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## Procedure for Training for Swabbing Evidence for Evidence Collection

**1.0 Purpose** – The purpose of this procedure is to provide a training program in the collection of forensic evidence at the North Carolina State Crime Laboratory. This program shall provide individuals with the working knowledge to collect samples for potential DNA testing.

Upon completion of the training program, the trainee shall demonstrate the following:

- Working knowledge of aseptic technique used in evidence collection as described in the Forensic Biology Section Procedure for Aseptic Technique and Contamination Control.
- Proper collection and preservation of samples from forensic evidence to be submitted to the Forensic Biology Section for further analysis.

**2.0 Scope** – This procedure applies to Forensic Scientists and technicians (not assigned to Forensic Biology) who will be collecting samples from evidence for future testing.

**3.0 Definitions** – N/A

**4.0 Equipment, Material, and Reagents** – See Forensic Biology Procedures.

**5.0 Procedure**

**5.1 Aseptic Technique and Contamination Control** - The training officer shall instruct the trainee(s) on the Forensic Biology Section Procedure for Aseptic Technique and Contamination Control and shall demonstrate this procedure.

**5.2 Evidence Collection and Photo Documentation**

**5.2.1** The training officer shall instruct on evidence collection.

**5.2.2** The training officer shall instruct and demonstrate the method of collecting samples properly from a variety of substrates, including cans, bottles, and weapons.

**5.2.3** The trainee shall demonstrate how to collect epithelial samples for preservation and/or further testing on a minimum of 10 different samples.

**5.2.4** The trainee shall read the procedure for photographing evidence.

**5.2.5** The training officer shall demonstrate how to label a photograph.

**5.2.6** The trainee shall properly label a photograph.

**5.3 Competency**

**5.3.1** Practical test

**5.3.2** Written test

**5.3.3** Roundtable

**6.0 Limitations** – N/A

**7.0 Safety** – Evidence submitted to the Forensic Biology Section has a likelihood of being a biohazard. As a result, proper personal protective equipment shall be used at all times when handling evidence.

**8.0 References**

Forensic Biology Section Procedure for Aseptic Technique and Contamination Control  
Forensic Biology Section Procedure for Photographing Evidence  
Forensic Biology Section Procedure for Evidence Handling  
Forensic Biology Section Procedure for Evidence Collection by Swabbing

**9.0 Records** – Training log for swab collection

**10.0 Attachments** – N/A

<b>Revision History</b>		
Effective Date	Version Number	Reason
02/07/2023	2	Procedure removed from archive status for use; Added 5.3.3 - Roundtable