Use of Non-Standard Sexual Assault Evidence Collection Kits
Frequently Asked Questions

--August 18, 2026--

The Illinois State Police (ISP) forensic science laboratories, in collaboration with the Illinois Attorney General's SANE Program, created guidelines for assembling sexual assault evidence kits in the event the manufactured, standard kits for Illinois are unavailable due to supply chain issues. ISP approves and supports the use of these guidelines during this current nationwide supply disruption. The ISP forensic science laboratories have been notified that they may receive non-standard kits for analyses.

ISP has worked with the vendor who has stated that kit production will resume this month, August 2026. In the meantime, please continue using the attached guidelines, as necessary, until the supply issue is fully resolved. Answers to common questions about these guidelines are as follows:

1. **Is an integrity seal required?**
   Although an integrity seal is not required, applying evidence tape or another tamper-evident seal after assembly is recommended. This would help demonstrate that the kit remained secured from the time it was assembled until it was opened for use.

2. **Are there recommendations for pre-assembly, including sterility, expiration dates, content and documentation of who assembled the kit and when?**
   The ISP sexual assault evidence collection kit itself is not sterile. Certain individual components, including the swabs and sterile water, are provided in sterile packaging. During assembly, proper personal protective equipment should be worn and those components should remain unopened and in their original packaging until used.

   The sterile water and the packaged swabs are the components with expiration dates. Facilities may document those expiration dates on the exterior of the assembled kit or envelope to allow staff to verify them before use.

   Documentation of who assembled the kit and the assembly date is not required. However, a facility may choose to include this information near the expiration date if it would be helpful for inventory control or in responding to later questions regarding the kit's assembly.

   It is also recommended that facilities print and include a copy of the ISP Procedure Guideline for Sexual Assault Evidence Collection Kit, which is currently included in the standard kits. This document may be completed to identify the components included in the non-standard kit that will be submitted to the crime laboratory.

3. **How can SANEs demonstrate that a pre-assembled kit remain free from contamination and tampering between assembly and use?**
   The sterile components remain protected in their individual, unopened manufacturer packaging until use, just as they do in a standard sexual assault evidence collection kit.

Applying a tamper-evident seal to the exterior of the assembled kit would provide an additional means of demonstrating that the kit remained secured from the time of assembly until it was opened.

As with any evidence collection, the SANE should follow standard infection-prevention practices, maintain the integrity of the individually packaged components, and complete the applicable evidence and chain-of-custody documentation.

4. **Are there long-term storage concerns associated with using envelopes rather than a cardboard kit box?**
   No. Law enforcement agencies and the crime laboratories are aware that evidence may be submitted in envelopes during the supply disruption and may make any necessary accommodations for storage and processing.

5. **If a non-standard kit is processed in a jurisdiction outside Illinois, should documentation explaining the non-standard assembly be placed inside the kit?**Sexual assault evidence may be collected and submitted in different types of packaging, and evidence is not always submitted in a commercially manufactured kit or box. The evidence should continue to be packaged, labeled, sealed, and documented in accordance with applicable evidence-handling and chain-of-custody procedures. The ISP forensic science laboratories have been informed of the supply chain issues and will perform the DNA analyses per normal procedures.

6. **Should SANEs document in the medical record that a non-standard kit was used because of the statewide supply issue?**
   This is a facility-specific decision. SANEs should follow their hospital's policies and any guidance provided by the facility's legal counsel or risk-management department.
   The evidence will continue to receive a K-number through CheckPoint, allowing the evidence to be identified and tracked through the established process. This K-number should be generated by the hospital at the time of assembly. The K-number should be documented on the outside of the packaging and the page containing the bar code should be affixed to the outside of the non-standard kit. Provide the survivor with the printed instruction page containing the K-number and PIN.

Illinois Guidelines for Assembling Non-Standard Sexual Assault Evidence Collection Kits

Purpose: This document offers interim guidance on how to proceed with evidence collection when Illinois State Police (ISP) Sexual Assault Evidence Collection Kits (SEACKs) are temporarily unavailable due to supply chain or procurement issues. ***This document is intended for use by qualified medical providers at treatment facilities that have been approved by the Department as defined in the Sexual Assault Survivor Emergency Treatment Act (SASETA; 410 ILCS 70).***

The following are guidelines suggested for creating non-standard evidence collection kits during unforeseen circumstances. This guidance is intended for use only during significant disruptions in the supply of ISP issued SAECKs.

These suggestions do not replace existing facility specific procedures and do not supersede the requirements of the Sexual Assault Survivor Emergency Treatment Act (SASETA; 410 ILCS 70). Each facility should determine the appropriateness of implementing these guidelines on a case-by-case basis, in accordance with current laws and internal policies.

Suggested Guidelines:
When notified of a procurement issue, the following guidelines may be used to assemble a non-standard kit:

Documentation

- ISP SAECK paperwork can be downloaded and printed from the ISP website.
  Forensic Sciences Command
  https://isp.illinois.gov/Forensics/Forms

- Generate a K-number and PIN in CheckPoint.
  SAEvidenceTracking - Login
  https://laets.isp.illinois.gov
  How to generate a K-number and PIN is referenced at the end of this document.

Supplies
The following supplies are recommended to assemble a non-standard kit:

- 9x12 external envelope
- Letter-sized envelopes to individually package specimens
- Individually packaged sterile swabs
- Single use sterile water
- Paper bags
- Evidence tape

Collection

- Using sterile swabs, collect the following specimens when indicated:
  - Fingernail specimen-left hand (1 swab)
  - Fingernail specimen-right hand (1 swab)
  - Oral specimen (2 swabs)
  - Vulva or Penis (external genitalia) specimen (2 swabs)
  - Vaginal (internal genitalia) specimen (2 swabs)
  - Perianus (external) specimen (2 swabs)
  - Anal (internal) specimen (2 swabs)
  - Miscellaneous specimen(s) (1 swab per area, larger surface areas 2 swabs)
  - Reference sample specimen (2 swabs)

  After collection, swabs should be placed stick end first into the original sterile packaging/sleeve then placed in a letter-sized envelope.

