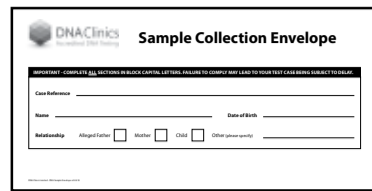


9. Collection of Mouth Swabs

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.



10. Collection of Mouth Swabs

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.



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.



12. Collection of Mouth Swabs

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.

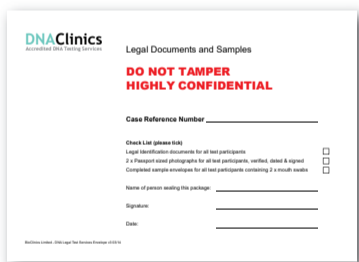
Place the first mouth swab into the sample envelope that corresponds to the test participant being sampled. Repeat with second swab rubbing against the opposite cheek and place in the same sample envelope

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.

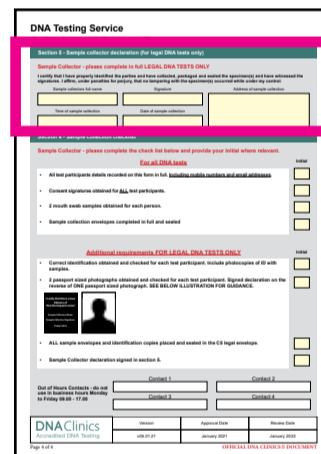


Place the required documents inside the C5 size Legal Envelope and apply the tamper evident label across the sealed flap of the envelope.

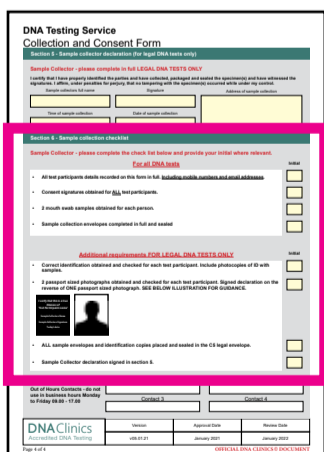
14. Complete the Sample Collection and Consent form. SECTION 5

FOR LEGAL DNA TESTS ONLY

Complete section 5 in full.



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



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.

16. Administration checks

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 on the same day as collecting the samples.**

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

	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		