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| C:\Users\mindyp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\VBIRRK80\sp_medical_center_high_res.gif 600 E Main Street  Elma WA 98541 | Title: DDC DNA Specimen Collection  Department : Laboratory  Total Number of Pages: 2 |
| Effective Date: 07/28/2016 Revised: |  |
| Approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_ Author name/title: Melissa Graham PBT(ASCP)ᶜᵐ |  |

**PURPOSE:**

DNA testing is performed for the DNA Diagnostics Center (DDC) to validate the familial relationship of the patients being tested.

**SUPPLIES:**

All supplies needed for the DNA tests requested are shipped to the lab from the DNA Diagnostics Center (DDC). The kit should contain everything needed to complete the DNA test. The supplies received in the kits will vary based on the requirements for the DNA test being performed.

* All of the kits should contain a check from DDC. This check needs to be sent to the finance office.

**PAPERWORK & IDENTIFICATION PROCEDURE:**

All patients must be positively identified, and a *Client Identification and Consent Form* (included in kit) must be completed for each patient. Verify the correct spelling of each name with the client identification prior to completing sample labeling.

1. Have the patient complete Section 1 of the form, making sure they have read the Terms and Conditions on the back.
2. Review Section 1 of the form with the patient to be sure it is completed properly and fully.
3. Complete Section 2 of the form.
4. Obtain the patients government issues identification (ID) card from all patients over the age of 18 and make a copy of each one.

* Qualified IDs include a driver’s license, passport and military ID.
* For patients less than 18 years of age a photograph is required. Copies of their birth certificate or social security card are recommended as well.
* If the kit contains a disposable camera take a close up picture of the patient with the *Patient Identification Sheet* in front of them as well as a picture of all tested parties together.
* If a camera is not included in the kit, make sure the patient brings in a photograph of the child (under 18). The back of the photograph should have the case number written clearly on it and needs to be signed by either the patient or the patient’s custodian.
* If a camera is not included and the patient does not provide a photograph, call DDC at 1-800-833-2649 for additional options.

1. Take the patient’s thumbprint (if the ink strip is included in the kit).

* Peel the clear plastic off of the ink strip, ink the right thumb of the patient and apply his/her thumbprint onto the appropriate area of the form provided.

**COLLECTION PROCEDURE:**

Collect specimens from the patients using proper personal protective equipment (PPE) and the following guidelines:

* **For buccal swab collections:**
* Fill out the buccal swab envelope and ask the patient (or legal custodian) to verify that the information on each label is correct by placing their initials anywhere on the envelope.
* Use only the 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.
* **For blood tube collection:**
* Collect 2-5 mL from each adult or child (1-2 mL for a newborn) in the purple-top tube(s) provided in the kit.
* Properly label the purple-top blood collection tube(s) with the patient’s full name, birthdate, your initials, and the date and time of draw.
* Ask the patient (or legal custodian) to verify that the information on each label is correct by placing their initials on the label.
* Return the tube(s) to the styrofoam box provided with the kit.

**POST COLLECTION:**

* Place the following items inside the resealable bag:
* All specimens collected – buccal swabs in their envelopes and blood collection tubes in their styrofoam box
* All completed *Client Identification and Consent Forms*
* All photocopies of the patient’s ID or recent photographs
* The disposable camera
* Sign and date the red tamper tape provided and seal the bag’s closure with it.
* For blood collections only: place the sealed bag inside the DDC cardboard box. Place the box/sealed bag inside the return shipping bag and seal securely.
* Complete the “From” address on the shipping bag’s airbill (if it is blank).
* Write down the case number in the Billing Reference box.
* **Take the package to Central Supply to be shipped.**

**RESULTING:**

Results are completed and mailed to the patient(s) by the DDC.

**REFERENCES:**

* DNA Diagnostics Center (DDC) Specimen Collection Chain of Custody Procedure form
* <https://www.dnacenter.com/>

Reviewed (No Changes):

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