



## **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.*

**Please visit the Forensic Services section at SLED.sc.gov for detailed collection instructions and the SLED Sexual Assault Kit Protocol. When completed, make two copies and place one in the kit box prior to sealing.** We recommend saving a master blank copy (in hardcopy and/or electronic format) to have in the event that internet is not available when the form and instructions are needed. Please check the 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** envelopes and mark protocol paperwork completely. That will help us ensure that all available information has been included, and that nothing was inadvertently overlooked.

### **When 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 per site that we provide is best for the analysis we perform.

### **Patient Information Labels:**

Please do **NOT** place labels over the sample name (i.e. "Oral Swabs") on the envelopes. We need to be able to identify which sample it is.

### **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.

**Please note: Making smears is no longer required or recommended; therefore, the glass slides and the plastic slide holder are no longer included in this kit.**