

<b>Department of the Attorney General</b> <b>Crime Prevention and Justice Assistance Division</b> <b>FY 2023 Hawaii State Sexual Assault Evidence Collection Kit Specifications</b>		
<b>Item #</b>	<b>Quantity</b>	<b>Description</b>
1.	One (1)	<p><b><u>Kit Box</u></b>, Approximately 10 ½"x 7"x2 ½"</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> <li>a) Custom printed in blue ink on 4 sides.</li> <li>b) Kit to be pre-sealed via kit integrity sealing tabs.</li> <li>c) Reorder label affixed to side of Kit Box, with expiration dates of Swabs.</li> <li>d) Three Barcode Stickers Affixed to sides of Kit Box: top, short end and long end; Code 128 Barcode, non-repeating, eight number numerical series, beginning with "00001592".</li> <li>e) Two checkboxes on side of Kit Box adjacent to barcode sticker, one indicating "Juvenile" and one indicating "Adult".</li> <li>f) Envelope (approximately 9"x6") (self-sealing) affixed to bottom of Kit Box for law enforcement copies of forms.</li> </ul>
2.	Various (see below)	<p><b><u>Specifications Regarding Bags and Envelopes</u></b></p> <ul style="list-style-type: none"> <li>a) Self-sealing envelopes requested.</li> <li>b) Step 3 Bags will have label (approximately 4"x2.75") (see Sample A).</li> <li>c) Step 4 to Step 11B envelopes will be printed (see Sample B).</li> </ul>
3.	One (1)	<b><u>Kit Instruction Sheet</u></b> printed in black ink front and back on one 11"x17" white stock.
4.	One (1)	Step 3 <b><u>Foreign Material Bag</u></b> (12"x7"x17"), heavy duty (6-8 Pt), containing one 40"x48" white paper drape sheet.
5.	One (1)	Step 3 <b><u>Other Clothing Bag</u></b> (12"x7"x17"), heavy duty (6-8 Pt) and location to specify article of clothing.
6.	One (1)	Step 3 <b><u>Underpants Bag</u></b> (7"x3 ½"x 11").
7.	One (1)	Step 3 <b><u>Bra Bag</u></b> (7"x3 ½"x 11").
8.	One (1)	Step 4 <b><u>Dried Secretions Envelope (self-sealing)</u></b> (5"x 7.5") containing two swab boxes (print "Step 4 Dried Secretions - Location Sample Collected"), two packages of sterile, cotton-tipped swabs (2/pkg), and two 3ml pre-sealed dispensers of distilled water.

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9.	One (1)	Step 5 <b><u>Oral Swabs Envelope (self-sealing)</u></b> (5"x 7.5") containing one swab box (print "Step 5: Oral Swabs") and two packages of sterile, cotton-tipped swabs (2/pkg).
10.	One (1)	Step 6 Known Sample: <b><u>Buccal Swab Envelope (self-sealing)</u></b> (5"x 7.5") containing one swab box (print "Step 6: Buccal") and two packages of sterile, cotton-tipped swabs (2/pkg).
11.	One (1)	Step 7 <b><u>Head Hair Combing Envelope (self-sealing)</u></b> (5"x 7.5") containing one swabbie towel and one graduated teeth comb.
12.	One (1)	Step 8A <b><u>Fingernail Swabbing (Right Hand) Envelope (self-sealing)</u></b> (5"x 7.5") containing one swab box (print "Step 8A: Right Hand Fingernails") and two packages of sterile, pointed-end cotton-tipped swabs (2/pkg).
13.	One (1)	Step 8B <b><u>Fingernail Swabbing (Left Hand) Envelope (self-sealing)</u></b> (5"x 7.5") containing one swab box (print "Step 8B: Left Hand Fingernails") and two packages of sterile, pointed-end cotton-tipped swabs (2/pkg).
14.	One (1)	Step 9 <b><u>Pubic Hair Combing Envelope (self-sealing)</u></b> (5"x 7.5") containing one swabbie towel and one graduated teeth comb.
15.	One (1)	Step 10A <b><u>Vaginal Swabs Envelope (self-sealing)</u></b> (5"x 7.5") containing one swab box (print "Step 10A: Vaginal"), two packages of sterile, cotton-tipped swabs (2/pkg).
16.	One (1)	Step 10B <b><u>External Genitalia Swabs Envelope (self-sealing)</u></b> (5"x 7.5") containing one swab box (print "Step 10B: External Genitalia"), two packages of sterile, cotton-tipped swabs (2/pkg).
17.	One (1)	Step 11A <b><u>Perianal Swabs Envelope (self-sealing)</u></b> (5"x 7.5") containing one swab box (print "Step 11A: Perianal") and two packages of sterile, cotton-tipped swabs (2/pkg).
18.	One (1)	Step 11B <b><u>Anal/Rectal Swabs Envelope (self-sealing)</u></b> (5"x 7.5") containing one swab box (print "Step 11B: Anal/Rectal") and two packages of sterile, cotton-tipped swabs (2/pkg).

