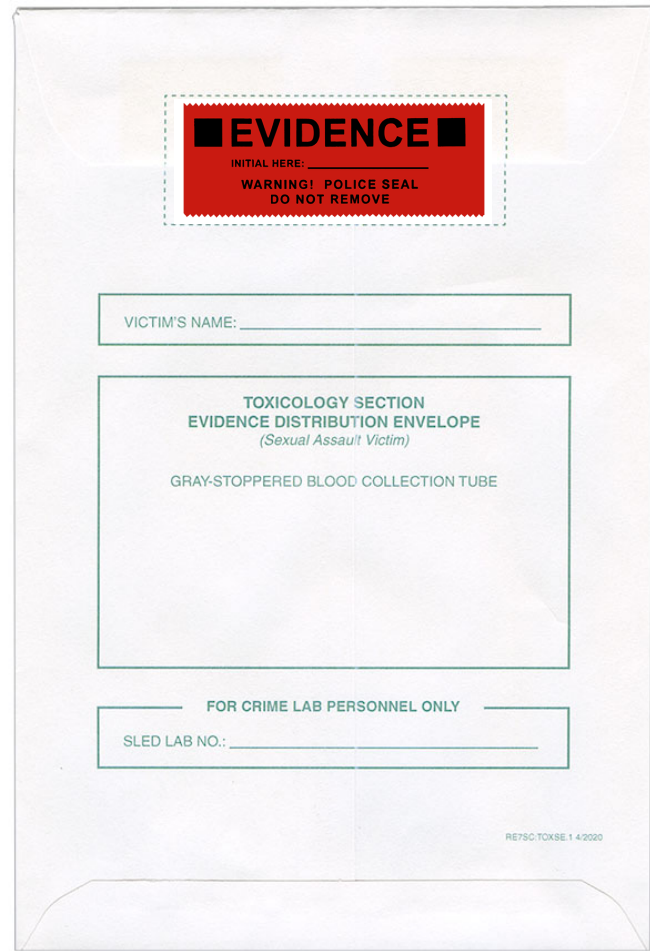
2548

FOR CRIME LAB PERSONNEL ONLY

LAB NO.: _____

ITEM NO.: _____

Place plastic bag containing blood tube into the Toxicology Section Evidence Distribution Envelope, label with victim's name, and seal with evidence tape



The image shows a white envelope with a red evidence seal at the top center. The seal contains the word "EVIDENCE" in large black letters, with "INITIAL HERE:" and a line for initials below it. Underneath the seal, it says "WARNING! POLICE SEAL DO NOT REMOVE". Below the seal is a rectangular box for "VICTIM'S NAME:" with a line for writing. In the center of the envelope is a larger rectangular box containing the text: "TOXICOLOGY SECTION EVIDENCE DISTRIBUTION ENVELOPE (Sexual Assault Victim) GRAY-STOPPERED BLOOD COLLECTION TUBE". Below this box is another rectangular box for "FOR CRIME LAB PERSONNEL ONLY" with "SLED LAB NO.:" and a line for writing. In the bottom right corner of the envelope, there is a small number "RE75C-TOKSE.1 4/2020".

EVIDENCE
INITIAL HERE: _____
WARNING! POLICE SEAL
DO NOT REMOVE


VICTIM'S NAME: _____

TOXICOLOGY SECTION
EVIDENCE DISTRIBUTION ENVELOPE
(Sexual Assault Victim)
GRAY-STOPPERED BLOOD COLLECTION TUBE

FOR CRIME LAB PERSONNEL ONLY
SLED LAB NO.: _____

RE75C-TOKSE.1 4/2020

Place the Toxicology distribution envelope and urine sample (if collected) into Toxicology Evidence bag and start chain of custody



For Crime Lab Personnel Only

Lab Number: _____

Item Number: _____

TOXICOLOGY EVIDENCE

Victim Name or Anonymous ID #: _____


If this is an anonymous collection DO NOT label this envelope with the victim's name.

1) Place the following items in this envelope:

- _____ Toxicology Evidence Distribution Envelope
- _____ Urine sample (if collected)


2) Ensure this bag is sealed properly.

