

Mr Dog Poop's DNA Swabbing Procedure



PREPARE FOR SWABBING

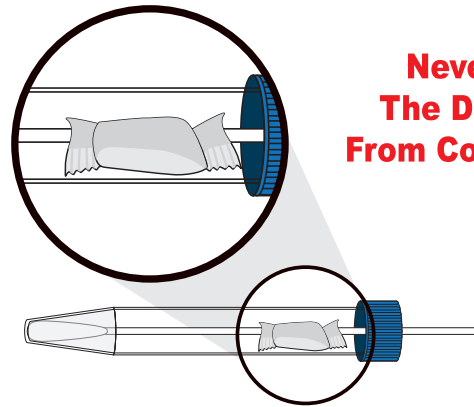
Read the full instructions, watch the training videos and make sure you completely understand the entire process before starting.



To avoid contamination, treat the process as if you were a surgeon in an operating room and your patient's life depends on it.



Do not let the dogs eat or drink for 30 minutes before swabbing.

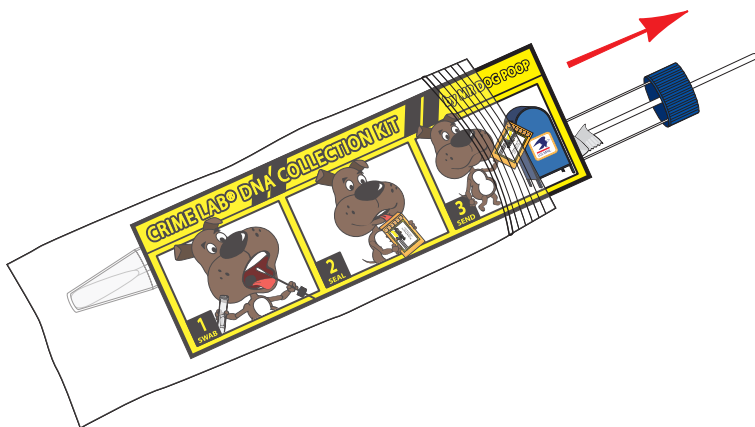


**Never Remove
The Drying Packs
From Collection Tubes**

These packs dry the DNA and preserve it for storage. Returned tubes without drying packs will not be processed.

BEGIN THE SWABBING PROCESS

1 Unpack The Swabbing Kit



Carefully remove the contents of the kit as the kit must be repacked when completed.

2 Fill Out Information Card

***REQUIRED FIELDS**

*Property Name: _____ (If Available)

*Collector Name: _____ (NAME/DOY/EAR)

Name: _____

Address: _____

Apartment Number: _____ State: _____

City: _____

Phone: _____

E-mail: _____

OR FOLD THIS CARD

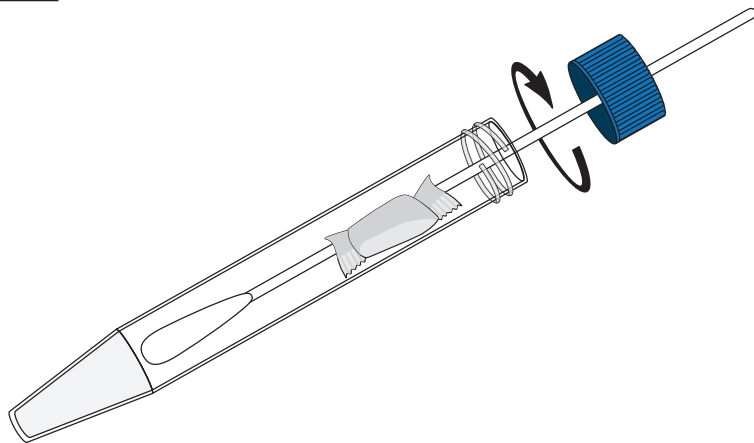
Fill out all required fields including property name, state, collectors name and date.

3 Put On The Gloves



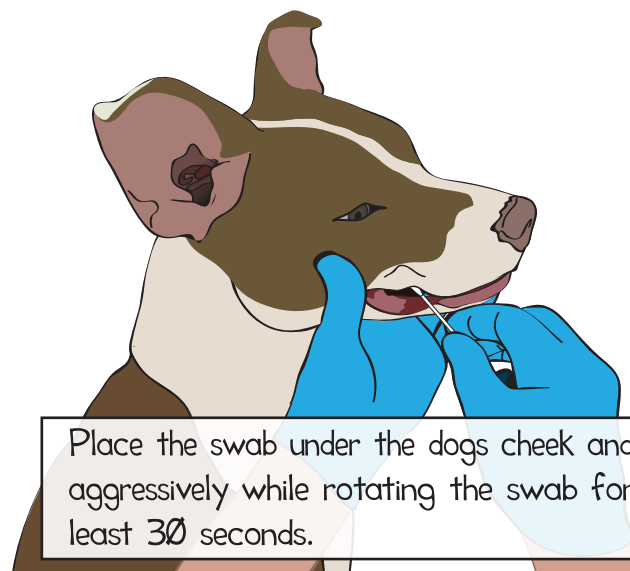
Gloves are necessary to avoid contamination.

