Appendix 1: Evidence sampling guidance

The following is guidance on sample collection depending on the type of sample that may be encountered. Samples for touch/wearer DNA analysis may be collected based on submitting agency request, case information, results from latent print processing and the type of evidence.

The appropriate number of samples will be forwarded to DNA as follows. Additional samples may be included as determined by case information.

A. Objects with handles (i.e knives)

1. If the knife has been previously fumed, swab vigorously on the areas when collecting the sample to penetrate beneath the cyanoacrylate layer.

2. If there is a latent print developed, collect a sample from the area with the latent print, as necessary, using one swab. If there is more than one designated area, it is the discretion of the examiner to collect each area separately using one swab or to collect multiple areas simultaneously using 1 or 2 swabs.

3. Collect a sample from the handle area using one or two swabs.
   a. No Suspect/Suspect (no arrest): send what was collected to DNA
   b. Suspect (arrested): send what was collected to DNA as "consumption issue"

   A consumption issue is defined by the Superior Court – Procedure in Criminal Matters Practice Book Section 40-9 "Presence during Tests and Experiments" as the following: *If a scientific test or experiment to be performed upon any object which…may preclude or impair any further tests or experiments, the opposing party and any other person known to have or believed to have an interest in the matter shall be given reasonable notice and opportunity to be present and to have an expert observe or participate in the test or experiment, unless the judicial authority for good cause shall order otherwise." (P.B 1978-1997, Sec. 738)*

4. If requested or necessary, collect a sample from the blade or area that may have come in contact with question body fluid or skin cells using one or two swabs.
   a. No Suspect/Suspect (no arrest): send what was collected to DNA
   b. Suspect (arrested): send what was collected to DNA as "consumption issue"

B. Gloves (latex/nitrile or vinyl gloves)

1. Collect a sample from the interior of each using two swabs.
   a. No Suspect/Suspect (no arrest): send what was collected to DNA
   b. Suspect (arrested): send what was collected to DNA as "consumption issue"

2. If the interior of a glove cannot be determined, collect a sample from the interior and a sample from the exterior of the glove as it was received, each with two swabs.

a. No Suspect/Suspect (no arrest): send what was collected to DNA
b. Suspect (arrested): send what was collected to DNA as "consumption issue"

C. Other items such as cash drawers, tools, or items handled by individuals may be sampled for touch and the samples are forwarded to the DNA Unit at the discretion of the examiner with input from Case Management.

D. Paper Items (i.e. notes, cards, sheets of paper, etc)

1. If there is a latent print developed and it is necessary to sample separately, collect a sample from the area with the latent print, using one swab. If there is more than one designated area, it is the discretion of the examiner to collect each area separately using one swab or to collect multiple areas simultaneously using 1 or 2 swabs.

   If there is no need to collect the latent print area separately, follow the guidance in step 2.

2. Collect a sample from the remaining paper surfaces as necessary using two swabs.
   a. No Suspect/Suspect (no arrest): send what was collected to DNA
   b. Suspect (arrested): send what was collected to DNA as "consumption issue"

E. Envelopes with sealed flap

1. If there is a latent print developed and it is necessary to sample separately, collect a sample from the area with the latent print, using one swab. If there is more than one designated area, it is the discretion of the examiner to collect each area separately using one swab or to collect multiple areas simultaneously using 1 or 2 swabs.

   If there is no need to collect the latent print area separately, follow the guidance in step 2.

2. Collect a sample from the remaining paper surfaces as necessary using two swabs.
   a. No Suspect/Suspect (no arrest): send what was collected to DNA
   b. Suspect (arrested): send what was collected to DNA as "consumption issue"

3. Using forceps, carefully, begin at one corner of the envelope and gently attempt to pry apart the flap from the envelope. If the flap does not separate easily, proceed to step 4.

4. Steam may be applied to the flap area for up to 5 minutes. After apply the steam, use forceps to carefully pry apart the flap from the envelope beginning at one end of the envelope. The examiner may need to work in segments to completely loosen the entire flap.

5. Collect a sample from the adhesive area of both surfaces using one or two swabs.
   a. No Suspect/Suspect (no arrest): send what was collected to DNA
   b. Suspect (arrested): send what was collected to DNA as "consumption issue"

6. If unable to separate the flap from the envelope, collect a cutting along the adhesive area of the flap. This cutting should measure approximately 4cm X 1cm in size. This cutting should include the both the flap and envelope layers.

   No Suspect/Suspect (no arrest)/Suspect (arrested): send half of the cutting sample to DNA. (Refer to Appendix 2 regarding designation of a "*" sample).

7. If the envelope has a stamp that has been removed during the latent print processing steps, collect a sample with one swab the adhesive area of the stamp and the location on the envelope where the stamp was affixed. Do not send this sample for analysis initially and retain at the lab.

   If unable to remove the stamp from the envelope, a sample is collected by cutting through the stamp and envelope layers. This cutting should measure approximately 4cm X 1cm in size. Do not send this sample for analysis initially and retain at the lab.

F. Bottles/Cans

1. If there is a latent print developed and it is necessary to sample separately, collect a sample from the area with the latent print, using one swab. If there is more than one designated area, it is the discretion of the examiner to collect each area

separately using one swab or to collect multiple areas simultaneously using 1 or 2 swabs.

If there is no need to collect the latent print area separately, follow the guidance in step 2.

2. Collect a sample from the exterior mouth opening and interior cap (if present) using two swabs.
   a. No Suspect/Suspect (no arrest): send what was collected to DNA
   b. Suspect (arrested): send what was collected to DNA as "consumption issue"

3. If requested or necessary, collect a sample from the exterior body (sides) of the bottle using two swabs.
   a. No Suspect/Suspect (no arrest): send what was collected to DNA
   b. Suspect (arrested): send what was collected to DNA as "consumption issue"

4. If multiple bottles/cans are submitted for one case, collect samples from each mouth/cap area individually. There is no need to collect from the sides of each bottle/can.