3) Place this bag in the plastic zip-style bag provided.




Chain of Custody

FROM: _____	_____	_____
PRINT NAME	SIGNATURE	DATE/TIME
TO: _____	_____	_____
PRINT NAME	SIGNATURE	DATE/TIME
TO: _____	_____	_____
PRINT NAME	SIGNATURE	DATE/TIME
TO: _____	_____	_____
PRINT NAME	SIGNATURE	DATE/TIME
TO: _____	_____	_____
PRINT NAME	SIGNATURE	DATE/TIME


101860

RE75C:TOXEV.1 4/2020

DNA Items



For Crime Lab Personnel Only

Lab Number: _____

Item Number: _____

DNA EVIDENCE

Victim Name or Anonymous ID #: _____


If this is an anonymous collection DO NOT label this envelope with the victim's name.

- 1) Place the following items in this envelope:
 - _____ DNA Evidence Distribution Envelope
 - _____ Underwear (if collected)
- 2) Ensure this envelope is sealed properly and add evidence tape across seal.
- 3) Place this envelope in the plastic zip-style bag provided.

PLACE
BIOHAZARD
LABEL
HERE

Chain of Custody

FROM: _____	PRINT NAME	SIGNATURE	DATE/TIME
TO: _____	PRINT NAME	SIGNATURE	DATE/TIME
TO: _____	PRINT NAME	SIGNATURE	DATE/TIME
TO: _____	PRINT NAME	SIGNATURE	DATE/TIME
TO: _____	PRINT NAME	SIGNATURE	DATE/TIME



RE79C DNA ENV 1.4-2020

DEBRIS COLLECTION

VICTIM'S NAME: _____

COLLECTED BY: _____

DATE: _____ AND TIME: _____ am OF COLLECTION

WAS SAMPLE COLLECTED? YES NO

IF NO, WHY NOT? _____

FOR CRIME LAB PERSONNEL ONLY

LAB NO.: _____

ITEM NO.: _____

AFFIX EVIDENCE
SEAL HERE

THEN INITIAL SEAL

VICTIM'S NAME: _____

DNA SECTION
EVIDENCE DISTRIBUTION ENVELOPE
(Sexual Assault Victim)

KNOWN DNA STANDARD - BUCCAL SWABS ENVELOPE
 SUSPECTED BODY FLUID ENVELOPE
 SUSPECTED SALIVA ENVELOPE
 VAGINAL/PENILE SWABS ENVELOPE
 ORAL SWABS ENVELOPE
 RECTAL SWABS ENVELOPE
 FINGERNAIL SWABS ENVELOPES
 PUBIC HAIR COMBINGS ENVELOPE
 MISCELLANEOUS MATERIALS ENVELOPE

FOR CRIME LAB PERSONNEL ONLY

SLED LAB NO.: _____

RE79C DSE.1.4-2020

UNDERWEAR (PLACE IN KIT BOX)

VICTIM'S NAME: _____

COLLECTED BY: _____

DATE: _____ AND TIME: _____ am OF COLLECTION

WAS SAMPLE COLLECTED? YES NO

IF NO, WHY NOT? _____

FOR CRIME LAB PERSONNEL ONLY

LAB NO.: _____

ITEM NO.: _____

SUSPECTED BODY FLUID

Crime Lab Use Only
Do not write in this area.

Victim's Name _____

Collector's Initials _____ Date _____ Time _____

Was sample collected? Yes No

If no, why not? _____

REFSC: SBF 1 2/2000

Circle suspected body fluid:
Semen Saliva
Blood

Describe where sample collected:

REFSC: MMBK 1 2/2000

RECTAL SWABS

Crime Lab Use Only
Do not write in this area.

Victim's Name _____

Collector's Initials _____ Date _____ Time _____

Was sample collected? Yes No

If no, why not? _____

REFSC: RS 1 2/2000

PUBIC HAIR COMBINGS

Crime Lab Use Only
Do not write in this area.

Victim's Name _____

Collector's Initials _____ Date _____ Time _____

Was sample collected? Yes No

If no, why not? _____

REFSC: PHC 1 2/2000



MISCELLANEOUS MATERIALS

Crime Lab Use Only
Do not write in this area.

