



SLED Sexual Assault Evidence Collection Kit Instructions

This kit is designed to assist the examining physician and nurse or S.A.N.E. in the collection of evidentiary specimens from both adult and child victims for analysis by the SLED Forensic Laboratory. Sexual Assault is a legal matter, not a medical diagnosis. Conclusions or opinions should neither be conveyed to the victim nor written in the record. If you have questions concerning the use of this kit, please call the SLED DNA Casework Department at 896-7300 during business hours or at 737-9000 after 5 p.m.

STEP 1 ENTER KIT BARCODE INTO THE STATEWIDE SEXUAL ASSAULT KIT (SAK) TRACKING SYSTEM

- Participation in the sexual assault kit tracking system is required by SC ACT 134 H.3309.
- Log in to the Track-Kit website at <https://sc.track-kit.us>
- Scan or manually enter the kit barcode. Barcode formats will be SC000000 or LSC000000.
- Enter required information into the Track-Kit website.

STEP 2 STATE OF SOUTH CAROLINA DEPARTMENT OF CRIME VICTIM COMPENSATION (DCVC) FORMS

Fill out all information requested on both the Medical Examination Release Protocol Form and the SAP Billing Claim Form and have victim (or parent/guardian, if applicable) and witness sign where indicated.

STEP 3 SEXUAL ASSAULT EXAMINATION PROTOCOL FORM

- Print protocol form from www.sled.sc.gov.
- Fill out all information requested.
- Make a copy of the completed form to include with collected evidence. Retain the original for hospital records.

NOTE: Do not send DCVC a copy of this protocol. Send only the two forms listed in step 2.

STEP 4 LARGE NYLON DNA EVIDENCE AND CO-EX PLASTIC TOXICOLOGY ENVELOPES

Note: Only fill in information on the large envelope(s) that will be used

- Fill in the victim's name or Anonymous ID # on the front (Information on the outside of this envelope will be visible during transport, so the victim's name should not be filled in on this envelope if they are choosing to remain anonymous).
- Start the Chain of Custody.
- Affix the Biohazard Label in the area indicated.
- Do not place patient labels on envelopes in such a manner that information is obscured.
- Do not collect additional samples or swabs unless there are extraordinary circumstances. The number of swabs provided per envelope is sufficient for analysis.

STEP 5 BLOOD SAMPLE FOR TOXICOLOGY ANALYSIS

Note: If "Date Rape" drugs are suspected, see supplemental instruction sheet for additional collection information.

- Locate the 4" x 7" plastic bag labeled TOXICOLOGY BLOOD SAMPLE.
- Fill out all requested information.
- Using normal hospital/lab procedure, collect a sample from the victim into a gray stoppered tube from lab/hospital stock. (Instructions continue to next page)

- Immediately after collection, write the victim's name, date and time of collection and your initials on the blood tube label.
- Place the filled tube into the bubble pack provided and place the bubble pack into the small plastic bag.

STEP 6 ORAL SWABS (For detection of semen/spermatozoa in the mouth - please collect only if oral assault is alleged within the last 24 hours)

- Locate the envelope labeled ORAL SWABS.
- Fill out all requested information on the front of the envelope.
- Using both swabs provided, carefully swab the buccal area, gum line, and lips (do not moisten swabs prior to collection).
- Allow the swabs to air dry, and then place them back into the envelope.
- Seal the envelope with one piece of the evidence tape provided. Initial and date the evidence seal.

STEP 7 COLLECTION OF OUTER CLOTHING

Please Note:

1. Wet or damp clothing should be air dried before packaging.
2. If victim changed clothes after the alleged assault, collect only the items in direct contact with the victim's genital area. Notify law enforcement officer so that clothing worn at the time of the assault can be collected by police.
3. Do not cut through any existing holes, rips or stains in the victim's clothing. Do not shake out the victim's clothing as this could cause the loss of microscopic evidence.
4. If additional clothing bags are-required, use new paper (grocery-type) bags.

- Unfold and place a clean hospital bed sheet on the floor.
- Remove paper sheet from the DEBRIS COLLECTION bag, unfold and place over the bed sheet.
- Instruct victim to stand in center of paper sheet and carefully disrobe.
- Collect each item of clothing as removed and place in the OUTER CLOTHING bag.
- Seal and fill out all information requested on the bag label. Initial and date the evidence seal. *DO NOT PLACE OUTER CLOTHING BAG IN KIT ENVELOPE.*
- Place underwear/panties worn by the victim at the time of and/or after the assault in the paper bag labeled UNDERWEAR.
- Seal and fill out information requested on bag label. Initial and date the evidence seal.
- *PLACE BAGS WITH UNDERWEAR AND DEBRIS COLLECTION INTO THE LARGE ENVELOPE LABELED DNA EVIDENCE. DO NOT PLACE INTO THE OUTER CLOTHING BAG.*

NOTE: Please do not collect the hospital bed sheet for submission.

