

## Hair Collection Training Guide



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The Complete Training Guide  
on How to Take a Hair Sample

## Goals of Collection Procedure

- Collect 60+ milligrams or 90-120 strands of hair representing the required timeframe.

(½ inch = one month, standard test – 3 months)<sup>TM</sup>

- Complete the Custody and Control Form (C.C.F.)
- Package and send sample with completed C.C.F. to our laboratory.

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## **This Training Guide will take you through the four steps to collecting:**

1. Gathering collection MATERIALS
2. Preparing the C.C.F.
3. Performing an accurate COLLECTION
4. Timely SHIPPING

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## Gathering collection materials

You will need a HairConfirm Business Collection Kit which contains of the following:

- Custody and Control Form (C.C.F.)
- Hair Specimen Pouch
- Collection Foil
- Clear Plastic Specimen Bag




## Gathering collection materials contd.

You will also need the following:

- Scissors
- Hair Clip
- Alcohol Wipes



## Verify ID

- i. Verify you have the correct donor by viewing a valid photo ID.

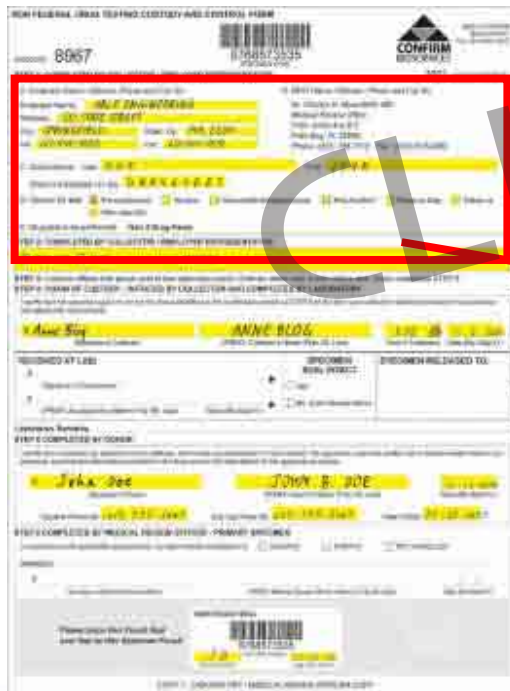


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## Completing Step 1 of the C.C.F

ii. Fill in the areas shaded in YELLOW

- Step 1C - Complete donor name and ID or SS number
- Step 1D&E - Specify Reason for Test



NON-FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM

8067 5788573535

CONFIRM BIOSCIENCES

1. Donor Name (Last, First and Middle Initial) **ANN ENGINEERING**  
 2. Donor ID or SS Number **0000000000**

3. Collector Name (Last, First and Middle Initial) **ANN BLOE**  
 4. Collector ID or SS Number **0000000000**

5. Reason for Test (Select all that apply)  
 Pre-employment  Random  Post-accident  Return to Duty  Other

6. Other Reason for Test (Specify)  
 Other Reason for Test (Specify)

7. Collector Signature (Last, First and Middle Initial) **ANN BLOE**  
 8. Collector Title **LABORATORY MANAGER**

9. Collector Signature (Last, First and Middle Initial) **JOHN BLOE**  
 10. Collector Title **LABORATORY MANAGER**

11. Collector Signature (Last, First and Middle Initial) **JOHN BLOE**  
 12. Collector Title **LABORATORY MANAGER**



NON-FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM

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CONFIRM BIOSCIENCES

STEP 1, COMPLETED BY COLLECTOR - EMPLOYER REPRESENTATIVE

A. Employer Name, Address, Phone and Fax  
 Employer Name **ANN ENGINEERING**  
 Address **200 W. WASHINGTON ST.**  
 City **SPRINGFIELD** State **MA** Zip **01103**  
 Tel **417-875-0000** Fax **417-875-0000**

B. Employer Representative Name, Address, Phone and Fax  
 Name **ANN BLOE**  
 Address **200 W. WASHINGTON ST.**  
 City **SPRINGFIELD** State **MA** Zip **01103**  
 Tel **417-875-0000** Fax **417-875-0000**

C. Other Reason for Test (Specify) **OTHER** Yes **Y/N**

D. Reason for Test (Select all that apply)  
 Pre-employment  Random  Post-accident  Return to Duty  Other

E. Drug Test Results (Specify) **Has a Drug Test**

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## Completing Step 2 of the C.C.F.

- ii. Step 2: Mark Head or Body Hair  
(DO NOT MIX HAIR TYPES!)

