


ALCOHOL AND DRUGS, HAIR

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Required Specimen Type	Hair sample, 50 mg, the sample collected should be: <ul style="list-style-type: none"> • ½ inch wide and 1 to 2 strands deep when held across your finger (pictured in the instructions below). • 1½ inches in length. Note: Pubic hair is not accepted.
Medical Supplies	<ul style="list-style-type: none"> • Custody & Control Form (CCF) • Sample acquisition card (SAC) : <ul style="list-style-type: none"> ▪ Integrity seal ▪ Foil ▪ Scissors ▪ Alcohol pad • Collection pouch
General Guidelines	<ol style="list-style-type: none"> 1. All specimens must include a double identification (first and last name of the patient and date of birth or medicare number). 2. The use of gloves is required when handling all biological specimens. 3. A valid requisition must include the following information : <ul style="list-style-type: none"> • First and last name of the patient, date of birth or medicare number and gender. • Date and time of specimen collection and signature of collector. • Physician’s full name, signature and license number (or other qualified prescriber). • Any relevant clinical information. • Requested tests.
Patient Preparation	Patient should wash their hair, prior to testing, to avoid specimen contamination. Proof of patient by government-issued photo ID is required to do this test.
Specimen Collection Instructions	<p style="text-align: center;">COLLECTING THE HAIR SAMPLE</p> <p>Step 1</p> <ol style="list-style-type: none"> a. Be sure the subject has signed a consent form. b. Gather all collection materials and verify that the pre-printed information on the CCF is correct. c. Complete sections B, C, D, in step 1 on the CCF. <p>Step 2</p> <ol style="list-style-type: none"> a. Remove the SAC from pouch, open SAC and remove the integrity seal and foil. Fold the foil in half lengthwise and open. b. Check with the donor to see if he/she has a hair transplant, hair weave or hairpiece. If yes, have him/her show you where their hair begins so you collect hair that is not part of transplant, weave or hairpiece. If you are unable to determine the donor’s actual hair, collect body hair (legs, underarms, chest and arms). c. Decide where the hair is going to be collected from and check the appropriate box in Step 2 of the CCF. d. Clean the scissors with an alcohol pad. e. The head hair sample will be taken from an underneath layer below the crown of the head. Use your index finger or the tip of the scissors and part the hair across the scalp horizontally. f. Grasp a small lock of hair visibly equal to ½ inch wide by 1-2 strands thick when held flat across your finger. Cut the sample as close to the scalp as possible. Be sure that the area collected from will be cosmetically undetectable. The thickness of hair required is same width as the lead from a standard pencil. 

- g. Put the scissor down and grasp the root ends firmly to ensure the sample remains aligned. Place the hair sample into the foil with the root end extending $\frac{1}{4}$ inch beyond the slanted end of the foil. Press the sides of foil together and pinch tightly to trap the hair inside. Body hair can be collected and placed in the center of the collection foil and is not required to be aligned by root end.
- h. Place the sample, already in the foil, into the SAC with the root ends to the left.
- i. Seal the SAC; remove the adhesive backing from the top flap and close it similar to closing a standard envelope.
- j. Remove the adhesive backing from the tamper evident security seal and place it where indicated on the SAC (over the sealed envelope flap).
- k. Sign and date the tamper evident security seal.
- l. Peel off the barcode label from the CCF and place it in the designated spot on the SAC.

Step 3

- a. Have the donor read and initial the SAC in the space provided.
- b. Have the donor read and complete Step 3 of the CCF.
- c. Complete Step 4 of the CCF.

Step 4

- a. Place the SAC and page 1 of the CCF into the collection pouch so that the ID number at the top left corner is visible.
- b. Remove the clear adhesive strip from the top of the pouch, fold over the flap and press firmly to seal.
- c. Keep page 2 of CCF for CDL and distribute pages 3-5 as directed.

COLLECTING BODY HAIR

Note: Head hair must always be collected if available. Occasionally a test subject may be bald or have less than $\frac{1}{2}$ inch of hair on their head. In these cases, a body hair sample may be submitted.

Body hair often weighs less than head hair. Collectors may have to collect more body hair to ensure that the sample submitted meets the weight requirement (50 mg). Body hair may be collected from different sites on the body and combined in the foil. DO NOT combine head and body hair in the same sample.

If head hair is not available, check the following areas for hair: legs, underarms, chest, and arms.

The amount of body hair taken should fill the foil. The minimum amount of body hair required is shown below.



Place body hair in the center of the foil. It is NOT NECESSARY to align root ends or have the root ends extend beyond the end of the foil.

	<p style="text-align: center;">SPECIMEN REJECTION</p> <p>The sample would be rejected if:</p> <ul style="list-style-type: none"> • The sample received does not contain enough hair <p>Invalid Samples:</p> <ul style="list-style-type: none"> • Sample collector not signing the CCF or the SAC; • Subject ID number is not on the CCF • Name of the test subject is written in section B of Step 1 on the CCF or the SAC; • SAC or collection pouch not sealed properly; • Sample submitted with root ends too miss-aligned to run • A braid or dreadlock is submitted • Sample contains both head and body hair • Barcode from CCF not transferred to SAC
<p>Additional Information</p>	<p style="text-align: center;">COLLECTION TIPS</p> <p>SHORT HAIR: If hair is less than one inch long, double the suggested width of the sample collected. Hair may be collected from several locations to avoid leaving a bald spot. Hair less than 1½ inch in length can be placed in the center of the foil.</p> <p>LONG HAIR: Even if the air is long, only the first 1½ inches of the hair is tested. So, the first 1½ inches must meet the weight requirement for a sample. It is important to keep the root ends aligned and placed in the foil with the root ends towards the slanted end of the foil.</p> <p>CURLY HAIR: Wrap the foil around the hair prior to cutting. After cutting the sample, pull the foil away from the head with the hair already pinched tightly inside.</p> <p>THIN HAIR: Collect hair from several spots and combine in the foil. If hair is more than 1½ inches long, remember to keep the root ends aligned.</p> <p>HAIR REPLACEMENT: Replacement and transplants are expensive. Ask the subject if they would prefer the collection be done from another area. Collecting hair that has been transplanted from one area of the donor’s head to another is acceptable.</p> <p>PONYTAIL/BUN: Have the subject take his/her hair down prior to collecting the sample. Never cut the hair while still in a ponytail or a bun.</p> <p>BRAIDS/DREADLOCKS: Collect hair from the nape of the neck or have subject comb out the area you plan to collect. Do not collect synthetic or added hair.</p> <p>WEAVES/EXTENSIONS: Collect the sample from an area above or below the weave. Nape hair is also an option.</p> <p>NAPE HAIR: This type of hair tends to be fine and thin. More hair may need to be collected in order to meet the minimum weight requirement for a sample. Nape hair should only be collected if the person has no head hair, the head hair is thinning, the person is bald, or, as noted above, when person has braids, dreadlocks, a hair weave or hair extensions.</p> <p>Hair products (e.g., shampoos, conditioners, sprays, mousses and gels) have no significant effect on results. Hair treatments such as bleaching, perming and dyeing generally will not significantly lower the quantitative results.</p>
<p>Specimen Conservation and Stability</p>	<ul style="list-style-type: none"> • Room temperature : 7 days • Refrigerated: 7 days