

**State of Alaska
Department of Public Safety
Scientific Crime Detection Laboratory
DNA Adult/Juvenile Buccal Swab Kit**

Kit Components

- 1 each Kit Shipping Envelope, white approximate size 8" L x 6 "W,
- 1 each Kit Envelope Labels, printed on front and back of envelope, for the flap that will fold onto the back side of the envelope to be sealed.

The Kit envelope must include the following items inside

- 1 each Kit Instruction, printed on 8 ½" x 11" paper.
- 1 each Collection Card, approximate size 7 ½" x 9 ½" folded in half with Swab Envelope Affixed inside. When folded card is open, inside image appears on the left and the right is blank and will have the swab envelope affixed.
- 1 each Swab Envelope, approximate size 3 ½" x 6 ½", affixed inside collection card on blank side. Envelope side to be facing user when envelope is affixed to inside of card.
- 1 each Cotton Swabs, One Puritan 25-806 2PC swab packet. The following alternatives are acceptable, if necessary, in order of preference: two Puritan 25-806 1PC, one Puritan 25-806 2WC or two 25-806 1WC swabs.
- 1 each Latex Gloves, one pair of latex gloves sized large.
- 1 each Moist Towelette, one packet containing a moist towelette.
- 1 each "Evidence Seal", approximate size 4"x 1 ½" Red background with Black lettering
- 1 each "Kit Shipping Seal", approximate size 1 ¾"x 1 ¼" White background with Red lettering
- 1 each Finger Print Ink Strip, approximate size 1" x 5".
- 1 each FDA insert

Note: These specifications are mandatory for a responsive bid submittal.

FROM:

(NAME OF PERSON SENDING KIT)

(ORGANIZATION)

(STREET ADDRESS)

(CITY, STATE, ZIP CODE)

AFFIX POSTAGE
HERE

**TO: STATE OF ALASKA
Department of Public Safety
Scientific Crime Detection Lab
4805 Dr. MLK Jr. Ave.
Anchorage, AK 99507-1275

ATTN: CODIS Database**

Seal Here

REORDER NO: AKDNA100

EXP. DATE: XX/XX

LOT NO: XXXX

NOTE:

EXPIRATION DATE APPLIES TO THE SWAB PACKAGE SEAL
ONLY. KITS MAY BE USED PAST THE EXPIRATION DATE.



AFFIX EVIDENCE

STATE OF ALASKA

ADULT DNA BUCCAL COLLECTION PROCEDURE SHEET

-----Kit Contents-----

- | | |
|--------------------------------|------------------------------|
| 1 DNA database collection card | 1 Swab envelope |
| 1 Pre-inked fingerprint sheet | 1 Pair disposable gloves |
| 2 Cotton swabs | 1 Kit envelope shipping seal |
| 1 Kit shipping envelope | 1 Evidence seal |
| 1 Ink remover towelette | |

Note

- This product information sheet is included to comply with FDA Regulations -

- A) Check kit contents against the list above to be sure the kit is complete.
- B) Perform the following collection procedure on ONE subject (offender/arrestee) at a time and be sure the kit is sealed before beginning collection on another subject.
- C) This kit is intended for biological standards specimen collection and transportation use.

Warning and Precautions: Tissue and body fluid samples should be handled and processed as if they are potentially infectious.

