

PACE DNA Sampling Kit

Instructions for taking a plucked hair sample

PLEASE NOTE: This sampling method should only be used if the taking of a mouth swab sample is not practicable.

- 1. DO NOT take DNA samples from more than one arrestee at a time.**
- Check that the barcode on the PACE DNA FORM matches the barcode on the small tamper evident bag. Complete all sections of the PACE DNA FORM in BLOCK CAPITALS using BLACK INK.
- Put on the gloves that are provided. These should be worn throughout the whole procedure. Appropriate medical examination gloves can also be used as an alternative if, for example, the gloves provided become compromised before or during the sampling procedure. Avoid talking, coughing etc. over the samples.
- Pluck no less than 10 hairs **WITH ROOTS** from the donor (the donor is authorised to indicate exactly from where on his / her body they wish the hairs to be taken - this must be a non-intimate site). Any less than 10 hairs with obvious visible roots attached will constitute an insufficient sample and will result in rejection of the sample by the forensic service provider.
- Place the hairs directly into the small tamper evident bag marked 'SAMPLES ONLY' and seal in the presence of the donor by removing the blue tape and pressing down on the tamper proof seal firmly. Failure to seal this tamper-evident bag correctly will result in rejection of the samples by the forensic service provider.
- When taking a hair sample, there is no requirement to use the two clear plastic sample containers or the two omni swabs provided in the kit. These can be disposed of.

IF AT ANY TIME DURING THE SAMPLING PROCESS, THE HAIR IS DROPPED OR COMES INTO CONTACT WITH ANY OTHER SURFACE, STOP THE PROCEDURE AND DISPOSE OF THE ENTIRE SAMPLING KIT.

RESTART THE PROCESS WITH A NEW DNA SAMPLING KIT

Instructions for Packaging and Storing Samples

- Check your local Force policy. Section B of the Form is to be separated and retained by the submitting Force, but this is likely to be a function of your Forensic Services Department.
- Place the completed form, together with the small tamper evident bag containing the hair sample, into the large resealable bag, ensuring that the details on the form are visible through the clear side of the large bag.
- Additional 'Police Use Only' barcode labels have been provided and should be used as per local Force policy (such as continuity records). These can be separated from the remaining labels on the sheet by gently tearing along the perforated line. Do NOT remove the barcodes marked 'For Laboratory Use Only'; place these inside the large resealable bag along with the form and hair sample, and then seal the large bag.
- Fill in the tick box on the outside of the large bag to indicate if this is the first sample taken from the arrestee, or an additional sample taken either for the purpose of upgrading the DNA profile held for the arrestee on the National DNA Database (according to your local Force policy) or a direct comparison to a crime stain profile, as requested by your Forensic Services Department.
- The sampling process is now complete. Place the large, sealed bag in frozen storage as soon as practically possible and follow local Force policy for submission to the Forensic Service Provider. Ensure that continuity is recorded and samples remain frozen at all times.

PNC/LEDS must be updated with the sample details, to avoid a delay in processing or rejection. If the sample has been taken in error and is later destroyed, this MUST be updated on PNC/LEDS otherwise the sample may be recorded as 'LOST'.

