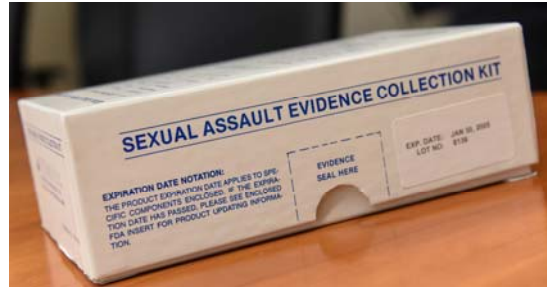


Unrestricted Sexual Assault Kits (SAKs)



Part One: Evidence Collection Guide
Part Two: Evidence - Swab Drying Guide
Part Three: Packaging Evidence Guide

2023

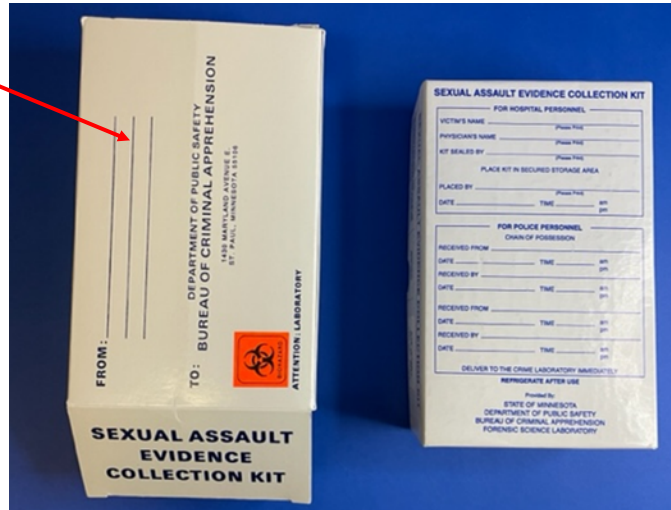
Part One

Evidence Collection Guide

For patients requesting a medical forensic
sexual assault exam that **have** made a
report to law enforcement

Sexual Assault Kit (SAK)

- Carefully open the outer box
- Save the outer box or “mailing sleeve” for packing the SAK at the end of the exam
- Unseal the inner box to begin exam
- Maintain security of the SAK, if you leave the room lock the SAK in the cart or take it with you.



Evidence Collection – Swabs

- Swab collection is based on patient’s account **No** oral assault = **no** oral swabs
- Reason swabs were collected need to be documented in chart and BCA form
- All skin swabs are collected with a light touch, in a circular motion
- Purpose is to obtain DNA from suspect, not the victim
- All swabs are collected together, at the same time
- Use sterile water or saline to moisten swabs – 1 or 2 drops per swab
- Use a **moist** swab to collect **dry** samples
- Use a **dry** swab to collect **moist** samples

Contamination of Evidence

- Make every attempt not to talk, cough, or sneeze while collecting samples (or wear a mask)
- Avoid cross-contamination
 - Wear gloves when handling evidence
 - Change gloves between each sample
 - Ensure work area is clean
 - If swab drops after collection, document – Do Not Use!

Unrestricted - Clothing Evidence

- Judiciously collect clothing worn after the assault
 - Underwear, bra or clothing that came in contact with body fluids are the most probative
- Have patient undress (with privacy) place clothing in clean area until ready to package
- Do not need to have patient undress on paper
- Do not force patient to provide clothing
Document “patient declined”
- Handle/manipulate clothing as little as possible
- Important to ensure clothing is dried prior to packaging
 - If not, notify law enforcement
- Clothing at home? give patient paper bags to store for law enforcement



Evidence Collection - Skin

- Examples of when to collect skin swabs
 - Strangulation – swab neck and fingernails from patient's hands
 - Perpetrator oral contact on patient's body – kissing, licking, biting, sucking
 - Perpetrator ejaculated on patient's skin
 - Pre-ejaculate on patient's skin
 - Perpetrator held patient's wrists tightly for a few minutes – Touch DNA
- Collect 2 moistened swabs from each site
 - Neck - both sides on the same 2 swabs
 - Breasts - collect swabs from each breast and package separately
- Collect even if showered 1-2 times

STEP 12		MISCELLANEOUS SWABS	
PATIENT'S NAME:			
DATE COLLECTED:	TIME:		
COLLECTED BY:			
BODY LOCATION:	Neck		
SUSPECTED FLUID TYPE:	Saliva		
WAS SAMPLE COLLECTED?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
IF NO, WHY NOT?			

