

**Nebraska State Patrol
DNA DATABASE BUCCAL COLLECTION KIT INSTRUCTIONS**

IMPORTANT NOTES

Authorized personnel shall collect the DNA sample from the subject. Do **NOT** allow the subject to collect their own DNA sample.

The following collection procedure should be performed on one subject at a time.

If you have questions, please contact the Nebraska State Patrol Crime Laboratory at nsp.codis@nebraska.gov or 402-471-8950.

STEP 1

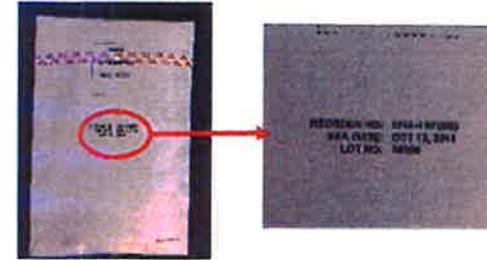
Sign into the CODIS Prelog program through NCJIS. Select 'Prelog Offender' and then 'Add'. Enter in all of the requested information into the fields. Select 'Submit to Lab' and print the electronic DNA Database Collection Card. Have the card preparer and collector sign in the designated areas.

NOTE: Contact the Nebraska State Patrol Crime Laboratory at nsp.codis@nebraska.gov or 402-471-8950 for CODIS Prelog account registration information.

NOTE: The DNA Database Collection Card provided in the kit may be filled out manually if you are collecting offender DNA samples in another state for the Nebraska Interstate Compact Coordinator or if you are waiting for your CODIS Prelog account to be activated.

STEP 2

Look at the back of the DNA Collection Kit and ensure that the kit has not expired. Do **NOT** use an expired kit.



Contact the Nebraska State Patrol Crime Laboratory at nsp.codis@nebraska.gov or 402-471-8950 to request additional kits.

STEP 3

Remove all components from the kit and lay them out.



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|-------------------------------|--------------------------------|
| 1= Kit Envelope | 6= Kit Evidence Shipping Seal |
| 2= Manual DNA Collection Card | 7= Police Evidence Seal |
| 3= Gloves | 8= EasiCollect™ Device |
| 4= Plastic Baggie | 9= Pre-Inked Fingerprint Sheet |
| 5= Sample Envelope | |

STEP 4

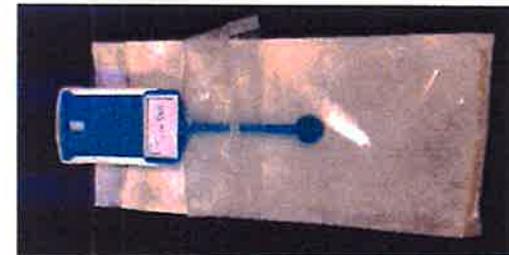
Put on the gloves to prevent any contamination. Type or print clearly all requested information on the Sample Envelope.

Using the pre-inked fingerprint sheet provided in the kit and following normal fingerprint procedures, place one thumbprint or fingerprint in the specified area. Indicate which digit was printed on the Sample Envelope.



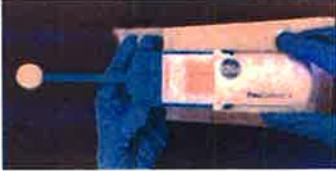
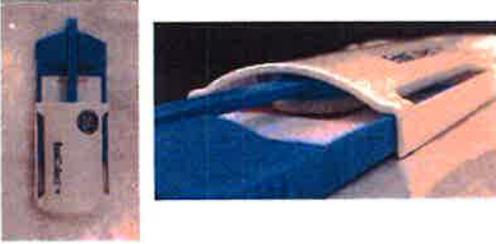
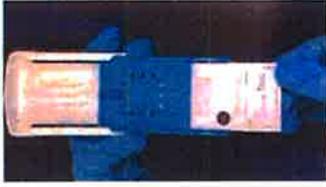
STEP 5

Wearing gloves, open the end of the protective sleeve of the EasiCollect™ device. **PARTIALLY** slide the device out exposing the FTA* DNA card and print the subject's name. Do **NOT** remove the foam tip from the protective sleeve.



IMPORTANT: Do **NOT** touch the sponge tip of the EasiCollect™ device.

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<p>STEP 6</p> <p>Remove the device from the protective sleeve and place the foam tip inside the subject's mouth. Vigorously swab the inside of the cheeks for 15 seconds on EACH side.</p> 	<p>STEP 7</p> <p>Remove the foam tip from the subject's mouth and slide the protective case down exposing the FTA® DNA card.</p> 	<p>STEP 8</p> <p>Fold the foam tip over so that it makes contact with the FTA® DNA card and slide the protective case up until it lines up with the blue arrows on the EasiCollect™ device for 10-15 seconds.</p> 
<p>STEP 9</p> <p>Partially slide the protective case open to allow the sponge to separate from the FTA® DNA card without fully exposing the sponge. Place the EasiCollect™ device on the protective sleeve and allow the sample to AIR DRY for a minimum of 5 minutes.</p> 	<p>STEP 10</p> <p>Slide the protective case down exposing the FTA® DNA card and ensure that it has a visible color change from pink to white. REMOVE the FTA® DNA card from the EasiCollect™ device being careful to not touch the color indicating region of FTA® DNA card.</p> 	<p>STEP 11</p> <p>Ensure that the name on the FTA® DNA card matches the name on the Sample Envelope. Place the DRIED FTA® DNA card by itself inside the Sample Envelope. Seal the Sample Envelope with the Police Evidence Seal as indicated and initial and date the seal.</p>  <p>IMPORTANT: Do NOT moisture seal the Sample Envelope with saliva, glue etc.</p>
<p>STEP 12</p> <p>Compare the information on the Sample Envelope with the information on the electronic (or manual) DNA Database Collection Card to make sure it agrees. Place the sealed Sample Envelope inside the plastic baggie. Do NOT remove the moisture absorbing pouch.</p> 	<p>STEP 13</p> <p>Place the plastic baggie and the SIGNED printed electronic (or manual) DNA Database Collection Card in the Kit Envelope. Seal the Kit Envelope with the Kit Evidence Shipping Seal as indicated and initial and date the seal.</p>  <p>IMPORTANT: Do NOT moisture seal the Kit Envelope with saliva, glue etc.</p>	<p>STEP 14</p> <p>Fill out your agency's return address on the Kit Envelope, then mail or hand deliver the sealed Kit Envelope to the Nebraska State Patrol Crime Laboratory for analysis.</p> 