

Sexual Assault Evidence Packaging Handbook

Washington State Guidelines

2026

Harborview Abuse & Trauma Center

Reference

Recommended Guidelines Sexual Assault Medical Evaluation Adult and Adolescent 2024

Full explanation and description of medical-forensic care and evidence collection

Available at www.uwhatc.org

TriTech Inc.

Manufactures the kit used in this handbook (Kit # RE-3WA)

1-800-438-7884

tritech@tritechusa.com

Key Principles

Clean glove/mask technique

- Use non-powered gloves when collecting and packaging all evidence
- Change gloves frequently, between each step
- Wear a mask when collecting and packaging evidence

Chain of custody for evidence

- One staff member must be responsible for maintaining chain of evidence. That staff member at all times:
 - Maintains continuous physical possession of specimen and items of evidence
<OR>
 - Designates another staff member to maintain possession of evidence
<OR>
 - Locks specimens in closed area (room, cabinet refrigerator or freezer)

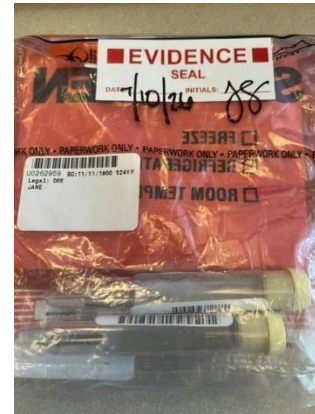
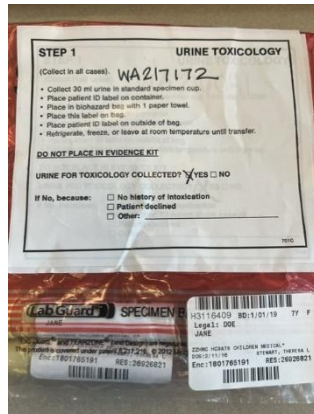
All evidence must be thoroughly dried before packaging

- Wet items must be dried
<OR>
- Transfer to police within 3 hours



Evidence Kit

- Cut open seals on new
- Place patient ID label on top side of kit
- Place one patient label on envelope used in the kit



Evidence Kit
and short
each

Forensic Toxicology for the Washington State Patrol Toxicology Lab

Forensic urine toxicology



(e.g.

- ❖ May remove part of specimen for other tests
urine pregnancy , STD)
 - Leave at least 30 ml of urine for State Toxicology lab
- ❖ Collect 30 cc's dirty urine in a standard urine cup
 - Transfer urine into two yellow top urine tubes (if available) for transfer to law enforcement
 - Place patient ID label on container or urine tubes
 - Place urine sample in a biohazard bag
 - If sending urine cup, place paper towels in the biohazard bag to absorb possible spills

- Place urine toxicology label (step 1A) from kit and patient ID label on biohazard bag
- Seal biohazard bag and place Evidence Seal over folded edge
- Sign over Evidence Seal onto bag, and date (use indelible marker “Sharpie”)
- Write Kit Tracking number on urine toxicology label

» **Do NOT place urine in kit** «

Place in cabinet, freezer, or refrigerator until transfer to police for submission to State Patrol Toxicology lab

Forensic blood toxicology



- ❖ If State Toxicology Lab test indicated:
 - Obtain 10cc blood in 2 gray top tubes (preservatives potassium oxalate and sodium fluoride)
 - Place patient ID label on each tube
 - Place tubes in biohazard bag
- ❖ Place 2 folded paper towels in biohazard bag along with container to absorb possible spill
- ❖ Place blood toxicology label (Step 1B) and patient ID label on biohazard bag
 - Seal biohazard bag with tear off seal
 - Place Evidence Seal over folded edge
 - Write kit tracking number on blood toxicology label
- ❖ Sign over Evidence Seal onto bag, and date (use indelible marker “Sharpie”)

» **Do NOT place blood tubes in kit** «
- ❖ Place in cabinet or refrigerator (do not freeze) until transfer to police

