

Procedure for Training for Swabbing Evidence for Evidence Collection

- 1.0 Purpose** - The purpose of this procedure is to provide a training program for the collection of forensic evidence at the North Carolina State Crime Laboratory. This program shall provide individuals with the working knowledge to collect samples for potential DNA testing.

Upon completion of the training program, the trainee shall demonstrate the following:

- Working knowledge of aseptic technique used in evidence collection as described in the Forensic Biology Section Procedure for Aseptic Technique and Contamination Control.
- Proper collection and preservation of samples from forensic evidence to be submitted to the Forensic Biology Section for further analysis.

- 2.0 Scope** – This training program applies to Forensic Scientists and technicians who will be collecting samples from evidence for future testing.

- 3.0 Definitions** –N/A

- 4.0 Equipment, Material and Reagents** - See Forensic Biology Section Procedures.

5.0 Procedure

- 5.1 Aseptic Technique and Contamination Control** - The training officer shall instruct the trainees on the Forensic Biology Section Procedure for Aseptic Technique and Contamination Control and shall demonstrate this procedure.

5.2 Evidence Collection and Photo Documentation

- 5.2.1** The training officer shall instruct on evidence collection.
- 5.2.2** The training officer shall instruct and demonstrate the method of collecting samples properly from a variety of substrates, including clothing, cans, bottles, ammunition and weapons.
- 5.2.3** The trainee shall be given a minimum of 10 different samples to demonstrate how to collect epithelial samples for preservation and/or further testing.
- 5.2.4** The trainee shall read the procedure for photographing evidence.
- 5.2.5** The training officer shall demonstrate how to label a photograph.
- 5.2.6** The trainee shall properly label a photograph.

5.3 Competency

- 5.3.2** Practical Test.
- 5.3.2** Written Test.

- 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

Forensic Biology Section Procedure for Aseptic Technique and Contamination Control

Forensic Biology Section Procedure for Photographing Evidence

Forensic Biology Section Procedure for Evidence Handling

Forensic Biology Section Procedure for Evidence Collection by Swabbing

9.0 Records – Training Log for Swab Collection

10.0 Attachments - N/A

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