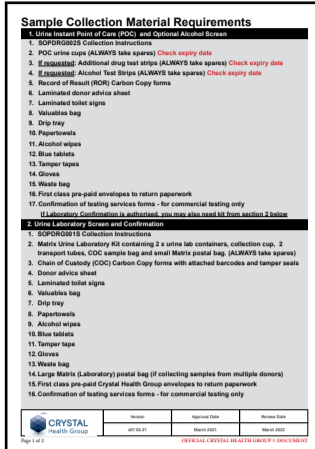


Standard Operating Procedure Sample Collection Process for DNA Testing SOPDNA001S

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



Sample Collection Material Requirements
1. Litter (used Post of Care (POC) and Optimal Ancestry Screen)
2. SOPDNA001S Collection Instructions
3. POC urine cups (ALWAYS take spare) *Check expiry date*
4. **Essential:** Alcohol test strips (ALWAYS take spare) *Check expiry date*
5. **Essential:** Alcohol Test Strips (ALWAYS take spare) *Check expiry date*
6. Record of Result (ROR) Carbon Copy forms
7. Laminated donor advice sheet
8. Laminated donor advice sheet
9. Disposable bag
10. Disposable bag
11. Paper towels
12. Alcohol wipes
13. Blue lab coats
14. Tongs
15. Tongs
16. Gloves
17. Waste bag
18. First class pre-paid envelopes to return paperwork
19. Confirmation of testing services forms - for commercial testing only
20. Laboratory Confirmation Form (if collecting samples from multiple donors)
21. Laboratory Confirmation Form (if collecting samples from multiple donors)
22. Laboratory Confirmation Form (if collecting samples from multiple donors)

Peace of Mind (POM) & Legal DNA kits will contain different materials.

A private room with table & chairs will be required for this collection.

2. Welcome the test participants and identify yourself.

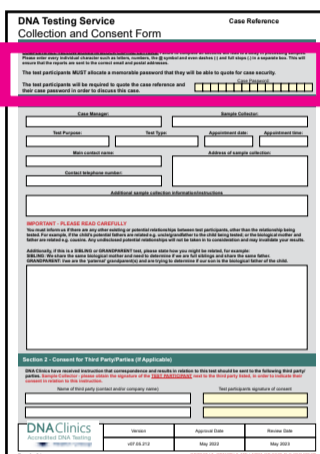
Explain that each test participant will be required to provide 2 mouth swab samples.

Additionally, a collection & consent form will need to be completed, including signatures of consent from all test participants.



3. Complete the Sample Collection and Consent form.

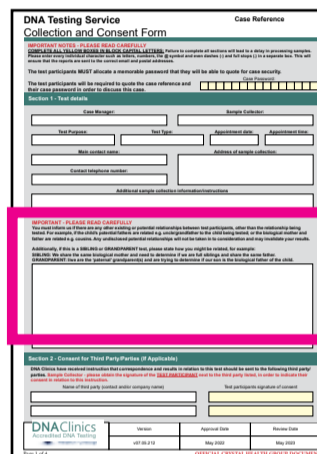
4. Complete the Sample Collection and Consent form. SECTION 1



DNA Testing Service Collection and Consent Form
Section 1: Test participant details
Name: _____
DOB: _____
Address: _____
Phone: _____
Email: _____
Additional sample collection information: _____

Request a memorable password from the test participants & record in the corresponding field.

Explain that this password is an additional security measure and will be required in order to discuss this case.



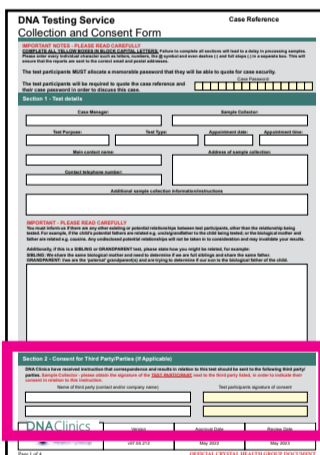
DNA Testing Service Collection and Consent Form
Section 1: Test participant details
Name: _____
DOB: _____
Address: _____
Phone: _____
Email: _____
Additional sample collection information: _____

Ask if there could be any other potential relationships between test participants, other than the relationship being tested for.

Record as much detail as possible.

5. Complete the Sample Collection and Consent form. SECTION 2

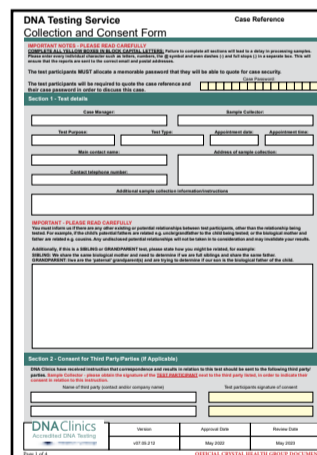
6. Complete the Sample Collection and Consent form. SECTION 3



DNA Testing Service Collection and Consent Form
Section 2: Consent for Third Party Parties (If Applicable)
Name: _____
Address: _____
Phone: _____
Email: _____
Additional sample collection information: _____

Confirm (if applicable) the name of the individual / company allocated as a Third Party.