Victim's Name _____

Collector's Initials _____ Date _____ Time _____

Was sample collected? Yes No

If no, why not? _____

REFSC: MM 1 2/2000

Circle item type:
Condom Hair
Tampon Sanitary Napkin
Semen Saliva
Other _____

REFSC: MMBK 1 2/2000

ORAL SWABS

Crime Lab Use Only
Do not write in this area.

Victim's Name _____

Collector's Initials _____ Date _____ Time _____

Was sample collected? Yes No

If no, why not? _____

REFSC: OS 1 2/2000

SUSPECTED SALIVA

Crime Lab Use Only
Do not write in this area.

Any non-genital area where the suspect may have licked, kissed, or bitten the victim. Note on the back of this envelope the location of sample collection.
Allow swabs to air dry thoroughly before packaging.

Victim's Name _____

Collector's Initials _____ Date _____ Time _____

Was sample collected? Yes No

If no, why not? _____

REFSC: SS 1 4/2000

Describe where sample collected:

REFSC: SSBK 1 2/2000

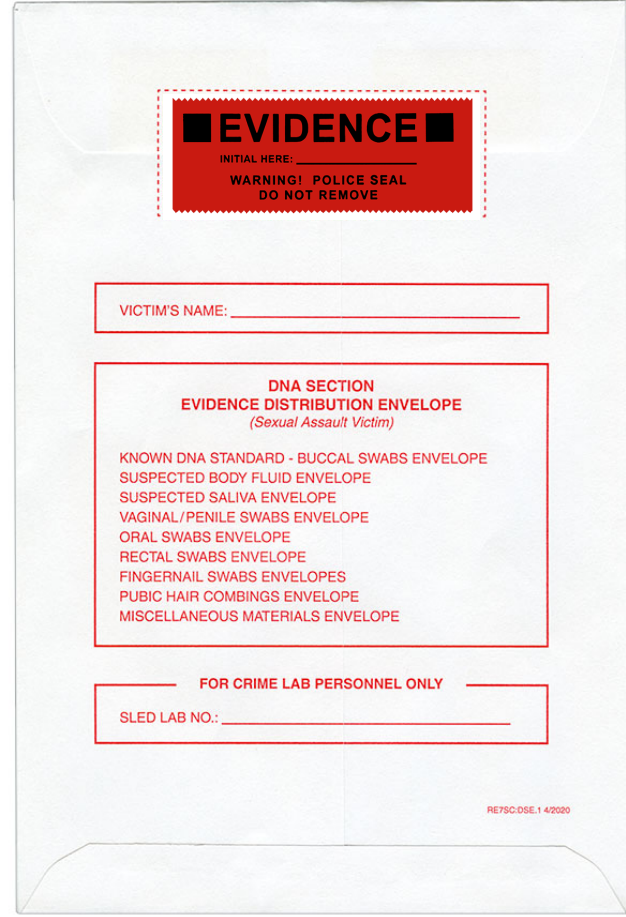
<p>Crime Lab Use Only Do not write in this area.</p>	<p><u>KNOWN DNA STANDARD - BUCCAL SWABS</u></p> <p><u>COLLECTION OF THIS SAMPLE IS REQUIRED</u></p>
	<p>_____</p> <p style="text-align: center;">Victim's Name</p> <p>_____</p> <p>Collector's Initials Date Time</p> <p style="text-align: right; font-size: small;">RE75C: KDNA.1 4/2020</p>

<p>Crime Lab Use Only Do not write in this area.</p>	<p><u>VAGINAL/PENILE SWABS</u></p>
	<p>_____</p> <p style="text-align: center;">Victim's Name</p> <p>_____</p> <p>Collector's Initials Date Time</p> <p>Was sample collected? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, why not? _____</p> <p style="text-align: right; font-size: small;">RE75C: VPS.1 2/2020</p>

