

## Nebraska State Patrol DNA Database Buccal Collection Kit Instructions

### Important Notes

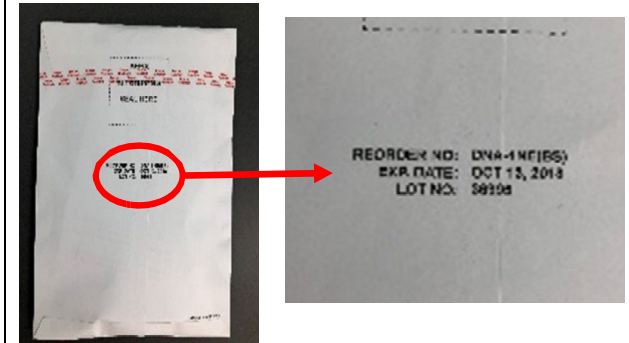
- Only authorized personnel shall collect the DNA sample from the subject
- Do NOT allow the subject to collect their own DNA sample
- Only one subject shall be collected at a time
- Questions/Kit Ordering/Prelog Registration: [nsp.codishelpdesk@nebraska.gov](mailto:nsp.codishelpdesk@nebraska.gov) or 402-471-8950

### 1. Complete the Collection Card

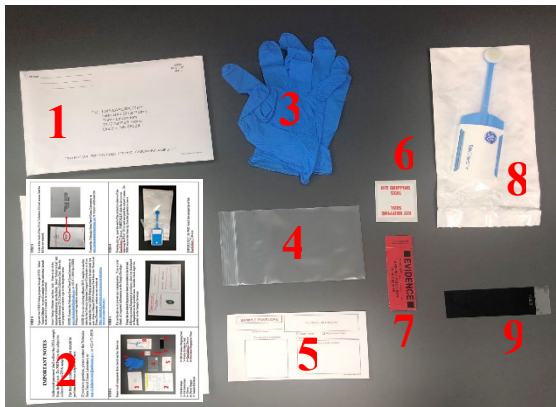
- A Collection Card MUST be included with the sample - this is NOT included with the kit
- Collection Cards MUST be completed with all known subject information and signed
- The CODIS Prelog program through NCJIS MUST be used by Collection Agencies in Nebraska to create the Collection Card
- Instructions for Offender Searching/Collection Card Completion utilizing CODIS Prelog can be found in the CODIS Prelog User Guide
- Manual Collection Cards (NSP 754) for individuals waiting for a Prelog Account, or who are collecting a sample outside of Nebraska, can be found at the following link: <https://statepatrol.nebraska.gov/divisions/investigative-services/crime-laboratory>

### 2. Check Kit Expiration Date

- Ensure the Kit is NOT expired



### 3. Check Kit Components

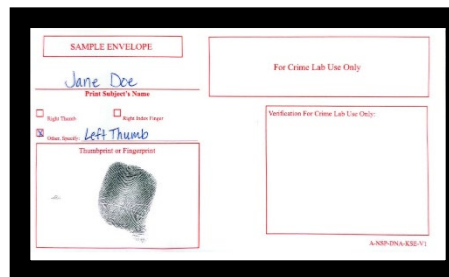


- Ensure all components from the kit are present

- 1: Kit Envelope
- 2: Kit Instructions
- 3: Gloves
- 4: Plastic Baggie
- 5: Sample Envelope
- 6: Kit Evidence Shipping Seal
- 7: Red Evidence Seal
- 8: Collection Device
- 9: Pre-Inked Fingerprint Sheet

### 4. Add Subject's Fingerprint

- Use gloves
- Print Subject's Name on Sample Envelope
- Utilize Pre-Inked Fingerprint Sheet to place one thumbprint or fingerprint in the designated area and indicate the correct digit on Sample Envelope



### 5. Prepare Sample Card

- Use gloves
- Open end of protective sleeve of Collection Device
- Partially slide out device, keeping sponge tip inside protective sleeve
- Print Subject's Name on Sample Card
- Do NOT remove or touch sponge tip