Evidence Collection - Fingernails

- Collect if patient reports scratching perpetrator
- Collect **1 moistened swab** from all of the fingernails on right hand
- Collect **1 moistened swab** from all of the fingernails on left hand
- Package each hand fingernail swab separately

Cumulative moist swab on all 5 fingernails



STEP 10		MISCELLANEOUS SWABS	
PATIENT'S NAME:			
DATE COLLECTED:	TIME:		
COLLECTED BY:			
BODY LOCATION:	Fingernails left hand		
SUSPECTED FLUID TYPE:	Skin cells		
WAS SAMPLE COLLECTED?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
IF NO, WHY NOT?			

Evidence Collection – Oral

- Collect 4 dry swabs up to 24-36 hours after oral assault
- Swab upper gum line and behind top teeth
- Swab lower gum line and behind bottom teeth
- Swab under tongue
- Swab around piercings

STEP 9 **ORAL SWABS**

PATIENT'S NAME: _____

DATE COLLECTED: _____ TIME: _____ am
pm

COLLECTED BY: _____

WAS SAMPLE COLLECTED? ☒ YES ☐ NO

IF NO, WHY NOT? _____

RETURN STEP 9.315

Pubic Hair Combing

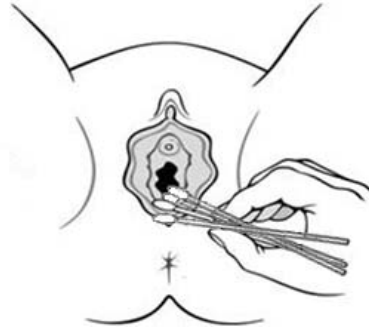
- Collect if patient has **not** showered since the assault
- Place edge of white paper under buttocks
- Lightly comb the pubic hair over the white piece of paper
- Fold the comb and any loose hairs into the paper
- Place in the envelope, label and seal it
- Showered = **NO** collection
 - Hairs are extremely transient
 - Hair is not a good source of DNA



Evidence Collection – Female External Genital

Collect

- All vaginal penetration – digital or penile
- Vulva - oral contact by perpetrator
- Even if showered 1-2 times
- Even if menstruating
- Collect up to **120 hours**



Perineal = external genital

- **4 swabs** collected at the same time
- Swab all of the vulva and perineum
- Lightly moistened with saline or sterile water

Evidence Collection - Female Internal Genital

- Don't use Lube (document on the BCA form if you do)
- Collect **4 dry swabs** from vaginal vault up to **120 - 240 hours**
- Collect **2 dry swabs** from cervical os up to **120 - 240 hours**
- Collect even if menstruating
- Blindly collect vaginal swabs if patient declines speculum exam
- Blindly collect vaginal swabs if there is no provider available
 - Insert swabs 4-5 cm into vagina and gently rotate
- Important for a provider to do a speculum exam when patient has vaginal bleeding to determine if it is menstrual blood or injury

Evidence Collection – Male Genital

- Pubic hair combing if patient has **not** showered
- Penis - Collect **2 lightly moistened** swabs, 48-72 hours after assault
- Anterior surface of scrotum - Collect **2 lightly moistened** swabs, 48-72 hours after assault

