

Start here:

## A Donor Kit Contents:

The person whose DNA is being collected is called the 'donor'.  
Use one sample collection kit per donor.

1 Donor kit contains:

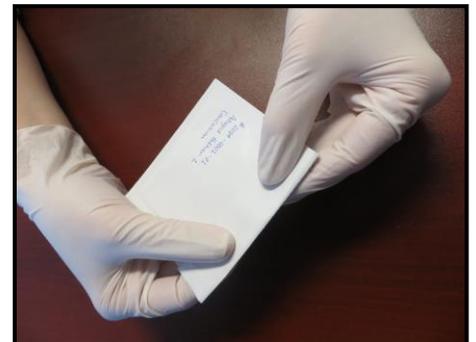
- Disposable Gloves
- Foam-tipped applicator
- Foil envelope
- FTA MicroCard
- PillowPak/dessicant

To maintain confidentiality, no names should appear on any samples that you submit. Please write your Maxxam file number, donor status and ethnic origin as instructed on the next page.



## B Important Reminders:

- ◆ Before you begin you will need:
  - Pen
  - Return envelope
- ◆ The donor should not eat or drink anything, except water, for 30 minutes prior to sample collection. Babies who are breastfeeding should have a sample collected as long as possible after their last feeding (a minimum of 1 hour) to ensure the DNA sample collected from their mouth swab is not contaminated with DNA from the breast milk.
- ◆ A fresh pair of gloves must be used to collect each DNA sample (included in each kit.)
- ◆ It is very important that the samples are **not contaminated**. Please avoid coughing, sneezing or even talking over either the applicator or FTA card.
- ◆ Sample collection for one donor must be finished (FTA card closed and foil envelope sealed completely with FTA card and Pillow Pak inside) before starting another donor.

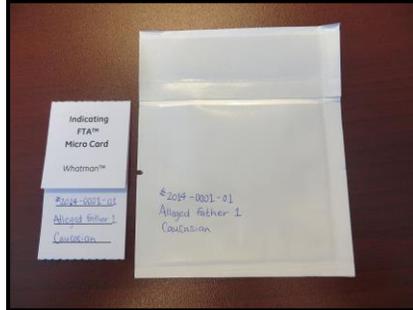


DO NOT open a second 'kit'/envelope until you have sealed the foil envelope with the first DNA sample inside.

C

Collect DNA Samples:

1. Using gloves, remove the FTA card from the foil envelope (leave the Pillow Pak inside). Without touching the pink part of the card, print the Maxxam file number, donor status (mother, child, alleged father, alleged 1 father 2 etc), and ethnic origin on the lines at bottom. Print the same information on the bottom half of the foil envelope as shown.



Ethnic Origin Options:

- Caucasian
- Black
- East Indian
- Oriental
- Aboriginal
- Hispanic

2. Carefully remove the Whatman Sterile Foam-Tipped Applicator from the paper cover, touching only the handle.



3. Rub the applicator inside the donor's mouth for 20-30 seconds making sure to rub both sides of the swab firmly against cheeks, under tongue, and behind the lips.



4. Open the FTA Card. Touching the handle of the applicator only, press the foam tip onto the circle on the pink section of the FTA card.



DO NOT RUB the foam tip on the card. Simply apply pressure from one side of the foam tip to the FTA Card for 10-15 seconds. Turn the applicator over so the second side of the tip is applied to the circle for about 10 seconds more.

*NOTE: When the sample is transferred from the foam tip to the card there is a change in colour from pink to white inside the circle.*

5. Wait 1-2 minutes for the sample to dry, then carefully fold the top over the FTA card.



6. Peel the paper from the flap of the foil envelope and seal the sample inside.



7. Remove and throw away the gloves, swab, wrapping and other garbage.

8. Put on a new pair of gloves, and begin at step 1 for the next donor.

D

Send Samples to our Laboratory:

Once you have completed Step C for all donors, send all samples in one envelope, by either mail (regular or express postage) or pre-paid courier to:

**TheDNALab**  
**Attention: Paternity Log-In**  
**335 Laird Road, Unit 2**  
**Guelph, Ontario N1G 4P7**

If you have any questions, please email: [info@thednalab.com](mailto:info@thednalab.com) or call **1-877-706-7678**. Make sure to quote your Maxxam file #.