

FORENSIC BIOLOGY EVIDENCE AND CASE MANAGEMENT MANUAL

ANDE Rapid DNA – Sample Collection, Preparation & Exam		
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ANDE® Rapid DNA – Sample Collection, Preparation & Exam

1 General Guidelines

- 1.1 The Department of Forensic Biology will only process buccal swabs from reference samples collected via the manufacturer recommended protocol for mass disaster victims and missing person identification.
- 1.2 One sterile cotton-tipped applicator swab and one ANDE® swab will be collected for every sample donor.
- 1.3 ANDE® swabs are consumed upon testing. Ensure a second sample is collected using a sterile cotton-tipped applicator swab for non-Rapid DNA testing.
- 1.4 Rapid DNA testing with the ANDE® swab will be conducted first. If the sample does not produce a profile, the sterile cotton-tipped applicator swab collected will be cut and sent for DNA testing.
- 1.5 Swabs used for the ANDE® instruments are contained within desiccators whose caps have both a visible 2D barcode, and an embedded RFID number to allow for sample tracking.
- 1.6 A “Missing Person and Family Reference Sample Information Form” and/or a “Consent Form for collection, DNA Testing and CODIS entry” should be completed by the sample donor and individual collecting the DNA swab sample.
- 1.7 Ask the sample donor to rinse their mouth with water before collecting the sample.
- 1.8 Collect the buccal sample using the ANDE® swab BEFORE collecting the buccal sample using the sterile cotton-tipped applicator swab.

2 Buccal Sample Collection - ANDE® & Cotton-Tipped Swab

- 2.1 To collect a buccal sample using the ANDE® swab:
- 2.2 Swab each cheek vertically six times (the motion up-down is considered one time)
 - 2.2.1 The swab should be pressed against the inside of the cheek with enough pressure to make the cheek protrude slightly outward.
 - 2.2.2 Do not rotate the swab when swabbing. Simply move the swab from one cheek to the other for collection.
- 2.3 Insert the swab back into the desiccator after collection.
- 2.4 Collect buccal sample using the cotton-tipped applicator swab in the standard manner.

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- 2.5 Package the used ANDE® swab and used cotton-tipped applicator swab into an envelope labeled with the sample donor's name. The envelope should be sealed with the collecting individual's initials and date written across the seal.
- 2.6 If using the "Missing Person Family Reference Sample Collection Kit" package the ANDE® swab and cotton-tipped applicator swab into the kit. Label the kit with the sample donor's name. The envelope should be sealed with the collecting individual's initials and date written across the seal.

3 Buccal Swab Examination for ANDE®

- 3.1 Follow the General Guidelines and Evidence Examination manual when examining any exemplar item.
- 3.2 Ensure the "Missing Person and Family Reference Sample Information Form" and/or the "Consent Form for collection, DNA Testing and CODIS entry" is completed by the sample donor and individual collecting the DNA swab sample. Scan and upload paperwork to LIMS.
- 3.3 Packaging Exam:
 - 3.3.1 Use the General Packaging Worksheet if the "Missing Person Family Reference Sample Collection Kit" was not used.
 - 3.3.2 Use the MP FRS Kit packaging exam if the "Missing Person Family Reference Sample Collection Kit" was used.
- 3.4 Item Exam:
 - 3.4.1 Use the exemplar sheet for samples collected not using the "Missing Person Family Reference Sample Collection Kit".
 - 3.4.2 Use the "FamSwabExempExam" Sheet for samples collected using the "Missing Person Family Reference Sample Collection Kit".
- 3.5 Label the ANDE® desiccator with cutting label from LIMS. The initials of the individual should be used in the short sample name.