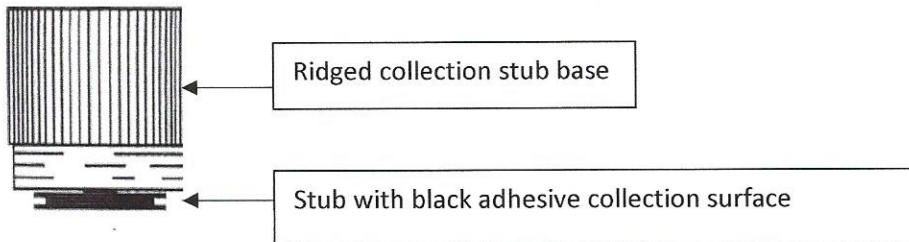


ALLEGHENY COUNTY MEDICAL EXAMINER INSTRUCTIONS FOR RESTRUCTURING FIVE- STUB PGSR KITS

1. The email received for restructuring five-stub PGSR kits included an attachment titled **“ALLEGHENY COUNTY MEDICAL EXAMINER INSTRUCTIONS FOR COLLECTING PRIMER GUNSHOT RESIDUE (PGSR)”** regarding collection procedure.
 - a. It is recommended that your agency create copies of this attachment.
 - b. It should be used for reference regarding basic collection procedures.
2. Neatly open existing kits containing five collection stubs.
3. Relabel stubs from existing kits: one **“RIGHT HAND”** and one **“LEFT HAND”**.
 - a. The “control” stub should not be used at the time of collection until supply issues have been resolved.
 - b. The control item in five-stub kits may also be used as a right- or left-hand collection stub in new kit assembly.
4. Photocopy the **“ALLEGHENY COUNTY MEDICAL EXAMINER GUNSHOT RESIDUE ANALYSIS INFORMATION FORM”** as needed to add to the two-stub kits (one per kit is required).
5. Create two-stub kits for scene use as follows:
 - a. Place one right-hand and one left-hand collection stub into an envelope. Your agency may reuse the original ACME GSR envelopes or use a new envelope (a minimum 5” x 7” sized envelope is recommended).
 - b. Place one **“ALLEGHENY COUNTY MEDICAL EXAMINER GUNSHOT RESIDUE ANALYSIS INFORMATION FORM”** within each envelope for scene use.
 - c. Place one **“ALLEGHENY COUNTY MEDICAL EXAMINER INSTRUCTIONS FOR COLLECTING PRIMER GUNSHOT RESIDUE (PGSR)”** within each envelope for reference.
6. Your new kits will be unsealed at the time of use. Make sure to secure each envelope prior to transport so that all materials stay within the new two-stub kit.
7. When submitting a new exterior envelope for two-stub collection kits, it is recommended to clearly label the envelope with the following information:
 - **ALLEGHENY COUNTY MEDICAL EXAMINER GUNSHOT RESIDUE EVIDENCE COLLECTION KIT**
 - **SUBJECT’S NAME**
 - **COLLECTING OFFICER’S NAME/BADGE NUMBER**
 - **AGENCY NAME**
 - **AGENCY CASE NUMBER**
8. Submit the sealed two-stub kit using your agency’s standard laboratory submission procedures.

ALLEGHENY COUNTY MEDICAL EXAMINER INSTRUCTIONS FOR COLLECTING PRIMER GUNSHOT RESIDUE (PGSR) (Read entire instruction sheet before using kit)

When the cap is removed from the clear plastic vials containing the SEM stubs, the adhesive collecting surface is exposed and care must be taken to not drop the stub or contaminate the collection surface by allowing the surface to come in contact with an object other than the area that is to be sampled.



- Heavily soiled or bloody areas should be avoided if possible.
- When pressing the stubs on the questioned areas, use enough pressure to cause a mild indentation on the surface of the subject's hand.

STEP 1 Complete the enclosed Gunshot Residue Analysis Information Form and submit with sealed kit with submittal forms. The form should not be returned to the kit envelope.

STEP 2 Wear gloves to handle the stubs and collect potential primer gunshot residue.

STEP 3 RIGHT HAND:

- Carefully remove the cap from the vial labeled RIGHT HAND.
- Grip the base of the container which holds the collection stub and press the adhesive surface of the stub onto the back and front (including fingers) of the subject's right hand to sample the entire hand surface.
- After sampling the entire hand, return the cap securely to the base.

STEP 4 LEFT HAND:

- Carefully remove the cap from the vial labeled LEFT HAND.
- Grip the base of the container which holds the collection stub and press the adhesive surface of the stub onto the back and front of the subject's right hand to sample the entire hand surface.
- After sampling the entire hand, return the cap securely to the base.

FINAL INSTRUCTIONS

- Fill out all information requested on the front of the kit envelope.
- Return the two capped vials to the kit envelope.
- Seal the kit envelope with tape and initial seal.
- Deliver sealed kit and completed Gunshot Residue Analysis Information Form to the laboratory with a request for P-GSR analysis.