Clothing



Place each item in separate paper bag

»NOTE: Underwear is placed in paper bag from kit - see below«

Write contents on outside of bag, e.g. “jeans”

Do NOT over-fill bags – torn bags will result in lost or contaminated evidence

Complete check boxes, name and date on labels

Closing the clothing bags



Do NOT over-fill bags – torn bags will lost or contaminated evidence

Place Clothing label from kit on bag (if all Clothing labels have been used, omit)

Place patient ID label on Clothing label and write kit tracking number on each bag of clothing

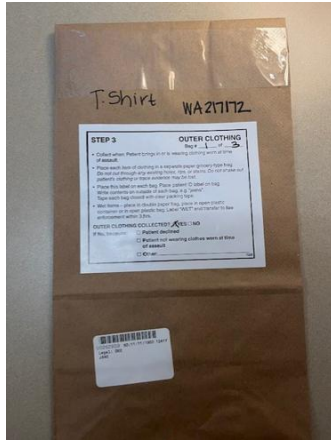
Fold edge over twice, press out extra air

The flap has to lay flat or you won't get a seal

Sealing and Taping Clothing Bags

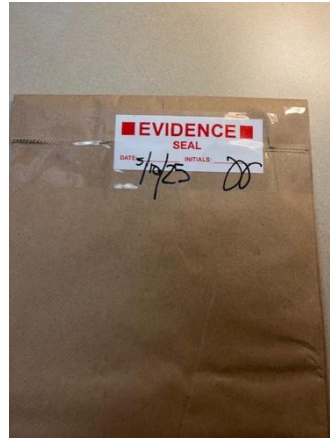
Place Evidence Seal over folded edge

- ❖ Sign and date over Evidence Seal onto bag
- ❖ Tape each bag closed with clear packing tape-tape should extend over sides and onto back side of bag



Transport

- ❖ Place larger paper
- ❖ Do NOT

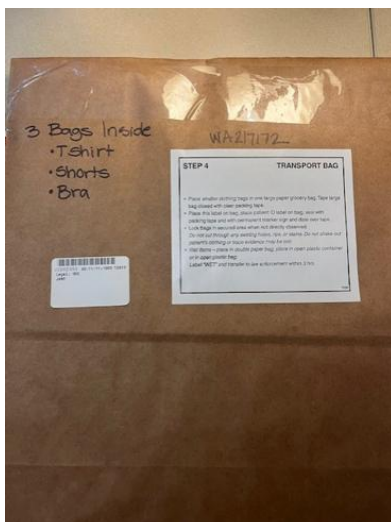


Bag

smaller clothing bags into one bag- this is the "Transport bag" over-fill the bag- torn bags will

contaminate evidence

- ❖ Place "Transport" label from kit on outside of bag
- ❖ Write kit tracking number on Transport bag label
- ❖ Place patient ID label on bag
- ❖ Write number of bags inside and contents (i.e. 3 bags- Tshirt, leggings, bra)
- ❖ Fold edge over twice. The flap should lay flat in order to get a seal with tape
- ❖ Place evidence seal over folded edge
- ❖ Signe and date over Evidence Seal
- ❖ Tape bag closed with clear packing tape- tape should extend over sides and back



Wet Items



Wet clothing

- ❖ Place each item in separate double paper bags
- ❖ Label and seal as above
- ❖ Write “Wet” on paper bag with marker
- ❖ Place in open plastic bag
- ❖ Either freeze in locked freezer or transfer to police within 3 hours