4 Opening Collection Tube

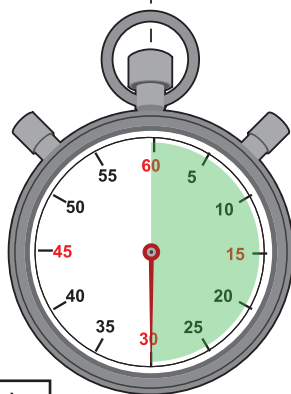


Rotate the cap and carefully remove the swab while leaving the drying pack inside the tube.

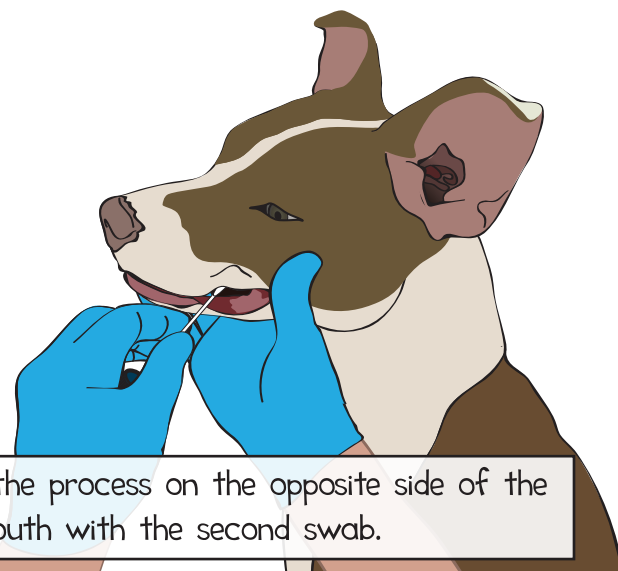
5 First Swab



Place the swab under the dog's cheek and rub aggressively while rotating the swab for at least 30 seconds.

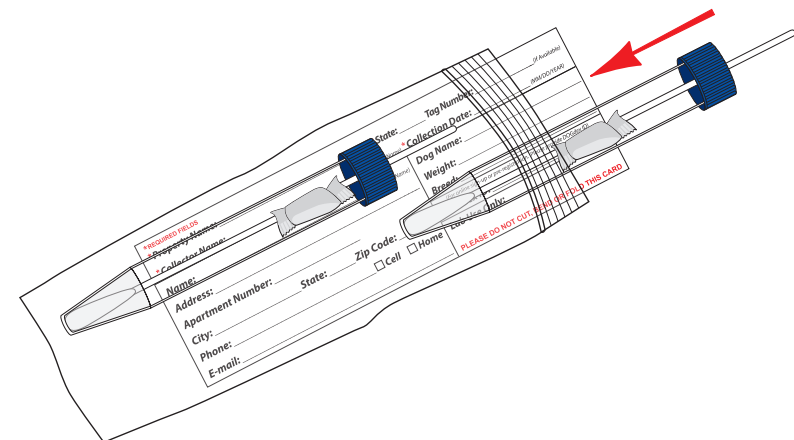


6 Second Swab



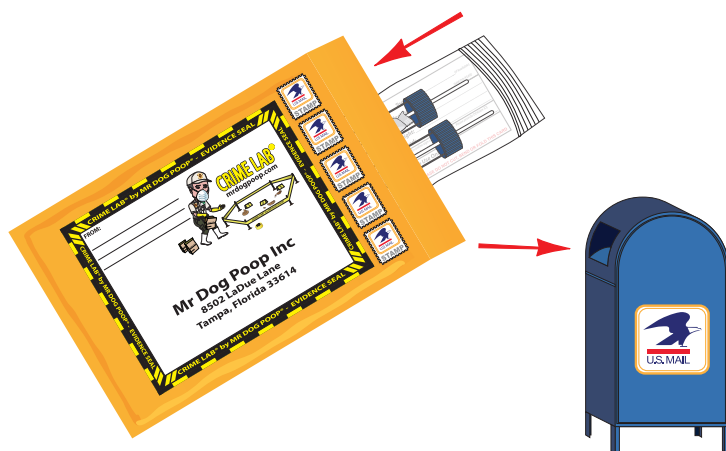
Repeat the process on the opposite side of the dog's mouth with the second swab.

