



## Collection of buccal cells for genetic investigations in Danish family reunion cases

### Danish family reunion cases

The Section of Forensic Genetics, University of Copenhagen, performs genetic investigations in family reunion cases at the request of the Danish authorities.

### Proof of identity

The identity of the donor must be proven by official documentation with a photograph, e.g. identity card, passport or driver's license. The donor should be photographed in connection with sample collection..

### Sampling form

For each sample, a Sampling form must be completed. The form shall contain the following:

1. Where and when the sample was collected.
2. Name and signature of the collector.
3. Name and signature of the person who fill in the Sampling form.
4. Date of sampling.
5. Name, Danish social security number (CPR number) or birthday/asylum ID number (if the donor does not have a Danish CPR number), and signature of the donor.
6. How the identity of the donor was proven.

A photograph of the donor should be attached to the form.

### Labelling of samples

An FTA card is used for collection of buccal cells. The FTA card has to be labelled with the following:

1. Date of sample collection.
2. Name of the sample donor. For an unnamed child, the card is labelled: Unnamed boy/girl.
3. CPR number/birthday of the sample donor.
4. The signature of the collector.
5. The location of sample collection.

If the labelling of the FTA card is incorrect, no investigation will be performed.

If there are inconsistencies between the information in the Sampling form and the labelling of the FTA card, no investigation will be performed.

### Sample collection

It is important to wear gloves when the FTA card is handled. Use the following procedure for collection of buccal cells:

1. It is recommended, that the sample donor rinses the mouth with water prior to sample collection.
2. Unpack the swab. Do not touch the foam pad of the swab.
3. Holding the plastic handle of the swab, place the foam tip inside the donor's mouth. Rub one side of the foam pad firmly against the inside of the cheek for 20 seconds.
4. Rub the other side of the foam pad against the inside of the other cheek for 20 seconds.
5. Place the FTA card on a clean and dry surface. Open the FTA card to expose the pink-circled area.
6. Press the foam pad onto the pink-circled area. Transfer as much material as possible from all sides of the swab. Do not rub.
7. Discard the swab. After touching the FTA card, do not re-enter the swab into the mouth.

### Forwarding of samples

The FTA card should be placed in a small envelope. If forwarding multiple FTA cards, place only one FTA card in each small envelope. Place the small envelope in a larger envelope together with the Sampling form, photograph and documents identifying the sample donor. Send the sample to:

Section of Forensic Genetics  
Department of Forensic Medicine  
11 Frederik V's Vej  
DK-2100 Copenhagen  
Denmark

Forward the sample as soon as possible after sample collection.

The Section of Forensic Genetics provides sampling kits only on the request of the Danish authorities. Please contact the requestor of the case if sampling kits are needed.



## Illustrated guide for collection of buccal cells for genetic investigations

### A.

- Put on **gloves**.
- Fill out the **FTA card** in block letters. Fill out the following:
  - Date of sample collection and time of collection (1)
  - Donors name (2)
  - CPR number/birthday of the donor (3)
  - The signature of the collector (4)
  - The location of sample collection (5)

FTA-label  
FORBEHOLDT  
RETSGENETISK  
AFDELING

1. Dato: 30/8-18 Kl: 12  
2. Donors navn: Jens Jensen  
3. Donors CPR nr.: 300218-1235  
4. Prøvetagernes underskrift: [Signature]  
5. Prøvetagningststed (evt. stempel):

RETSGENETISK AFDELING  
Retsmedicinsk Institut  
Københavns Universitet  
Frederik V's Vej 11  
2100 København Ø

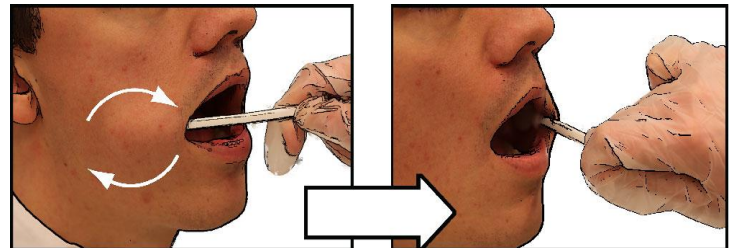
### B.

- Unpack and take out the sterile **swab**. Be careful not to touch the foam pad of the swab.



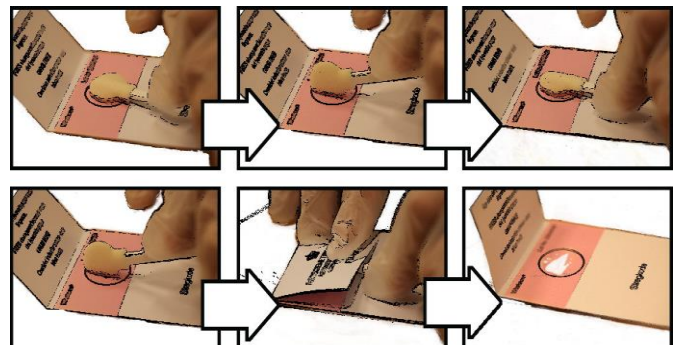
### C.

- Holding the plastic handle of the swab, rub one side of the foam pad firmly against the inside of the cheek for at least **20 seconds**.
- Rub the other side of the foam pad against the inside of the other cheek for **20 seconds**.



### D.

- Press, without rubbing, the foam pad onto the **pink-circled area** of the FTA card.
- Rotate the swab a quarter turn and press.
- Repeat until all sides of the swab has been pressed hard against the pink-circled area of the FTA card.
- Repeat the above steps this time closing the flap of the FTA card over the swap and pressing it down.
- The FTA paper should change color from **pink to white**\*



\*If the paper does not turn white, it is recommended to do new collection of buccal cells after the donor has rinsed his/her mouth with water.