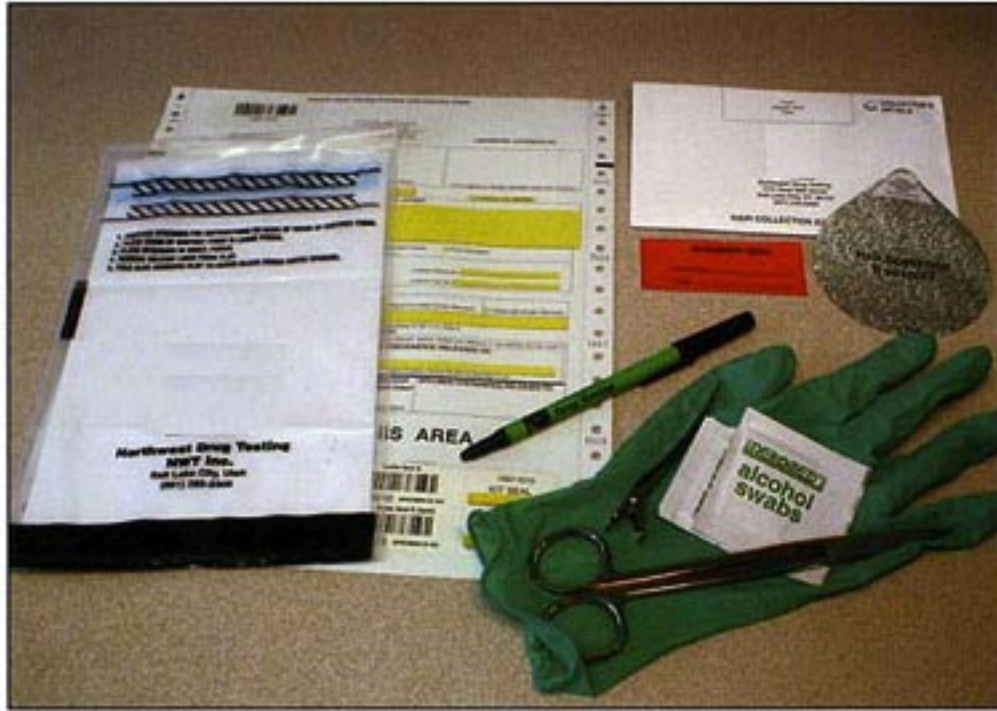


Hair Collection Procedures



Items provided :

- Custody and Control Form
- Collection Envelope
- Foil
- Integrity Seal
- Alcohol Pad
- Plastic Shipping Bag

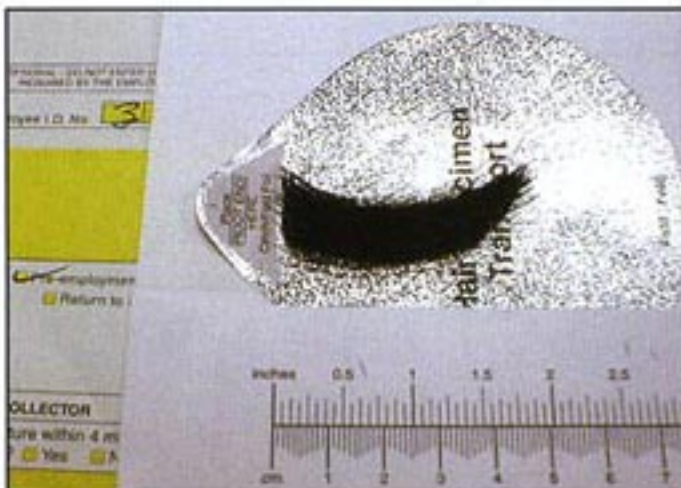
Items provided by the collector:

- Ball Point Pen
- Scissors
- Hair Clip (optional)
- Latex Gloves (optional)

