

## ODH Kit Labels and Contents

**Kit must be assembled using proven contamination-control methods so as to avoid contaminating contents with workers' DNA. For example, pre-cleaning work area, washing hands, wearing gloves and face masks, removing workers with cold/flu/allergy upper respiratory symptoms.**

Collection	Step	Contents
Oral Samples	5	4 swab, 1 sw box, 1 slide, 1 slide holder, 1 env
Ref STD	6	1 swab, 1 sw box, 1 env
Fingernails	7	2 swabs, 1 sw box, 1 env
Underwear	8	Bag White 6# 5.875 x 3.75 x 11.5
Clothing collection 1	9	Bag White 6# 5.875 x 3.75 x 11.5
Clothing collection 2	9	<b>Grocery 12LB 57# Brown Kraft 7x4.5x14"</b>
Clothing collection 3	9	<b>Grocery 25LB 57# Brown Kraft 7.2x5.2x17.9</b>
Dried Stains	10	<b>12</b> swabs, <b>6</b> sw box, 1 env
Public hair combings	11	Comb, 1 env
Anal	12	4 swabs, 1 sw box, 1 slide, 1 slide holder, 1 env
Vag /Penile	13	4 swabs, 1 sw box, 1 slide, 1 slide holder, 1 env
Integrity Seal		<b>4 sturdy 3.5 x 15 cm self-stick tamper-proof seals</b>

### Definitions:

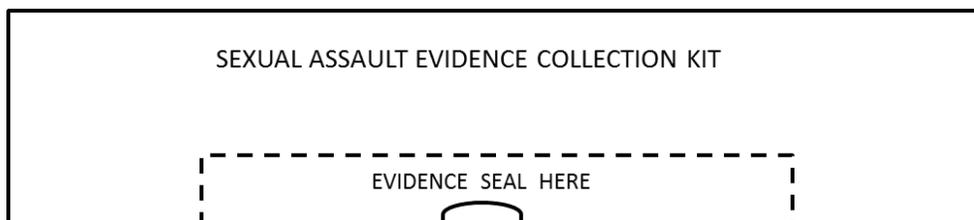
Swab = sterile, cotton tip 6" may come 1 or 2 to a package

Sw box = 6" long, .25" per side swab box, one or more ventilation holes, with preprinted labeled as follows: Initials\_\_\_\_\_ Location\_\_\_\_\_

Env = 5x7 envelope with self-stick closure

Slide = 1" x 3" standard microscope slide with labels marked either "oral", "vaginal" or "anal"

Slide holder = cardboard or plastic mailer-type enclosure to protect slide.



Labels—Pasted Inside lid

Streamlined marking and sealing for evidence collection items		
Item	Marking	Closing/Sealing
Blank Swab boxes	<ol style="list-style-type: none"> <li>1. Write location: vaginal, anal, oral, DNA std, breast, etc</li> <li>2. Initial box</li> </ol>	<ol style="list-style-type: none"> <li>1. Close box and place in envelope.</li> <li>2. <b>DO NOT</b> use seals or labels on box.</li> </ol>
Pre-labeled slides	No markings	<ol style="list-style-type: none"> <li>1. Place in the slide holder, snap closed and place in envelope.</li> <li>2. <b>DO NOT</b> Use seals or labels</li> </ol>
Labeled Envelopes	<ol style="list-style-type: none"> <li>1. Place patient sticker on envelope.</li> <li>2. Initial or write your name on envelope.</li> </ol>	<ol style="list-style-type: none"> <li>1. Close the self-sealing envelope.</li> <li>2. <b>DO NOT</b> use seals</li> </ol>
Underwear bag in kit	<ol style="list-style-type: none"> <li>1. Place patient sticker on bag</li> <li>2. Initial bag</li> </ol>	<ol style="list-style-type: none"> <li>1. Fold over the top of the bag.</li> <li>2. <b>DO NOT</b> use seals</li> <li>3. Place bag in kit</li> </ol>
Clothing bags	<ol style="list-style-type: none"> <li>1. Place patient sticker on bag</li> <li>2. Initial bag</li> </ol>	Close bag with <u>security seal</u> Please <b>DO NOT</b> use staples
Kit	<ol style="list-style-type: none"> <li>1. Place patient sticker on box</li> <li>2. Print <b>your name, hospital name and city.</b></li> <li>3. Print <b>city and county where assault occurred</b></li> <li>4. Identify contents of clothing bags</li> </ol>	Use 2 security seals lengthwise – one on each long side of the box

