

PATERNITY TESTING (DNA)

Document number	LA-75-WI-195E_01.10
Revision date	2024-Oct-24
Required Specimen Type	<ul style="list-style-type: none"> • Saliva (DNA) sample
Medical Supplies	<ul style="list-style-type: none"> • RR-05-FM-002 : DDC Client Identification and Chain of Custody Form¹ • 6 x Buccal swab packs (2 swabs in each pack) • 3 x DNA Sample Envelope (1 for each party tested) • 1 x Sample Collection Forms Envelope • 1 x Red DDC – DO NOT TAMPER tape • 1 x Resealable bag
General Guidelines	<ol style="list-style-type: none"> 1) All specimens must include a double identification (first and last name of the patient and date of birth or medicare number). 2) The use of gloves is required when handling all biological specimens. 3) A valid requisition must include the following information : <ul style="list-style-type: none"> • First and last name of the patient, date of birth or medicare number and gender. • Date and time of specimen collection and signature of collector. • Physician’s full name, signature and license number (or other qualified prescriber). • Any relevant clinical information. • Requested tests.
Paperwork Instructions	<ol style="list-style-type: none"> 1) A valid government-obtained photo ID must be presented by mother, child and alleged father. Qualified IDs include driver’s license, health card and passport. 2) The specimen collector must verify the IDs and make two clear photocopies. 3) For patients under 18 years of age, a recent passport-size picture is required. 4) The child’s picture and health card must be photocopied together. Make two photocopies. 5) All minors must be accompanied by their mother or legal guardian otherwise the alleged father must present proof of custody. 6) Patients will need to read the Terms and Conditions on the Client Identification and Chain of Custody Form. 7) Patient will then fill out and sign the Client Identification and Chain of Custody Form. 8) The specimen collector must ensure the Client Identification & Consent Form has been filled out and signed correctly by patients. 9) The specimen collector must fill out the ‘Collector Statement’ and the ‘Collection Facility Information’ sections of the Client Identification & Consent Form. 10) Insert the Client Identification & Consent Form along with photocopies of patients’ IDs and recent pictures inside the Sample Collection Forms Envelope 11) A photocopy of all paperwork, IDs and photos is to be kept aside for the Send-Out department.
Specimen Collection Instructions	<ol style="list-style-type: none"> 1) Fill in the following information on the DNA Sample Envelope: <ol style="list-style-type: none"> I. Patient’s full name and date of birth II. Specimen collector’s full name III. Date of specimen collection 2) Check off the identity of the person (mother, alleged father or child) whose specimen will be placed in the envelope. 3) Put on gloves. 4) Open the pack containing the buccal swabs. <u>Do not touch the tips of the swabs</u>. 5) 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 (tips towards the inside) in the identified DNA Sample Envelope. 6) When all 4 swabs are placed inside the DNA Sample Envelope, close the flap and seal with tape. Do not lick the flap. 7) Initial the DNA Sample Envelope.

¹ Specimen Collection and Chain of Custody Procedure, DDC – DNA Diagnostics Center (2016)

	8) Have the client initial the DNA Sample Envelope, 9) Repeat the procedure for each person to be tested. <u>Remember to change gloves between each patient.</u>
Packaging Instructions	1) Place the following in the resealable bag : I. DNA Sample Envelopes of each patient II. Sample Collection Forms Envelope containing all paperwork, recent photos and/or photocopies of patients' IDs. 2) Sign and date the red DO NOT TAMPER tape and seal the bag's closure with it. 3) Give the completed package and the photocopies to Send-Out for shipping.
Additional Information	Gloves must be worn at all times and changed between patients during sample collection to avoid DNA contamination. This test is offered at CDL's head office ONLY from Monday to Friday. An appointment must be made with Shelly Smith at ext. 265.
Specimen Conservation and Stability	90 days at room temperature.