STEP 11 **PENILE SWABS**

PATIENT'S NAME: _____

DATE COLLECTED: _____ TIME: _____ am/pm

COLLECTED BY: _____

WAS SAMPLE COLLECTED? ☒ YES ☐ NO

IF NO, WHY NOT? _____

NE-MARS 8757P11.1 2/15

STEP 11 **SCROTUM SWABS**

PATIENT'S NAME: _____

DATE COLLECTED: _____ TIME: _____ am/pm

COLLECTED BY: _____

WAS SAMPLE COLLECTED? ☒ YES ☐ NO

IF NO, WHY NOT? _____

NE-MARS 8757P11.2 2/15

Evidence Collection – Anal (External)

- Anal = exterior
- Label envelope **Anal**
- Collect **4 moistened swabs**
 - Collect all 4 at the same time
 - Collect up to **120 hours**
 - Even if showered 1-2 times

STEP 10 **ANAL SWABS**

PATIENT'S NAME: _____

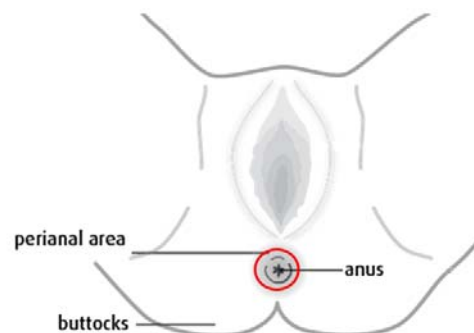
DATE COLLECTED: _____ TIME: _____ am/pm

COLLECTED BY: _____

WAS SAMPLE COLLECTED? ☒ YES ☐ NO

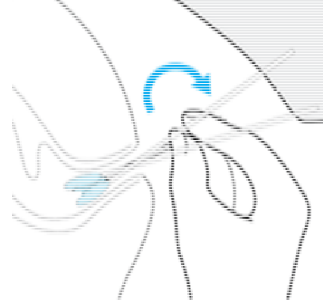
IF NO, WHY NOT? _____

NE-MARS 8757P10.1 2/15



Evidence Collection – Rectal (Internal)

- Rectal = inside
- Collect **4 moistened swabs**
- Collect up to **48 hours**
- Can collect 2 swabs at a time
- Insert 2-3 cm into anal canal
- Gently rotate

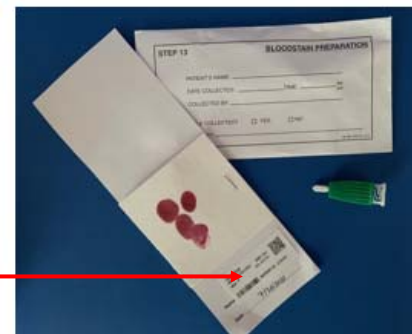


STEP 10		RECTAL SWABS	
PATIENT'S NAME: _____			
DATE COLLECTED: _____		TIME: _____ am pm	
COLLECTED BY: _____			
WAS SAMPLE COLLECTED?		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
IF NO, WHY NOT? _____			

Patient's DNA Blood Sample

- Blood needs to be collected for the patient's DNA sample
- Blood should be placed on **inner** filter paper in the Bloodstain Preparation envelope
- Blood draw not needed - use lancet provided in the sexual assault kit to collect of 5-7 drops of blood
- If unable to collect blood - Collect 4 dry swabs from patient's inner cheek
 - Label **Buccal** swabs

Patient label, date/time



Unrestricted - Dry Biological Trace Evidence

- Place hairs or fibers in the center of paper in **Foreign Matter Collection** envelope
- Re-fold paper and put back in the **Foreign Matter Collection** envelope



Unrestricted - Moist Biological Trace Evidence

- Place tampon or condom in sterile urine container with holes in lid
- Allow to air dry as long as possible
- Put patient label on container
- Place container in a brown paper bag
- Label paper bag
- Seal the paper bag with evidence tape
 - Initials and date across the seal
- Refrigerate until hand off to law enforcement
- Document trace evidence in the chart

Poke holes in top of specimen container with large bore needle, or sterile scissors