<p>Crime Lab Use Only Do not write in this area.</p>	<p><u>FINGERNAIL SWABS - LEFT</u></p>
	<p>_____</p> <p style="text-align: center;">Victim's Name</p> <p>_____</p> <p>Collector's Initials Date Time</p> <p>Was sample collected? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, why not? _____</p> <p style="text-align: right; font-size: small;">RE75C: FSL.1 2/2020</p>

<p>Crime Lab Use Only Do not write in this area.</p>	<p><u>FINGERNAIL SWABS - RIGHT</u></p>
	<p>_____</p> <p style="text-align: center;">Victim's Name</p> <p>_____</p> <p>Collector's Initials Date Time</p> <p>Was sample collected? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, why not? _____</p> <p style="text-align: right; font-size: small;">RE75C: FSR.1 2/2020</p>

Place all DNA evidence into the DNA Section Evidence Distribution Envelope, label with victim's name, and seal with evidence tape



EVIDENCE
INITIAL HERE: _____
WARNING! POLICE SEAL
DO NOT REMOVE

VICTIM'S NAME: _____

**DNA SECTION
EVIDENCE DISTRIBUTION ENVELOPE**
(Sexual Assault Victim)

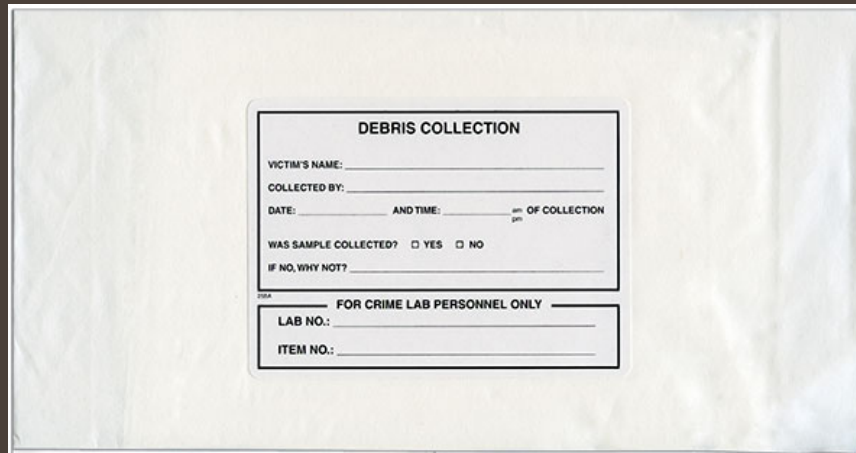
KNOWN DNA STANDARD - BUCCAL SWABS ENVELOPE
SUSPECTED BODY FLUID ENVELOPE
SUSPECTED SALIVA ENVELOPE
VAGINAL/PENILE SWABS ENVELOPE
ORAL SWABS ENVELOPE
RECTAL SWABS ENVELOPE
FINGERNAIL SWABS ENVELOPES
PUBIC HAIR COMBINGS ENVELOPE
MISCELLANEOUS MATERIALS ENVELOPE

FOR CRIME LAB PERSONNEL ONLY

SLED LAB NO.: _____

REFSC.DSE.1 4/2020

DNA
Distribution
Envelope, debris
collection bag,
and underwear
bag will be
placed into the
large nylon
envelope labeled
DNA Evidence



