DNA Data Bank Buccal Sample Collection and Submission - New WHITE Collection Kit

Updated April 2019
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

• Instruction sheet

• 2-sided submission form

• Buccal collector

• Addressed return envelope
Completing the Submission Form – Side A Front

- Use blue or black ink
- Use all capital letters
- Print legibly
- One character per box
Completing the Submission Form – Side A Front

• Last Name, First Name, MI
• Suffix, Sex, Race, Social Security Number
• Date of Birth, AKA information
Completing the Submission Form – Side A Front

SID#

- If the subject has been assigned a SID number, it must be entered in this field.
Completing the Submission Form – Side A Front

Qualifying Offense Code Section
• Required for all samples
• Enter one character per box
Completing the Submission Form – Side A Front

Collecting Agency Name

• Print name or known abbreviation for Collecting Agency
Completing the Submission Form – Side A Front

Required Fields for Arrestee Samples –

- Arresting Officer’s Last Name
- DCN (printed on the fingerprint card or assigned by LiveScan)
Completing the Submission Form – Side A Front

Collecting Agency ORI#

- Required for All Samples
- Include all numbers and letters for ORI
Completing the Submission Form – Side A Front

Reason For Collection – Required for All Samples

- You must specify reason sample is being collected
- If “Other” is reason, you must explain in space provided
Completing the Submission Form – Side A Front

- Sample must be received by the Department of Forensic Science within 15 days of being collected
Completing the Submission Form – Side B Back

- Use blue or black ink
- Print legibly
Completing the Submission Form – Side B Back

REQUIRED:
• Printed name of subject
• Printed name and signature of person collecting sample
• Date of sample collection
Completing the Submission Form – Side B Back

Thumbprints of Subject

- User agency must provide ink pad
- Press subject’s left thumb on ink pad, then press (DO NOT ROLL) in correct box
- 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

**IMPORTANT**

- Barcode label on swab device **MUST** match barcode label on the Submission Form - Side A Front
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

**IMPORTANT**

Do **NOT** touch foam head

This may cause contamination
Collecting the Buccal Sample

- Open collector
- Discard trash
- DO NOT TOUCH FOAM HEAD

- Coat foam head with saliva
- Collect cells
- 15 sec each cheek

- Open device cover completely
- DO NOT TOUCH FOAM or PINK AREA

- Fold arm over until foam head contacts pink card

- Close white cover over folded arm «CLICK»

Instructional video can be found here:

https://www.youtube.com/watch?v=xC5ibbdaqmA
After Collecting the Buccal Sample

• Pull open the device cover completely

**IMPORTANT**

Do **NOT** touch foam head or pink paper as this may cause contamination
After Collecting the Buccal Sample

- Fold arm over until foam head contacts the pink card
- Close the white slider cover over the folded arm until it «CLICKS>>
After Collecting the Buccal Sample

• Place the collector device and the submission form into the return envelope
• Place any other paperwork enclosures in the envelope and seal

**IMPORTANT**

Pre-printed barcodes on collector device and submission form MUST match
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
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 a single sealed kit, be sure to affix proper postage and provide return address.

- Multiple sealed kits may be enclosed and returned in a single mailing envelope (not provided).
Common Errors

• Failure to completely fill in all subject information
  • Front and Back of submission form must be completely filled in

• Barcode on buccal collector does not match barcode on submission form
  • Pre-printed barcodes on both items must match

• 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
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

https://www.dfs.virginia.gov/laboratory-forensic-services/dna-databank/resources/

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

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