Label specimen container with patient label, exam time, & initials



Part Two

Evidence - Swab Drying Guide

Swabs – Collecting Sample

1. Carefully open swab wrapper
2. Pull back the clear wrapper side
3. Label swab wrapper
4. Collect sample



Swabs – Packaging

5. Slide wooden stick ends in first
6. Leave clear swab wrapper pulled back to air dry cotton tips
7. Put all the of the swabs for each sample back in one wrapper



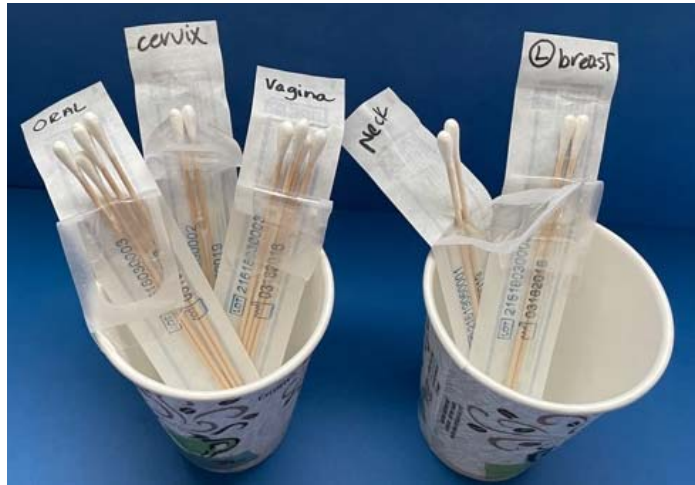
Swabs - Drying Samples

- Dry in a low traffic area
- Don't use a fan - they can blow dust, skin cells etc. around and attach to sample
- Drying swabs prevents
 - Contamination (leak through) from sample to sample
 - Loss of sample – wet samples stick to the envelope when they dry
- Allow to air dry – about an hour
- Drying options -
 - Swab dryer – not best practice
 - Swab drying rack – test tube rack/test tubes
 - Cups
 - SAK box method



Swabs – Drying

- Carefully place swab wrappers in cups
- Ensure that the individual swab wrappers do not touch to prevent cross contamination



SAK Box
method

1.

Put SAK
box
bottom
into SAK
box top



2.

Place swabs back in swab wrappers

3.

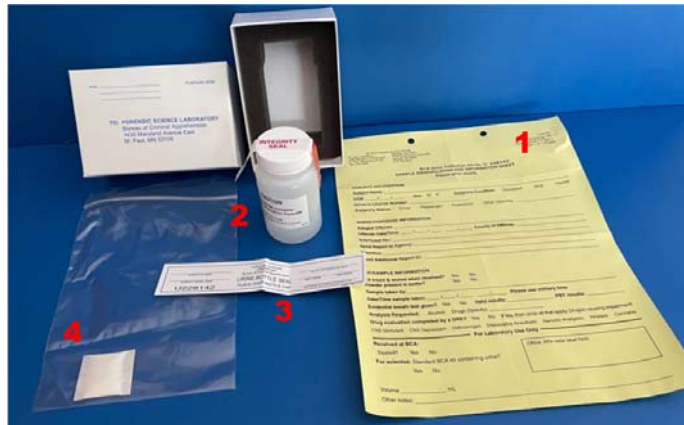
Slide wrappers between the top and bottom box

Toxicology Evidence

- Collect when there is concern for drug/alcohol facilitated sexual assault
- If patient declines toxicology sample collection – document patient “Declined”
- Collect **Blood up to 48 hours** post assault
- Collect **Urine up to 120 hours** post assault
- Use specimen container in urine toxicology kit
- Use grey top tubes in blood toxicology kit
- Toxicology kits should be refrigerated following collection until hand-off to law enforcement or sending to BCA (do not need to be refrigerated in the mail)
- Specimens not tested without report to Law Enforcement