- STEP 1** Fill out ALL subject information on the DNA Database Collection Card. Check the appropriate box on Line 2 indicating whether the subject is an arrestee, convicted offender or sex offender registrant. If the subject is an arrestee, give the qualifying arrest statute code and the arrest tracking number in the spaces provided. Additional ATNs should be placed in the section for additional information, under line 17. **AN APSIN NUMBER IS REQUIRED FOR ALL SAMPLES.** Line 5 is the number that your agency assigns to the individual (i.e. ACOMS, JOMIS). Line 6 should be marked Yes if the subject's qualifying conviction occurred outside of the state of Alaska. If the subject was convicted in Alaska, mark No. Line 11, the subject's race, should be self-reported. Please be specific on line 16. For larger agencies like AST and DOC, include the post or city.
- STEP2** Using normal fingerprint procedures and the pre-inked fingerprint sheet, lightly but firmly press the subject's left and right thumb where indicated on the card (lines 13 and 14). Fingerprint ink may be used in place of the pre-inked fingerprint sheet for better quality prints.
- STEP3** The person taking the sample should put on the gloves and wear them throughout the remainder of the collection procedure. The subject should **NOT** be allowed to collect the sample him/herself.
- STEP4** Peel open the sterile sleeve containing the cotton swabs and discard the sleeve. Using both swabs, vigorously rub the inside of the subject's left and right cheeks at least six times. DO NOT TOUCH the cotton swab tips.
- STEPS** Place both swabs in the swab envelope, then seal the swab envelope with the evidence seal provided and initial the seal.
- STEP6** Place the sealed swab envelope and the DNA Database Collection Card into the kit shipping envelope. Peel the backing from the kit shipping seal and affix on the kit shipping envelope where indicated, then date and sign shipping seal. DO NOT PUT THE SUBJECT'S NAME ON THE KIT SHIPPING ENVELOPE.
- STEP7** Fill out return address on front of kit shipping envelope, then mail or hand deliver kit to the laboratory for analysis as soon as possible.

NOTE

If you should have any questions concerning the use of this kit, please call (907) 269-5740. Additional kits are requested by e-mailing dps.supply.orders@alaska.gov.

STATE OF ALASKA
DNA DATABASE COLLECTION CARD

1) Subject's Name (Please Print):

LAST

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

FIRST

MIDDLE

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Qualifying Offense: ☐ Arrest ☐ Conviction ☐ SOR

If an arrest, give qualifying statute **CODE** _____

and arrest tracking # (ATN) _____

APSIN ID: _____

AK D i e s L i e n s e No.: ____ _

O n e n d e o.: _____

6) Interstate Compact: Yes ☐ No ☐

7) Subject's Signature: _____

8) Subject's Date of Birth: _____

9) Subject's Sex: ☐ Male ☐ Female

10) Subject's Place of Birth: _____

11) Subject's Race:

Alaska Native:

☐ Caucasian
☐ African American
☐ Hispanic
☐ Asian
☐ Other _____

☐ Yupik ☐ Haida
☐ Inupiaq ☐ Other _____
☐ Aleut
☐ Athabaskan
☐ Tlingit

12) Date of Sample: _____

13) Left Thumbprint:

14) Right Thumbprint

IMPORTANT: To insure usable thumbprints, fold card and place it at the edge of the work surface.

15) Card Prepared By (Please Print)

16) Submitting Agency:

17) Agency Telephone: _____

Additional Information for Testing Laboratory:

**SEAL
HERE**

**(Do Not Moisten
Flap to Seal
Envelope)**

SWAB ENVELOPE



AKDNA101



AFFIX EVIDENCE

FDA INSERT
Important Information Regarding
CAT. NO. AKDNA100

This product information sheet is included to comply
with FDA Regulations

PLEASE RETURN THIS FORM TO INSIDE OF KIT

Expiration Date Information:

The expiration date on this product pertains only to specific components.
Please check the expiration date on the following components. If any are beyond
the expiration date, please replace with similar components from hospital stock.
1 ea. swab collection device*

* Make sure all replacement swabs have the same lot number.

Intended Use:

Biological standards specimen collection and transport kit

Contents:

- kit instruction sheet
- DNA database collection card
- swab envelope
- swab collection device
- nitrile gloves
- ink remover towelette
- pre-inked fingerprint sheet
- evidence seal
- kit shipping seal

Warnings and Precautions:

Tissue and body fluid samples should be handled and processed as if they are potentially infectious.