Standard Operating Procedure Sample Collection Process for DNA Testing SOPDNA001S

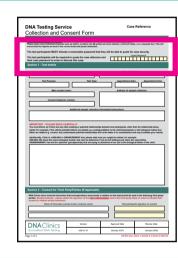
Ensure you have enough kit materials to perform the sample collection and prepare the room to be used.

> Explain that the test participants will be required to provide a mouth swab sample for the purpose of processing the chosen DNA test.

> This will involve the completion of documentation and collecting 2 mouth swab samples from each test participant. The entire process will take approximately 45 minutes if no delays arise.



3. **Complete the Sample Collection and Consent form.**



Complete all boxes highlighted in yellow.

Ensure you select the

correct Kit. Legal and Peace of Mind

(POM) DNA kits will contain

different materials.

Request a password from the test participants. This must be a word/ phrase/figures or numbers that can be remembered easily by adult (over the age of 16) test participants. Explain that this password will be asked for by Crystal Health staff along with other security questions before their DNA test can be discussed.

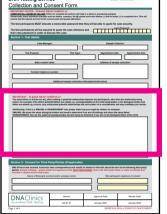
Complete the Sample Collection and Consent form. SECTION 2

Each Test Participant to read and agree to SECTION 4.

SECTION 1

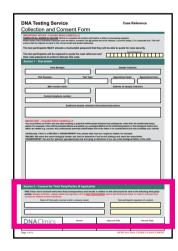
Complete the Sample Collection and Consent form.

Welcome the test participants and identify yourself.



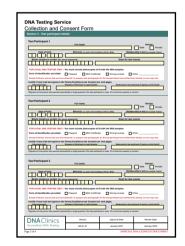
Confirm that all possible relationships have been disclosed, including any relationships test participants are attempting to establish, such as siblings or grandparents.

6. **Complete the Sample Collection and Consent form. SECTION 3**



Confirm (if applicable) the name of the individual / company to whom third party authorisation has been granted.

Request that the main test participant in the case sign consent in the yellow box adjacent.



ALL TESTS

Complete ALL details for each corresponding test participant. Refer to point 7 below for client consent.

FOR LEGAL DNA TESTS ONLY

Record the photographic ID shown and record on the form. (photocopies must also be obtained)

Review the Sample Collection and Consent form. SECTION 3

DNA Testing Service

Ensure a signature is provided for

DNA Testing Service

IMPORTANT - PLEASE READ CAREFULLY CLEART CONSENT - WE CANNOT PROCEED WITH THE TEST UN-test (or logal guardan ar person with parental responsibility) mus follows by clear the with base dates to an execution court execution.

	Vestor	Approval Data	Routew Date			
	v08.01.31	January 2022				
Page 2 of 4	OFFICIAL DNA CLINICS/0 DOCUMENT					

Each test participant must read and agree to the TERMS, CONDITIONS and CONSENT information in Section 4 before signing consent for themselves or on behalf of another test participant.

Please note, if more than four test participants are taking part, an additional page will have been provided.

Section 3 - Test participant details
Taddy I bare was and agree to the forms. Consider and Consider (or new pape). Between the second se
Net/Petcpart2 Mode Mode Mode Mode Mode None Minited State Minited Stat
Leadily Liave and and agrees is the Terms, Candidians and Consent (an early light. Support of the Support of Adrians and Consent (an early light) Support of the present and present agreement (and present a support of the last support) is support. Typedate of the present agreement present agreement for last particular to support on our of a last storage is to support.
Implementaria States of data and a state of da
DRACE INC.S. VIETST January 2021 January 2022 January 202

each test participant against the corresponding name. A signature from the Legal Guardian or person with parental responsibility must be obtained if the test participant is under 16 or lacks the capacity to provide consent.

Confirm the result delivery option that was chosen at the time of booking the appointment with the Crystal Health Case Manager.

