

PACE DNA Sampling Kit

For the taking of mouth swabs or hair samples under PACE legislation

Do NOT use this kit for sampling victims, witnesses or volunteers

Contents

Please ensure that all components of the kit are present before sampling. If not, do not use this kit further and re-start the process with a new kit.

Please report any issues with kits at <https://www.fcn.police.uk/dna-sampling-kits>

- 1 x PACE DNA FORM (barcoded)
- 2 x Omni Swabs
- 1 x Pair Disposable Gloves
- 2 x Clear Plastic Sample Containers (barcoded)
- 1 x Large Resealable Bag
- 1 x Small Tamper-Evident Bag (barcoded)
- 1 x Sheet of barcode labels supplied in 2 sections:
 - For Police Use Only - use as per instructions
 - For Laboratory Use Only - do not remove or use

The clear plastic sample containers should be labelled with a barcode sticker. If these are not present, affix one of the small barcode labels from the section 'For Police Use Only' to the side of each tube.

INSTRUCTIONS FOR USE ON THE REVERSE OF THIS CARD

Mouth swabs are the preferred sampling method. Only one sample type (mouth swabs OR hairs) needs to be collected. If a hair sample is being taken, follow the instructions at <https://www.fcn.police.uk/dna-sampling-kits>



Instructions for taking mouth swabs

1. **DO NOT take DNA samples from more than one arrestee at a time.**
2. Check that the barcode on the PACE DNA FORM matches the barcode on the sample containers and the small tamper evident bag. Complete all sections of the PACE DNA FORM in BLOCK CAPITALS using BLACK INK.
3. **Ensure that the person who is to provide the sample (the 'donor') has not eaten or drank in the 20 minutes prior to taking the sample.**
4. Put on the gloves that are provided. These should be worn throughout the whole procedure. Appropriate medical examination gloves can also be used as an alternative if, for example, the gloves provided become compromised before or during the sampling procedure. Avoid talking, coughing etc. over the samples.
5. Take one of the two omni swabs provided and taking care to hold the stem end, peel the polythene cover to reveal the swab, and remove it from the packaging. The swab end should then be placed into the donor's mouth and the swab scraped firmly against the inside of one cheek at least six times.
6. Open the flip-top lid on one of the sample containers and eject the swab into the sample container by pressing on the stem. Once the swab has been ejected into the sample container, the flip-top lid should be **pressed firmly closed until a click is heard.**
7. Repeat steps 3 & 4 using the second omni swab and plastic container on the other cheek of the donor.
8. Both plastic containers should then be placed into the small tamper evident bag marked 'SAMPLES ONLY' and **sealed in the presence of the donor** by removing the blue tape and pressing down on the tamper proof seal firmly. **Failure to seal this tamper-evident bag correctly will result in rejection of the samples by the forensic service provider.**

IF AT ANY TIME DURING THE SAMPLING PROCESS, THE SWAB IS DROPPED OR COMES INTO CONTACT WITH ANY OTHER SURFACE, STOP THE PROCEDURE AND DISPOSE OF THE ENTIRE SAMPLING KIT. RE-START THE PROCESS WITH A NEW DNA SAMPLING KIT.

Instructions for Packaging and Storing Samples

1. Check your local Force policy. Section B of the Form is to be separated and retained by the submitting Force, but this is likely to be a function of your Forensic Services Department.
2. Place the completed form, together with the small tamper evident bag containing the mouth swabs, into the large resealable bag, ensuring that the details on the form are visible through the clear side of the large bag.
3. Additional 'Police Use Only' barcode labels have been provided and should be used as per local Force policy (such as continuity records). These can be separated from the remaining labels on the sheet by gently tearing along the perforated line. Do NOT remove the barcodes marked 'For Laboratory Use Only'; place these inside the large resealable bag along with the form and swabs, and then seal the large bag.
4. Fill in the tick box on the outside of the large bag to indicate if this is the first sample taken from the arrestee, or an additional sample taken either for the purpose of upgrading the DNA profile held for the arrestee on the National DNA Database (according to your local Force policy) or a direct comparison to a crime stain profile, as requested by your Forensic Services Department.
5. The sampling process is now complete. Place the large, sealed bag in frozen storage as soon as practically possible and follow local Force policy for submission to the Forensic Service Provider. Ensure that continuity is recorded and samples remain frozen at all times.

PNC/LEDS must be updated with the sample details, to avoid a delay in processing or rejection. If the sample has been taken in error and is later destroyed, this MUST be updated on PNC/LEDS otherwise the sample may be recorded as 'LOST'.