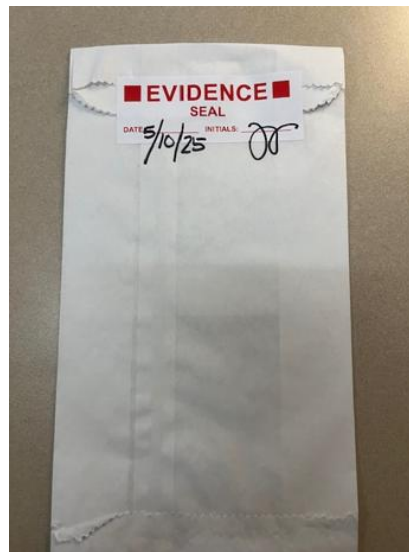
Other Items (diapers, wet underwear, tampons, foreign bodies)



>> Do **NOT** place wet items in kit <<

- ❖ Place in plastic biohazard bag
- ❖ Alternatively, place in a sterile urine cup and place patient label on outside of cup the place in biohazard bag
- ❖ Seal biohazard bag
- ❖ Write “Wet” on outside of biohazard bag and type of evidence inside with black sharpie
- ❖ Write Kit tracking number on outside of bag with black sharpie
- ❖ Place patient ID label on biohazard bag
- ❖ Fold over top of bag and place evidence seal over fold
- ❖ Sign through Evidence seal with date and initials
- ❖ Place in locked freezer or Transfer to police within 3 hours

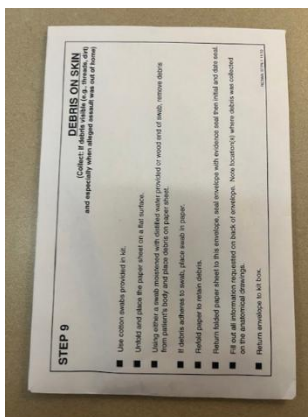
Underpants



- ❖ Collect underpants in all cases, even if changed after assault
- ❖ Place underpants in Underpants bag from Kit
- ❖ If patient has multiple pairs, place one in the bag from the Kit and indicate when worn (i.e. worn at assault). Place additional pairs in a small brown paper bag and indicate when worn (i.e. worn after assault)
- ❖ Place patient label on outside of each bag and mark bag from Kit as “Collected”
- ❖ Fold over top of each bag with one fold and place Evidence seal over fold
- ❖ Sign and date through Evidence seal
- ❖ Place all underwear bags into Kit

Trace Evidence

Trace Evidence and Debris on Skin Envelopes



Use gloves when collecting trace evidence or debris on skin

- ❖ For Trace evidence, fold paper from kit inward to retain all debris

- ❖ For Debris on skin, indicate site of collection and write suspected debris (i.e. gravel, grass, etc.) on back of envelope
- ❖ Mark as collected on envelopes

Drying Swabs- Using Drying Rack

Clean rack and box inside and out with SaniWipes prior to each use



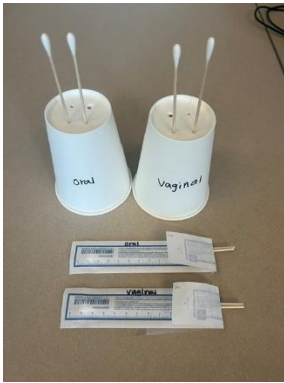
- ❖ Always wear gloves when handling swabs and drying rack
- ❖ Place patient label on drying rack
- ❖ Place swabs as obtained in pre-labeled drying rack locations
- ❖ Place completed reference blood filter paper from kit on top or side of rack, not touching any swabs



- ❖ Place swab rack in drying box or locked cabinet
- ❖ Place crash cart lock to close box and snap closed

Drying Swabs- No drying rack

- ❖ Drying swabs can be placed in pre-labeled cups or back in labeled swab packages



- ❖ Swabs can be placed in a locked cupboard to dry or the nurse must sit with the swabs until they are dry (approximately 1 hour). Chain of custody must be maintained while drying.

Drying Log

- ❖ A log of all drying evidence should be maintained by forensic programs including MRN, time evidence locked, RN who locked evidence, time evidence drying complete, RN who removed evidence.

