

HERITAGE ID SPECIMEN COLLECTION PROCEDURE (POST-MORTEM)

Please carefully review these instructions. If you have any questions please contact our Broker Support.

Collection Supplies:

- Heritage ID Consent Form (Post-Mortem)
- Heritage ID Chain of Custody Form (Post-Mortem)
- Heritage ID Collection Envelope – Buccal Swabs (containing 2 packages of swabs – 4 swabs in total)
- Heritage ID Collection Envelope – Hair and Nail

Instructions:

1. Heritage ID Consent Form (Post-Mortem)

Have the appropriate legally authorized individual complete and sign the consent form. This could be the Executor of the estate or the next-of-kin. This completed form must accompany the remaining paperwork and specimens when they are sent back to the laboratory.

2. Heritage ID Chain of Custody Form (Post-Mortem)

The following **MUST** be completed on every form:

- Collection site information
- Name of specimen collector
- Sample collector's statement, signature and date

The following **MUST** be obtained for the party being collected:

- First name
- Last name
- Date of birth
- Date of death
- Gender
- Funeral Home case number or Pathology Lab case number
- Race

3. Photocopy Identification

- Photocopy the identifying information from the deceased (ie: toe tag, death certificate, cremation tag) and attach to the Chain of Custody form.

4. Buccal Swab Collection Procedure

- Select the collection envelope marked "Heritage ID Client Buccal Swab (Post-Mortem)".
- Remove 2 packages of buccal swabs from the envelope.
- Peel open the buccal swab packages to expose 2-3 inches of the swab sticks.
- Remove one swab at a time and brush the inside of one cheek, vigorously using a twirling motion.
- Replace the swab in its original package; repeat with the 2nd swab.
- Collect 2 additional swabs from the opposite cheek. (Total of 4 swabs per client).

Important: We are obtaining CELLS not a saliva sample. The swabs should be fairly dry.

- Place the swab packages back into the buccal swab envelope and seal the envelope immediately with tape (DO NOT LICK ENVELOPE).

- Complete the requested information on the collection envelope:
 - Print the full name of the client being collected
 - Date of birth
 - Date of death
 - Date of collection
 - Gender of client
- Verify that the client's name on the envelope matches the client's name on the Chain of Custody.

5. Pulled Hair Collection Procedure

- Select the collection envelope marked "Heritage ID Client Hair and Nail Samples (Post-Mortem)"
- Pull between eight and ten hairs with the visible roots intact from the client's head (if there is no hair on the head, leg hair may be used).
- Place the pulled hair into the appropriate envelope (**do not seal envelope yet as nail clippings need to be added**)

5. Clipped Fingernail Collection Procedure

- Select the collection envelope marked "Heritage ID Client Hair and Nail Samples (Post-Mortem)"
- Using sterilized nail clippers, clip the client's fingernails and place clippings into the appropriate envelope and seal the envelope immediately with tape (DO NOT LICK ENVELOPE).
- Complete the requested information on the collection envelope:
 - Print the full name of the client being collected
 - Date of birth
 - Date of death
 - Date of collection
 - Gender of client
- Verify that the client's name on the envelope matches the client's name on the Chain of Custody form.

6. Packaging Specimens and Paperwork

- Place the buccal swab envelope into the biohazard bag (one envelope per biohazard bag) and pull blue strip to seal.
- Place the completed documentation in the outside pocket of the biohazard bag.
- Place the sealed biohazard bag(s) into the courier package provided. If sending multiple cases, include them in the same courier envelope.
- Complete the "From" section of the Purolator waybill. Record the waybill number for tracking purposes.
- Attach the waybill to the courier package
- Call Purolator at 1-888-744-7123 (1-888-SHIP-123) for pickup.