

## **Procedure for Swabbing Evidence for Evidence Collection**

- 1.0 Purpose** – The purpose of this procedure is to provide instruction in the collection of forensic evidence for potential DNA testing in the North Carolina State Crime Laboratory (NCSCL) Forensic Biology Section.
- 2.0 Scope** – This procedure applies to those employees (Forensic Scientists and technicians not assigned to the Forensic Biology Section) who will collect samples from evidence for future testing.
- 3.0 Definitions** – N/A
- 4.0 Equipment, Material, and Reagents**
- Water
  - DNA-free swabs
  - Bleach
  - Kim-wipe, brown paper, or equivalent
  - Camera
  - Markers
  - Computer with Forensic Advantage (FA)
- 5.0 Procedure**
- 5.1** Employees shall receive evidence as described in the Forensic Biology Section Procedure for Evidence Handling and the NCSCL Procedure for Evidence Management.
- 5.2** Prior to beginning analysis, decontamination shall be completed as described in the Forensic Biology Section Procedure for Aseptic Technique and Contamination Control.
- 5.3** The employee shall photograph each piece of evidence as described in the Forensic Biology Section Procedure for Photographing Evidence.
- 5.4** Using the InfoPath notes sheet for swabbing, the employee shall document the areas swabbed for future testing.
- 5.4.1** For weapons, the grip or handle areas shall be swabbed. Care shall be taken to avoid regions of potential value for latent processing. For firearms, the trigger and hammer shall also be swabbed.
- 5.4.2** A maximum of two swabs shall be used to collect the sample from each item. Once collected, these swabs shall be given a sub-item number for the associated case.
- 5.4.3** Upon completion of the notes sheet for swabbing, the employee shall ensure that the document is in .pdf format.
- 5.5** The employee shall add the documentation of swabbing to the Forensic Biology Section Case Record Object Repository in FA.
- 5.5.1** Notes sheet (pdf).
- 5.5.2** Photograph(s).

**5.5.3** CV of employee.

**5.6** Upon completion, the employee shall have the case record reviewed by another qualified individual.

**5.7** The reviewer shall:

**5.7.1** Ensure the Forensic Biology Section Case Record Object Repository contains:

**5.7.1.1** CV of employee.

**5.7.1.2** Photograph(s).

**5.7.1.3** Notes sheet.

**5.7.2** Ensure all items have been swabbed and documented appropriately

**5.7.3** Approve related documents in the Forensic Biology Section Case Record Object Repository upon completion of the review.

**6.0** **Limitations** – N/A

**7.0** **Safety** – Evidence submitted to the Forensic Biology Section has a likelihood of being a biohazard. As a result, proper personal protective equipment shall be used at all times when handling evidence.

**8.0** **References** – N/A

**9.0** **Records** – InfoPath notes sheet for swabbing

**10.0** **Attachments** – N/A

Revision History		
Effective Date	Version Number	Reason
10/03/2014	1	Original Document