



State of Indiana - DCS Offices

List of Specimen Collector Points to Remember

- Make sure to include the state voucher when sending in your case to be tested. It can be put in the plastic sleeve with the chain of custody documents and samples.
- Make sure that the names of all parties to be tested appear on the voucher.
- Please include the DCS Case # on the Chain of Custody and the voucher.
- Unless everyone is scheduled to be collected on the same day, do not hold onto samples after the collection is completed. Send them to the laboratory the same day they are collected.
- Make sure to take a photo of the parties being collected.
- When you take that photo, take a head shot. Make sure that hats, hoods, or items that might cover the face are removed. You can't identify someone if you can't see his or her face.
- When you take a photograph, no additional non-tested parties, except guardians or CTR's should be in the picture.
- When there are multiple children in a photo, please list the name of the child under the child in the photo. An arrow pointing to the child from the name is an excellent way of doing it.
- If attaching the photos to the Chain of Custody please use tape. Do not staple.
- Have the client swallow before starting the collection and collect your sample from above the gum line. This will eliminate the submitting of "wet swabs". Remember it's not a spit test. We are collecting cheek (buccal) cells from the individuals.

- If going into a prison or jail to do a collection and the facility does not allow you to take a picture (or actually have a camera), remember to ask to get a copy of the prison / jail ID (photocopy or original). Make sure the inmate signs his or her picture.
- Please write neatly (Printing would be preferred). It can be a CIA nightmare trying to decipher handwriting.
- Remember to verify that the tested parties are over 18 if they are the mother or alleged father. If they are minors, their custodian must sign the consent form. A court order or an emancipation document would supplant the need for the guardian signature.
- Names should match on the consent form, the photo ID and the specimen label.
- Do a final review of the consent form, making sure that it is complete. This includes the tested parties signatures and of course, your signature.
- When packaging the samples and paperwork, make sure that M & C names are visible through the clear plastic bag.