

Hair Collection Instructions

ADDITIONAL MATERIALS REQUIRED FOR HAIR COLLECTION

- Hair clip
- Scissors
- Ball point pen
- Alcohol wipe
- Donor's Photo I.D.

1. TAKE THE HAIR SAMPLE

- Clean the scissors with an alcohol wipe.
- Slide the hair clip horizontally under the hair at the crown of the head. Lift a 2 inch wide section of hair upwards exposing the base of the hair underneath and clip the hair in place.
- Using your fingers below the clip, select a long strip of hair, measuring at least 1.5 inches in length, and gently lift it straight out from the scalp. Slide the scissors down the selected hair sample until they rest flush with the scalp.
- Cut the sample as close to the scalp as possible. You must collect 90 to 120 strands of hair (equal to the diameter of a pencil or a soda straw when placed in the Collection Foil). (FIG. 1)

FIG. 1



More strands are needed if the hair is less than 1.5 inches long or if hair is extremely thin. Collect from several locations if hair is very short. (Note: If hair is short, for example only .5 inch, this length will only provide a drug use history of 30 days.)

If the donor's hair is less than .5 inch long, collect only body hair (e.g. from the chest, pubic area, underarm). It is important NOT to mix head and body hair. ONLY COLLECT ONE OR THE OTHER.

2. PREPARE THE HAIR SAMPLE FOR SHIPMENT

- Align the root ends of the hair sample (the ends closest to the scalp) so that they are even. Place **ROOT ENDS** against the **EDGE** of the Collection Foil where it is marked "Place ROOT END HERE". (FIG. 2a)
- Pinch the tab end over the root ends of the sample. (FIG. 2b)
- Straighten and hold hair to full length along center fold line of foil keeping the root ends together at the edge of the Collection foil. (FIG. 2c)
- Fold the Collection Foil in half along the center line and press firmly. (FIG. 2d)
- Fold the Collection Foil again **LENGTHWISE** (FIG. 2e) and wrap any excess hair extending beyond the foil around the foil.

FIG. 2a



FIG. 2b



FIG. 2c



FIG. 2d



FIG. 2e



THE SAMPLE IS READY TO BE PLACED INTO THE HAIR SPECIMEN POUCH.

3. SEAL THE HAIR SAMPLE

Place the Collection Foil in the Hair Specimen Pouch with the donor observing. Seal the pouch with the Hair Pouch Seal provided on the Custody and Control Form (CCF). **Have the donor put their initials on the seal (FIG. 3) and complete Step 5 of the CCF.**

FIG. 3



4. PREPARE SHIPMENT

Place the sealed Hair Specimen Pouch into the small pouch and the **WHITE COPY of the CCF** into the large pouch of the clear Specimen Bag. Seal the bag. (FIG. 4)

FIG. 4



THE HAIR SAMPLE IS NOW READY FOR SHIPMENT.