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Sample Acceptance Policy

Requirements

The following statements are to inform clients and sample collection personnel of SSDI's policy on sample acceptance, transportation and submission of paperwork for samples/exhibits. This policy is provided to all SSDI personnel and clients at the time of first contact involving a legal case. In the event a sample is received which does not comply with the stated policy, the sample will be isolated, and collection personnel notified by email or phone via "**SSDI1203272 Nonconformance Alert**" form. In the event the sample violates sample receipt protocols specified in the applicable methods summarized below, and the client wishes the sample to be analyzed, the signed Nonconformance Alert form must be received by the laboratory prior to initiation of testing. This accepted violation will be qualified on the final report. If SSDI personnel are responsible for the collection, the sample will be re-obtained at no additional cost to the client.

- 1) The Chain Of Custody (COC) must be proper and full with complete documentation (see sample form "**SSDI1203263 General Chain of Custody**"), including but not limited to sample/exhibit identification (unique for each sample), the collection location, date and time of collection, collector's name, collector's signature, preservation type, and any special remarks concerning the sample such as previous testing, sampling, or chemicals used in the collection of the sample/exhibit.
- 2) All samples must be received with a "**SSDI1203258 Forensic Evidence Submission**" form containing the following information:
 - a) Company name, contact, signature, address, and phone number
 - b) The identification of the sample(s)/exhibit(s)
 - c) The location and transportation method where the evidence is to be returned
 - d) The type of testing(s) required
- 3) Samples must be labeled with a unique identification using a labeling system which includes water resistant labels and indelible ink (when possible).

Sample Receipt Protocols

Upon receipt of the sample, the following information will be checked at log in time and is the responsibility of SSDI log in personnel:

- 1) The above referenced documentation and labeling.
- 2) Container damage, possible cross contamination or inadequate preservation shall be identified on the evidence submission form, as well as the following:
 - a) The condition of the samples, including any abnormalities shall be recorded.
 - b) Samples which require thermal preservation at 39.2 degrees F shall be considered acceptable if the arrival temperature is freezing to 42.8 degrees F. If samples are received on ice within 6 hours of collection, this is considered acceptable and requires no temperature check. The notation is made on the chain of custody. If the samples are not received on ice and required thermal preservation, the temperature of 1 sample per cooler will be checked with a digital thermometer and recorded on the log in check sheet. If samples do not meet the thermal preservation criteria, the client will be notified by "**SSDI1203272 Nonconformance Alert**" form.
- 3) If preliminary sample preparation is necessary (such as splitting of samples or laboratory preservation), it must be specified on the chain of custody so that it can be performed at sample login when appropriate, otherwise the preparation violations will be noted.