



chinese stem cell initiative  
加華幹細胞協會

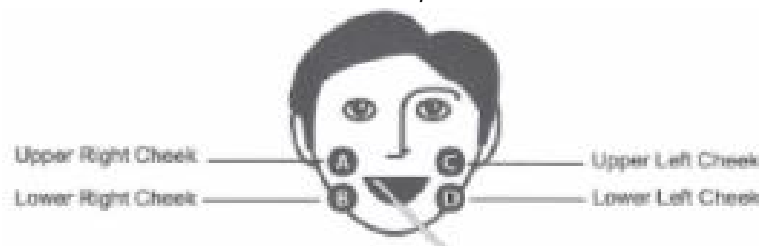


## SWABBING AT-A-GLANCE GUIDE

**Respect confidentiality of Registrant at all times.**

### Remove swab kit from envelope:

- 1) Volunteer to open cotton swab package to reveal 2 sticks.
- 2) Affix 1 **swab-stick bar code** on wooden portion of each swab stick. (Total of 4 swab sticks)
- 3) Swabbing procedure (**volunteer not to touch swab sticks from this point on**):
  - i. Use 1 swab stick at a time, swab 1 section of inside of cheek as shown.



- ii. Press harder than brushing teeth; swab for 20 seconds per stick.
  - iii. Place each of the completed swab stick into the slot of swab stick holder.
- 4) Registrant to place swab kit into envelope and seal.
  - 5) Volunteer to place 1 **small bar code** on back of envelope – NOT over envelope seal.
  - 6) Volunteer to affix 1 **small bar code** to back of form inside “For Office Use” box.

### Completed Consent Form:

- 1) Check that form has been signed, dated, and completed on both sides.
- 2) Corrections are properly initialed and dated.

### Once swabbing and bar-coding is complete:

- 1) Thank the Registrant.
- 2) Ask Registrant to bring Consent Form, sealed envelope, and unused bar coded labels to “Drop-Off & Exit”.

Wipe table with disinfectant wipes for next Registrant.