

CONFIDENTIAL



ID-SECURE

ID-Secure is a DNA profiling service for companies and organisations that can, when required, significantly reduce the time and difficulty involved in establishing identity.

**CERTAINTY
IN AN UNCERTAIN
WORLD**



DNA Identity Profiling

Cellmark

DNA Identity Profiling Service

At Cellmark we have built a reputation for the quality and accuracy of our DNA analysis, the speed of our testing service and the excellence of our customer support. In this proposal we have provided some background information about our company and details of similar services that we provide to other customers.



Our experience

Established in 1987 we have 30 years experience of providing specialist DNA testing services delivered to stringent quality standards. In the UK all testing is carried out in our state of the art laboratories in Abingdon, Oxfordshire and Chorley, Lancashire where we deliver a range of DNA and forensic testing services. Cellmark is a world leader in the provision of DNA analysis services specialising in relationship testing, forensic identification and agricultural genotyping. This opportunity therefore has a strong strategic fit with our core businesses and our areas of expertise. For further information please visit www.cellmarkforensics.co.uk and www.id-secure.co.uk.

The predominant DNA technology used by our forensic DNA analysis services is Short Tandem Repeat (STR) profiling. Cellmark is an accredited supplier of DNA profiles to the UK National Criminal Database and delivers a full range of forensic DNA services to some of the largest police forces in the UK. This ranges from routine databasing of suspects' mouth-swabs to the analysis of crime-scene samples in the investigation of the most serious offences.

We are the largest human paternity testing laboratory in the UK providing services to the general public as well as through a number of exclusive government contracts. Cellmark is the sole supplier of paternity testing to the UK Child Support Agency as well as to the UK Borders Agency's immigration programme.

From publication quality sequencing of individual samples to the routine DNA analysis of tens of thousands of samples each week we have a history of the design, development and delivery of quality accredited DNA services across a range of applications. We believe that our proven expertise and reliability will contribute to providing you with an excellent DNA profiling service.

Service Overview

- Registration of individual cases is available via standard mail or by email and over the telephone. Following initial set up on our case management system we will then despatch sampling kits to the chosen sampling locations.

- Samples need to be taken by a medical professional or accredited individual e.g. your company medical team using ID-Secure sampling kits supplied by Cellmark and delivered to the sampling location with barcodes and supported by identification paperwork.



- Samples and ID paperwork to be sent to our laboratory in Abingdon using pre-paid tamper-evident envelopes which are supplied as part of the kit.
- DNA profile generation, using the industry standard product Identifiler™ analyses the following 16 Short Tandem Repeat (STR) markers. These 16 STRs are used by international medical and law enforcement agencies.

Amelogenin	DS16539	D18S51	D19S433
D21S11	D2S1338	D3S1358	D8S1179
FGA	TH01	VWA	D13S317
D5S818	D7S820	CSF1PO	TPOX

- Reports of generated profiles will be made available within 3 working days of receipt at our laboratory – a sample report can be found at the end of this document.
- The “chain of custody” of the sample is maintained at all times – this is vital as it means that the end report is accepted as evidence of the identity of the named individual.
- Samples are normally returned to the customer for storage. We recommend that they are kept along with your company HR records as the collection system employed by Cellmark (FTA cards) allows samples and paperwork to be stored, for an indefinite period, without the need for special conditions. This allows further DNA analysis to be undertaken if required using other techniques such as Mitochondrial DNA analysis and MiniFiler™.

Sampling Kits

Sampling kits will be provided. Each kit will contain the following:-

- Instructions for the sampler on how to take the sample
- x 1 mouth swab,
- x 1 sample collection card,
- a consent form, which donor and sampler must sign,
- details of the terms and conditions that apply to the service and
- x 1 reply paid return envelope.

The cost of the standard sampling kits is £5.00/each*. However the cost of the sampling kits can be included in the sample analysis charge.

