

	LPU-PM 10.0 Minimizing the Risk of DNA Contamination	
	<i>Document #: 2579</i>	<i>Page 1 of 2</i>
	<i>Revision #: 2</i>	<i>Issued Date: 02/28/2020</i>
	<i>Document Manager: Tracee McIntosh</i>	<i>Approved By: Jeffrey Nye</i>

10.0 Minimizing the Risk of DNA Contamination

10.1 Scope

This policy applies to personnel assigned to, or conducting work in, the FSD Latent Print Units. This policy describes protocols to minimize DNA contamination on evidence processed in the Latent Print Units.

10.2 Responsibility

9.2.1.1

All FSD employees shall demonstrate responsibility for minimizing the risk of DNA contamination on evidentiary items and understand and follow FSD and local laboratory policies, plans, and procedures.

9.2.1.2

Unit Supervisors shall promote clean and safe practices in Latent Print Units and shall ensure that employees and guests of the laboratory understand and follow all FSD and local laboratory safety policies, plans, and procedures.

10.3 General Requirements

10.3.1

Barrier gloves shall be used when handling all items of evidence. Cotton gloves may be worn only if they are covered by latex or nitrile gloves.

10.3.2

Kraft paper lining the tables or worktops shall be changed frequently. At a minimum, the paper shall be changed during the weekly cleaning of the personal laboratory work area.

10.3.3

If evidence appears to have possible value for DNA, the FSD-007 should be checked for comments reference a Biology/DNA exam and contact with the OIC should be considered in order to ensure that Biology/DNA is collected, if necessary, prior to latent print analysis.

10.3.4

Dust masks should be considered in order to limit DNA contamination of evidence during processing.

10.3.5

Biology/DNA examination and collection should be completed prior to latent print processing.

	LPU-PM 10.0 Minimizing the Risk of DNA Contamination	
	<i>Document #: 2579</i>	<i>Page 2 of 2</i>
	<i>Revision #: 2</i>	<i>Issued Date: 02/28/2020</i>
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10.3.6

The collection of Biology/DNA from evidence in the Laboratory shall only be completed by Biology/DNA personnel.

10.4 Requirements for Evidence processed for latent print prior to Biology/DNA

10.4.7

If it is necessary to process for latent prints prior to the Biology/DNA collection, the following protocols shall be followed in order to minimize the risk of contamination:

- The evidence breakdown counter and any utensils (pens, scalpels,...) that will be used are to be washed with Biology cleaning solution.
- The laboratory equipment to be used must be cleaned to include: new/clean clips in CA tank, new unused or disposable fingerprint brushes, small amounts of powder (do not use a joint powder jar)...
- Clean kraft paper, handled with gloves, is to be placed on the working surface for that case alone.
- The case shall be opened with no other cases opened in the personal work area.
- New clean gloves shall be worn before handling each item of the evidence.
- Separately packaged items from the single case must be handled with new clean gloves on separate clean kraft/butcher paper to avoid transferring DNA from one item to the next.
- Paper masks and clean gowns/lab coats shall be worn. The disposable gowns from the Biology Unit are recommended.
- Advise other members of the unit to stay out of the room or to wear a mask if they are going to be present in the room.

10.4.7.1

The evidence should be processed as efficiently as possible and re-packaged. If the evidence cannot be completely processed the same day, then it should be placed back in it's original package temporarily for further processing the following day(s).