

## Instructions for professional collectors

### DNA collection using Mouth Swabs

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<http://tinyurl.com/zwpstpu>

## Important facts for each collection

1. If an error is made on the documentation such that a correction is necessary, **do not use liquid paper and do not obliterate the correction**. Use only a single line ~~strikethrough~~; place your initials and the date next to the correction. If liquid paper is present or the error is dissimulated, DNAForce may assume that the documentation of the test is VOID and may not be able to proceed.
2. Change gloves between patients.
3. Each swabbing kit contains collection supplies for one (1) person. **To eliminate the risk of contamination, under no circumstances should more than one sample collection be done at the same time**. Completely finish the collection procedure for one person and seal the sample envelope before opening another swabbing kit.
4. If the person to be sampled ate, drank, chewed tobacco, used mouthwash or toothpaste within the last 15 minutes prior to the collection, instruct him/her to rinse the mouth with water before sampling. If he/she is too young to rinse the mouth, instruct him/her to wait 15 minutes after the event before sampling.
5. The collector must package and seal the completed test kit **immediately** following the completion of the collection procedure. After the seal is placed, the samples must at all times remain in the custody of the collector, a co-worker or securely stored at the office (or car if this is a mobile collection) until the sample is submitted to courier for shipment.

**Important:** Many cases that we receive are difficult to read. To expedite the request for the client, please make sure to write legibly and in print.

**Important:** When filling the documentation, each field must have an answer. If there is no possible answer, mark fields with "N/A" rather than leave them blank. For multiple-choice questions, one and only one answer must be selected. If collecting more people than provisioned for, make copies of the documentation as required.

**Important:** To reduce shipping costs, place all completed and sealed kits into a single courier return envelope even if they belong to different clients or appointments.

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#### A. Prior to the appointment

##### A1. Collection kits:

Count the number of unused DNA collection kits at your location that belong to DNAForce.

1. 1 If you are set up as a continuously supplied facility;

If the number of kit is equal to 5 or less, contact DNAForce to obtain additional DNA collection kits. If the number is 0, contact DNAForce to reschedule the appointment. You may contact us by email or phone.

1.2 If you are not set up a continuously supplied facility;

DNAForce will send you a collection kit by mail specifically for this appointment. Upon receiving the kit, please call or email DNAForce right away so that we are aware that you have received the kit and can schedule the appointment.

##### A2. Client's appointment sheet:

DNAForce will send to your organization, generally by email or fax, an appointment information sheet. This sheet describes the nature of the collection and contains identifying information about the clients who will be collected. Locate this sheet, print it and have it ready before the client arrives. Include a copy of this sheet in the return kit. If this sheet cannot be located, contact DNAForce to obtain a copy prior to the appointment.

##### A3. Set aside the kits:

Take note of the number of participants that will be present at the appointment and set aside the appropriate number of swabbing kits. Also select a documentation set (enclosed in a paper envelope). Each documentation set corresponds to a single collection. After the appointment is done and to minimize shipping costs, return all completed and sealed kits in the same envelope to DNAForce.

##### A4. Schedule a pickup:

Call the courier to schedule a pickup on the same day as the appointment. Select a time approximately 2 hours into the future of the latest DNAForce related appointment. If the courier cannot arrange a pickup during this time frame, schedule it for the next earliest possible time. However, if it cannot be avoided, in most cases and unless otherwise indicated, the samples can remain in your custody or at your office over the weekend/public holiday until the next pickup is available.

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## B. During the appointment

### B.1 List of required items

Note that for certain tests, ID cards and photos are not required. If this is the case, DNAForce will let you know by email or phone if a specific appointment is to be done with no photo ID. Otherwise, the following is required:

#### Photograph (1 per participant)

Required for each person who will be collected, including children and adults. The photograph must be clear, recognizable and in color. What to do if the client does not have a photo or if it does not meet these characteristics? See Annex 2 – “Photographs”.

#### Government Issued ID card (only for participants over 18 years of age)

Required for each adult (over 18 years). If the person is a minor, skip this step.

Make a copy of the ID card and include it with the rest of documentation. Example of an acceptable ID card: driver’s license, health card or passport. What to do if the client does not have an ID card? The test cannot be done if an adult who is collected does not have an ID card.

In the case of minor, the person signed on his or her behalf must have a government issued ID card with photo. Make a copy of the ID card of this person and include the copy with the submission.

### B.2 Fill in the client identification

#### Identification of the Specimen Transport Envelope

On the specimen transport envelope, write the date of birth and write the name of the client exactly as it is written on the government-issued ID card. In the case where the client does not have an ID card, write the name exactly as the client instructs. Show the spelling of the name to the client immediately after it is written to obtain his or her confirmation.

#### Identification of the client on the form

On the form titled “Step 1 - Sampled Person” complete all of the information requested for the participant. Make sure that this information corresponds to the information indicated on the specimen transport envelope of the participant, exactly. Show the information to the client for confirmation and make sure that the client signs the form in the corresponding field. Sign the photograph corresponding to the participant and write the date on it.

### B.3 Collect the sample

#### Collect the DNA

Put gloves on. Open the swabbing kit. Do not touch the tip of swabs. Collect the samples by moving the first swab against the interior of the cheek 30 times (about 1 minute). Make sure to collect against the entire surface of the inner cheek. Place the used swab directly into the Specimen Transport Envelope. Do not place the swabs back into its original plastic packaging. Repeat this step for the other swabs.

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Seal the Specimen Transport Envelope and place the tamper seal.

Seal the sample envelope using the Peel & Seal feature of the envelope. Do not lick the envelope. After you are done, you should have one closed envelope that contains four swabs. Place the tamper seal label on the flap of the envelope, sign the tamper label and write the date on it.