Toxicology Evidence – Urine Kit

1. Form – document:
 - Exact time collected
 - Drugs given to patient in the ED
 - Patient's pertinent meds and last dose
 - Drug and alcohol consumed
 - DFSA concern - document # of times patient has voided
2. Specimen Container
3. Label
4. Plastic bag
 - Collect ASAP
 - Instruct patient not to wipe if genital swabs have not been collected yet
 - 100 ml is preferred



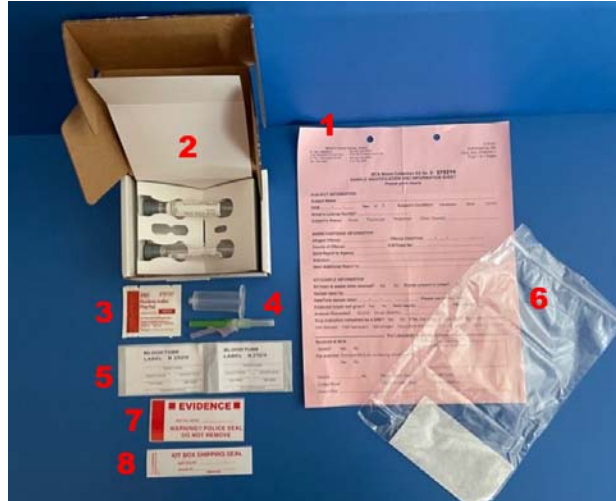
1. Label specimen container

2. Place in bag and bottom of box

3. Lift flaps and seal

Toxicology Evidence – Blood Kit

1. Form - document
 - Exact time collected
 - Drugs given in the ED
 - Patient's pertinent meds
 - Drug and alcohol consumed
2. Inner box with gray top tubes
3. Betadine wipe
4. Vacutainer/needle
5. Tube labels
6. Plastic bag
7. Inner box seal
8. Outer box security seal
 - Collect ASAP
 - 10 ml per tube



1. Label tubes

2. Seal inner box

3. Place box in plastic bag

Part Three

Packaging Evidence Guide

Unrestricted packaging for patients that **have** made a report to law enforcement

Unrestricted Sexual Assault Evidence Packaging

- Use patient labels to seal envelopes in the sexual assault kit
- Use patient labels for specimens in urine and blood toxicology kits
- Write patient information and put patient label on the BCA *Patient Information and Sexual Assault History* Form
- Write patient name on the outside of the boxes
- Place patient label on outside of the boxes
- Write BCA barcode number on the outside of the SAK and toxicology boxes
- Write ICR number on the outside of the SAK and toxicology boxes

Step One - Consent Form **Unrestricted** SAK

Patient marked “**Unrestricted** Kit Testing” on page one

Patient signs and dates
Sexual Assault Evidence **Testing** and
Storage Consent Form

