

# Buccal Swab Collection Procedure

- 1. Have donor remove gum, tobacco etc. from mouth.**
- 2. Have donor rinse mouth with water.**
- 3. Remove kit components.**
- 4. Clearly mark the swab envelope with the offenders Name, Social Security Number and GDC#.**
- 5. Collector put on gloves.**
- 7. Open swab package. There are four (4) swabs.**
- 8. Remove one swab, vigorously swab one side of donor's cheek 5-10 seconds; repeat with a second swab on same cheek. Do the same with the other two swabs on the remaining cheek.**
- 9. Place all four (4) swabs in swab submission envelope (swab end down) and seal. (NOTE: Only swabs should be placed in swab envelope to prevent contamination.) Affix red evidence tape provided in the kit to seal flap where indicated, initial and date. \*\*\*Do not use glue or any other tape**
- 10. Remove gloves.**
- 11. Enter the collection date under the Medical tab in SCRIBE (DNA entry). Then select "View Form" and print the DNA Database Submission Form.**
- 12. Collect thumbprints.**
- 13. Place swab submission envelope and the DNA Database Form into the mailing envelope and seal.**
- 14. Complete your return address with facility name and address on kit envelope.**
- 15. Mail all samples to: Georgia Bureau of Investigation, DOFS, Northeastern Regional Crime Lab, 77 Cobb Vantress Drive, Cleveland, GA 30528.**
- 16. Collection must also be documented with a SCRIBE Case Note.**