[illegible]

Complete Evidence-Used Envelopes

- ❖ Complete the information on the back of each envelope including a patient label
- ❖ Write time of date and time of collection and sign



Unused Envelopes

- ❖ On back of envelope mark Collected “No” why
- ❖ It is not necessary to place pt label on the and they don’t need to be sealed
- ❖ Place all unused envelopes back in discard

While swabs are drying, lock the opened kit in eyes on by nurse

and indicate reason
unused envelopes
evidence kit- **Do not**
a cabinet or keep



After one hour, swabs are dry. If using crash cart lock, place used lock in kit.

Packaging swabs



- ❖ Fold over short ends of cardboard boxes from kit
- ❖ Place patient ID label on each box- do not cover holes in boxes
- ❖ Write on each swab box contents e.g., “oral”, “L hand”, “vaginal”, “Skin swab/SS#1”, etc.
- ❖ Two (2) swabs from same site go into one (1) small cardboard box
- ❖ Place cardboard boxes in appropriate envelopes

Packaging Dried Skin Swabs

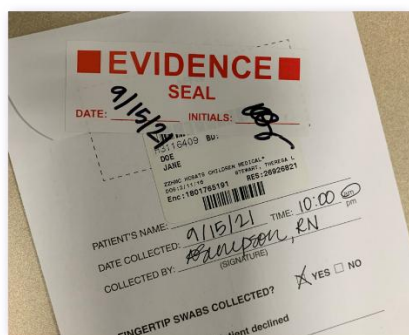
- ❖ Confirm that Skin Swab #1, #2, etc are correctly marked on back of envelope and in patient chart/trauma gram
- >Indicate on envelope what evidence is suspected on each site, saliva, semen, touch<**
- ❖ Confirm that cardboard envelopes are correctly marked Skin Swab #1, #2, etc.
- ❖ 2 swabs may be placed in each box- must be from same site
- ❖ Up to 4 boxes can fit in the Skin Swab envelope

Sealing Envelopes

- ❖ Seal each envelope with an Evidence Seal from the Kit



- ❖ Sign and date over the evidence seal, crossing over the line of the seal onto the envelope



The following items **DO NOT** go inside the kit

Forensic Toxicology- Samples go to the state toxicology lab which is different than the DNA lab for the rest of the evidence

- **Urine** placed in locked freezer or transfer to LE on top of kit within 3 hours
- **Blood** placed on top of kit and transferred to LE

Clothing or Wet Items

- **Clothing** placed in locked cupboard and/or transferred to LE
 - **Exception: All pairs of underwear are placed in the kit**
- **Wet items** placed in locked freezer or transferred to LE within 3 hours

Photos/SD card/Photo disc

- Place in an envelope
- Place patient label on outside of envelope and write Kit tracking number on outside of envelope
- Place evidence seal over envelope flap
- Sign and date evidence seal as described previously

Closing the Kit

- ❖ Remove 2 evidence seals from the evidence kit box
- ❖ The following items go back into the kit: all kit envelopes with contents and envelopes without contents, all pairs of underpants, crash cart lock if used
 - ***Double check that all envelopes are completed and returned to kit***
- ❖ Envelopes with contents: Patient ID label, Evidence Seal, sign and date through seal, check boxes on envelope completed
- ❖ Skin Swab envelopes: Indicate on envelope site of collection and suspected source of DNA (semen, saliva, touch)
- ❖ Debris envelopes: Indicate on envelope site of collection and type of debris
- ❖ Envelopes without contents: Check “not collected” and indicate why not. Place in box

Sexual Assault Forensic Evidence Summary Sheet

- ❖ Form is in every kit and helps the crime lab focus their testing
- ❖ Comment section is useful for adding any unique features of the exam, patient or suspect (i.e. sexually active with females only, suspect is MTF trans, reports 5 partners in 24 hours)

