

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

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.

The Collection & consent form must be printed from the booking email. Alternatively a blank form can be used, but all the information including names & emails must be carefully hand written on to the form.

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.

4. Complete the Sample Collection and Consent form.

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

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

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

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

ALL DNA TESTS

Check/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 spelling to match the ID.

Verify the passport photos- use text from image below
(photocopies of ID must be obtained)

*I verify that this is a true likeness of
'Test Participants name'*

Sample Collectors Name

Sample Collectors Signature

Today's date



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

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

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.

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.

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.

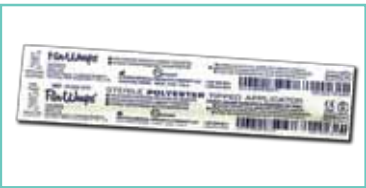


10. Collection of Mouth Swabs

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.

Ensure that the checklist in Section 5 is completed for the test ordered. Legal & POM tests will require different tasks to be completed

Any missing information or incomplete tasks must be resolved at this stage - Call CHG if unable to complete.

Check all yellow boxes have been completed.

14. For LEGAL tests complete SECTION 6 of the Collection and Consent form.

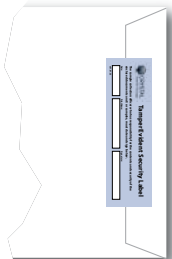
FOR LEGAL DNA TESTS ONLY

Complete section 6 in full. The sample collector declaration is required for all LEGAL tests.

15. Place all documentation & swab envelopes in Legal envelope

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.

16. Administration checks & postage

Collate the following:

- Completed Collection & Consent form.
- Sample envelopes containing mouth swabs.
- Sample Collection invoice - review this document and ensure the payment details are correct.


FOR LEGAL DNA TESTS.

C5 sized Legal Envelope containing :

- Sample envelopes containing mouth swabs for each participant
- Photocopies of legal ID seen
- 2 x passport sized photographs (one which is verified).

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.

 CRYSTAL Health Group	Standard Operating Procedure SOPDNA001S Sample Collection Process for DNA Testing		Author John McChrystal
	Version	Operations Approval	QA Approval
	v05.01.26	