

# QTC RHRP DNA Specimen Collection Instructions

## DNA Sample Collection

DNA Specimen collection procedures are in place to allow the DoD to properly identify fallen service members. Attention to detail on the part of collecting sites helps ensure seamless identifications. All unique collection supplies used in collecting DNA specimens must either be provided by the Armed Forces Repository Of Specimen Samples for the Identification of Remains (AFRSSIR) or approved by the AFRSSIR before use in the DNA collection procedure

The RHRP Warehouse will supply clinics with the following as needed:

- One (1) bloodstain card
- See through, Nylon pouch with tape
- 1 gram of desiccant packet (silica gel)
- Self-addressed mailing envelopes
- AFRSSIR return labels (for shipping boxes)
  - UPS shipping label
- Drying racks
- Lancet

Equipment required but NOT included:

- Alcohol
- Bandage
- Non-powdered gloves

## Blood Stain Cards (BSC):

The examinee must complete all information in the requested format on the bloodstain card using a #2 pencil, or ball point pen (Blue or black ink).

- Last Name, First Name, Middle Initial, Jr, Sr, III, etc.
- Social Security Number: 9 digits
- Date of Birth
- Date of Collection
- Branch of Service : (blacken one)
- Bloodstain cards should not be discarded if the individual cannot make the alpha/numeric characters as depicted. If collection personnel can read the individual's name, SSN, Date of Birth, collection date, and branch of military service, then it can be assumed that AFRSSIR personnel can do the same.
  - If collection personnel cannot decipher the individual's writing, then the BSC must be properly destroyed (shredded) and the process repeated.
- Pre-printed labels may be placed on the bloodstain cards in lieu of hand writing the information. Information on the label should consist of (at a minimum):
  - Last name, first name, middle initial, Jr, Sr, III, etc.
  - Full social security number
  - Date of birth
  - Collection Date
- Label Do's and Don'ts:
  - **DO NOT** place donor information label on or have donor fill out the DNA Specimen card until after it has been verified that the donor needs to have a DNA Specimen card accomplished.
  - **DO NOT** place two (2) labels on one card.
  - **DO NOT** remove a label to re-position differently or to use another label.
    - If label is improperly placed or incorrect destroy the card it is on and use another card.
  - **DO NOT** position label to overlap onto the filter paper.
  - **DO** ensure printing on the label is legible and dark enough to read.
  - **DO** ensure printing on the label is not cut off.
  - **DO** ensure entire printed area of the label is on the card and not hanging over the edge. This can make it difficult to read the label information
- Have the examinee (specimen donor) sign the card

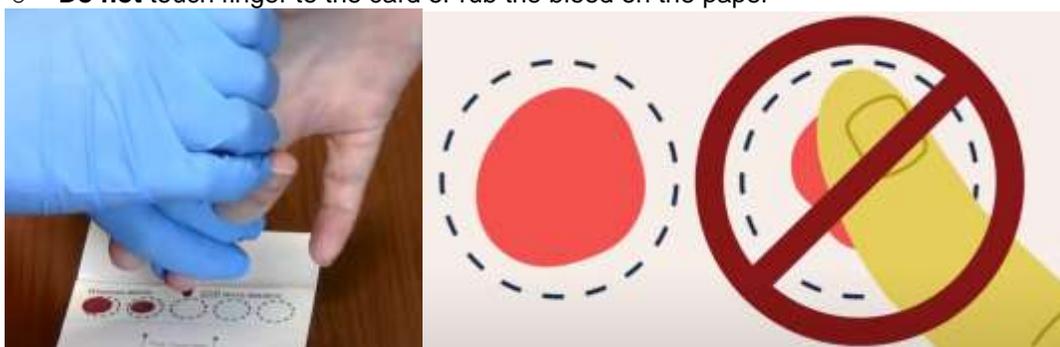


- Ensure that the signature corresponds to the name the individual places on the front of the bloodstain card
- Verify that all information is correct and prior to completing the bloodstain card
- Reserve and Guard Service Members must list their branch of service as USA, USMC, USN, or USAF. Do not select the Other block

### Blood Specimen Collection:

Finger stick method: When collecting blood on the bloodstain card ensure that you do not cross contaminate the card with blood from another individual. This will interfere with the DNA identification process. Ensure that all work surface areas, gloves and other supplies are clean and free of blood and or body fluids before proceeding with another collection