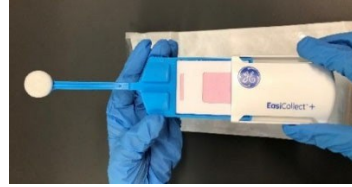
## 6. Swab the Subject

- Remove device from protective sleeve
- Place foam tip inside subject's mouth
- Vigorously swab inside each cheek for 15 seconds on EACH side



## 7. Uncover Sample Card

- Remove foam tip from subject's mouth
- Slide protective case down, exposing Sample Card



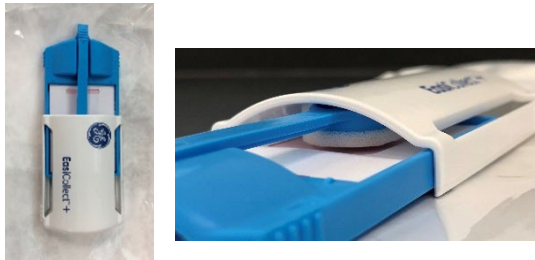
## 8. Transfer Sample to Sample Card

- Fold foam tip over onto Sample Card
- Slide protective case up until it aligns with the blue arrows on Collection Device
- Let set for 10-15 seconds



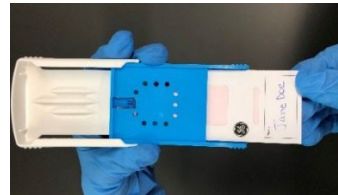
## 9. Allow Sample Card to Dry

- Partially slide protective case open, allowing sponge to separate from Sample Card
- Do NOT fully expose sponge
- Place Collection Device on protective sleeve
- Allow sample to AIR DRY for at least 5 minutes



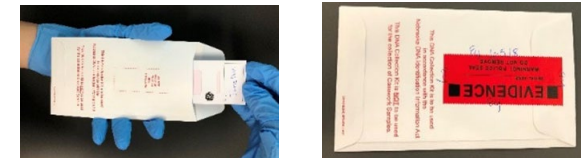
## 10. Check for Color Change

- Slide protective case down, exposing Sample Card
- Ensure there is a visible color change from pink to white
- Remove Sample Card from Collection Device
- Do NOT touch color indicating region of Sample Card



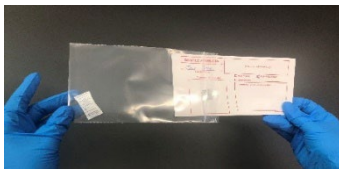
## 11. Seal Sample Card Inside Envelope

- Ensure name on Sample Card matches name on Sample Envelope
- Place only DRIED Sample Card inside Sample Envelope
- Seal Sample Envelope with red Evidence Seal as indicated
- Initial and date seal
- Do NOT moisture-seal sample envelope with saliva, glue, etc.



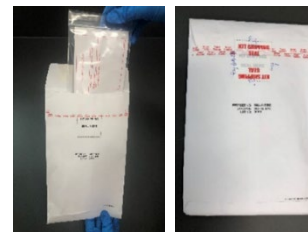
## 12. Place Sample Envelope in Plastic Baggie

- Ensure name on Sample Envelope matches name on DNA Database Collection Card
- Place sealed Sample Envelope inside plastic baggie
- Do NOT remove moisture absorbing pouch



## 13. Seal Plastic Baggie and Collection Card in Kit Envelope

- Place both plastic baggie and printed/signed DNA Database Collection Card inside Kit Envelope
- Seal Kit Envelope with Kit Evidence Shipping Seal as indicated
- Initial and date seal
- Do NOT moisture-seal Sample Envelope with saliva, glue, etc.



## 14. Mail or Deliver the Kit Envelope

- Fill out your agency's return address on Kit Envelope
- Mail or hand deliver sealed Kit Envelope to the Nebraska State Patrol Crime Laboratory for analysis

