



STATE OF SOUTH CAROLINA LAW ENFORCEMENT DIVISION SUBJECT EVIDENCE COLLECTION KIT INSTRUCTIONS

This kit has been designed to assist in the collection of reference and evidentiary specimens.

Note: This kit does not contain materials to collect articles of clothing.

STEP 1 KNOWN DNA STANDARD – BUCCAL SWABS (For DNA Analysis Comparisons)

Please wait at least ten minutes after eating or drinking or rinse the mouth with water prior to collection. Locate the envelope marked “Known DNA Standard – Buccal Swab”. Using the sterile swabs provided, rub the inside surface of the cheek area to collect skin cells (**do not moisten swabs prior to collection**). Allow the swabs to air dry, then place them back into the envelope. Seal the envelope (**do not lick**) with one piece of the evidence tape provided and fill out all the information requested on the envelope. Initial and date the seal.

STEP 2 FINGERNAIL SWABS (For collection of the victim’s skin cells that may be present under the subject’s fingernails)

Left Hand: Locate the envelope labeled FINGERNAIL SWABS-LEFT. Lightly moisten one swab with sterile water. Using the tip of the moistened swab, rub under the edge of each fingernail on the left hand. Repeat the process using the dry swab. Allow the swab(s) to air dry and place them back into the envelope. Seal the envelope (**do not lick**) with one piece of the evidence tape provided and fill out all the information requested on the envelope. Initial and date the seal.

Right Hand: Follow same procedure for right hand using the envelope labeled FINGERNAIL SWABS – RIGHT. Seal the envelope (**do not lick**) with one piece of the evidence tape provided and fill out all the information requested on the envelope. Initial and date the seal.

STEP 3 PUBIC HAIR COMBINGS (To obtain pubic hairs shed by the victim during the assault)

Remove paper towel and comb provided in the envelope labeled PUBIC HAIR COMBINGS. Place paper towel under suspect’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 (**do not lick**) with one piece of the evidence tape provided and fill out all the information requested on the envelope. Initial and date the seal.

STEP 4 SUSPECTED BODY FLUID (For collection of the victim’s body fluids that may be present on the subject’s body)

In cases where digital penetration is alleged and the subject has not bathed, the subject’s fingers should be swabbed for the possible presence of victim’s body fluids.

Locate the envelope labeled SUSPECTED BODY FLUID. 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 which body fluid is suspected, and the location from which the sample(s) were taken on the drawings on the back of the envelope.** Seal the envelope (**do not lick**) with one piece of the evidence tape provided and fill out all the information requested on the envelope. Initial and date the seal.

STEP 5 VAGINAL/PENILE SWABS (For the collection of the victim's body fluids that may be present on the subject's genitals)

Locate the envelope labeled VAGINAL/PENILE SWABS. For penile collection, lightly moisten one swab with sterile water and swab the relevant area(s) of the surface of the penis. Repeat process with the dry swab. Allow the swab(s) to air dry and then place them into the envelope. Seal the envelope (*do not lick*) with one piece of the evidence tape provided and fill out all the information requested on the envelope. Initial and date the seal.

For vaginal collection, using both swabs provided, carefully swab the vaginal walls and cervix. Do not moisten swabs prior to collection. Allow the swab(s) to air dry and then place them into the envelope. Seal the envelope (*do not lick*) with one piece of the evidence tape provided and fill out all the information requested on the envelope. Initial and date the seal.

FINAL INSTRUCTIONS

1. Ensure that all forms have been filled out, all evidence envelopes have been properly labeled 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. Locate the Subject Evidence Collection Kit envelope and fill out the information on the front. This includes the first line of the Chain of Custody. Affix the Biohazard label in the area marked.
4. Place all the evidence envelopes into the Subject Evidence Collection Kit envelope and seal with evidence tape provided. Initial and date the evidence seal.