Taking a Mouth Swab & completing the collection card for DNA Paternity Testing



Sampling Instructions



1. SWAB FOR TEN SECONDS

- Rub all sides of the swab:
- Inside both cheeks
 - Between the lips and teeth



2. PRESS SWAB FIRMLY ONTO THE PINK PAPER FOR TEN SECONDS

- Do not rub



3. TURN SWAB OVER AND PRESS FOR A FURTHER FIVE SECONDS

- In the same place as before, do not rub



An area of the pink paper, the size of the swab, should now have turned white. This confirms the sample has been taken correctly.

Sampler signs here

<p>ALL SECTIONS MUST BE COMPLETED</p> <p>SAMPLER NAME: _____</p> <p>SAMPLER DATE: _____</p> <p>SAMPLER SIGNATURE: _____</p>	<p>ALL SECTIONS MUST BE COMPLETED</p> <p>DONOR NAME: _____</p> <p>DONOR DATE: _____</p> <p>DONOR SIGNATURE: _____</p>
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Donor signs here

It is essential that the Sampler and the Donor both SIGN the collection card. Please use a BALL POINT PEN. After sampling close the cover on the collection card and place it back into its small plastic bag. Discard the swab

Do not touch the swab tip or the pink paper with your fingers and do not replace the swab back into the Donor's mouth after contact with the pink paper.

Customer Service

Cellmark has a team of friendly and professional customer service advisers available to process registrations and provide advice on DNA profiling. Our customer services advisers have a wealth of experience in dealing with the issues and sensitivities surrounding DNA identity testing.

The team are available for confidential advice and information in the UK from 8.30am - 7.00pm Mondays and 8.30am - 5.30pm Tuesdays to Fridays (local UK times).

Quality Assurance and Accreditation

Cellmark has consistently led its field in Quality Management and external accreditation and has held International ISO accreditation since 1990. Samples will be processed within quality systems accredited to ISO9001:2000 and ISO17025 and will incorporate Quality Control and Quality Assurance procedures to ensure result integrity.



Each analysis will be performed and checked by our DNA analysis software. Samples are independently checked by our highly experienced scientists.

Cellmark operates a policy of continuous process improvement.

* prices quoted exclude VAT

Data Protection

Any sample provided or profile generated is returned to the client organisation and will not be released to any other person or organisation without the donor's written consent or a UK court order. Cellmark will destroy all confidential documentation concerning the DNA profile analysis after twelve months following the date of the Test Report, unless otherwise instructed in writing.

NB: This does not apply to samples or data used for validation purposes. Please note that we are legally required to retain invoices for 6 years.

Laboratory Automation and Sample Tracking

The receipt of samples, monitoring of their progress through the laboratory and the collation and reporting of the profiles is managed using a Laboratory Information Management System (LIMS) which has been developed specifically for provision of our services.

Management information such as the processing time for batches and performance monitoring can be provided as specific reports generated by the LIMS software if required.



Price

The cost of this service for a single profile is £133 - discounts are available for volume orders.

* prices quoted exclude VAT

Sample DNA Profiling Report : John Smith

PS Ref: qw1234

Sample Tested

Sample taken 14th April 2017

Label Data

11111111111111111111

STR (Short Tandem Repeat) DNA profiling has been carried out as requested on the above labeled sample which arrived at Cellmark by post on 17th April 2017.

The DNA profiles produced consist of results from fifteen independent STR tests, which each identify up to two fragments in an individual's DNA. A gender indicative test was also included in the analysis.

Results

STR loci

AMEL	D16S539	D18S51	D19S433	D21S11	D2S1338	D3S1258	D8S1179	FGA	TH01	VWA	D13S317	D5S818	D7S820	CSF1PO	TPOX
X	10	15	13	29	19	16	10	20	7	17	9	15	17	25	8
Y	12	17	14	32	19	17	10	22	10	18	24	12	11	14	13

Mrs J Jones
Interpretation Team Leader

18th April 2017