

STEP 1: SEXUAL ASSAULT INFORMATION FORM

Use SANE Facility chart rather than information sheet enclosed in kit except for body and genital diagrams. Include these with your documentation.

STEP 2: FOREIGN MATERIAL, OUTER CLOTHING AND UNDERGARMENTS COLLECTION

(May omit if clothing has been changed or if patient has bathed)

Gather each item of clothing with patient standing over paper sheet from Foreign Materials bag placed over clean sheet so as not to collect fibers or debris from the floor. Place clothing in paper bags and staple shut. Refold paper sheet in manner to retain any foreign material present and return to bag.

STEP 3: DEBRIS COLLECTION (May omit if patient has bathed)

Collect any debris such as dirt, fiber, hair, etc. and place in center of paper. Dried secretions (use Wood's lamp) should be collected by lightly moistening the swabs with distilled water and thoroughly swabbing the area. Be sure to document where you found the foreign matter.

STEP 4: HEAD HAIR CUTTINGS

Cut a minimum of 5 hairs from each of the following scalp locations: center, front, back, left side and right side.

STEP 5: FINGERNAIL SCRAPINGS (May omit if no contact)

Using the plastic fingernail scraper provided, scrape the patient's nails (both hands) over the provided paper sheet.

STEP 6: ORAL SWABS AND SMEAR (May omit if no oral contact)

Use 2 swabs simultaneously to swab the buccal area and gum line. Use both swabs to prepare one smear. If collecting oral swabs as DNA standard, make sure to document "Known DNA sample" on envelope.

STEP 6A: KNOWN DNA SAMPLE (This MUST be collected with all patients)

Same as Step 6 unless there was oral contact only. The known DNA swabs can be collected from the vaginal vault if there was no vaginal contact.

STEP 7: PUBIC HAIR CUTTINGS (May omit if no pubic hair)

Cut 15-20 pubic hairs from various locations. This should include any matted hairs.

STEP 8: PUBIC HAIR COMBINGS (May omit if no pubic hair)

Using comb provided, comb pubic hair downward so that any loose hairs and/or debris will fall onto paper towel placed under patient's buttocks.

STEP 9: GENITAL SWABBING

Moisten the sterile gauze pad with distilled water and swab the external female genitalia and perianal area.

STEP 10: VAGINAL SWABS AND SMEAR (May omit if no vaginal contact)

Use 2 swabs simultaneously, carefully swab the vaginal vault. Repeat swabbing with 2 more swabs. Prepare a smear on the slide.

STEP 11: PENILE SWABS AND SMEAR (May omit if no penile contact)

Use 2 swabs simultaneously, carefully **swab** the glans and the shaft of the penis. Prepare a smear on the slide. Using the 2 additional swabs, simultaneously swab the scrotum area.

STEP 12: RECTAL SWABS AND SMEAR (May omit if no rectal contact)

Use 2 swabs simultaneously, carefully swab the rectal canal. Repeat swabbing with 2 more swabs. Prepare a smear on the slide.

STEP 13: ANATOMICAL DRAWINGS

Complete and add to SANE Facility chart

- **All specimens should be allowed to air dry using the swab dryer before placing them in the appropriate sleeve, slide holder, or envelope.**
- **Seal slide holders with one of the white round seals provided.**
- **Complete all information asked for on each envelope of collected specimens.**
- **Return all specimens except clothing bags to box. Place copy of SANE Facility chart, consent for exam, diagrams, in box and seal with red police evidence seals where indicated.**