



## **Important Information for the Collector:**

*This is abbreviated information and is not intended to be comprehensive instructions for collection of the SLED Sexual Assault Evidence Collection Kit.*

Detailed collection instructions, the SLED Sexual Assault Examination Protocol, and other required forms are maintained under the “Forensic Services” section at <http://www.sled.sc.gov>.

When collection is complete, place a copy of the Sexual Assault Examination Protocol in the zip-style plastic bag along with the sealed DNA Evidence envelope and the Toxicology Evidence envelope.

It is strongly encouraged that a blank master copy of the current version of all forms and instructions be maintained in the event that internet is not available when needed. Please check the SLED web site periodically for updated versions of these forms.

### **When items are not collected:**

Please check ‘no’ on the envelope for “Was sample collected?” and do **NOT** seal the envelope. It is not necessary to return unused swabs or envelopes/bags.

### **Complete protocol paperwork and information on envelopes:**

Check either the ‘no’ or ‘yes’ box on **ALL** evidence envelopes and mark protocol paperwork appropriately.

### **Collecting Body Fluid swabs and Miscellaneous Materials:**

- Always indicate which type of sample is suspected (saliva, semen, blood, hair, etc.).
- Mark the diagram on the back of the envelope to indicate where the sample was collected.
- Written descriptions are also helpful (left thigh, right breast, etc.).

### **Additional envelopes/collections:**

Please do **NOT** collect additional samples or swabs unless there are extraordinary circumstances. The number of swabs provided per envelope is sufficient for analysis.

### **Patient Information Labels:**

Please do **NOT** place patient labels on sample envelopes in such a manner that information is obscured.

### **Packaging damp/wet items:**

Dry **ALL** wet items completely before packaging (condoms, tampons, sanitary napkins, etc.). Packaging items wet may affect the ability to obtain DNA results.

### **Sealing evidence envelopes and bags (large and small):**

**ALL** envelope and bag seals are to have the initials of the collector and the date the seal is made

**NOTE: Preparation of smears is no longer required or recommended; therefore, the glass slides and plastic slide holder are not included in this kit.**