  Document each envelope with the following information:
  - Evidence collected/location (i.e., "Oral specimen, Miscellaneous specimen (abdomen)")
  - Patient's name
  - Date and time collected
  - Collector's name

Packaging:

- Place specimen envelopes that were collected and appropriately labeled into the 9x12 external envelope.
- Secure the 9x12 external envelope with evidence tape.
- Print the "External Label" provided below and secure to the 9x12 envelope.
- Package underwear or other clothing in separate paper bags, seal with evidence tape, and document the outside of the bag with the following information:
  - Evidence collected (i.e., "underwear")
  - Patient's name
  - Date and time collected
  - Collector's name
  - Law enforcement report number and/or K-number

External Label

RD/Agency #_____
Unit Assigned_____

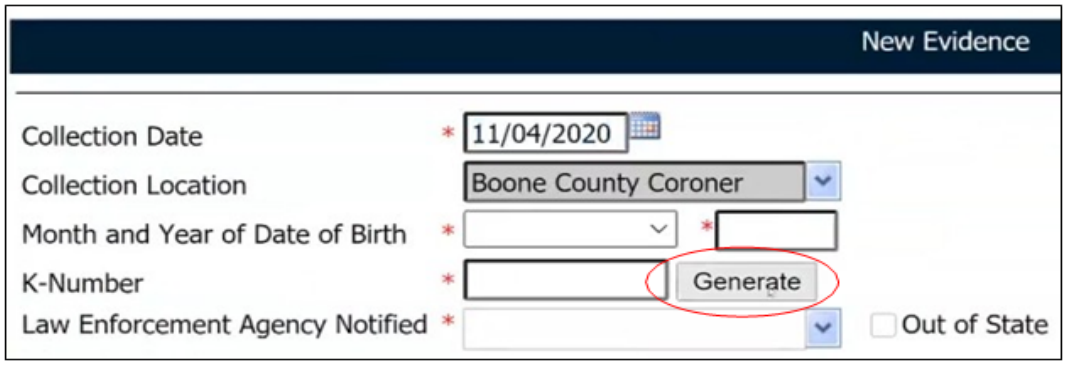
Patient_____ DOB_____ Date of Examination_____
Patient Address_____
Health Care Facility Name and Address_____
Address Where Assault Occurred_____
Examining Health Professional (print name)_____Signature_____
Assisting Health Professional (print name)_____Signature_____

Transferred to law enforcement representative:

By (print name) _____Signature_____
Law enforcement agency (print name)_____City_____
Law enforcement representative (print name)_____Signature_____
Date of Pickup_____Time of Pickup_____

Instructions for generating a K-number and PIN in CheckPoint

1. Click: New Evidence
2. Enter Collection Date
3. Enter Month and Year of Date of Birth of Survivor
    a. This is important because of retention periods for LEA
4. Click: Generate



5. Click: OK to prompt confirming you want to generate a new K#

6. Print the two-page document that pops up. This document contains the K# and bar code that will be attached to the transport carrier, as well as the information that is given to the survivor (QR code, K#, and PIN).
7. Select LEA that will be notified
    a. Begin typing the LEA and it will populate.
    b. If the LEA is not in the drop-down menu, select: *Illinois LEA Not Found
        i. This is the first option in the drop-down menu.
        ii. In the notes section, put the LEA that is supposed to be picking up the kit.
8. Click: Save
    a. Hitting the save button will log the kit into the CheckPoint Notification screen as an item ready to be picked up by the designated LEA
    b. Once an entry is saved, there is an option to reprint the barcode if needed.

Please note only one K# is to be assigned to the survivor

Illinois State Police
Division of Forensic Services

PROCEDURE GUIDELINE FOR SEXUAL ASSAULT EVIDENCE COLLECTION KIT:

This procedure guideline can be used to prevent omissions and assist with organization during the examination.

- Do not have patient remove clothes until directed.
- Change gloves as needed.
- Swabs can be placed directly into cardboard box. Box design allows swabs to air dry while packaged.

Step ☐ 1 **Patient Consent: Collect and Test Evidence or Collect and Hold Evidence Form**

Step ☐ 2 **Medical Forensic Documentation Forms**

Step ☐ 3 **Clothing (packaged outside of kit and document items and condition on page 4 of the medical forensic documentation forms)**

Step ☐ 4 **Fingernail Specimens**

Step ☐ 5 **Miscellaneous Swab Collections**
Location(s) of collection: _____ WRITE ON SWAB BOX _____

Step ☐ 6 **Oral and Anogenital Swab Collections**
☐ 6a **Oral**
☐ 6b **Vulva or Penis (External Genitalia)**
☐ 6c **Vaginal (Internal Genitalia)**
☐ 6d **Anal (Internal)**
☐ 6e **Perianus (External)**

Step ☐ 7 **Reference Samples: Buccal Swab or Blood on Filter Paper**

Step ☐ 8 **Patient Discharge Materials**

Offer and perform photographic documentation of injury and/or other visible evidence throughout the exam process according to hospital policy and as recommended by the National Protocol for Sexual Assault Forensic Examinations. Photographs can be utilized to supplement the medical forensic history and written documentation.

Offer **urine collection** for Drug Facilitated Sexual Assault any time after the assault. (DO NOT PACKAGE IN KIT.)