
Procedure for DNA Database Sample Handling

1.0 Purpose - To specify the method for handling samples within the DNA Database Section.

2.0 Scope – This procedure applies to those DNA Database employees who handle DNA Database samples.

3.0 Definitions

- **Sample** – A buccal swab or bloodstain (generated from a liquid blood sample) for the purposes of obtaining a DNA profile.
- **Work product** - The material that is generated as a function of the analysis and includes DNA extracts, amplified product, amplification tubes, and 96 well plates used in analysis.

4.0 Equipment, Materials and Reagents - N/A

5.0 Procedure

5.1 Each sample shall be labeled in accordance with the applicable DNA Database Section procedures.

5.1.1 Labeling

5.1.1.1 Labels on all tubes containing extracted DNA (including controls) shall contain the distinguishing portion of the sample number, the date of extraction and the DNA Database Forensic Scientist's initials.

5.1.1.2 Amplified product shall be stored in trays labeled with the project name, date of amplification and DNA Database Forensic Scientist's initials. Label the PCR tubes in accordance with the Procedure for DNA Database Amplification with Identifier.

The sides of 96 well trays used for capillary electrophoresis shall be labeled with the DNA Database Forensic Scientist's initials. The columns used for a particular run shall be labeled by writing the project name on the side of the tray and aligned with the specific columns (e.g., analyst initials_CH_extraction date, QCB-2013-00001 (QCB-13-1), COS-2013-4). If subsequent runs are loaded in the tray and run on the same date, then a modified project name shall be used to designate the other runs (e.g., QCB-2013-1_reamp, QCB-2013-1_re-extract)

5.2 Storage

5.2.1 All samples (buccal and bloodstain) being tested shall be stored when not being examined.

5.2.2 All work products shall be stored as stated in the applicable DNA Database Section procedures.

5.3 Sample Security –Samples shall be maintained in a secure area at all times. When being analyzed, samples shall remain in the care and custody of the DNA Database employees working the samples.

5.3.1 DNA Database Forensic Scientists shall lock the mobile storage systems containing arrestee and offender samples when not in use.

5.4 General Procedure

5.4.1 All liquid blood samples shall be removed from packages and refrigerated until a blood stain can be prepared on S&S 903 paper (or equivalent). All liquid blood samples shall be processed in a Biological Safety Cabinet. The blood stain shall be packaged in a properly labeled envelope after it is dried.

5.4.2 The work product shall be disposed of in the biohazard trash.

6.0 Limitations – N/A

7.0 Safety - N/A

8.0 References

DNA Database Procedure for Sample Accessioning and Processing

DNA Database Section Procedure

DNA Database Procedure for Organic Extractions

DNA Database Procedure for Amplification with Identifiler

DNA Database Procedure for the use of the 3130XL Genetic Analyzer

9.0 Records – N/A

10.0 Attachments – N/A

Revision History		
Effective Date	Version Number	Reason
12/18/2013	1	Original Document