

PRESIDENT'S

DNA

INITIATIVE

Advancing Justice Through DNA Technology

UNIVERSITY OF NORTH TEXAS

Center for Human Identification

Laboratory of Forensic Anthropology & Laboratory for Molecular Identification

The Center for Human Identification is a unique program that combines the services and capabilities of a molecular (DNA) identification laboratory with that of a forensic anthropology laboratory. For cases involving missing persons and unidentified human remains, analysis of skeletal material and DNA is provided at no cost to the submitting agency.

Submission of Unidentified Human Remains for Anthropological *and* DNA Analysis

As part of the University of North Texas Center for Human Identification, the Laboratory of Forensic Anthropology provides complete anthropological services to the forensic community. Services include:

- Consultation (including location and recovery assistance, please call for more information)
- Examination of skeletal remains (see below)
- Submission of skeletal samples to the Laboratory for Molecular Identification for analysis and inclusion in the FBI's Missing Persons CODIS Database

Skeletal examinations may include: Creation of a biological profile (sex, age, race/ancestry, stature/physique), analysis of trauma, cause/manner of death, postmortem interval estimations, and positive identifications by alternate means (e.g., radiological, dental, etc.) when possible. Through the President's DNA Initiative, these examinations are provided to the submitting agency at no direct cost.

In order to provide the most complete report possible, submit ALL skeletal elements associated with the case except for items retained for independent/internal DNA analysis by your agency. Please include the following items with the submitted skeletal remains so that we may provide you with a complete and accurate report:

- Copies of any reports (law enforcement, medical examiner, prior forensic anthropologist, dental).
- Copies of scene photographs
- Insects (larval and/or adult) collected at the scene

If there is a suspected or presumed identification, please submit any antemortem x-rays, medical reports, or dental records for comparison (this material may follow the original submission at a later time). If there are multiple case numbers from different agencies, please list them along with contact information on the submission form.

Following the completion of the anthropological analysis, the most appropriate skeletal samples will be submitted to the Laboratory for Molecular Identification for analysis and inclusion in the FBI's Missing Persons CODIS Database using your agency information. A formal anthropological report will be sent directly to your office. Arrangements may be made to conserve the remains in secure facilities within our laboratory. In some cases, items required by our laboratory for potential court testimony may be retained.

Feel free to contact the Laboratory of Forensic Anthropology directly with any questions you may have concerning anthropological analysis at 1-800-279-1339.

Submission of Unidentified Human Remains Samples for DNA Analysis Only

Please use the following guidelines when submitting samples to the Laboratory for Molecular Identification for DNA analysis and CODIS submission without submission for anthropological analysis. With the submitted sample, please include a medical examiner or prior forensic anthropology report describing the biological profile of the remains (sex, age, race/ancestry, stature/physique) and any trauma present.

Possible materials for sample submission, in order of preference:

1. Bone
2. Teeth
3. Blood or blood cards
4. Soft tissue

Specific notes concerning various submission materials

Hard Tissue – Bone and Teeth

- For any questions pertaining to the preparation and shipping of bone samples, please call 1-800-763-3147
- Bone and teeth are the preferred submission samples for unidentified human remains
- Intact bones are preferred over cut sections
- Do not seal the samples in airtight plastic
- Teeth should have no restorations (“fillings” or “crowns”) and be intact (no open “cavities”)
- Teeth in order of preference: Molars, premolars, canines, incisors (i.e., back of mouth to front)
- Ideal hard tissue submissions include two specimens: Two different bones, a bone and a tooth, or two teeth

Blood or Blood Cards

- Only qualified medical personnel should collect blood samples from a person
- Collect at least two 5-ml tubes of blood in purple-top tubes with EDTA as an anticoagulant for DNA analysis
- Identify each tube with the date, time, location, collector’s name, and case number
- Refrigerate, *DO NOT FREEZE*, blood samples. Use cold packs, not dry ice, during shipping
- Pack liquid blood tubes individually in Styrofoam or cylindrical tubes with absorbent material surrounding tubes
- Label the outer shipping container: KEEP IN A COOL DRY PLACE, REFRIGERATE ON ARRIVAL, and BIOHAZARD. Submit to the laboratory as soon as possible

Soft Tissue

- Collect 1-2 cubic inches of red skeletal muscle or deep organ tissue
- Place tissue samples in a clean, airtight plastic container *WITHOUT* formalin or formaldehyde
- Package and ship similar to blood samples to prevent decomposition of the sample

For submission of other materials or for other questions, please call: 1-800-763-3147

CODIS Submission Confirmation

After the analysis of the remains has been completed, the DNA results will be uploaded into the FBI’s Missing Persons CODIS Database. The submitting agency will receive written notification when the DNA profiles have been uploaded into CODIS.

For Missing Persons Investigations

Contact the number above to request that a Family Reference Sample Collection Kit be sent to your agency.

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THE SUBMITTING AGENCY IS RESPONSIBLE FOR ALL SHIPPING COSTS TO AND FROM THE CENTER FOR HUMAN IDENTIFICATION.

THE SUBMITTING AGENCY IS RESPONSIBLE FOR COMPLIANCE WITH THE SHIPPING REGULATIONS AND REQUIREMENTS OF THE COURIER.

General Packaging and Shipping Instructions

- Individually package, label, and sign each submission sample to avoid cross contamination
(NOTE: for samples submitted for anthropological evaluation, skeletal remains may be packaged together)
- Evidentiary items should be appropriately sealed, initialed, and dated inside of the shipping box
- Place medical examiner or anthropological reports in a separate envelope within the shipping box
- Include a return shipping account number (FedEx, UPS, etc.) for the return of remains after analysis is complete unless prior arrangements have been made
- Place the submission forms in the provided document pouch and affix to the *OUTSIDE* of the shipping box
- Affix one of the address labels to the exterior of the shipping box and one to the outside of each of the sealed evidence package(s)
- Packages must be shipped with receipt signature required
- Do not ship submissions to be delivered on a weekend or holiday
- Following shipment, fax the shipping details to the Center for Human Identification using the provided form

For additional questions, please call 1-800-763-3147 www.unthumanid.org missingperson@hsc.unt.edu

Additional Packaging and Shipping Instructions if Requesting Anthropological Analysis

- When submitting dry remains, do not clean the remains or remove dried soft tissue. For wet decomposition cases, please call for instructions. 1-800-279-1339
- Pack remains in such a way that no trauma is introduced during shipping. Particular care should be taken when there is possible trauma to the remains. Bubble wrap or butcher paper work well. Do not use newspaper to wrap specimens. Do not seal material in plastic bags as this causes unwanted condensation to form.
- Fill out the submission forms provided including the Submission of Unidentified Human Remains for Anthropological Analysis form and attach to the *OUTSIDE* of the shipping box (Place reports, photographs, and other evidentiary items inside of the shipping box)
- Indicate on the fax back tracking form that you are requesting anthropological analysis

For additional questions regarding the shipment of remains for anthropological analysis, please call 1-800-279-1339

Shipping address for submission of unidentified human remains samples:

UNT Center for Human Identification
Attn: Evidence Custodian
3500 Camp Bowie Blvd.
EAD-332
Fort Worth, Texas 76107-2699

1-800-763-3147