

Non-Federal Drug Testing Custody and Control Form & Hair Collection Instructions

PLEASE READ FIRST: IMPORTANT MESSAGE TO THE COLLECTOR

We advise that completion of the Custody and Control Form (CCF) and collection of the hair sample is carried out by trained personnel. To become a trained collector, please visit www.hairconfirmbusiness.com to view our hair collection training guide and to complete a questionnaire. Please also ensure to read all instructions on this sheet before proceeding with the hair collection. A hair drug test will be voided if the CCF is not completed correctly and/or the sample is not taken as per the instructions.

If you have any questions or require assistance, please contact Customer Service at 1-888-5-CONFIRM (1-888-526-6347).

1. CHECK CUSTODY AND CONTROL FORM

Collector must ensure that the Specimen ID number on the top of the CCF matches the Specimen ID number on the Hair Pouch Seal at the bottom of the form.

2. IDENTIFY DONOR AND COMPLETE COLLECTION SITE INFORMATION (STEP 1 ON CCF)

Collector asks donor to sit and identifies donor by photo ID or by identification provided in person by an employer representative. If donor is not properly identified, collector cancels the collection. Collector completes STEP 1 (Collection Site Information) on CCF (if not already preprinted).

3. COLLECT SPECIMEN

Collector shows donor that Hair Specimen Pouch is empty and places it in view of donor. Collector collects hair (see Hair Collection Instructions on back).

4. IDENTIFY HAIR SPECIMEN (STEP 2 ON CCF)

Collector completes STEP 2 on CCF.

5. COLLECTOR AND DONOR ANNOTATE SEALS (STEP 3 ON CCF)

Collector puts Collection Foil with Hair Sample into Hair Specimen Pouch with donor observing, and then seals Hair Specimen Pouch with Hair Pouch Seal from CCF. Collector dates Seal. Donor initials Seal.

Inform the donor that this indicates the pouch was sealed properly, in the donor's presence, and that the Hair Pouch Seal number and CCF Specimen ID number match.

6. COLLECTOR INITIATES CERTIFICATION STATEMENT (STEP 4 ON CCF)

Collector completes Collector Section in STEP 4 on CCF.

7. DONOR COMPLETES CERTIFICATION STATEMENT (STEP 5 ON CCF)

Collector instructs donor to read certification statement in Step 5 and sign, print name, date and provide phone numbers and date of birth after reading the statement (ALL YELLOW SHADED AREAS). If donor refuses to sign certification statement, collector provides a remark in Step 2.

8. PREPARE SHIPMENT

Place sealed Hair Specimen Pouch into the clear Specimen Bag. Place the white copy of the CCF into the Specimen Bag and seal the bag.

9. REGISTER TEST ONLINE

Results are available online at www.hairconfirmbusiness.com. You must register your test using the Specimen ID number and Passcode on the CCF. Select to receive email notifications and we will email you when your results are ready.