STEP 8 MISCELLANEOUS MATERIALS (For items not covered by other samples)

- Locate the envelope marked "MISCELLANEOUS MATERIALS".
- Fill out all information requested on the front of the envelope.
- Collect item or sample (condom, hair, tampon, sanitary napkin, etc.) and place in the envelope marked "MISCELLANEOUS MATERIALS".
- On the back of envelope, note the item type and/or where on the victim's body the sample was collected.
- Written descriptions are encouraged (i.e. left thigh, right breast, etc.).
- Ensure items are dry prior to packaging. Packaging items wet may affect the ability to obtain DNA results.
- Seal the envelope with one piece of the evidence tape provided. Initial and date the evidence seal.

STEP 9 SUSPECTED SALIVA (For the collection of possible saliva on any non-genital area where the suspect may have licked, kissed, or bitten the victim)

- Locate the envelope labeled “SUSPECTED SALIVA”.
- Fill out all information requested on the front and back of the envelope.
- Lightly moisten one swab with sterile water. Leave the other swab dry.
- Thoroughly swab the area with the wet swab, and then go over the same area with the dry swab.
- Allow the swab(s) to air dry, and then place them into the envelope.
- Seal the envelope with one piece of the evidence tape provided. Initial and date the evidence seal.

Note: If more than one assailant is alleged to have had this type of contact with the victim, swab each area of contact separately and place swabs in separate, clean envelopes to minimize possible cross - contamination. Note location of collection for each on the back of the envelope for each sample.

STEP 10 FINGERNAIL SWABS (Collect only if victim scratched assailant's skin OR victim’s hand(s) came in contact with assailant’s skin)

Left Hand:

- Locate the envelope labeled FINGERNAIL SWABS - LEFT.
- Fill out all requested information on the front of the envelope.
- Lightly moisten one swab with sterile water.
- Using tip of moistened swab, rub under the edge of each fingernail on the left hand.
- Repeat process above using the dry swab.
- Allow the swab(s) to air dry, then place them back into the envelope.
- Seal the envelope with one piece of the evidence tape provided. Initial and date the evidence seal.

Right Hand:

- Locate the envelope labeled FINGERNAIL SWABS – RIGHT
- Fill out all requested information on the front of the envelope.
- Lightly moisten one swab with sterile water.
- Using tip of moistened swab, rub under the edge of each fingernail on the right hand.
- Repeat process above using the dry swab.
- Allow the swab(s) to air dry, then place them back into the envelope.
- Seal the envelope with one piece of the evidence tape provided. Initial and date the evidence seal.

STEP 11 KNOWN DNA STANDARD – BUCCAL SWAB (For DNA Analysis comparison)

NOTE: *This sample is required on all cases*

- Locate envelope marked "KNOWN DNA STANDARD - BUCCAL SWAB".
- Fill out all requested information on the front of the envelope.
- Using both swabs provided, rub inside surface of the cheek area to collect skin cells (do not moisten swabs prior to collection).
- Allow the swabs to air dry, and then place them back into the envelope.
- Seal the envelope with one piece of the evidence tape provided. Initial and date the evidence seal.

STEP 12 PUBIC HAIR COMBINGS (To obtain pubic hairs shed by the assailant during the assault)

- Locate the envelope labeled “PUBIC HAIR COMBINGS”.
- Fill out all requested information on the front of the envelope
- Remove paper towel and comb provided in the envelope.
- Unfold paper towel and place under victim's buttocks.
- Using comb provided, comb pubic hair in downward strokes so that any loose hairs and/ or debris will fall onto the paper towel. (Instructions continue to next page)

- Refold paper towel in a manner to retain both comb and any evidence present.
- Return to the PUBIC HAIR COMBINGS envelope.
- Seal the envelope with one piece of the evidence tape provided. Initial and date the evidence seal.

STEP 13 VAGINAL/PENILE SWABS

- Locate envelope labeled VAGINAL/PENILE SWABS.
- Fill out all requested information on the front of the envelope and indicate which type is being collected.
- Using both swabs provided, carefully swab the vaginal walls and cervix (do not moisten swabs prior to collection).
- If performing a penile collection, lightly moisten one swab with sterile water, swab the relevant area(s) of the surface of the penis.
- Repeat process above with dry swab.
- Allow the swabs to air dry, and then place them back into the envelope.
- Seal the envelope with one piece of the evidence tape provided. Initial and date the evidence seal.

STEP 14 RECTAL SWABS (Collect only if rectal assault is alleged)

- Locate the envelope labeled RECTAL SWABS.
- Fill out all requested information on the front of the envelope.
- Using both swabs provided, carefully swab the rectal canal (moisten swabs with sterile water prior to collection only if necessary).
- Allow the swabs to air dry, and then place them back into the envelope.
- Seal the envelope with one piece of the evidence tape provided. Initial and date the evidence seal.

