

Submitting a Sample for Forensic DNA Analysis

(All forms can be downloaded at <http://www.questgen.biz/submit.htm>)

- 1) Contact the Lab: Please call or [e-mail us](mailto:questgen@questgen.biz) (questgen@questgen.biz), so we can assist you to determine the type of analysis needed in your situation, and to confirm that we can provide the requested service. Request or download a [Sample Submission Form](#). Our telephone number is (530) 758-4254.
- 2) Fill out our Sample Submission Form. No samples will be accepted without a completed submission form. Analyses cannot begin until all pertinent information has been received. You may download a copy of these [Instructions](#) at (<http://www.questgen.biz/submit.htm>).
- 3) Package the sample(s); the securing, packaging and shipping of samples is extremely important. Packaging for typical evidence samples are as follows:
 - a) **Hairs mounted on microscope slides:** place slides in cardboard slide holder or equivalent to prevent breakage.
 - b) **Loose hairs:** place in transparent paperfold (weighing paper), Ziplock bag or in plastic test-tube. Note: Hairs are easiest to work with if they can be easily seen in their container.
 - c) **Hairs on tapelifts:** leave on tapelift and place in envelope or, if removed, package as instructed for loose hairs.
 - d) **Clothing** (dog bite victims): clothes should be air-dried in cool environment. Fold loosely and place each clothing article in brown paper bag. Label the bag with the victim's name and describe the article of clothing.
- 4) Packaging for typical reference items are as follows:
 - a) **Blood sample:** blood should be collected with EDTA as the anti-coagulant (lavender top Vacutainer tubes). One milliliter of blood is sufficient. Package the tube to prevent breakage. Blood can be sent at room temperature.
 - b) **Buccal (cheek) swabs:** The lab prefers a brush-type swab rather than a cotton-tipped swab but can use the cotton-tipped type if necessary. We will be happy to provide our swabs on request. Any type of swab should be thoroughly air-dried and placed in a paper envelope for shipping.
 - c) **Hairs:** make sure to pluck hairs! Grasp a small number (3-5) of hairs at the base and pull firmly. The animal should feel you do it! Repeat this process so that you provide 10-20 hairs. Most breeds of dog and cats have two

types of hairs. Guard hairs are coarser and straight while fur hairs are fine and often wavy. Guard hairs are preferred as a source of reference DNA. **However, blood or cheek swabs are always preferred to hairs.**

- 5) Please follow these steps to insure that your sample arrives in the best condition possible:
 - a) If possible, plan to send evidence items and reference sample(s) separately. Our policy is to request the reference sample(s) only after completing the analysis of the evidence items. If this is not possible, be sure to place the reference sample in a separate sealed envelope or container. Use evidence tape if possible. Clearly label all samples and make sure that labels correspond to information on the submission form. Put yourself in the place of the person receiving, opening the package and processing the contents. Include any [chain of custody forms](#) and make sure you indicate what forms must be signed and returned.
 - b) Samples containing perishable items must be shipped for next day delivery, in a cooler with freezer packs or dry ice. We do not receive packages on the weekends or holidays; next day packages should not be sent on Fridays or the day before holidays.
- 6) Use only a courier service with overnight delivery and advanced tracking capabilities ([UPS](#), [Federal Express](#), [Airborne Express](#), [DHL](#), etc.). **We are not open to accept packages on Saturdays.** Our address is QuestGen Forensics, 29280 Mace Blvd., Davis, CA 95616 USA.

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