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19.	Two (2)	<u><b>Large Police Evidence Seals</b></u> (6"x2") for resealing kit box after evidence collection.
20.	Forty (40)	<u><b>Barcode Labels</b></u> : Printed with Barcode Number to match Barcode on Kit Box. Label size: 2" X ½". Three of the 40 barcode labels will be adhered to the SAK kit by the vendor.
21.	One (1)	<u><b>Biohazard Label</b></u> .
22.	One (1)	<u><b>FDA Insert/Sheet</b></u> (Mandatory).

## **SAMPLE A – Label to be affixed to bag.**

**STEP 3** **FOREIGN MATERIAL**

VICTIM'S NAME: \_\_\_\_\_

DATE COLLECTED: \_\_\_\_\_ TIME: \_\_\_\_\_ am  
pm

COLLECTED BY: \_\_\_\_\_

TRANSFERRED TO: \_\_\_\_\_

WAS SAMPLE COLLECTED? YES ☐ NO ☐

IF NO, WHY NOT? \_\_\_\_\_

HF100:STEP3FMLBL.1 5/19

## SAMPLE B – Printing on Step 4 to Step 11B envelopes

STEP 4		<u>DRIED SECRECTIONS</u>	
VICTIM'S NAME: _____			
DATE COLLECTED: _____		TIME: _____	AM PM
COLLECTED BY: _____			
TRANSFERRED TO: _____			
WAS SAMPLE COLLECTED?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF NO, WHY NOT? _____			
HH100-STEP4ENV.1 5/19			

## Hawaii State Sexual Assault Evidence Collection Kit – Other Specifications

**Turnaround Time:** Delivery within eight (8) weeks of the date of written approval (email sufficient) of the provided sample kit (see below).

Sample kit to be provided by vendor for approval by purchasing agency, prior to starting production of the 335 kits.

**Total Quantity:** 335 kits

**Delivery Points for Kits:** The Sex Abuse Treatment Center  
55 Merchant Street, 22nd Floor  
Honolulu, HI 96813  
Contact name: Swastika Maharjan  
Phone Number: (808) 535-7600  
Email: [swastika.maharjan@hawaiipacifichealth.org](mailto:swastika.maharjan@hawaiipacifichealth.org)

**Quantity = 200 kits**

Kauai Police Department  
Investigative Services Bureau SANE Unit  
3990 Kaana Street  
Lihue, HI 96766  
Contact Name: Lt. Anthony Morita  
Phone Number: (808) 808-241-1697 or (808) 241-1711  
Email: [amorita@kauai.gov](mailto:amorita@kauai.gov)

**Quantity = 35 kits**

Maui Police Department  
55 Mahalani Street  
Wailuku, HI 96793  
Contact Name: Detective/Sgt. LeeAnn Galario-Guzman  
Phone Number: (808) 270-6516  
Email: [leeann.galario-guzman@mpd.net](mailto:leeann.galario-guzman@mpd.net)

**Quantity = 50 kits**

YWCA of Hawaii Island  
1382 Kilauea Avenue  
Hilo, HI 96720  
Contact name: COO Lorraine Davis  
Phone Number: (808) 930-5762 x 162  
Email: [ldavis@ywcahawaiiisland.org](mailto:ldavis@ywcahawaiiisland.org)

**Quantity = 50 kits**

**Other:** Listing of kits, by barcode label number, delivered to each delivery point, to be provided to the Department of the Attorney General/Crime Prevention and Justice Assistance Division, 235 S. Beretania Street, Room 401, Honolulu, HI 96813.

**Purchasing Agency:** Department of the Attorney General  
Crime Prevention and Justice Assistance Division  
235 S. Beretania Street, Room 401  
Honolulu, HI 96813  
Contact: Amy Tatsuno, (808) 586-1152  
[amy.k.tatsuno@hawaii.gov](mailto:amy.k.tatsuno@hawaii.gov)