BCA Barcode number

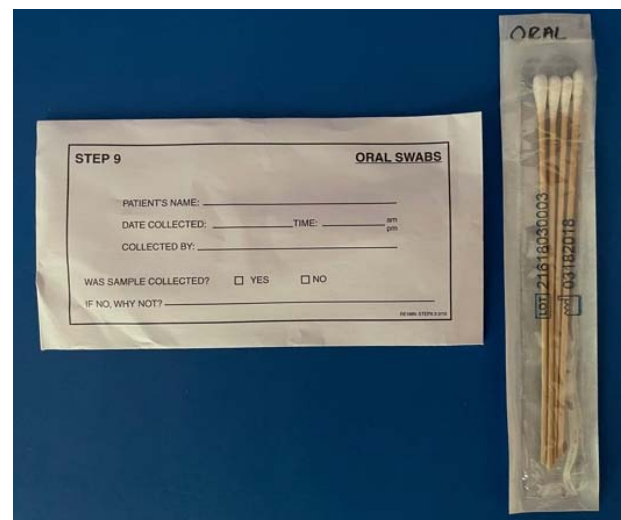
Original sent to BCA

Make two copies

- Give one to the patient
- One copy to scan into their chart

Step Two - Packaging Swabs

1. Swabs will be dry in ~ 1 hour
2. Pull the clear side of wrapper up and over cotton tips of swabs



Step Three – Put Swabs in the Envelopes

3. Slide cotton tips end of wrapper into the envelope

4. Close the envelope



Step Four – Label Front of Envelopes

STEP 10 RECTAL SWABS

PATIENT'S NAME: _____

DATE COLLECTED: _____ TIME: _____ am pm

COLLECTED BY: _____

WAS SAMPLE COLLECTED? ☒ YES ☐ NO

IF NO, WHY NOT? _____

STEP 11 -PENILE SWABS

PATIENT'S NAME: _____

DATE COLLECTED: _____ TIME: _____ am pm

COLLECTED BY: _____

WAS SAMPLE COLLECTED? ☒ YES ☐ NO

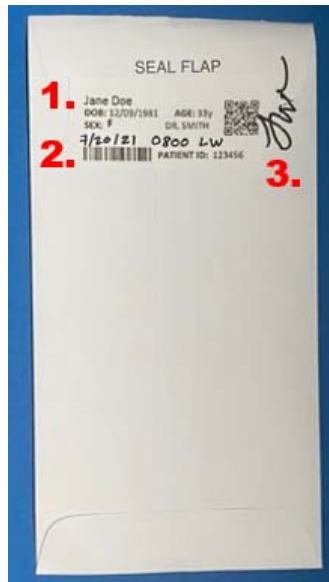
IF NO, WHY NOT? _____

1. All envelopes need to be marked with the collection site

2. On the front of the envelope mark **YES** for “Was the sample collected?”

3. No other information is needed on the front of the envelope

Step Five - Label Back of Envelopes

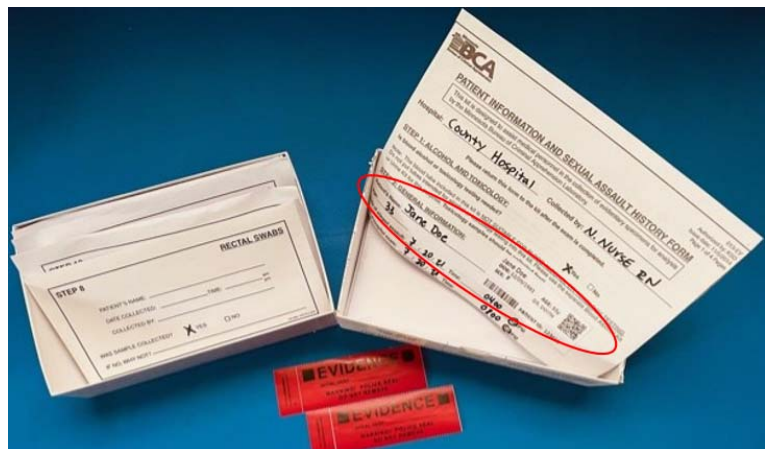


1. Patient label over the seal
2. Initials, date and time on the label
3. Your initials over the seal

Only put envelopes with collected specimens back in the SAK

Step Six - BCA Paperwork

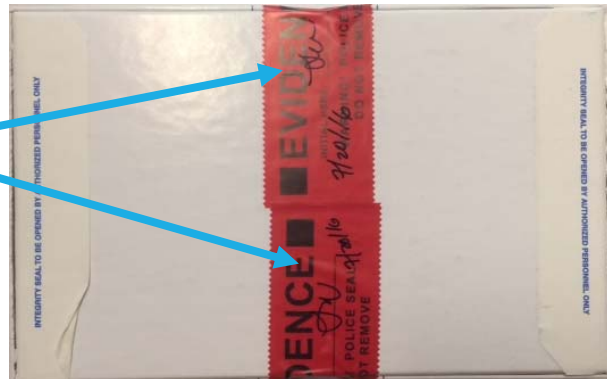
- Fill out BCA ***Patient Information and Sexual Assault History*** Form
- Put collected specimen envelopes in box
- Write patient information or use a patient label on the form



