

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 both sides of this sheet before proceeding with the hair collection. A 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 please call Customer Service at 1-888-5-CONFIRM.

1. CHECK CUSTODY AND CONTROL FORM

Ensure that the Specimen ID number on the CCF matches the Specimen ID number on the Hair Pouch Seal, which can be found at the bottom of the CCF.

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

Ask the donor to sit and identify them by photo ID. Complete STEP 1 (Collection Site Information, Donor Information and Reason for test) on the CCF.

If the donor cannot be properly identified, cancel the hair collection.

3. COLLECT SPECIMEN

Show the donor that the Hair Specimen Pouch is empty and place it in the donor's view. Collect the hair sample as per the [Hair Collection Instructions on the reverse side](#).

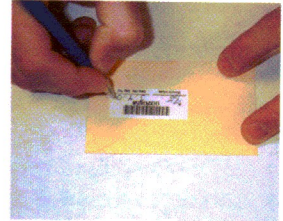
4. IDENTIFY HAIR SPECIMEN (STEP 2 ON CCF)

You **MUST** check **EITHER** "Head Hair" or "Body" in STEP 2 on the CCF. **DO NOT CHECK BOTH.**

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

Date the Hair Pouch Seal which has been affixed to the Hair Specimen Pouch. Instruct the donor to initial this Seal (Fig. 3). 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.

Fig. 3



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

Complete the Collector Section in STEP 4 on the CCF.

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

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

8. PREPARE SAMPLE AND CCF FOR SHIPMENT

Fax the white copy of the CCF to the Medical Review Officer using the fax number on the CCF. Then place the sealed Hair Specimen Pouch into the small pouch of the clear Specimen Bag and place the white copy of the CCF into the large pouch of the Specimen Bag. Seal the bag. (Fig. 4)

Fig. 4



Place the Specimen Bag into the pre-paid envelope provided. Distribute the remaining copies of the CCF.

9. REGISTER TEST ONLINE

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