



## NEW SOUTH WALES POLICE FORENSIC SERVICES GROUP



Title: Hair and Fibre Collection Kit Instructions

Prepared by: S. Bennett,  
Scientific Officer

Authorised by: Insp Forbes,  
Manager, Westmead Laboratory

Endorsed by: Commander CSOB

Effective date: 15/05/06

Revision date: 15/05/09

Ref: PROCS02C27

### 1.0 Overview

#### 1.1 Kit Contents

The Hair and Fibre Collection Kit contains the following items:

- Clear overhead transparencies
- 2 x rolls of clear 25mm wide adhesive tape
- White paper
- 6 x already folded paper boats
- Fine metal tweezers
- Alcohol wipes
- Scissors
- 1 x hand held tape dispenser
- Post-it flags

#### 1.2 Reordering

New stock of the consumables in this kit can be ordered using the following details:

Item	Code	Supplier
Overheads	40030000 or 86546411 (paper backed)	Corporate Express
Clear adhesive tape 25mm	86762449	Corporate Express
Post-it flags	Depends on colour	Corporate Express
Alcohol wipes		FSG Stores

The white paper can be restocked with any white office paper.

#### 1.3 General Care and Maintenance

Other than ensuring that all kit contents are stocked, the Hair and Fibre kit needs to be kept as clean as possible to ensure no contamination of foreign hairs or fibres occurs. This is done by keeping all rolls of tape in plastic bags and not using these rolls of tape for any other purpose.

All items must be cleaned at the start of an examination, and then again if any foreign material is present. Scissors and tweezers can be cleaned with alcohol wipes. The tape dispenser must also be kept clean and sterile.

The first 15cm of tape is to be discarded at the start of each examination, but it is not necessary to do this between each individual tape lift. The reason for this is to prevent any contamination from being carried over from a previous examination.

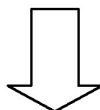
## 2.0 Collection of Hairs

### 2.1 Sequence of Collection

#### **Note location and photograph**

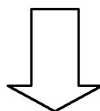
If clearly visible.

Very light coloured hairs can be marked with a post-it note for photographs



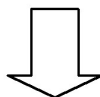
#### **Hand Picking/Tweezers**

Ensure the tweezers are clean using an alcohol wipe.  
Then package in a paper boat.



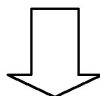
#### **Post-it notes**

Use if hair is too small, light coloured or can't be collected with tweezers.  
Can also be used to mark hairs recovered from different locations  
on the same item and referenced with a letter/number.  
Stick to paper boat. Different hairs from the same item can be packaged in  
the one paper boat.



#### **Tapelifting**

For a large quantity of small fragments or fine hairs.  
Attach tape to overhead transparency.



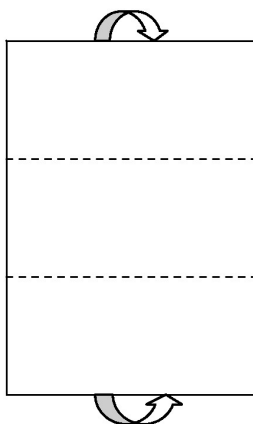
#### **Package in exhibit bags**

One exhibit bag per item.  
More than one paper boat or overhead can go in the one exhibit bag.

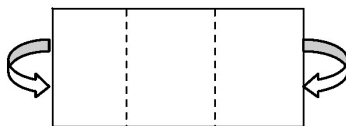
## 2.2 Paper boats

The kit includes 6 pre-folded paper boats. Ensure that it always contains at least one for reference when making more. Additional paper boats can be folded using the sheets of white paper in the kit using the following method:

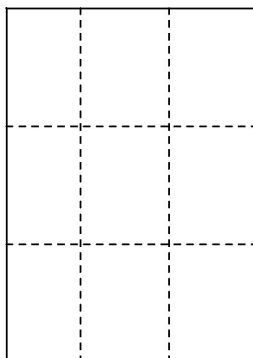
1. Fold paper in thirds lengthways



2. Fold the paper again in thirds across the width



3. The page will be in nine sections.  
Place the item to be packaged in the centre and then re-fold the paper boat around it.



### 3.0 Tapelifting

Tape lifting is used to collect traces of physical evidence from exhibits, particularly fibres.

**NOTE** fibres are microscopic. Items that are determined to have been involved in transfer should be considered for fibre evidence irrespective of whether they are visible to the naked eye or not.

#### 3.1 General Approach

A vehicle's seats and boot lining may hold evidence of contact with a person(s) or item. They should be tapelifted in the following way:

- The surface should be tapelifted in sections with one piece of tape per section.
- Ensure that each section of tape will fit on an overhead and not be too long. If a piece is cut too long, discard it and use another.
- Tape can be cut using either the scissors or dispenser included in the kit. Ensure they are clean before use by cleaning with an alcohol wipe.
- Do not overload the tape. If in doubt use another piece. If needed, the seats can be tapelifted in smaller sections.
- More than one tape can be applied to an overhead. It is usually possible to fit 5-6 tapes. Label each individual tape with the region it came from with permanent marker on the overhead, not on the tape. Regions can be numbered on a diagram or chart and then the corresponding tape labelled with the same number.
- Once the tape is on the overhead any collected evidence is sealed in-between. If the tape no longer sticks then the tape has been too overloaded and smaller sections should have been used. All overheads from the one exhibit/item can then be packaged in the one exhibit bag.

#### 3.2 Vehicles

- The seats of vehicles are excellent collectors of trace evidence and should be considered for tapelifting as it may be possible to establish that a person had been in a particular vehicle.
- The seats should be divided into sections such as **headrest**, the **seat back** (further divided into 4 quarters), **seat base** (further divided into 4 quarters), the **join in between** and either side of the **seat belt**.
- A sample of the interior carpet also needs to be collected. This is done by pulling a sample of the fibres by hand and then putting this on a piece of tape and applying to a separate overhead, clearly labelled and placed inside the same exhibit bag as the other overheads.

- If the boot lining is tapelifted the approach is the same -divide into sections and pull a sample of the carpet for elimination.

### **3.3 Deceased persons**

- All victims of homicides should be considered for tapelifting, unless in the following exceptions:
  - no contact has occurred i.e. shootings,
  - advanced decomposition,
  - skeletal remains.
- All tapelifting should be undertaken in consultation with the Forensic Pathologist.
- As with vehicles, the area to be tape lifted is to be divided into sections. The size of the areas will depend on how quickly the tape is loaded with fibres i.e. surfaces that load the tape quickly will need to be done in small sections.
- Start with the topmost surface before the body is moved. Do not tapelift any areas where there is biological material. Examine these areas closely and remove any fibres or hairs with clean tweezers.
- Clearly mark the regions tapelifted and the location of any areas avoided due to biological material on a Crime Scene Operations Branch anatomical chart. *Refer to CSOB Forms, Anatomical Charts.*

### **3.4 Clothing**

- Divide into sections to tape lift. Textiles that shed more fibres will need to be tapelifted in smaller sections.
- All tapelifts from the one garment can be packaged in the one exhibit bag.