

**6726 OF- Attachment C**  
**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.codishelpdesk@nebraska.gov](mailto:nsp.codishelpdesk@nebraska.gov) or 402-471-8950.

**STEP 1**

Sign into the CODIS Prelog program through NCJIS. Select 'Search Offender' to see if a sample for the individual already exists and if it needs to be re-collected.

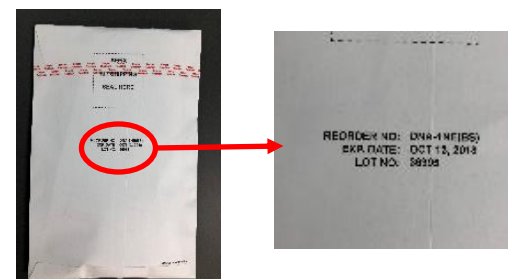
Select 'Prelog Offender' and then 'Add'. Enter in all of the requested information into the fields. Select 'Submit to Lab' and print the electronic DNA Database Collection Card. Have the card preparer and collector sign in the designated areas.

NOTE: Contact the Nebraska State Patrol Crime Laboratory at [nsp.codishelpdesk@nebraska.gov](mailto:nsp.codishelpdesk@nebraska.gov) or 402-471-8950 for CODIS Prelog account registration information.

NOTE: 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, you may obtain a Manual DNA Collection Card from the 'Crime Lab Forms/Documents' section on our website at <https://statepatrol.nebraska.gov/divisions/investigative-services/crime-laboratory>.

**STEP 2**

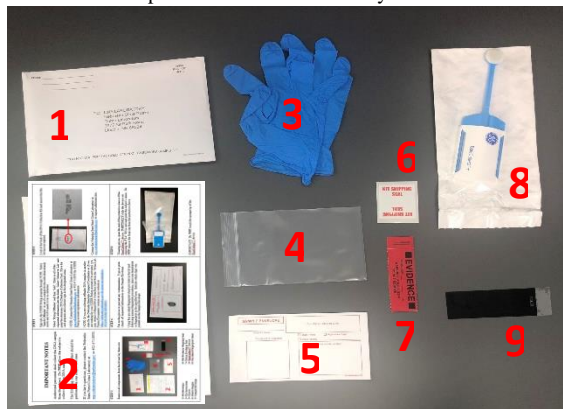
Look at the back of the DNA Collection Kit and ensure that the kit has not expired.



Contact the Nebraska State Patrol Crime Laboratory at [nsp.codishelpdesk@nebraska.gov](mailto:nsp.codishelpdesk@nebraska.gov) to request additional kits.

**STEP 3**

Remove all components from the kit and lay them out.

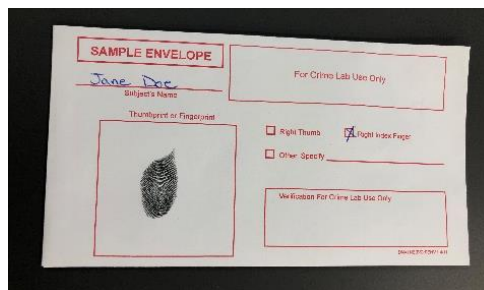


- 1= Kit Envelope
- 2= Kit Instructions
- 3= Gloves
- 4= Plastic Baggie
- 5= Sample Envelope
- 6= Kit Evidence Shipping Seal
- 7= Police Evidence Seal
- 8= EasiCollect™ Device
- 9= Pre-Inked Fingerprint Sheet

**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.




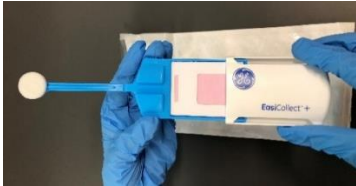

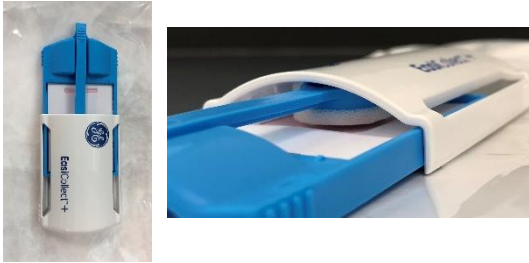
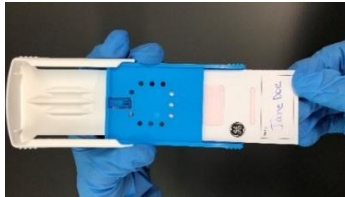
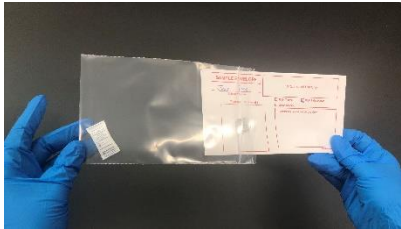
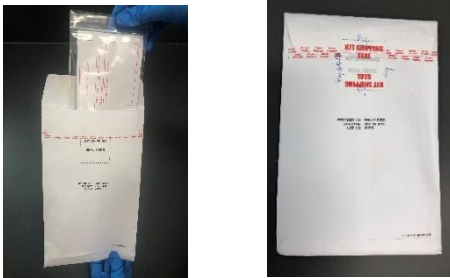

**STEP 5**

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><b>STEP 6</b></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 <b>EACH</b> side.</p> 	<p><b>STEP 7</b></p> <p>Remove the foam tip from the subject's mouth and slide the protective case down exposing the FTA® DNA card.</p> 	<p><b>STEP 8</b></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 <b>10-15 seconds</b>.</p> 
<p><b>STEP 9</b></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 <b>AIR DRY</b> for a minimum of 5 minutes.</p> 	<p><b>STEP 10</b></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. <b>REMOVE</b> the FTA® DNA card from the EasiCollect™ device being careful to not touch the color indicating region of FTA® DNA card.</p> 	<p><b>STEP 11</b></p> <p>Ensure that the name on the FTA® DNA card matches the name on the Sample Envelope. Place the <b>DRIED</b> FTA® DNA card <u>by itself</u> inside the Sample Envelope. Seal the Sample Envelope with the Police Evidence Seal as indicated and initial and date the seal.</p>  <p><b>IMPORTANT:</b> Do <b>NOT</b> moisture seal the Sample Envelope with saliva, glue etc.</p>
<p><b>STEP 12</b></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 <b>NOT</b> remove the moisture absorbing pouch.</p> 	<p><b>STEP 13</b></p> <p>Place the plastic baggie and the <b>SIGNED PRINTED</b> 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><b>IMPORTANT:</b> Do <b>NOT</b> moisture seal the Kit Envelope with saliva, glue etc.</p>	<p><b>STEP 14</b></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> 

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