Step Seven– Seal the SAK

- Seal SAK with red tape included in the SAK

- Initial and date over seals



Step Eight - Label **Unrestricted** SAK

- Patient Name and label
- Provider/Collector Name
- Name of person sealing SAK
- Date/time if placed in secured storage
- Jurisdiction and case number
- Write **Unrestricted** on SAK
- Write SAK **Barcode number** on SAK

Step Nine - Toxicology Evidence **Unrestricted**

- Fill out enclosed paperwork with patient information
- Label boxes with patient information, date, case number and jurisdiction
- Write the Sexual Assault Kit **Barcode number** on the kit(s)
- Clearly label box **Unrestricted**
- Give to law enforcement with the SAK

Urine Kit

Jane Doe
DOB: 12/09/1981 AGE: 33y
SEX: F DR: SMITH

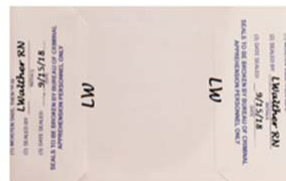
POSTAGE HERE

PATIENT ID: 123456

TO: FORENSIC SCIENCE LABORATORY
Bureau of Criminal Apprehension
1430 Maryland Avenue East
St. Paul, MN 55106

MN00123
Unrestricted

ST Paul case # 18-000001
LWalther RN-SANE



Blood Kit

Jane Doe
DOB: 12/09/1981 AGE: 33y
SEX: F DR: SMITH

POSTAGE HERE

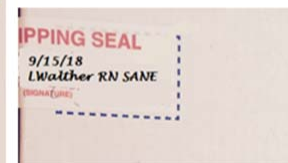
PATIENT ID: 123456

ST Paul case # 18-000001
LWalther RN-SANE

TO: For Alcohol and Other
Drug Determinations

FORENSIC SCIENCE LABORATORY
Bureau of Criminal Apprehension
1430 Maryland Avenue East
St. Paul, MN 55106

MN00123
Unrestricted



Step Ten - Additional Evidence **Unrestricted**

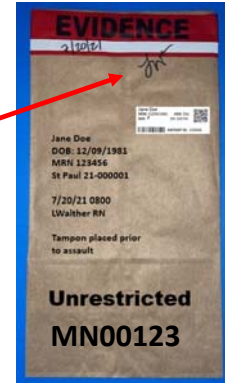
- Place each piece of clothing in a paper bag
- Label bags with
 - Patient information
 - Date/time
 - Item type, size and color
 - Case number, jurisdiction
 - Name of person collecting item
 - Write BCA Barcode number on bag(s)
 - Clearly mark **Unrestricted**
- Seal bag with evidence tape
 - Initial and date over the seal



Step Eleven - Additional Evidence **Unrestricted**

■ Tampons and Condoms

- Poke holes in top of specimen container
- Label specimen container
- Place container in paper bag, label paper bag
- Seal the paper bag with evidence tape
- Clearly mark **Unrestricted**
- Write BCA Barcode number on bag(s)
- Initials and date across the seal
- Refrigerate until hand off to law enforcement



Step Twelve - Enter SAK Barcode in Track-Kit

Go to <https://mn.track-kit.us>

SIGN IN

Please enter your login credentials below

Barcode (Username)

Password

[Contact Support](#)
[Forgot your password?](#)
[How do I get an account?](#)

Click on link to view support info

1. If you are having trouble logging in – lock up evidence in a secure location
2. Track-Kit instruction guide in Resource Binder

<https://mn.track-kit.us/login> ♦ support@stacsdna.com ♦ 1-888-470-4252 ♦ 24 hours a day, 7 days a week

Entering Information into Track-Kit

Select Your Hospital From the Drop Down Menu

Organization Selector

Your user account is a multi-organization account. Before proceeding, you must select the organization under which the various actions you intend to perform will be recorded.


Please note: You will be able to change the organization you are acting under through the Dropdown Menu that will be located on the top left corner of the website.

Organization * ?

Select...