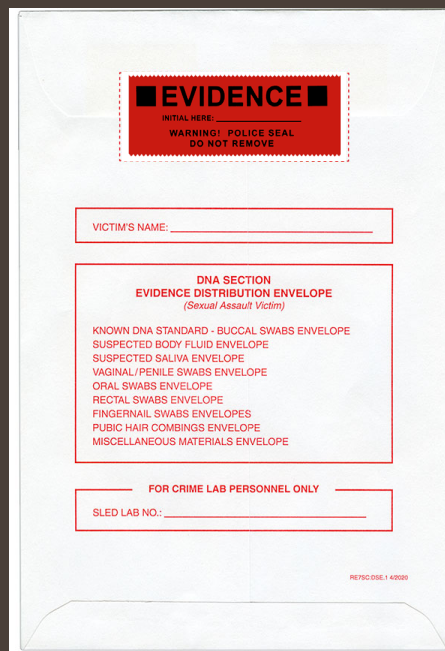
DEBRIS COLLECTION

VICTIM'S NAME: _____
COLLECTED BY: _____
DATE: _____ AND TIME: _____ ^{am} OF COLLECTION
_{pm}

WAS SAMPLE COLLECTED? YES NO
IF NO, WHY NOT? _____

FOR CRIME LAB PERSONNEL ONLY

LAB NO.: _____
ITEM NO.: _____



EVIDENCE
INITIAL HERE: _____
WARNING! POLICE SEAL
DO NOT REMOVE

VICTIM'S NAME: _____

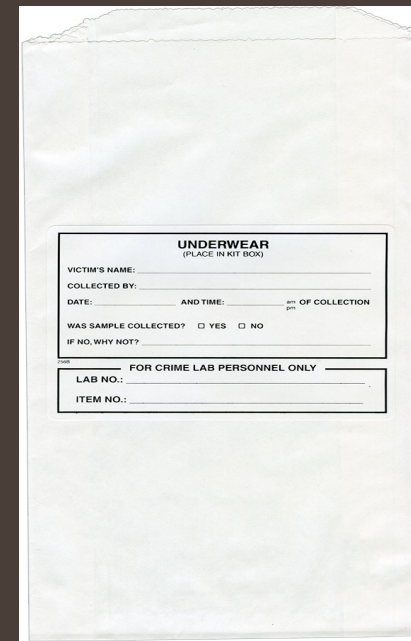
**DNA SECTION
EVIDENCE DISTRIBUTION ENVELOPE**
(Sexual Assault Victim)

KNOWN DNA STANDARD - BUCCAL SWABS ENVELOPE
SUSPECTED BODY FLUID ENVELOPE
SUSPECTED SALIVA ENVELOPE
VAGINAL/PENILE SWABS ENVELOPE
ORAL SWABS ENVELOPE
RECTAL SWABS ENVELOPE
FINGERNAIL SWABS ENVELOPES
PUBIC HAIR COMBINGS ENVELOPE
MISCELLANEOUS MATERIALS ENVELOPE

FOR CRIME LAB PERSONNEL ONLY

SLED LAB NO.: _____

RE75C D5E.1 4/0/00



UNDERWEAR
(PLACE IN KIT BOX)

VICTIM'S NAME: _____
COLLECTED BY: _____
DATE: _____ AND TIME: _____ ^{am} OF COLLECTION
_{pm}

WAS SAMPLE COLLECTED? YES NO
IF NO, WHY NOT? _____

FOR CRIME LAB PERSONNEL ONLY

LAB NO.: _____
ITEM NO.: _____

Add the DNA Section envelope, debris collection bag, and underwear bag to this envelope and start chain of custody



For Crime Lab Personnel Only

Lab Number: _____

Item Number: _____

DNA EVIDENCE

Victim Name or Anonymous ID #:

If this is an anonymous collection DO NOT label this envelope with the victim's name.

1) Place the following items in this envelope:

_____ DNA Evidence Distribution Envelope

_____ Underwear (if collected)



2) Ensure this envelope is sealed properly and add evidence tape across seal.

3) Place this envelope in the plastic zip-style bag provided.

