Reference

Recommended Guidelines Sexual Assault Emergency Medical Evaluation
Adult and Adolescent 2010.
Full explanation and description of medical — forensic care and evidence collection
Available at www.hcsats.org

TriTech Inc.
Manufactures the kit used in this handbook
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Key Principles

Clean glove technique
- Use non-powder gloves when collecting and packaging all evidence
- Change gloves frequently

Chain of custody for evidence
- One staff member must be responsible for maintaining chain of evidence. That staff member at all times:
- Maintains continuous physical possession of specimens and items of evidence
  \[\textbf{OR} \quad \text{Designates another staff member to maintain possession of evidence}\]
- Locks specimens in closed area (room, cabinet, refrigerator or freezer)

All evidence must be thoroughly dried before packaging
- Wet items must be dried
  \[\textbf{OR} \quad \text{Transfer to police within 3 hours}\]

Evidence Kit
- Cut open seals on new Evidence Kit
- Place patient ID label on top and short side of Kit top
- Place one patient ID label on each envelope in kit
Forensic Toxicology for Washington State Patrol Toxicology Lab

**Forensic urine toxicology**

- May remove part of specimen for other tests (e.g., urine pregnancy, STD)
  - Leave at least 30 ml of urine for State Toxicology lab
  - Pour 30 — 100 cc urine from specimen container into State Tox lab urine container
  - Place lid on container — by using mallet OR by stepping on lid
  - Place patient ID label on container
- Then place State Tox lab container in biohazard bag
  - Place 2 folded paper towels in biohazard bag along with container to absorb possible spill
  - Place patient ID label on biohazard bag
    - Seal biohazard bag with tear off seal
  - Place Evidence Seal over folded edge
    - Sign over Evidence Seal onto bag, and date (use indelible marker “Sharpie”)

**Do NOT place urine in kit**

- Place in cabinet, freezer, or refrigerator until transfer to police or submission to State Patrol Toxicology lab

**Forensic blood toxicology**

- Bedside test may be completed according to hospital protocol
- If State Toxicology Lab test indicated:
  - Obtain 10cc blood in 2 gray top tubes
  - Place patient ID label on each tube
  - Place tubes in biohazard bag
- Place 2 folded paper towels in biohazard bag along with container to absorb possible spill
  - Place patient ID label on biohazard bag
    - Seal biohazard bag with tear off seal
    - Place Evidence Seal over folded edge
- Sign over Evidence Seal onto bag, and date (use indelible marker “Sharpie”)

*Do NOT place blood tubes in kit*

- Place in cabinet or refrigerator (do not freeze) until transfer to police or State Tox Lab
Clothing

- Place each item in separate paper bag

*NOTE: Underwear is placed in paper bag from kit—see below*

- Write contents on outside of bag, e.g. “jeans”

*Do NOT over-fill bags — torn bags will result in lost or contaminated evidence*

- Complete check boxes, name and date on labels

**Closing the clothing bags**

*Do NOT over-fill bags — torn bags will result in lost or contaminated evidence*

- Place Clothing label from kit on bag (if all Clothing labels have been used, omit)
- Place patient ID label on Clothing label
- Fold edge over twice, press out extra air

*The flap has to lay flat or you won’t get a seal*

**Sealing and Taping Clothing Bags**

- Place Evidence Seal over folded edge
- Sign over Evidence Seal onto bag and date
- Tape each bag closed with clear packing tape — tape should extend over sides and onto back side of bag
Transport Bag

- Place smaller bags in one larger paper bag — this is the “Transport bag”

*Do NOT over-fill bag — torn bags will contaminate evidence*

- Complete “Transport” label from kit
- Place “Transport” label from kit on bag.
- Place patient ID label on “Transport” label
- Fold edge over twice, press out extra air.

*The flap has to lay flat or you won’t get a seal*

- Place Evidence Seal over folded edge
- Sign over Evidence Seal onto bag, and date
- Tape bag closed with clear packing tape — tape should extend over sides and onto back
Wet items

Wet clothing
- Place each item in separate double paper bags
- Label and seal as as above
- Write “WET” on paper bag with marker
- Place in open plastic bag
- Either freeze in locked freezer, or transfer to police within 3 hours

Other items
such as diapers, wet underpants, tampons or foreign bodies

Do NOT place wet items in kit

- Place in plastic biohazard bag
  > ALT: place in sterile urine cup, place patient label on container, then place container in biohazard bag
- Seal biohazard bag with tear off seal
- Write “WET” on outside of biohazard bag (use indelible marker, “Sharpie”)
- Place patient ID label on biohazard bag
- Complete Evidence seal, date and time
- Tear off seal: Place Evidence seal over fold
- Sign over Evidence seal onto bag
- Transfer to police within 3 hours, or lock in refrigerator or freezer until transfer
Collect underpants, even if changed after assault