#### Collect other participants

Repeat the above steps in section B.3 for each remaining participant until all participants have been collected. Change gloves in-between participants.

### B.4 Complete the rest of the documentation

#### Complete the rest of the documentation

While completing the documentation, keep these points in mind.

- Each field must have an answer. If there is no possible answer, mark the field with “N/A” rather than leaving it blank.
- If mistakes are made, do not obliterate the errors. Simply trace a single line ~~strikethrough~~ in order to leave the mistake still readable. Write the correction next to the error, place your initials and date the correction.
- See Annex 1 - “Example Form” - for an example of how to complete the forms.

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## **C. After the appointment**

### **C.1 Verify the documentation**

#### **List of common errors**

1. The name of the participant is spelled differently on one form to the next and/or on the specimen transport envelope.
2. The date of collection was inverted with the date of birth on the forms and/or on the specimen transport envelope.
3. Photographs are missing for one or multiple participants.
4. There are no photocopies of a government ID card for some or all adults.

### **C.2 Kit shipment**

#### **Seal the samples in the courier envelope**

Seal the samples along with the documentation inside the provided brown envelope. After all appointments of the day are done, to minimize shipping costs, place all completed and sealed kits/brown envelopes inside the same main courier envelope.

#### **Call courier**

If not already done, schedule a pickup. Call the courier to schedule a pickup on the same day as the appointment. If the courier cannot pick up during this time frame, schedule a pick up at the earliest possible time. The samples should leave the same day. However, if it cannot be avoided, and unless otherwise indicated, the samples can remain in your custody or at your office over the weekend/public holiday until the next pickup is available.

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## Annex 1: Example form

### Participant step

**All questions (1 to 19) must be answered. No exceptions!**

|  |   |  |
|--|---|--|
| 1. Full name: <b>John Smith</b>  |   |  |
| 2. Date of birth: <b>09 / 10 / 1975</b>  |   | 3. Date of collection <b>11 / 10 / 2016</b>  |
| 4. Gender<br><input checked="" type="checkbox"/> Male <input type="checkbox"/> Female  | 5. Has the sampled person received a blood transfusion during the last 3 months or a bone marrow transplant in their lifetime?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   | 6. Photograph of the face of the sampled person.<br>The back of the photo must be <u>signed and dated</u> by the witness.<br> |
| 7. Race<br><input checked="" type="checkbox"/> White <input type="checkbox"/> Black<br><input type="checkbox"/> Hispanic <input type="checkbox"/> Asian<br><input type="checkbox"/> Other: _____           | 8. Who is this person in regards to the test?<br><input type="checkbox"/> Child <input checked="" type="checkbox"/> Alleged father<br><input type="checkbox"/> Mother <input type="checkbox"/> Brother<br><input type="checkbox"/> Sister <input type="checkbox"/> Other: _____ |  |
| <p><b>I consent for the person named above. Signature† of the consenting adult:</b><br/> <b>READ BEFORE YOU SIGN:</b> † Your signature constitutes agreement to the general terms and conditions (...)</p> |   |  |
| 9. <b>ADULT SIGN† HERE →</b> X <u>SIGNATURE OF JOHN SMITH</u> 10. Date of signature <b>11 / 10 / 2016</b>  |   |  |

### STEP 2 - Witness for Participant A.

|  |                                 |   |
|--|---------------------------------|---|
| 11. Name of witness: <b>Julie Collector</b>  |                                 |   |
| 12. Profession: <b>Nurse</b>   |                                 |   |
| Where did the sample collection take place (question 13 to 17)?  |                                 |   |
| 13. Street    line 1 <b>130 King St W</b><br>line 2 <b>Suite 1800</b>  |                                 |   |
| 14. City<br><b>Toronto</b>   | 15. Province/State<br><b>ON</b> | 16. Postal/Zip code<br><b>M5X - 2A2</b> |
| 17. Country <input checked="" type="checkbox"/> Canada <input type="checkbox"/> United States <input type="checkbox"/> Other: _____  |                                 |   |
| <p><b>RELINQUISHED BY (Signature‡ of the witness with no interest in the outcome of the test)</b><br/> <b>READ BEFORE YOU SIGN:</b> ‡ I certify that I have properly identified the parties and have collected, packaged and (...)</p> |                                 |   |
| 18. <b>WITNESS SIGN‡ HERE →</b> X <u>Signature of Julie Collector</u> 19. Date of signature <b>11 / 10 / 2016</b>  |                                 |   |



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## Annex 2: Original photographs.

If the client does not have the photographs, you may perform one of these procedures in order (i.e. procedure A is a more desirable solution than procedure B and so on).

- A. If your organization has photographic equipment (i.e. camera, cellphone, etc), take a photo as described in B.1 – Photograph, print it, sign it and include it with the sample submission.
- B. Provided that procedure A cannot be done, and if the client has a government issued ID with a photo, you may photocopy the ID card. Make a good quality colour photocopy of the ID card, sign & date the copy and include it with the submission. Please note that if a reasonable person cannot properly identify the face of the person on the photocopied ID card, the submission will be rejected. Thus, please make sure the copy is good!
- C. If there is a nearby pharmacy capable of issuing passport-style photos, recommend to the client that he or she go have the photo taken after the appointment and return with the photo to you. Inform the client of the closing time of your organization and that if he does not return before the closing time, the test will be sent to DNAForce as-is.
- D. If the client does not have a photo, your organization does not have photographic equipment and there are no pharmacies able to take passport photos nearby and the client does not have government issued photo ID cards, call DNAForce for options as the test cannot be done.