

# Hair Collection Instructions

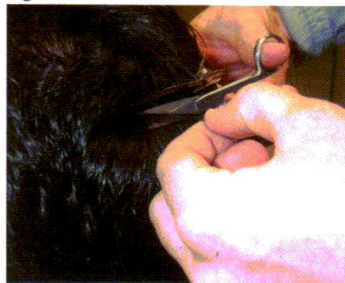
## ADDITIONAL MATERIALS REQUIRED FOR HAIR COLLECTION

- 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 the 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. chest, leg, arm, pubic area or 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 the **ROOT ENDS** against the **EDGE** of the Collection Foil where it is marked "**Place ROOT ENDS HERE**". (Fig. 2a)
- Begin to fold the foil in half starting at the "**Place ROOT ENDS HERE**" tab. (Fig. 2b)
- Straighten and hold the hair to full length along the center fold line of the 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

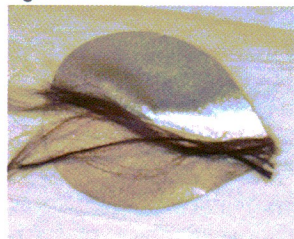


Fig. 2b



Fig. 2c

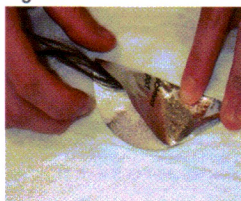


Fig. 2d



Fig. 2e



**THE SAMPLE IS NOW READY TO BE PLACED INTO THE HAIR SPECIMEN POUCH**

### 3. SEAL THE HAIR SAMPLE

Put the Collection Foil with the Hair Sample into the Hair Specimen Pouch with the donor observing, and then seal the Hair Specimen Pouch with the Hair Pouch Seal provided on the CCF.

**PLEASE RETURN TO INSTRUCTIONS ON REVERSE SIDE (#4)**