



Specimen Collection

Chain of Custody Procedure

Paperwork and ID Procedure

All patients must be positively identified, and a *Client Identification and Consent Form* must be completed for each patient.

1. **Have patient complete Section I of the form**, making sure they have read the Terms and Conditions on the back.
2. **Review Section I of the form:** Review the form with the patient to be sure it is completed properly and fully.
3. **Complete Section II of the form:** The collector completes Section II of the form.
4. **Photocopy photo ID:** Obtain a government-issued photo ID from each adult tested party. Make a clear photocopy of each.
 - Qualified IDs include driver's license, passport, and military ID.
 - IDs should include the party's name and date of birth.
 - For patients under 18 years of age, a birth certificate or Social Security Card is acceptable, provided that a picture is taken at the time of collection.
 - If no qualified ID is provided, an instant photograph (e.g. Polaroid), signed and dated by both the patient and the collector, is acceptable.
5. **Take thumbprint:** Peel the clear plastic ink strip, ink the right thumb of the patient, and apply his/her thumbprint on appropriate area on the form.
6. **Take picture:** Take ONE picture of the tested patients together. A Picture Identification Sheet was provided in the kit. Have patients verify their names on the sheet and hold it in front of them for the picture. If an instant camera was used, the collector and patients should sign the photograph, and the collector should also write the date on the photograph.
 - If a camera is not available, and if **all** adult tested parties appear together for specimen collection, call us at +91-9247438983 to have a Mutual Identification Form faxed to you. This form, if completed by the tested parties, may replace the photograph.

Specimen Collection Procedure

1. **Collect specimens:** Collect specimens from patients using the following guidelines:
 - **For buccal swab collection:** Use only the Dacron swabs provided. Rub each swab firmly against the inside of the cheek for 10 strokes. Rotate the swabs while rubbing from front to back. Use 2 swabs for each cheek; place used swabs inside the buccal swab envelope. When all 4 swabs are placed inside the envelope, close the flap and seal with tape (**do not lick the flap**).
 - **Note: Do NOT put swabs back into the plastic wrapper.**
 - **For blood tube collection:** Collect 2-5 mL from each adult or child, 1-2 mL from a newborn. Return the purple-top blood tubes to the styrofoam box after they have been properly labeled.
2. **Label specimens:** Label each specimen (envelope/tube) with the patient's name and date of birth, the collector's initials, and the date and time of collection. Ask the patient (or legal custodian) to verify that the information on each label is correct by placing their initials on the label.

Shipping Procedure

1. **Package specimens:** Place the following items inside the resealable bag:
 - All specimens collected – buccal swab envelopes or blood tubes packaged in the styrofoam box
 - All completed Client Identification and Consent Forms
 - All photocopies of patients' IDs
 - The instant photograph (if an instant camera was used) or the disposable camera
2. **Apply tamper tape:** Sign and date the red tamper tape provided and seal the bag's closure with the red tamper tape.
3. **Seal package:** For blood collections only, place the sealed bag inside the BDRC cardboard box. Place the box/sealed bag inside the return shipping bag and seal securely.
4. **Complete airbill.**
 - Complete the "From" address on the shipping bag's airbill, if it is blank.
 - In the Billing Reference box, write down the Case Number.
5. **Contact courier:** Contact the courier for package pick-up using the phone number provided on the shipping bag (for FedEx and DHL).
6. **Record tracking number:** Retain the customer copy of the airbill for your records.