Chain of Custody

FROM: _____
PRINT NAME SIGNATURE DATE/TIME

TO: _____
PRINT NAME SIGNATURE DATE/TIME

TO: _____
PRINT NAME SIGNATURE DATE/TIME

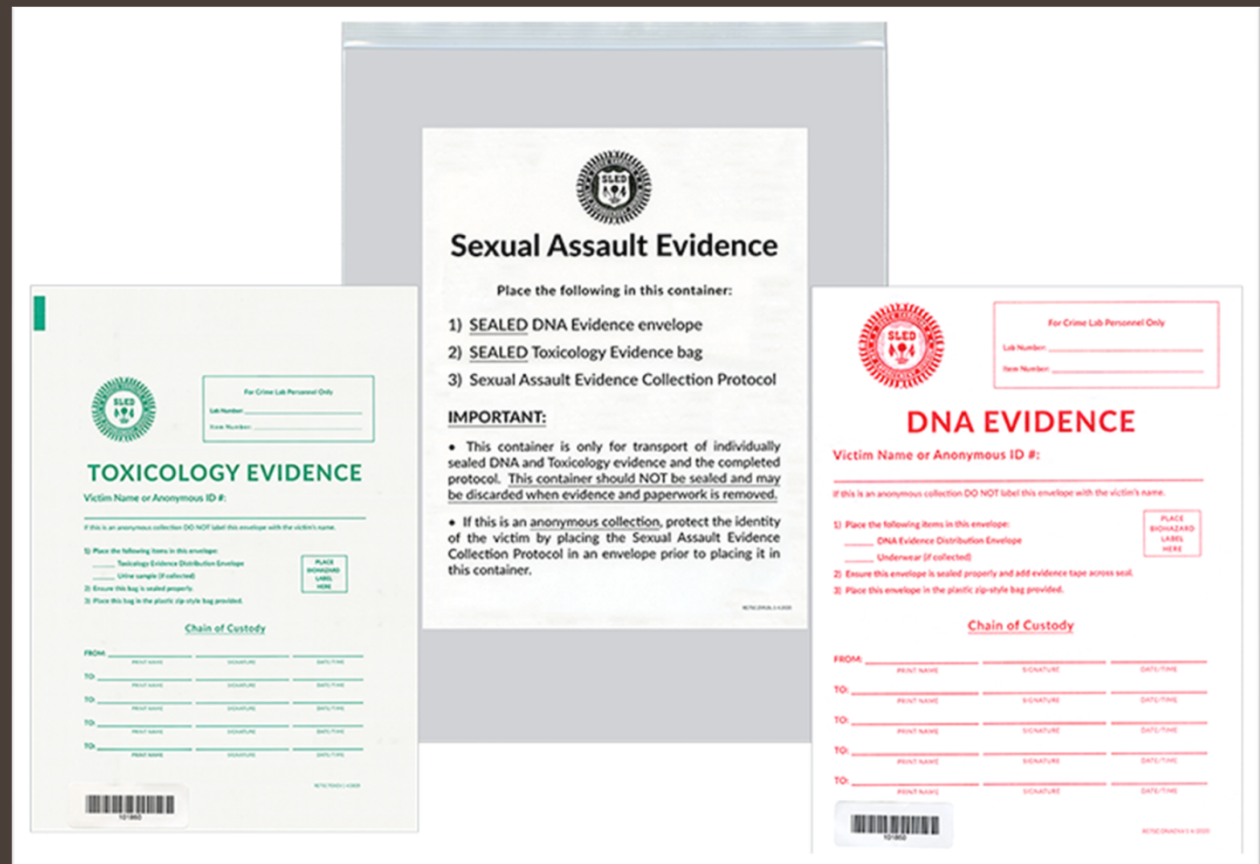
TO: _____
PRINT NAME SIGNATURE DATE/TIME