Labels--Free floating in box

Please complete all steps					
✓	Step		✓	Step	
	1	Informed consent		10	Dried stains
	2	Medical history		11	Pubic hair combings
	3	Assault history		12	Anal/perianal samples
	4	DFSA urine (as needed)		12A	Anal/perianal cultures <b>Pediatric only</b>
	5	Oral samples		13	Vaginal/penile samples
	5A	Oral cultures <b>Pediatric only</b>		13A	Vaginal/penile cultures <b>Pediatric only</b>
	6	DNA reference standard		14	Document injuries
	7	Fingernail samples		15	Prophylaxis and Patient Handouts
	8	Underwear collection		16	Pack up evidence kit
	9	Clothing collection			

**Labels--collection materials. Patient label area size must accomodate typical hospital patient label sizes. Entire label may be printed, stamped or glued on the 5 x 7 envelopes.**

**STEP 5      Oral Swabs and Smear      Do Not Put STI Cultures in the Box**

**Collect four oral swabs regardless of type of assault.**

1. Collect two swabs at a time, rubbing between the left cheek and lower gum and as far back on the tongue as possible without triggering the gag reflex.
2. Repeat on the right side with the other two swabs.
3. Make the smear by rolling one swab forward and back once in the center of the slide.
4. Return the slide to the holder and place the holder in this envelope.
5. Place all four swabs in one swab box and close the box.
6. Write "oral" on the swab box and initial.
7. Place the swab box in this envelope.
8. Close this self-sealing envelope, apply a patient label, and initial the envelope.

**Collected by**

Place Patient Label Here

**STEP 6      DNA Reference Standard**

1. Collect one oral swab, rubbing between the cheek and UPPER gum line.
2. Place the swab in the swab box and close the box.
3. Write "DNA ref" on the box and initial.
4. Place the swab box in this envelope.
5. Close this self-sealing envelope, apply a patient label, and initial the envelope.

**Collected by**

Place Patient Label Here

**STEP 7      Fingernail Swabbings/Cuttings**

1. Swab under the patient’s nails using 2 slightly moist swabs.
2. Place the swabs into the swab box and close the box.
3. Write “fingernail” on the swab box and initial.
4. If a fingernail is broken, using clean nail clippers, clip off the broken end and place it into the envelope. Make a note on the envelope that it contains a clipping.
5. Close this self-sealing envelope, apply a patient label, and initial the envelope.

**Collected by**

Place Patient Label Here

**STEP 8      Underwear worn to the exam MUST be placed in the kit.**

1. Place the underwear WORN TO THE EXAM in this bag.
2. If the patient is not wearing underwear, collect the item worn next to the body such as tights, swim suit or pantyhose.
3. If pants or shorts are worn next to the body, note that on the underwear bag and place the empty bag in the kit. Collect the pants or shorts at Step 9.
4. If the patient declines pants or shorts collection, use a moist swab to collect material from the crotch area. Place this swab in a swab box and close. Write “pants crotch swabbing” on the box. Place the box in the **Dried Stains Envelope** from **Step 10**.
5. If a panty liner or pad is in place, leave it attached to the underwear.
6. Close this bag by folding over the top, apply a patient label, and initial the bag.
7. \*\*\*Place this bag in the Sexual Assault Evidence Collection Kit box\*\*\*

**Collected by**

Place Patient Label Here

**STEP 9      Clothing Collection 1      Small Bag**

1. Collect bra and outer clothing **if these were worn at the time of the assault.**
2. Place each clothing item in a separate bag.
3. Record the contents on the label below.
4. Seal this bag by folding over the top of the bag and applying a **security seal.**
5. Place a patient label on this bag and initial.

**Collected by**

**Contents**

Place Patient Label Here

**STEP 9      Clothing Collection 2      Medium Bag**

1. Collect bra and outer clothing **if these were worn at the time of the assault.**
2. Place each clothing item in a separate bag.
3. Record the contents on the label below.
4. Seal this bag by folding over the top of the bag and applying a **security seal.**
5. Place a patient label on this bag and initial.

**Collected by**

**Contents**

Place Patient Label Here

**STEP 9      Clothing Collection 3      Large Bag**

1. Collect bra and outer clothing **if these were worn at the time of the assault.**
2. Place each clothing item in a separate bag.
3. Record the contents on the label below.
4. Seal this bag by folding over the top of the bag and applying a **security seal.**
5. Place a patient label on this bag and initial.