Obtain the main test participants signature of consent in the yellow box adjacent.



DNA Testing Service Collection and Consent Form
Section 3: Test participant details
Name: _____
DOB: _____
Address: _____
Phone: _____
Email: _____
Additional sample collection information: _____

ALL DNA TESTS
Complete ALL details for each test participant.
LEGAL DNA TESTS ONLY
Record the type of photographic ID shown and check spelling of names. If necessary amend name spelling to match the ID. Verify the passport photos using the declaration in Section 6 of the Collection & Consent form. (photocopies of ID must be obtained)

7. Each Test Participant to read and agree to SECTION 4.

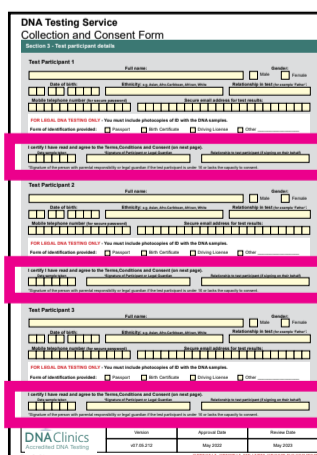
8. Review the Sample Collection and Consent form. SECTION 3



DNA Testing Service Collection and Consent Form
Section 4: Terms and Conditions
I, the undersigned, have read and understood the terms and conditions of the DNA Testing Service and agree to the terms and conditions of the DNA Testing Service.

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.



DNA Testing Service Collection and Consent Form
Section 3: Test participant details
Name: _____
DOB: _____
Address: _____
Phone: _____
Email: _____
Additional sample collection information: _____

Ensure a signature is provided for 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.




Standard Operating Procedure
SOPDNA001S Sample Collection Process for DNA Testing


Author
John McChrystal

Version
v04.05.22

Approval Date
May 2022

Review Date
May 2023

Operations Approval


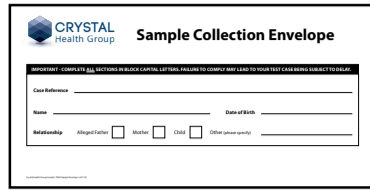
QA Approval


9. Collection of Mouth Swabs

Confirm that test participants have not eaten, drank or smoked for at least 1 hour before collecting the mouth swab.

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 pack contains two swabs. They should both be used on the same person. One swab for each cheek.

Open the swab pack at the stick end, making sure you do not handle the cotton tip.

Samples that have been contaminated with another persons DNA will not provide a result & recollection will be required.



11. Collection of Mouth Swabs

Place the first swab into the test participants open mouth. Rub up and down at least 30 times against the inside of the first cheek. Rotate the swab 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

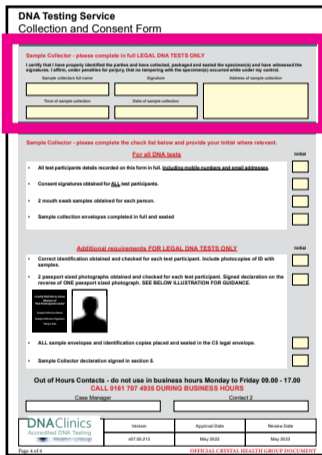
Remove the swab from the mouth and air dry by waving through the air for at least 30 seconds, if excess saliva is still observed, repeat for a further 30 seconds. **DO NOT ALLOW THE COTTON TIP TO TOUCH ANYTHING!**

Place 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. Complete SECTION 5 of the Collection and Consent form.

14. Complete SECTION 6 of the Collection and Consent form.



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.

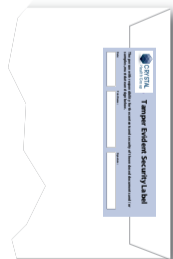
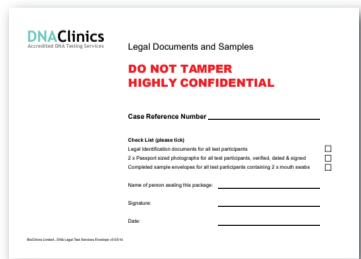
ALL YELLOW BOXES SHOULD BE COMPLETE

15. Place all documentation & swabs in Legal envelope

16. Administration checks

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.

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 | |
| | v04.05.22 | May 2022 | May 2023 | | | |