7 Repack Swabs & Card



Put **"BOTH"** swabs and the information card back into the plastic bag. Discard the gloves.

8 Return The Completed Kit



Place in return envelope, add postage and drop in US Mail.

Additional Swabbing Notes and Detailed Collection Instructions



It is important that you take this process seriously and fully understand the collection process. If we do not receive good quality samples at our lab, we will not have complete profiles to match dogs with poop samples.

The DNA results are only as good as the sample that was collected. What you do during the 5 minute collection process will determine whether the program is a success or a failure.

When swabbing the dogs, the most important things to remember are:

1. Be careful not to cross contaminate any two samples.
2. We are trying to collect skin cells from the inside of the dogs cheek.
3. Use aggressive swabbing motion for at least 30 seconds on each cheek. You cannot do too good a job or have too much DNA, more is always better.

Always treat the swabbing process as if you are a surgeon working in a hospital operating room. Once your gloves are on, do not touch anything except the collection kit or the dogs mouth.

Common surfaces such as cell phones, desks, door knobs etc are covered with bacteria and enzymes that will degrade DNA, so avoid any contact with everything while collecting DNA.

If another dog licks your hand, you now will have DNA from two dogs which will render any sample useless because, when processed, it will contain the DNA from both dogs.

Make sure that gloves are changed between sampling each dog. If the gloves are compromised, throw them out and get a new pair. More gloves will be provided free of charge.

Sending The Swabs To The DNA Lab

Samples should be sent back to our DNA lab at least once every month. Return the swabs in groups in the appropriate size return envelope. It is not necessary to return each swab immediately after it is collected.

Do not allow any swab to be exposed to sunlight, make sure it is closed in the return envelope.

Sunlight destroys DNA, so avoid any exposure to direct light once a sample has been collected.

Preparing The Dogs

Dogs should not have anything to eat or drink at least 30 minutes before swabbing, especially drinking water from a water source shared with other dogs. If there is any fresh water in the dogs mouth, the collection swab will absorb the water rather than the saliva, diluting the DNA which will result in a failed swab and require a retest swabbing of the dog a second time.

When swabbing multiple dogs, keep the dogs separated for at least 30 minutes to prevent them from licking each other and inadvertently sharing each others DNA.

Understanding The Swabbing Process

We are trying to collect as much of the buccal or skin cells as possible from the inside of the cheeks. To do that, you will need to rub the swab vigorously on the inside of the dog's cheek for at least 30 seconds while rotating the swab to insure DNA is collected on the entire swabs surface.

You can never swab a dog too much or too long, **the longer you swab the dog the better the DNA results**. When we suggest 30 seconds, we mean at least a full 30 seconds, using a watch or timer to verify.

SWABBING: Follow These 8 Simple Steps CAREFULLY

1. **Unpack The Swabbing Kit:** Open the ziplock seal and carefully remove the 2 swab tubes, gloves and information card. The contents will need to be returned to the ziplock bag when the swabbing is completed.
2. **Fill Out Information Card:** Fill in the information on the back side of the label to properly identify the DNA sample and provide the resident and pet information for the Crime Lab® Database. Make sure the information is complete, so we can identify who's dog the sample came from, who collected it and when and at which property it was collected.
3. **Put On The Gloves:** Carefully put on the gloves provided following the handling protocols previously explained.
4. **Opening The Collection Tube:** Rotate the cap of each tube to unscrew the cap and carefully pull out the swab while insuring that the drying (silica gel) pack remains in the tube. The drying pack will absorb the moisture on the swab and insure that the DNA is preserved.
5. **First Swab:** Place the swab between the dogs cheek and gum rubbing the swab vigorously on the inside of the dogs cheek for a FULL 30 SECONDS while rotating the swab to get cells in all sides.
6. **Second Swab:** Repeat the process on the opposite side of the dogs mouth with the second swab.
7. **Repack Swabs & Card:** Return both swabs to the ziplock bag along with the information card and seal it. The information card must be in the same package as the 2 swabs for proper identification. DO NOT BEND, FOLD or SUBSTITUTE THE CARD, cards should be readable and unbent.
8. **Return The Completed Kit:** Store samples away from any light, preferably sealed in a return envelope. Swabs can be stored for a month or more before being mailed. Always mail swabs in larger batches to save on postage. It is **NOT** necessary to mail in swabs immediately, sending in more swabs in larger envelopes will cut the cost of postage significantly.

If you don't understand, are confused or have any questions about the process, call Mr Dog Poop at 1.813.885.2030 Mon-Sat before collecting the samples. We are here to help and make sure your program is a success with the least amount of effort.