**Collected by**

**Contents**

Place Patient Label Here

**Contains 6 swab boxes and 12 swabs**

**STEP 10      Dried Stains**

1. Use moist swabs to collect:
  - a. Dried semen stains on patient's skin or hair (visualize with Wood's lamp).
  - b. Areas touched by assailant's hands including bruises, bite marks and strangulation marks.
  - c. Areas in contact with assailant's mouth or saliva e.g. licked, bitten, kissed
  - d. External genital areas
  - e. Crotch areas of pants or shorts (see **Step 8**)
2. Use 2 moist swabs per stain, rotating the swabs and gently rubbing the skin area.
3. Place both swabs in one swab box and close the box.
4. Write the location of the swabbed area on the swab box and initial.
5. Place all dried stain swab boxes in this envelope.
6. Close this self-sealing envelope, apply a patient label, and initial the envelope.

**Collected by**

Place Patient Label Here

Contains comb

**STEP 11 Pubic Hair Combings, collection of stray hairs from genitalia or anus**

1. With patient standing, comb hair in pubic area directly into envelope, placing the comb into the envelope.
2. If pubic hair is not present, collect any stray hairs from the genital area and place in the envelope.
3. Close this self-sealing envelope, apply a patient label, and initial the envelope.
4. If the patient does not have pubic hairs, please note this on the envelope.

**Collected by**

Place Patient Label Here

**STEP 12 Anal/Perianal Swabs and Smear Do Not Put STI Cultures in the Box**

**Collect four anal or perianal swabs regardless of assault history.** If there is no evidence or report of anal penetration, swab the perianal area rather than inserting the swabs into the sphincter.

1. Collect two swabs at a time.
2. Make the smear by rolling one swab forward and back once in the center of the slide.
3. Place the slide in the holder and place the holder in this envelope.
4. Place all four swabs in the swab box and close the box
5. Write "anal" or "perianal" on the swab box and initial
6. Place the swab box in this envelope.
7. Close this self-sealing envelope, apply a patient label, and initial the envelope.

**Collected by**

Place Patient Label Here

**STEP 13 Vaginal/Penile Swabs and Smear Do Not Put STI Cultures in the Box**

**Collect four vaginal or penile swabs regardless of assault history.**

1. Collect two swabs at a time, swabbing any pooled fluid and the cervical area.
2. Make the smear by rolling one swab forward and back once in the center of the slide.
3. Place the slide in the holder and place the holder in this envelope.
4. Place all four swabs in the swab box. Close the box and place it in this envelope.
5. Close this self-sealing envelope, apply a patient label, and initial the envelope.

- **For females:** Include the cervical area and pooled fluids in the swabbing area.
- **For pre-pubertal females:** Do not attempt speculum exam. Use all four swabs to swab the external genitalia and labia minora.

- **For males:** Slightly moisten the swabs with water or saline and swab the glans and shaft.

**DO NOT INSERT SWABS INTO THE URETHRA.**

- **Tampons:** Air dry if possible and place in a separate envelope or specimen cup.

**Collected by**

Place Patient Label Here

**STEP 15 Discuss STI and pregnancy prophylaxis and provide this envelope**

**Contents**

- Information you should know as a sexual assault survivor
- Helping your child: A note to parents and caregivers
- Caring for yourself: a note to survivors
- Victims of Crime Compensation Informational card
- Aftercare information and resources
- Document of care

Please make the last two pages 2-sided

## Step 16 Pack Up the Evidence Kit

- Collection envelopes filled out
- Assault History form completed and in kit
- STEP 8 Underwear bag in kit
- Top of kit lid filled out
- DO NOT place DFSA samples in kit
- Close kit and use two seals on long edges of kit as shown
- Seal clothing collection bags using additional seals
- Initial along one edge of each seal
- Refrigerate or freeze DFSA samples for extended storage
  
- Optional** Chain of custody templates are provided on the back of this page and on the kit lid.

**STEP 16 Chain of Custody Form**

Patient Name, Label or ID

**Items**

Sexual Assault Evidence Collection Kit

Clothing Bag \_\_\_\_\_

Clothing Bag \_\_\_\_\_

Other \_\_\_\_\_

Clothing Bag \_\_\_\_\_

DFSA \_\_\_\_\_

**Items Sealed by:**

\_\_\_\_\_  
Nurse/Physician—sign

\_\_\_\_\_  
Hospital and City

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date and Time

**Items Released by:**

\_\_\_\_\_  
Nurse/Physician—signature

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date/Time

**Items Released to:**

\_\_\_\_\_  
Law Enforcement —sign

\_\_\_\_\_  
Badge/Agency

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date and Time