- 1) Ask the donor for a picture I.D., then fill out the top of the custody and control form (Step 1) with the donor and client information. Mark the Picture ID Verified box.
- 2) Mark the Test to be Performed and the Reason for Test.
- 3) Prepare for the collection by gathering a pen, scissors and a hair clip if desired.
- 4) Open a new collection envelope and note the donor's SSN/Employee ID and Collection Site on the envelope. Remove the foil, seal and alcohol pad. Fold the foil into a trough shape.
- 5) Prepare the scissors and clip by cleaning them with the alcohol pad included in the collection envelope. Have the donor observe this cleaning.
- 6) Lift the hair on the back of the head and hold in place with a hair clip (if desired).



Cut close to scalp.



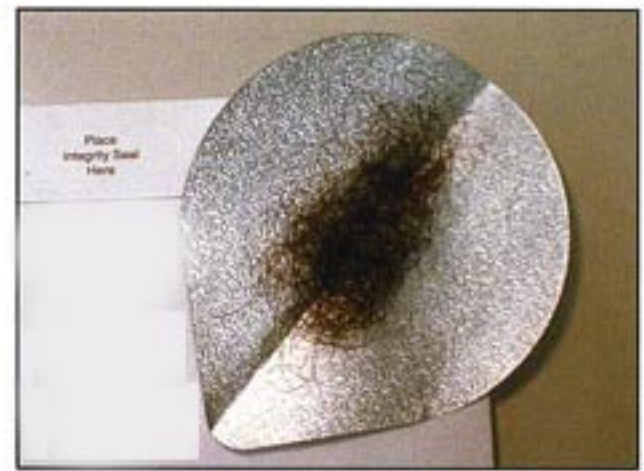
Minimum amount of head hair required.

- 7) Collect hair samples from 2 or 3 sites on the back of the head below the crown until a minimum of 100 mg of hair is collected. Spread out flat it will be 1.3 cm wide (~1/2 in.) for a 3.9 cm length (~1 1/2 in.), 2.5 cm wide (~1 in.) for a 2 cm long sample (~3/4 in.). We recommend you use the envelope scale for evaluation of quantity.
- 8) If the hair is styled in a pony tail, weave or corn row, ask the donor to undo one row. If this cannot be done, collect the sample above or below the rows or at the nape of the neck.

Hair Collection Procedures

CONTINUED

- 9) Body hair may be used if sufficient head hair is not available. Body hair samples are collected from the axilla (arm pits) or chest until a minimum of 100 mg of hair is collected. Hair from different sites on the body may be combined, but do not combine body hair with head hair.



Minimum amount of body hair required.

- 10) Clearly mark the sample source on the collection envelope to indicate whether head or body hair was collected.



Long hair with root ends aligned and wrapped around foil.

- 11) The scalp ends must be aligned evenly. If body hair or short curly head hair is used, alignment is not necessary. The hair is placed on the foil with the scalp ends placed at the tapered end of the foil.

- 12) Fold the foil around the hair sample snugly so that it will stay in place during shipment. Wrap any length of hair beyond the end of the foil around the outside of the foil as shown to the left.

- 13) Place the foil in the collection envelope, making sure that no hair strands extend out of the envelope.

- 14) Seal the envelope with the tamper evident seal and place an ID number from the chain of custody on the hair envelope to tie the two together. If the hair sample donor identity can't be matched with the custody and control form, the sample may be rejected.

- 15) The donor initials the envelope, then the collector signs and dates the envelope and initials and dates the seal.

- 16) The collector completes the chain of custody (Step 2).

- 17) Place the sealed envelope and custody and control form in the plastic shipping bag and seal the bag. Store it in a secure place until it is ready to be shipped to the laboratory.

- 18) If collecting hair and urine from the same donor, place the envelope containing the hair sample in the outer pocket of the envelope with the requisition form and the urine sample in the inner pocket of the plastic envelope, in order to prevent contaminating the hair with urine.