STEP 15 SUSPECTED BODY FLUID (For collection of any foreign body fluids (blood, semen, saliva, sweat) found on the body in areas not previously designated (i.e. vulvar, perineal, scrotal, torso, arms, or legs))

- Locate the envelope labeled SUSPECTED BODY FLUID.
- Fill out all requested information on the front of the envelope.
- Examine the victim's body for possible body fluids.
- Lightly moisten one swab with sterile water. Leave the other swab dry.
- Thoroughly swab the area with the wet swab, and then go over the same area with the dry swab.
- Allow the swab(s) to air dry, and then place them into the envelope.
- Note the body fluid that is suspected and the location from which the sample was taken on the back of the envelope.
- Written descriptions are encouraged (i.e. left thigh, right breast, etc.).
- Seal the envelope with one piece of the evidence tape provided. Initial and date the evidence seal.

NOTE: If oral assault of the victim is alleged, collect at least one external vulvar swab using the above instructions.

NOTE: It is *very important* to indicate on the envelope which body fluid is suspected.

PLEASE REVIEW PACKAGING INSTRUCTIONS

ON THE FOLLOWING PAGES PRIOR TO SEALING KIT

PACKAGING INSTRUCTIONS

1. Ensure that all forms have been completely filled out, all evidence envelopes and bags have been properly labeled, and that all requested signatures and dates have been completed.
2. Ensure all seals are made using the evidence tape provided and have the initials of the collector and the date the seal was made.
3. Forward the Medical Examination Release Protocol Form and the SAP Billing Claim Form to the South Carolina Department of Crime Victim Compensation (DCVC).
4. Make a copy of completed Sexual Assault Examination Protocol. Retain the original for hospital records, then fold and place the copy in the large zip-style bag along with the sealed evidence envelopes. Do *not* send a copy to DCVC. **NOTE:** If this is an anonymous collection, protect the identity of the victim by placing the Sexual Assault Examination Protocol in an envelope prior to placing it in the zip-style transport bag.

Packaging DNA Evidence (Red)

5. Locate the DNA Section Evidence Distribution Envelope and fill in the victim's name.
NOTE: Information on this envelope will not be visible once the kit is properly packaged for transport, so the victim's name should be written on this envelope even if they choose to remain anonymous.
6. Place all evidence envelopes printed in red into the red DNA Section Evidence Distribution Envelope.
NOTE: For samples that were NOT collected, please mark "no" on the envelope for that sample. Unused swabs, envelopes, and bags do not need to be included and can be kept or discarded by the collecting facility.

The items to be placed in the red DNA Section Evidence Distribution Envelope include the following:

- a. KNOWN DNA STANDARD - BUCCAL SWABS envelope
 - b. SUSPECTED BODY FLUID envelope
 - c. SUSPECTED SALIVA envelope
 - d. VAGINAL/PENILE SWABS envelope
 - e. ORAL SWABS envelope
 - f. RECTAL SWABS envelope
 - g. FINGERNAIL SWABS envelope
 - h. PUBIC HAIR COMBINGS envelope
 - i. MISCELLANEOUS MATERIALS envelope
7. Seal the DNA Section Evidence Distribution Envelope with evidence tape provided. Initial and date the evidence seal.
 8. Locate the large nylon envelope labeled DNA EVIDENCE printed in red, then:
 - a. Place sealed DNA Section Evidence Distribution envelope, the bag containing the victim's underwear (if collected), and the DEBRIS COLLECTION bag (if collected) into the large nylon envelope.
 - b. Pull the paper strip off of the flap and fold the flap over to seal the envelope. *Ensure envelope is completely sealed.* Place evidence seal provided in the indicated area and initial and date.

Packaging Toxicology Evidence (Green)

9. Locate the Toxicology Section Evidence Distribution Envelope and fill in the victim's name.
NOTE: Information on this envelope will not be visible once the kit is properly packaged for transport, so the victim's name should be written on this envelope even if they choose to remain anonymous.
10. Place the 4"x7" plastic evidence bag containing the gray stoppered tube of blood labeled Toxicology Blood Sample into the Toxicology Section Evidence Distribution envelope.
11. Seal with evidence tape provided. Initial and date the evidence seal.
12. Locate the large co-ex plastic envelope printed in green labeled TOXICOLOGY EVIDENCE, then:
 - a. Place the sealed Toxicology Section Evidence Distribution envelope in the TOXICOLOGY EVIDENCE envelope.
 - b. Add urine or other samples for Toxicology (if collected). Pull the plastic strip off of the flap and fold over to seal the bag. Ensure bag is completely sealed. Initial and date the seal.
13. Place the sealed DNA EVIDENCE envelope and the sealed TOXICOLOGY EVIDENCE envelope into the large zip-style plastic bag. Ensure the completed protocol is folded and placed into the zip-style bag. Do NOT seal the zip-style bag with evidence tape.
14. Transfer zip-style bag containing the sealed evidence envelopes and the completed protocol, along with the sealed OUTER CLOTHING BAG to investigating officer. Ensure the officer signs the Chain of Custody on both the DNA EVIDENCE envelope and the TOXICOLOGY EVIDENCE envelope.