

# Semen and Sperm Detection, Inc.

1201 Airport Freeway, STE 251, Euless TX 76040

(817) 283-6379 (214) 742-4362

[Info@SSDI.pro](mailto:Info@SSDI.pro)

Fax: (817) 887-1351



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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.

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## Chain Of Custody

**Case Number:** \_\_\_\_\_ **Agency Case Number:** \_\_\_\_\_

This document is to certify that \_\_\_\_\_

taken from \_\_\_\_\_ was \_\_\_\_\_

on \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_ and sent by \_\_\_\_\_

to Semen and Sperm Detection, Inc., 1201 Airport Freeway, Suite 251, Euless TX 76040 on \_\_\_\_/\_\_\_\_/\_\_\_\_

for the purpose of serology and/or DNA testing. The sample collected can be traced with the tracking

number \_\_\_\_\_.

**Comments/Sample Description:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

### Additional Sample Information

N/A

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Race: \_\_\_\_\_

Sample Type: \_\_\_\_\_

### Sample Transfer:

Transferred from: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

Transferred to: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

Transferred from: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

Transferred to : \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

Transferred from: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

Transferred to : \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

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## Forensic Evidence Submission Form

### PLEASE FILL OUT THE SECTION BELOW:

Date: \_\_\_\_\_

Agency: \_\_\_\_\_

Case Number: \_\_\_\_\_

Agency Case Number: \_\_\_\_\_

Name: \_\_\_\_\_

Evidence Return (If different than agency): \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

### Activity or Procedures Requested:

Use:  Legal  Nonlegal

Serology Testing:  Acid Phosphatase (AP)  Prostate Specific Antigen (PSA)  Saliva (HSA)

Microscopic Inspection (ME)  Blood (Hb)  Sperm Protein (SP)  Urine

DNA Extraction Method:  DNA IQ  Puregene  DifferEx

DNA PCR Method:  Powerplex  YPlex

Comments: \_\_\_\_\_

\_\_\_\_\_

### Return Method: Please designate how the Samples should be returned after testing.

Pick-Up by an agency member

FedEx (Agency: account # needs to be provided) \_\_\_\_\_

FedEx (SSDI Account- The charge for FedEx will be added to the bill)

Other (Please specify): \_\_\_\_\_

### LAB USE ONLY

#### Chain of custody: Evidence Submitted

In Person, by: \_\_\_\_\_  
(Print) (Signature)

By Carrier: \_\_\_\_\_ No. of Pkgs: \_\_\_\_\_  
(Include Tracking Number)

Receipt Date: \_\_\_\_\_ Received By: \_\_\_\_\_

Receipt Time: \_\_\_\_\_ Receipt Location: \_\_\_\_\_

Seals Intact  Box  Manila or White Envelope  Plastic Bag  Paper Bag

Comments: \_\_\_\_\_

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## Forensic Evidence Submission Form Continued

List single or multiple items in comments section on page 1 or used itemized description table below

Agency #	SSDI #	Description:

**LAB USE ONLY**

**Chain of Custody: Evidence Returned**

In Person, by: \_\_\_\_\_ (Print) \_\_\_\_\_ (Signature)

In Person, to: \_\_\_\_\_ (Print) \_\_\_\_\_ (Signature)

Agency: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

By Carrier: \_\_\_\_\_ No. of Pkgs: \_\_\_\_\_  
 (Include Tracking Number)

Packaged By \_\_\_\_\_ (Print) \_\_\_\_\_ (Signature)

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## Forensic Evidence Alert

### NONCONFORMANCE

**Attention:** \_\_\_\_\_ **Date of Alert:** \_\_\_\_\_

Contract or purchase order # \_\_\_\_\_ and/or “SSDI1204280 Sample Acceptance Policy” describes the sample acceptance policy and protocols for proper sampling, documentation, and sample/exhibit handling under ISO17025 requirements. In accordance with these requirements, we are obligated to advise you and obtain written permission to continue with analysis of the referenced sample(s) when discrepancies are noted from the sample acceptance policy. In addition, we are required to notify you if internal issues such as contamination or environmental conditions may affect the quality of our testing. If you wish to continue with analysis of the referenced sample(s), please sign, date, and scan/fax/email this form to the alert header contact information above. If you need clarification of the discrepancies or a copy of our sample acceptance policy, please contact the sample login department at 817-283-6379. If you wish to cancel testing, your sample(s) will be returned as you specified on the Forensic Evidence Submission form (SSDI1203258).

Project ID	Sample ID	Nature of Discrepancy
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
**Signature** **Date**

I sign attesting that the above referenced discrepancies where applicable are acceptable to continue analysis of the referenced samples. It is understood that the discrepancies will be noted on the final report.