TO: _____
PRINT NAME SIGNATURE DATE/TIME

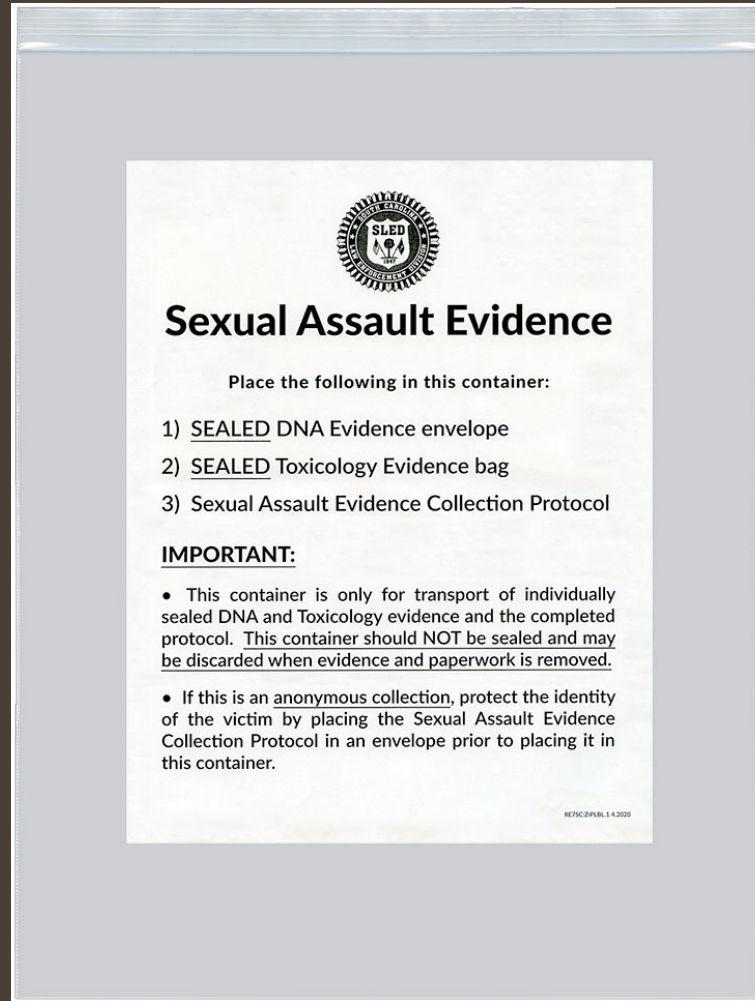


RE75C-DNAENV.1 4/2020


Place the Toxicology and DNA outer packages with completed chains of custody into the transport container



Add SANE
report and zip
close transport
container. Do
NOT seal with
evidence tape



Anonymous Kits
should be
labeled with
Anonymous ID #



For Crime Lab Personnel Only

Lab Number: _____

Item Number: _____

TOXICOLOGY EVIDENCE

Victim Name or Anonymous ID #: _____


If this is an anonymous collection DO NOT label this envelope with the victim's name.

- 1) Place the following items in this envelope:
 - _____ Toxicology Evidence Distribution Envelope
 - _____ Urine sample (if collected)
- 2) Ensure this bag is sealed properly.
- 3) Place this bag in the plastic zip-style bag provided.

PLACE
BIOHAZARD
LABEL
HERE


Chain of Custody

FROM:			
	PRINT NAME	SIGNATURE	DATE/TIME
TO:			
	PRINT NAME	SIGNATURE	DATE/TIME
TO:			
	PRINT NAME	SIGNATURE	DATE/TIME
TO:			
	PRINT NAME	SIGNATURE	DATE/TIME
TO:			
	PRINT NAME	SIGNATURE	DATE/TIME



101860

RE75C:TOXENV.1 4/2020



For Crime Lab Personnel Only

Lab Number: _____

Item Number: _____

DNA EVIDENCE

Victim Name or Anonymous ID #: _____


If this is an anonymous collection DO NOT label this envelope with the victim's name.

- 1) Place the following items in this envelope:
 - _____ DNA Evidence Distribution Envelope
 - _____ Underwear (if collected)
- 2) Ensure this envelope is sealed properly and add evidence tape across seal.
- 3) Place this envelope in the plastic zip-style bag provided.