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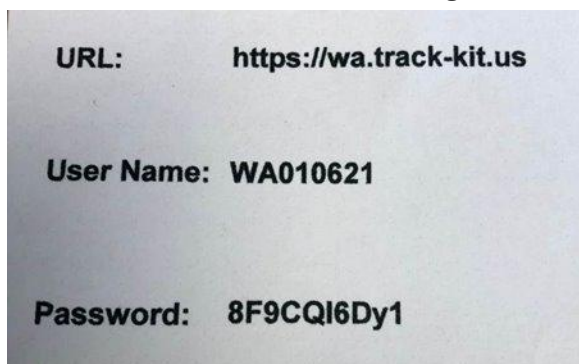
STATE OF WASHINGTON SEXUAL ASSAULT EVIDENCE COLLECTION PATIENT/VICTIM	
FOR HOSPITAL PERSONNEL (Please Print)	
PATIENT'S NAME _____	
HOSPITAL'S NAME _____	
HOSPITAL CLINIC _____	
WT. SCALE BY _____	
PLACED BY _____	DATE/TIME OF COLLECTION _____
DATE _____	TIME _____
FOR POLICE PERSONNEL CHAIN OF POSSESSION	
RECEIVED FROM _____	
SIGNATURE _____	DATE/TIME _____

- ❖ Place patient label on the top and short side of the box top
- ❖ Place top on box-Place Evidence Seals on the two long sides of the box where indicated on box
- ❖ Sign and date through Evidence Seals
- ❖ Complete top of box including Hospital Name (not abbreviation), Name of person sealing the kit, Date and time sealed. If placing in locked storage for later pick up, name of person storing the kit
- ❖ Place in locked cupboard until transfer to law enforcement
 - If no locked cupboard available, nurse must keep kit and all additional evidence in their possession until transfer to law enforcement can occur

If You Make a Mistake- DO NOT PANIC

The Washington State Kit Tracking System

- ❖ All sexual assault kits collected in the state of WA must be entered into the state tracking system
- ❖ Each facility/hospital needs to assign a system administrator and all kit collector need an individual account in the system
- ❖ ONLY sexual assault victim evidence kits are entered into the tracking system
 - DV strangulation, suspect evidence or other types of evidence are NOT entered into the tracking system
 - **The WA state sexual assault evidence collection kit (Tritech kit RE-3WA) can ONLY be used to collect sexual assault victim evidence.**
- ❖ Kits collected at WA state hospitals are entered into the state tracking system at the time of collection
- ❖ Each kit has a unique username (kit number) and password. A card is included in each kit with this information. The card should be given to the patient so they can track their kit.



It is helpful to suggest patients take a photo of the card.

Tracking a Kit

- ❖ Sign into system with username (typically work email) and password

SIGN IN
Please enter your login credentials below

Barcode (Username)

Password

[Forgot your password?](#)
[How do I get an account?](#)

[Sign In](#)

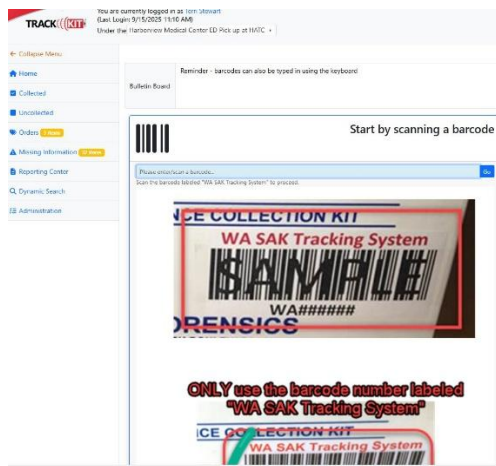
CLEAR YOUR BROWSING HISTORY/CACHE
Stay Anonymous

Your browser stores information about your browsing history, cache and habits. If you wish to remove your visit to the Track-Kit site from your browser's history or your cache, please follow the instructions below.

