DNA Data Bank Buccal Sample Collection and Submission

Updated June 2018
Before Collecting Buccal Sample

- Virginia law requires you to verify that a sample has not previously been taken from the subject by accessing the “LIDS DNA sample tracking” application on the State Compensation Board website:

  www.scb.virginia.gov/DNA/dnalogin.cfm

- LIDS DNA Sample Tracking login credentials:

  - User ID (agency ORI number)
  - Password (agency VCIN mnemonic)
Checking LIDS DNA Sample Tracking Application

• Conduct a search using the subject’s name or social security number
  • Use name, SSN and any aliases if no match is found for subject from your initial search

• If a match is made, verify that other identifying information is correct

• If a match is verified, you should NOT take an additional sample
Only DNA Data Bank Samples Should Be Collected Using This Kit

- Once you confirm a sample is required from the person after checking LIDS, you may open the kit.
Contents of kit

• Mailing label
• Instruction sheet
• Buccal collector
• Envelope with attached data form
Completing the Storage Envelope Submission Form

- Use blue or black ink
- Use all capital letters
- Print legibly
- One character per box
Completing the Storage Envelope Submission Form

- Last name, First name, MI, Suffix
- Sex, SSN, DOB
- Race/Ethnicity
- AKA information
Completing the Storage Envelope Submission Form

- You **must** specify reason sample is being collected
- If “Other” is checked, you **must** specify reason (e.g., misdemeanor conviction, sex offender, plea agreement)
Completing the Storage Envelope Submission Form

• Collecting Agency ORI number must be filled in
• Include all numbers and letters
Completing the Storage Envelope Submission Form

- Sample must be received by the Department of Forensic Science within 15 days of being collected
Completing the Storage Envelope Submission Form

• Enter one character per box in the Qualifying Offense Code Section
Completing the Storage Envelope Submission Form

• Print name or known abbreviation of collecting Agency
Completing the Storage Envelope Submission Form

- If the subject has an assigned a SID number, it must be entered in this field
Completing the Storage Envelope Submission Form

• The Arresting Officer’s last name and the DCN are both required for Arrestees

• The DCN is printed on the fingerprint card or assigned by LiveScan
Completing the Storage Envelope Submission Form

- **REQUIRED:** Printed name and Signature of person collecting sample
Completing the Storage Envelope Submission Form

Thumbprints

- User agency must provide ink pad
- Press subject’s left thumb on ink pad, then press in correct box
- DO NOT ROLL THUMB
- Repeat with right thumb
Collecting the Buccal Sample

- Before beginning to collect the swab, put on disposable gloves (not provided in kit)

- Check subject’s mouth and remove any foreign material
  - Do not remove tongue/mouth piercing, false teeth, etc.
Collecting the Buccal Sample

• Remove buccal collector from wrapper

• **IMPORTANT** – Discard plastic wrapper – do NOT use to send sample to the DNA Data Bank

• The DNA sample needs to dry after collection and will not dry if enclosed in plastic wrapper
Collecting the Buccal Sample

- Remove peelable barcode label from top right corner of submission form/envelope
- Place barcode label on designated space on collector handle
Collecting the Buccal Sample

• Hand DNA collector to subject

• Instruct subject to hold handle, placing thumb on area marked “thumb” on back of DNA collector
Collecting the Buccal Sample

**IMPORTANT**

Do **NOT** touch filter paper at end of collector as this may cause contamination
Collecting the Buccal Sample

Direct subject to:

• Place filter paper end of collector into mouth

• Use thumb on back of collector to press filter paper side of collector against cheek

• Pull collector forward toward lips

• Repeat 5 times
Collecting the Buccal Sample

- Instruct subject to slide cover over filter paper end of collector
Be Sure to Enclose . . .

For Arrestee samples
• Ensure a copy of the arrest warrant for the qualifying offense is placed in envelope before sealing

For Plea Agreement samples (circuit court only)
• Ensure a copy of the plea agreement is placed in envelope before sealing
Collecting the Buccal Sample

- Retrieve DNA collector from subject

- Place into the storage envelope and seal
Submitting Kit to the DNA Data Bank

• Sealed storage envelope must be returned to the Department of Forensic Science within 15 days of collection

• Two ways to return samples:
  • **Mail** to the DNA Data Bank (using mailing label included in kit); OR
  • **Hand deliver** to the nearest DFS laboratory
    • Manassas, Norfolk, Richmond, Roanoke
Returning Collected Kit Via Mail

- If mailing, place sealed kit into a mailing envelope (not provided)
- Affix self-addressed mailing label (provided)
- Multiple samples may be enclosed and returned in a single mailing envelope
Common Errors

• Failure to completely fill in all subject information
  • You MUST designate “Arrestee”, “Convicted Felon”, “Convicted Misdemeanor”, or “Other”

• Buccal collector is enclosed in plastic wrapper
  • Discard the plastic wrapper that the collector came in – do NOT use it to return the swab to the DNA Data Bank
  • DNA swab needs to dry while in transit to the lab
  • Moisture will damage the DNA
Common Errors

• Failure to enclose required paperwork
  • Arrest warrant (Arrestee samples)
  • Copy of circuit court plea agreement (Plea Agreement samples)

• Failure of person collecting sample to print and sign name in “Sample Collected By” section

• Failure to return sample within 15 days of collection

• Failure to collect thumbprints

• Failure to write legibly
DNA Data Bank Resources

• Each kit contains an instruction sheet

• This sheet contains further information explaining the collection of buccal DNA samples for the DNA Data Bank
DNA Data Bank Resources

http://www.dfs.virginia.gov

DNA Data Bank Hours:
Monday – Friday  8:00 a.m. – 5:00 p.m.

Phone:  804-786-3789
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