Proceed

Scan or Manually Enter Barcode Number



You are currently logged in as **Linda Walther**
(Last Login: 6/30/2022 4:55 PM)

Under the Regions Hospital


Collapse Menu


Home

☒ Collected

☐ Uncollected

Orders


Start by scanning a barcode

 Enter/Scan Barcode...

Go

**If you manually enter the barcode number –
you will be asked to enter the number a second time.**

Enter SAK Info

- **Unrestricted**
 - Check "Yes"
- Enter law enforcement agency from dropdown menu
- Enter Toxicology samples
 - Drop down menu for toxicology sample box numbers
- ICR number (case number)

Kit Details

Please complete the following form. Mandatory fields are marked with a red asterisk(*)

General Details

Barcode [?](#) LMN002470

Kit Type [?](#) Sexual Assault Kit

Status [?](#) In Medical Facility

Tracking Completion Date [?](#)

Medical Facility Details

MF Kit Status [?](#)

Collector [?](#) Linda Walther

Collection Date [?](#) 1/9/2023

Is this an Unrestricted Kit? [?](#) ☐ Yes ☐ No

Law Enforcement Agency [?](#) Select...

Blood Sample? [?](#) ☐ Yes ☐ No

Urine Sample? [?](#) ☐ Yes ☐ No

Other Items outside of kit [?](#) ☐ Yes ☐ No

Are you mailing kit to lab? ☒ N/A ☐ Yes ☐ No

Tracking number and / or other comments

Law Enforcement Agency Details

ICR [?](#)

Print Reset Survivor Password Save Cancel

Step Thirteen - SAK Handoff **Unrestricted**

- Call law enforcement to pick up evidence
- Complete this section with law enforcement
- Give all **unrestricted** evidence to law enforcement

SEXUAL ASSAULT EVIDENCE

FOR HOSPITAL PER

VICTIM'S NAME Jane Doe

PHYSICIAN'S NAME Dr. Smith

KIT SEALED BY N. NUYSE RN

PLACE KIT IN SECURED STORAGE AREA

SPPD 123 456

PLACED BY _____ DATE _____

FOR POLICE PERSONNEL

CHAIN OF POSSESSION

RECEIVED FROM N. NUYSE RN

DATE 7-20-21 TIME 1200

RECEIVED BY O. Officer

DATE 7-20-21 TIME 1200

RECEIVED FROM _____ DATE _____ TIME _____

RECEIVED BY _____ DATE _____ TIME _____

DELIVER TO THE CRIME LABORATORY IMMEDIATELY

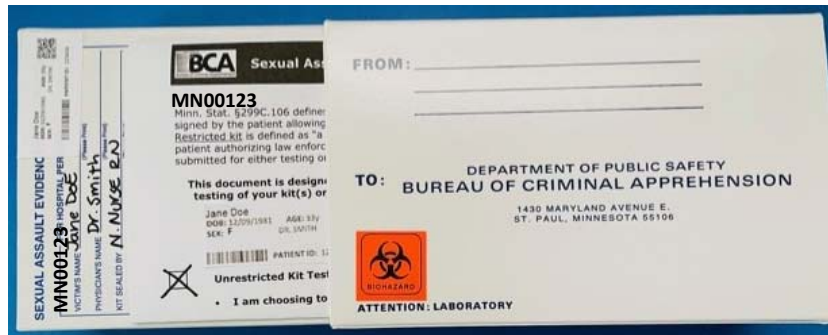
REFRIGERATE AFTER USE

Unrestricted

MN00123

Step Fourteen - SAK Handoff **Unrestricted**

- Place sealed SAK and signed page one of the ***Sexual Assault Evidence Testing and Storage Consent Form*** in BCA mailing sleeve
- Law enforcement transports **Unrestricted** SAK and other evidence to BCA
- Document in patient's chart that the SAK was given to law enforcement



Evidence collection: Chain of Custody

- All evidence needs to be in locked storage (preferably refrigerated) until picked up by law enforcement.
- Clothes do not need to be refrigerated
- Document SAK barcode in the HER
- Document handoff to law enforcement in HER