- Place in Underpants bag from Kit
- Place patient ID label on bag check box “Collected”
- Complete Evidence seal, date and time
- Fold over top, place Evidence seal over fold
- Sign over seal onto bag

Underpants bag will later be sealed in the kit

Head and Pubic Hair, Trace Evidence and Debris Envelopes

- Use gloves while collecting hair or debris.
- For hair, may place hairs on a “post it note” This can then be packaged in paper
- Fold paper inward neatly to retain hair or debris
- For debris, indicate site of collection and write suspected debris e.g. “gravel”, “straw”, etc. on envelope
- Place patient label on envelope: check box “Collected”
Drying Swabs

- Always wear gloves when handling swabs and drying rack
- Place patient label on drying rack
- Place swabs as obtained in pre-labeled drying rack locations

- Place completed reference blood filter paper from kit on top of rack, not touching any swabs
- Place swab rack in drying box
  alternative, place in locked cabinet

- Place crash cart lock to close box and snap closed
Complete dryer box log form

- Fill out drying box log form including patient ID number, date, time, lock #, your initials
- Dry swabs for 1 hour, do not use fan
- While swabs are drying, complete envelopes and complete labeling and sealing clothing bags

Unused Envelopes

- Mark on back of each envelope Collected “NO” and reason why
- Do not place Evidence Seal on unused envelopes
- Place unsealed empty envelopes in evidence kit

DO NOT DISCARD
While swabs are drying, lock opened kit

- Lock the opened kit in cabinet until swabs are dry and ready to package

After 1 hour break plastic lock

- Check lock number against log form
- Complete drying box log form

Place broken off plastic lock in evidence kit

- Remove swabs from dryer or cabinet
Packaging swabs

- Fold over short ends of cardboard boxes from kit
- Place patient ID label on each box — do not cover holes in boxes
- Write on each box swab contents e.g., “oral”, “vaginal” “skin site #1” etc.
- Two (2) swabs from same site go in one (1) small cardboard box
- Place cardboard boxes in appropriate envelopes
  » Typically 2 boxes are placed in one envelope

Packaging Dried Skin Swabs

- Confirm that Skin Swab #1, #2, etc are correctly marked on envelope and on patient chart
  » Indicate on envelope which fluid is suspected on each site, saliva or semen

- Confirm that cardboard envelopes are correctly marked Skin Swab #1, #2, etc.
- 2 swabs may be placed in each box — must be from same site
- Up to 5 boxes can fit in the Skin Swab envelope
Sealing Envelopes

- Seal each envelope with Evidence Seal from kit

**This is how to sign and date over the seal**
- Date goes on the line
- Signature goes from line on seal onto envelope itself

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These items do NOT go into the kit

**FORENSIC TOXICOLOGY**

**Urine**
Place in locked freezer

**Blood**
Any blood tubes for forensics (e.g. toxicology or alcohol level for state toxicology lab
- Place patient ID label on each tube
- Place tubes in biohazard bag with 2 folder paper towels to absorb possible spills
- Place patient ID label on outside of biohazard bag
- Seal biohazard bag
- Place completed Evidence Seal over bag seal
Place these items in locked evidence cabinet

**Photos, Photo Disk, or Roll of Film**
- Place in envelope
- Place patient ID label outside of envelope
- Complete Evidence Seal with date/time
- Place seal over envelope flap, sign on seal onto envelope
- Place in locked evidence cabinet
Closing the Kit

- Remove 2 Evidence Seals from box
- These items go in the kit: envelopes with contents, envelopes without contents, broken off plastic lock from drier box, underpants in kit bag.
- Double check that all envelopes are completed
- Envelopes with contents: Patient ID label, Evidence seal, sign and date over seal, check boxes completed
- Skin swabs envelopes: indicate on envelope site of collection, whether semen or saliva is suspected
- Debris envelopes: indicate on envelope site of collection and debris type
- Envelopes without contents: Check “Not collected” and why not. Place in box

Sealing the Kit

- Place patient labels on TOP and SHORT side of box top
- Place top on box — Place Evidence Seals on sides
- Sign and date over Evidence Seals
- Write your name and date on top of box
- Place in locked evidence cabinet at room temperature or locked refrigerator until transfer to law enforcement
Cleaning Up

- Use hospital approved disinfectant solution
- Wipe inside and outside of drying box
- Remove patient label from drying rack
- Wipe off drying rack
- Throw away excess unused swabs, boxes, etc.

If You Made A Mistake

And sealed the kit and then found you had left something out of the kit

**DO NOT PANIC**

- Cut open the seals
- Place the item
- Reseal with 2 Evidence Seals AWAY from the first 2 (now broken) seals. Sign over seals.
- DOCUMENT in charting what you did, and why