CRYSTAL Health Group	Standard Operating F SOPDNA001S Samp	Procedure ble Collection Proces	Author John McChrystal			
	Version	Approval Date	Review Date	Operations Approval		QA Approval
	v03.02.19	Feb 2021	Feb 2022	KHIGLI.		HALayer

© CRYSTAL HEALTH GROUP. OFFICIAL DOCUMENT - WORKING COPIES ONLY

10. Collection of Mouth Swabs

Confirm that none of the test participants have ate, drank or smoked for at least one hour before doing the mouth swab collection.

Complete the requested information on the swab envelope.

Put on the gloves supplied with the kit. It is not necessary for the test participants to wear gloves.

Sample Collection Envelope						
Case Reference						
Name			Date of Birth			
Relationship	Alleged Father	Mother Child	Other please specify			



12.

14.

16.

Swab one test participant at a time. Each wrapper contains two swabs. They should both be used on the same person. One swab for each cheek.

Open the wrapper containing the swab at the stick end. Ensure you always handle the swab at the stick end to avoid contamination. Samples that have been contaminated with another persons DNA will not give a result.

Collection of Mouth Swabs



11. Collection of Mouth Swabs

Place the first swab into the test participants open mouth. Scrape up and down at least 30 times against the inside of the first cheek. Rotate the swab as you are scraping and move the swab around the whole surface of the cheek.

It is important to apply firm pressure, as you are collecting cheek cells and not saliva. This especially applies to babies and young children, as they do not shed as many cheek cells as adults. Do not be afraid to press firmly on young children. The swab will not hurt them.



Remove the swab from the mouth. Air dry the mouth swab by waving through the air for at least 30 seconds, if excess saliva is still observed, repeat for a further 30 seconds.

Place the first mouth swab into the sample envelope that corresponds to the test participant being sampled. Repeat with second swab rubbing against the opposite cheek and place in the same sample envelope

Complete the Sample Collection and Consent form.

Repeat the process for all test participants involved.

13. Collection of Mouth Swabs

FOR LEGAL DNA TESTS ONLY

Complete all details on the C5 size Legal Envelope and review the checklist, ensuring all required documents are present.

DNAClinics Accordited DRA Testing Services	Legal Documents and Samples DO NOT TAMPER HIGHLY CONFIDENTIAL		
	Case Reference Number	-	
	Check Like (please tick) Lagel identification documents for all test participants. 2 x Passgor Lined photographs for all test participants, writed, dated & signed Completed earryis envelopes for all test participants containing 2 x mouth swates		1
	Name of person sealing this package:		
Baclinia Linket . Shk Legel Teel Review Freeinpe v1/33 16	Date:	-	

Place the required documents inside the C5 size Legal Envelope and apply the tamper evident label across the sealed flap of the envelope.

15. Complete the Sample Collection and Consent form. SECTION 6

<form>

Administration checks

SECTION 5

FOR LEGAL DNA TESTS ONLY

Complete section 5 in full.



Ensure that the checklist in section 6 is completed for the relevant test purpose.

Any missing information or incomplete tasks must be resolved at this stage.

Collate the following:

- Sample Collection & Consent form.
- Sample envelopes containing mouth swab samples.
- FOR LEGAL DNA TESTS ONLY. C5 sized Legal Envelope containing sample envelopes, legal identification documents and 2 x passport sized photographs (one which is verified).
- Sample Collection invoice review this document and

ensure the payment details are correct.

Place all of the above in the brown C4 Manilla envelope and return the package using the **Royal Mail Special Delivery Bag provided** <u>on the same day as collecting the samples.</u>

If you require any assistance, please contact Crystal Health on 0800 988 7107, 0161 359 4187 or your out of hours contacts.

CRYSTAL Health Group	Standard Operating Procedure SOPDNA001S Sample Collection Process for DNA Testing				Author John McChrystal	
	Version	Approval Date	Review Date	Operations Approval		QA Approval
	v03.02.19	Feb 2021	Feb 2022	le	YHQL.	HHayor

© CRYSTAL HEALTH GROUP. OFFICIAL DOCUMENT - WORKING COPIES ONLY