Does your investigation qualify as a DNA HVS offence? Please refer to the DNA HVS Info Sheet.

Standard item types:
Swabs of Possible:
- Blood
- Saliva
  - Drink containers (must be used/opened)
  - Food and utensils (food must be partially eaten)
  - Airbags
  - Other (see photo guide)
- “Wearer” DNA
  - Headwear
  - Gloves
  - Personal Effects: limited to eyewear, watches and earbuds
- “Handler” DNA
  - Weapons: limited to guns and knives
  - Tool Grips/Handles

Ensure swab is dry before packaging. Do not submit control swabs.

- Cigarette butt (must be smoked)
  Package entire cigarette butt.

- Envelope flap (must be/have been sealed)
  Package 2 cm cut square.

- Comparison samples (consent, warrant or discard)
  Dry before packaging.
Submission

ONE submission of up to 9 items per case. Consultation required for additional items or for ALL supplemental submissions (except comparison samples). Package one item per container. Attach a numbered seal to each container or to outer container if multiple items submitted.

Scientific expectation for generation of a DNA profile suitable for upload to the NDDB:
Low Potential
“Handler” DNA
Envelope flaps
Airbags
Medium Potential
Saliva
“Wearer” DNA
High Potential
Blood
Cigarette Butts

Exceptions
For all other items (e.g. needles/syringes, condoms, cigarette lighters) please call 647-329-1601 or email cfs.biology.highvolume@ontario.ca

Sampling

Always wear gloves and a mask when collecting and processing items.

Swabbing: General Notes

- Process each item using one swab only
- Unless possible blood or saliva stains are still wet, all swabs should be moistened prior to use.
- For optimal recovery of DNA, use 1 to 3 drops of sterile water to moisten swab
- DO NOT saturate swab with water
- DO NOT submit control swabs
Possible blood (BLS)

- Submit only one blood swab per scene
- If stain is dry, use a dampened swab; if stain is wet, use a dry swab

Tip: Do not saturate swab

Photo guide

Possible saliva: Drink Container Swabs (DCS)
Possible saliva: Food & Food Utensil Swabs (FDS)
- Freeze all food items before swabbing

Possible saliva: Airbag Swabs (ABS)
- Swab the centre of the airbag
- Swab and submit any suspected blood separately

Possible saliva: Other (SAS)
- lipstick
- drug pipes
- possible ‘spit’
Possible wearer: Headwear Swabs (HWS)

- Target nose and mouth, or forehead area on the **inside surface** as outlined
- If unsure how item worn, swab both inside and outside surfaces with a single swab

![Doo-Rag](image1)
![Baseball Cap](image2)
![Toque](image3)

![Balaclava](image4)
![Face-Dust Mask](image5)

**Bandana:** always swab both sides
Possible wearer: Glove Swabs (GVS)

- Swab and submit any visible/encrusted staining on glove separately
- If unsure of inside surface swab both surfaces with a single swab

Swab the entire inside surface (1 swab / glove)

The fingertips can be avoided for the purposes of fingerprint treatment, however this may reduce the likelihood of obtaining a DNA profile

Swab inside surface of fingers / thumb area (1 swab / glove)
Possible wearer: Personal Effects Swabs (PES)

- Limited to eyewear, watches and earbuds

Eyewear: Swab entire frame and inside strap, if any (single swab)

Watches: Swab entire inside surface that contacts wrist and dials/knobs (single swab)

Earbuds: Swab both left and right earbuds (single swab)
Possible handler: Weapon Swabs (WPS)

- Swab for DNA submission BEFORE fingerprinting and/or test firing
- Weapons are restricted to GUNS and KNIVES
- Swab and submit any suspected blood separately

Swab both sides of textured area of grip and/or slide only, as outlined, using a single swab

Swabs from the hammer, trigger or trigger guard or muzzle will NOT be accepted

Swab both sides of the handle using a single swab
Possible handler: Tool Grip/Handle Swabs

- Target grip or handle areas of tool
- If item has two grips/handles, use one swab for both

Cigarette butts (CB)

- Must be smoked
Envelope flaps (ENV)

- Must be or have been sealed
- Cut out an approximately 2 cm square portion of sealed envelope flap using either
  - disposable blade
  - scissors - ensure scissors are decontaminated using an approximately 1% bleach solution between items

Comparison samples
Samples from known individuals, collected by consent, warrant or discard, may be submitted at any point.
The accompanying case synopsis should include:
- Comparison sample type (e.g. consent, warrant or discard).
- A list of any other cases and items to which a comparison is requested, if outside of the current case. If none are listed, comparisons will be confined to results generated in the current case.

Contact the DNA HVS unit for clarification or exception requests.
Telephone: 647-329-1601
Email: cfs.biology.highvolume@ontario.ca