- Before any finger stick is attempted, ensure that the area to be pricked on the individual's finger is cleansed thoroughly with an alcohol swab.
  - Allow the alcohol to fully dry before taking the sample
- Place the bloodstain card so that the filter paper side containing the printed circles is facing up.
- Prick any finger **except** the right index finger using a finger stick device (lancet)
- Each finger stick device is designed to be used only once for safety purposes.
- Squeeze the pricked finger to produce droplets of blood.
- Touch the blood droplets to the appropriate circled areas of the bloodstain card so that both circled areas are at least half covered with blood.
  - **Do not** touch finger to the card or rub the blood on the paper



- If more than one finger stick is necessary, use a different finger for each stick until both circles are at least 50% covered with blood
- The date the specimen was collected must be entered as appropriate into the Medical Screening form
  - Date: mm/dd/yyyy
  - Barcode Scan: enter "N/A"

### Drying the Bloodstain Card:

After affixing blood to the Bloodstain card, allow the blood to dry at room temperature for a minimum of 30 minutes or until completely dry, using the drying racks supplied by the AFRSSIR

- Do not stack the bloodstain cards or touch the bloodstained areas of the card while transferring the cards to the drying racks.
- Ensure that gloves and all surface areas of the drying rack are clean and free of blood or other body fluids.
- While placing the cards onto the drying rack, ensure that the wet bloodstained ends do not come into contact with other cards.
  - This can be accomplished by alternating the bloodstained end of the card on the left and right sides of the drying rack.



### Specimen Kit Reassembly:

Separate and discard the Donor Consent Information from the bloodstain card by tearing along the perforation.

- If the filter paper containing the bloodstain is separated from the donor's identification portion of the card, the card is invalid and another specimen card must be completed. It is unacceptable to reattach the bloodstained filter paper to the card with tape, staples, or by any other means
- Place one bloodstain card with a 1 gram desiccant packet into the nylon pouch with tape.
  - Place the blood spotted end of the card into the pouch first.
- To prevent bulging, excess air should be removed by gentle hand pressure over the pouch prior to sealing.
- Remove the tape from the lip of the pouch to expose the adhesive and fold the lip over, pressing along the adhesive to ensure proper closure.
  - If see through nylon pouch is unavailable and you have cards that must be shipped to AFRSSIR you may place one(1) card each inside a small sealable bio-hazard bar to ship.

**NOTE:** Indicating desiccants, which are blue in color, have a two-year shelf life and must be stored in airtight containers at all times. DO NOT leave desiccants out in open air, they will absorb the moisture and be rendered useless. If the desiccant is pink or white in color they are no longer viable and must be discarded

### Shipment of Specimens to AFSSIR:

Place the sealed nylon pouches containing the bloodstained cards in the mailing pouch and into a shipping box.



- Place the mailing pouch in a shipping box
  - Shipping box should **not** exceed 16" x 16" x 18"
- Before sealing the box, place the completed AFRSSIR form in the shipping container with the following information completed:
  - # of specimens enclosed
  - Site ID#: AF-337
  - Point of Contact Name:
  - Phone Number
  - Fax Number:
  - POC email address:
  - Mailing Address

ARMED FORCES MEDICAL EXAMINER SYSTEM  
ARMED FORCES REPOSITORY OF SPECIMEN SAMPLES  
FOR THE IDENTIFICATION OF REMAINS (AFRSSIR)  
115 Purple Heart Drive, Room 166  
Dover AFB, DE 19902

OF SPECIMENS ENCLOSED \_\_\_\_\_  
Site ID# AF-337

Please complete the following Point of Contact (POC) information and return to the AFRSSIR.

Unit Name \_\_\_\_\_  
POC Name: \_\_\_\_\_  
Phone Number (Comm. & DSN): \_\_\_\_\_  
Fax Number (Comm.): \_\_\_\_\_  
POC Email Address: \_\_\_\_\_  
Mailing Address \_\_\_\_\_

- It is not necessary to provide a list of donors with each shipment.
- The specimens will be shipped through UPS standard overnight. This will ensure delivery within a two day time frame.
  - Call UPS to schedule pickup **1-800-742-5877**
  - Ship to: **ARMED FORCES MEDICAL EXAMINER SYSTEM  
ATTN: AFRSSIR, Rm 166  
115 Purple Heart Drive  
Room 166  
Dover Air Force Base, DE 19902**
- If shipment cannot occur immediately, the shipping container should be stored in a cool dry place, away from direct heat.
- Specimens must be mailed within 10 days of collection to eliminate unnecessary delays.

**Definitions:**

**AFRSSIR**- Armed Forces Repository of Specimen Samples for the Identification of Remains  
**BSC**- Blood Stain Card.