[CLEAR YOUR BROWSING HISTORY IN CHROME](#)

[CLEAR CACHE IN CHROME](#)

- ❖ Enter the kit number by either scanning the bar code or manually entering the kit number



- ❖ Complete all the kite details including whether:
 - It is a juvenile case
 - Has been reported to law enforcement
 - Consent has been obtained for forensic testing
 - Presence of additional pieces of evidence (toxicology, clothing, etc.)

Kit Details

Please complete the following form. Mandatory fields are marked with a red asterisk(*)

General Details	
Barcode ⓘ	WA217164
Kit Type ⓘ	Kit
Status ⓘ	In Medical Facility

Medical Facility Details	
Medical Facility Kit Status ⓘ	In Inventory (Uncollected)
Collector ⓘ ⓘ	Terri Stewart
Collection Date ⓘ ⓘ	7/24/2026 ⓘ ⓘ
Juvenile (not emancipated) ⓘ ⓘ	☐ Yes ☒ No
Report to LEA ⓘ ⓘ	☒ Yes ☐ No
Consent for Forensic Testing ⓘ ⓘ	☒ Yes ☐ No (Kits will be stored at the location selected below)
Law Enforcement Agency ⓘ ⓘ	King County Sheriff's Office
Blood Sample ⓘ ⓘ	☐ Yes ☒ No
Urine Sample ⓘ ⓘ	☒ Yes ☐ No
Other Items outside of kit ⓘ ⓘ	☒ Yes ☐ No

Reported Kit example

Kit Details

Please complete the following form. Mandatory fields are marked with a red asterisk(*)

General Details

Barcode WA206097
 Kit Type Kit
 Status In Medical Facility

Medical Facility Details

Medical Facility Kit Status Collected
 Collector Tonya Webb
 Collection Date 6/6/2021
 Juvenile (not emancipated) ☐ Yes ☒ No
 Report to LEA ☐ Yes ☒ No
 Consent for Forensic Testing ☐ Yes ☒ No (Kits will be stored at the location selected below)
 Storage Location Tacoma Police Department
 Blood Sample ☐ Yes ☒ No
 Urine Sample ☐ Yes ☒ No
 Other Items outside of kit ☐ Yes ☒ No

Law Enforcement Agency Details

Medical Facility Pickup Due Date 6/6/2021
 LEA Case Number

- ❖ Unreported kits ARE NOT tested by the Crime lab but are stored by the law enforcement agency that would investigate the case if it were reported for 20 years
- ❖ Federal, out of state/country and some tribal cases whose kits collected in WA state hospitals must be entered into the tracking system but will not be tracked beyond the hospital

Patient Password Reset

- ❖ If a patient loses their username or password, the hospital where the kit was collected is responsible for assisting with the password reset
- ❖ To reset the password, ask patient for their preferred email address
- ❖ Complete the password reset page of the tracking system

Storage Location * At Medical Facility

Blood Sample * ☒ Yes ☐ No

Urine Sample * ☒ Yes ☐ No

Other Items outside of kit * ☒ Yes ☐ No

Print Reset Survivor Password Save Cancel

Password Reset Wizard

Please complete the following form. Mandatory fields are marked with a red asterisk(*)

- ☒ Password Reset Email
☐ Manual Password Reset

Next Cancel

Password Reset Wizard

Please complete the following form. Mandatory fields are marked with a red asterisk(*)

The survivor's kit identifier will not be provided by the system during the password reset process. Please provide the survivor with their kit identifier if necessary.

Enter the email address that will receive the password reset email for kit **WA214637**.

Email *

Confirm Email Address *

Note that once the password reset email has been sent, the account will be locked until the password has been successfully reset.

Previous

Reset Password

Cancel

- ❖ The patient will receive an email from the tracking system to assist them in resetting their password

Cleaning Up



- ❖ Use hospital approved disinfectant solution/wipes
- ❖ Wipe inside and outside of drying box and all aspects of drying rack
- ❖ Wipe down counters where evidence was packaged and SANE supply cart (if used)
- ❖ Excess unused swabs, swab boxes and evidence stickers can be thrown out or reserved for future use