

- *** **Step 7: Head Hair Control (as patient history dictates)**
Pull (using fingers) a minimum of 50 head hairs from various areas of the head. Place hairs in paper bindle; fold bindle to contain hairs; place bindle in envelope, seal and label. Initial across seal.
- Step 8: Pubic Hair Combing**
Open bindle (Alternative: Spread paper towel) and place under pubic area. Use comb provided; comb pubic region for foreign material and or hairs. Fold paper to contain any debris collected and comb. Place paper in envelope; seal and label. Initial across seal.
- *** **Step 9: Pubic Hair Control (as patient history dictates)**
Pull (using fingers) a minimum of 25 hairs from various areas of the pubic region. Place hairs in paper bindle, fold the bindle to contain the hairs; place bindle in envelope, seal and label. Initial across seal.
A gloved patient may obtain the reference samples under the examiners direction.
- *** **Step 10: Oral Swabs**
Swabbing: Using four (4) swabs, rub around gum line and buccal area. Place the swabs in swab box and place swab box in envelope. Seal envelope. Initial across seal.
- Step 11a: Vaginal/Cervical Swabs**
Using four (4) swabs, sample vaginal walls and cervix. Place swabs in swab box, place swab box in envelope, and seal. Initial across seal.
- *** **Step 11b: Penile Swabs**
Dampen two (2) swabs with sterile water. Swab the exterior of penis and scrotum. **AVOID URETHRAL OPENING.** Place swabs in swab box and place swab box in envelope. Seal envelope. Initial across seal.
- Step 12: Anal Swabs**
Using two (2) swabs, sample anal crypt. Swabs may be dampened with sterile water to minimize discomfort. Place swabs in swab box and place swab box in envelope. Seal envelope. Initial across seal.
- Step 13: Fingernail Swabbing**
Dampen one (1) swab per hand with sterile water. Swab the area of each nail and the crevice between nail and fingertip, pull back the cuticle at the base of the nail and swab that area. Place swabs in separate swab boxes, label as "right" or "left" placing swab box in envelope. If history indicates digital penetration, in a perpetrator's examination, examiners may use a separate swab to individually swab each finger. Label and seal envelope(s). Initial across seal(s).
- Step 14: Receipt of Evidence Form**
Complete the Receipt of Evidence Form to complete the chain-of-custody from the examiner to law enforcement.

Additional Collection Samples

Flossing: Using a length of unwaxed, unflavored floss, the examiner, or the gloved patient, may floss between teeth and along the gum line. The floss should then be placed in an envelope, labeled and sealed.

Fingernail Scrapings: Fingernail scrapings should be taken from area between nail and tip of each finger with scrapings placed in a paper bindle; fold bindle, place bindle in envelope, label and seal.

Clippings: If a portion of the nail has been torn away, photograph remaining nail with and without scale, clip the nail below the missing portion and place in a paper bindle; fold bindle, place bindle in envelope, label and seal.

Photography: It is recommended that any bruises, bitemarks or other visible trauma on the body should be photographed in color with and without a scale. Bitemarks may be photographed prior to and after swabbing.

Bitemarks: Swabs may be used to collect possible dried biologicals by moistening two swabs with sterile water. Swab the bitemark area by rotating the swabs during collection. Place the swabs in a swab box, place the swab box in an envelope, label and seal.

- Step 15: Supplemental Instructions for Drug Evidence Collection (when the use of "Date Rape" drugs are suspected)**
The following samples are in addition to the samples taken for the Biological Evidence Collection Kit and are to be packaged separately from the Biological Evidence Collection Kit and refrigerated. Time Since Offense:
- **Less than 24 hours:** collect urine and blood samples from patient
 - **GREATER than 24 hours and less than 4 days:** collect urine sample only
 - **Greater than 4 days:** no sample should be collected for drug detection

Packaging: USE the Wyoming Department of Health Blood and Urine Collection Kits as directed.

MAIL TO: Wyoming Chemical Testing Program, Wyoming Combined Laboratories, 208 South College Drive, Cheyenne, WY 82007 Telephone: (307) 777-7868