Four Steps to Hair Collection

① Collection Tools: (1) Hair Clip (2) Scissors (3) Ball Point Pen (4) Alcohol Wipe

1. Clean the scissors and hair clip with an alcohol wipe.
2. Part donor's hair horizontally across the crown and secure hair out of the way with a hair clip.
3. Cut approximately 20-30 strands of hair from FIVE small areas along the part line at the crown.
4. Cut the hair sample as close to the scalp as possible.

NOTE: *You should collect a total of 90 to 120 strands of hair, or the equivalent size of a common soda-straw. Take more strands if the donor's hair is less than 1.5 inches in length. If collecting body hair, collect a sample equivalent in size to a common 1" cotton ball.*
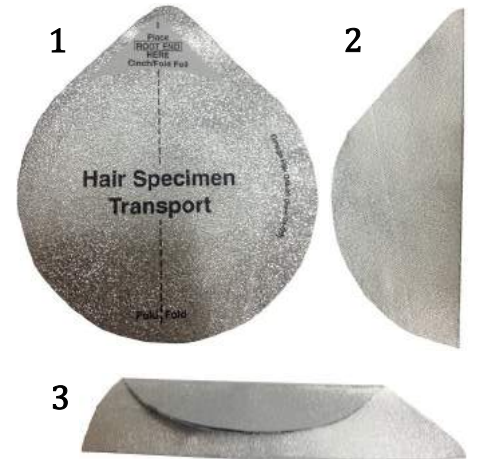
②

1. Place ROOT END at the EDGE on the side of HAIR SPECIMEN TRANSPORT (HST) marked PLACE ROOT END HERE.
2. Straighten hair to full length along center line of the HST keeping the root ends together at the edge of the foil.
3. Fold HST down the center line.
4. Fold again LENGTHWISE.
5. Any hair that is longer than the foil should be wrapped around the folded foil.
6. Place in the HAIR SPECIMEN POUCH.

NOTES:

• Collectors may fold the foil tighter or add an extra lengthwise fold for curly hair if necessary.
• It is not necessary to align root ends of hair if collecting body hair.

③

Anonymous Testing

Once the sample is in the HAIR SPECIMEN POUCH, seal it ensuring that the flap is fully sealed. Kindly tick the drug testing panel(s) to be performed. Please note that you will be charged accordingly if you tick any panels which you have not paid for.

Legal Testing

Once the sample is in the HAIR SPECIMEN POUCH, seal the HAIR SPECIMEN POUCH with the HAIR POUCH SEAL provided on the CUSTODY AND CONTROL FORM (CCF), ensuring that it fully secures the large flap.

After affixing the seal to the specimen pouch, have the donor initial and date the Hair Pouch Seal in the designated fields and complete Step 5 (shaded in light blue) on Copy 1 of the CCF.
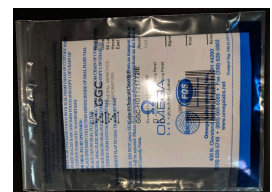
④

Anonymous Testing

Fold and place the sealed HAIR SPECIMEN POUCH into the clear plastic TRANSPORT BAG and seal it using the adhesive flap and place in the self-addressed envelope. The specimen is now ready for shipment!

Legal Testing

Place both the sealed HAIR SPECIMEN POUCH and Copy 1 of the CUSTODY AND CONTROL FORM (white copy) into the clear plastic TRANSPORT BAG and seal the bag using the attached adhesive flap. The specimen is now ready for shipment!

ADDITIONAL NOTES

1. Make MULTIPLE cuts, DO NOT take the full sample from one location.
2. YOU MUST mark on the Sample Collection Form/Chain of Custody Form if specimen is HEAD or BODY hair.
3. DO NOT MIX head and body hair. ONLY COLLECT ONE OR THE OTHER type of hair.
4. DO NOT send more than one HST per HAIR SPECIMEN POUCH. Multiple samples will result in sample rejection.

Helpful Hair Collection Advice

Hair	Collection Tips
Short Hair	If hair is less than 1.5", collect more strands to account for the difference in weight. Collect from several locations to avoid leaving bald spots. Hair that is less than 1.5" can be placed in the center of the foil.
Long Hair	If hair is longer than 1.5", after aligning the root ends and folding the foil lengthwise twice, simply wrap the remaining length around the outside of the foil.
Curly Hair	If you are having trouble keeping the root ends aligned on curly hair, have another collector help by holding the already collected hair while you make additional cuts. Pinch the foil around the finished sample while folding to keep the root ends aligned.
Thin Hair	Collect hair from several locations to avoid creating bald spots. If the length is 1.5" or longer, remember to keep the root ends aligned at the appropriate end of the foil.
Braids Dreadlocks Weaves	If a donor has artificial/synthetic hair connected to real hair, the donor must remove it prior to collection. Ensure that any hair collected is growing out of the scalp. Make a note on the Sample Collection Form stating that artificial hair was removed to ensure proper documentation.
Body Hair	If a donor has very short (less than 0.5") or no head hair, then body hair must be collected. Root ends do not need to be aligned for body hair. Collect a sample equivalent in size to a common 1" cotton ball. Body hair can be collected from several areas of the body (including facial) and mixed together within the foil to acquire the necessary amount for testing. Body and head hair CANNOT be mixed due to differences in time frames.
Nape Hair	When collecting nape hair, be sure to keep the root ends aligned and place at appropriate end of foil. Collect recommended amount and indicate location collected on the Sample Collection Form. Nape hair is considered to be head hair.

Legal Testing - Custody and Control Form

The multi-layered Custody and Control form needs to be completed by both the donor and the sampler. Instructions on how to complete it are included on the back of the form. Below find some additional points:

STEP 1
• Section B needs to be left blank.
• Write the name of the person submitting the sample in Section C. In case the Donor SSN or Employee ID is not available, the donor's passport number can be used instead.
• Tick the reason for taking the test in Section D.
• In Section E, tick the Extended Opiates panel if it has been ordered. If not, do not tick it.
• Write the name of the sampler and address where the sample has been collected in Section F.

STEP 2
• The collector needs to complete this step in full. Remarks would be the reason if a passport number is not provided.

STEP 3
• Refer to the sample collection instructions.

STEP 4
• The collector needs to complete this step. "Specimen Released To" needs to be left blank since it is for laboratory use.

STEP 5
• The donor needs to complete this step in full.

Once the CCF has been completed, separate the forms. Copy 1 is for laboratory personnel and needs to be returned with the samples. Copy 3 of the form is for the sampler and copies 2, 4 and 5 are for the donor of the sample.