PLACE
BIOHAZARD
LABEL
HERE

Chain of Custody

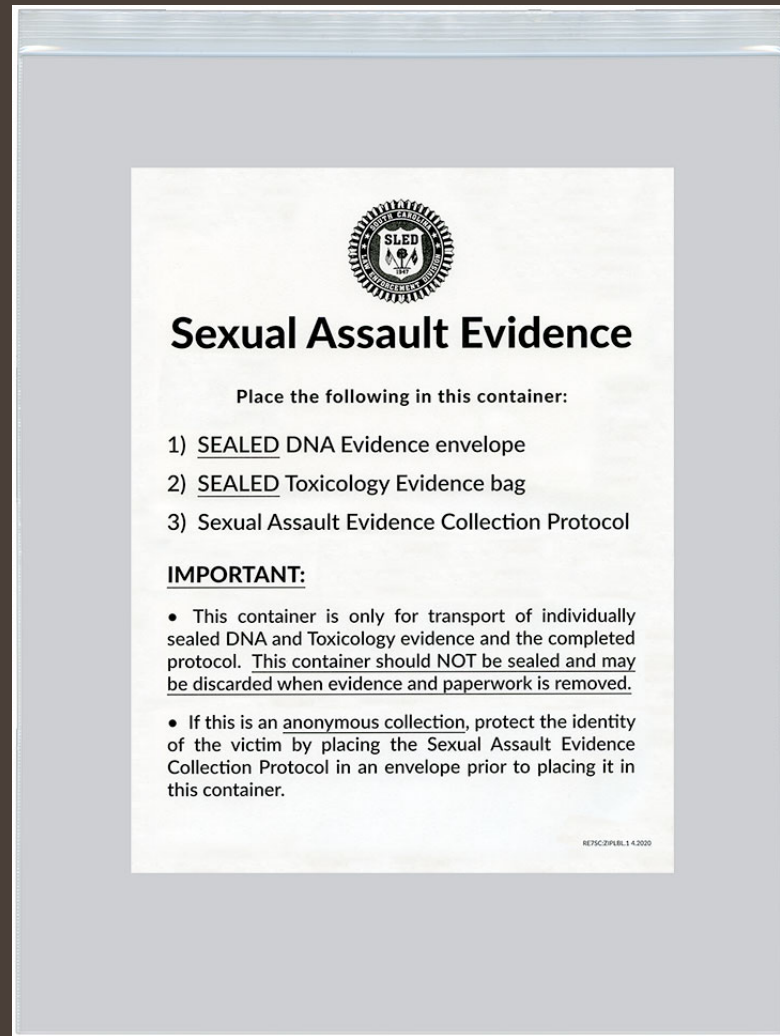
FROM:			
	PRINT NAME	SIGNATURE	DATE/TIME
TO:			
	PRINT NAME	SIGNATURE	DATE/TIME
TO:			
	PRINT NAME	SIGNATURE	DATE/TIME
TO:			
	PRINT NAME	SIGNATURE	DATE/TIME
TO:			
	PRINT NAME	SIGNATURE	DATE/TIME



101860

RE75C:DNAENV.1 4/2020

For anonymous kits, SANE report may be sealed in an envelope (not provided) and place into transport container



Important Information for the Collector is included in SAK



Important Information for the Collector:

This is abbreviated information and is not intended to be comprehensive instructions for collection of the SLED Sexual Assault Evidence Collection Kit.

Detailed collection instructions, the SLED Sexual Assault Examination Protocol, and other required forms are maintained under the "Forensic Services" section at <http://www.sled.sc.gov>.

When collection is complete, place a copy of the Sexual Assault Examination Protocol in the zip-style plastic bag along with the sealed DNA Evidence envelope and the Toxicology Evidence envelope.

It is strongly encouraged that a blank master copy of the current version of all forms and instructions be maintained in the event that internet is not available when needed. Please check the SLED web site periodically for updated versions of these forms.

When items are not collected:

Please check 'no' on the envelope for "Was sample collected?" and do **NOT** seal the envelope. It is not necessary to return unused swabs.

Complete protocol paperwork and information on envelopes:

Check either the 'no' or 'yes' box on ALL evidence envelopes and mark protocol paperwork appropriately.

Collecting Body Fluid swabs and Miscellaneous Materials:

- Always indicate which type of sample is suspected (saliva, semen, blood, hair, etc.).
- Mark the diagram on the back of the envelope to indicate where the sample was collected.
- Written descriptions are also helpful (left thigh, right breast, etc.).

Additional envelopes/collections:

Please do **NOT** collect additional samples or swabs unless there are extraordinary circumstances. The number of swabs provided per envelope is sufficient for analysis.

Patient Information Labels:

Please do **NOT** place patient labels on sample envelopes in such a manner that information is obscured.

Packaging damp/wet items:

Dry ALL wet items completely before packaging (condoms, tampons, sanitary napkins, etc.). Packaging items wet may affect our ability to obtain DNA results.

NOTE: Preparation of smears is no longer required or recommended; therefore, the glass slides and plastic slide holder are not included in this kit.

Protocol and Instructions found on the SLED website
in the Forensic Services section

<https://www.sled.sc.gov/forensics.html>