NEW FEDERAL ORDER TESTING AND TESTING FORM

8067

CONFIRM BIOLOGICAL

STEP 2: COMPLETED BY COLLECTOR / EMPLOYER REPRESENTATIVE

	<input checked="" type="checkbox"/> HEAD HAIR	<input type="checkbox"/> BODY	REMARKS

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2. C.C.F. - 3

## Prepare for Sample Collection

- i. Have donor sit.
- ii. Place a wastebasket nearby.
- iii. Wipe scissors with an alcohol wipe.
- iv. Place Hair Specimen Pouch where donor can see it.



## Prepare for Sample Collection contd.

- v. Show the open Hair Specimen Pouch to the donor to show it is empty and place it in view of donor.



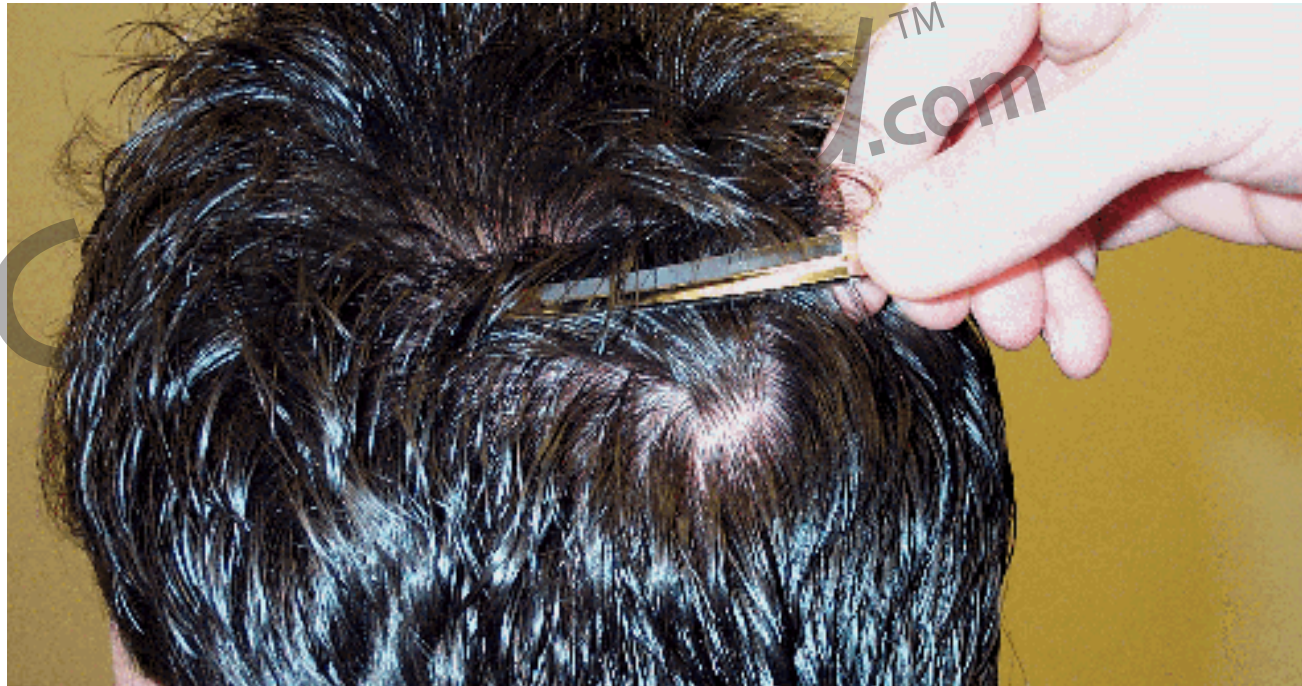
## Isolate the Hair Sample

- i. Slide hair clip horizontally under the hair at the crown on the head.



## Isolate Hair Sample contd.

- ii. Lift a 1-2 inch wide section of hair upwards exposing the base of the hair underneath.



## Cut the Hair Sample

- iii. Use your fingers below the clip to take the required diameter of hair and gently lift it straight out from the scalp.



## Cut the Hair Sample contd.

- iv. Slide the scissors down the selected hair sample until they rest flush with the scalp.



## Cut the Hair Sample contd.

- v. Cut the sample as close to the scalp as possible and move to Hair Specimen Pouch.

Take several cuts if needed to obtain sufficient hair.



## Package the Hair Sample contd.

- i. Align the root ends of the hair sample so they are even (the ends closest to the scalp)
- ii. Place the root end of the hair sample against the tab end of the Collection Foil and pinch the tab over the root ends.



## Package the Hair Sample

iii. Hold the hair straight along the center fold of the Collection Foil.



iv. Fold the Collection Foil in half and press firmly.



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## Package the Hair Sample

- v. Again fold the Collection Foil lengthwise and your sample is ready to place in the Hair Specimen Pouch.



## Short/Thin Hair Situations

- DO NOT use head hair if it is shorter than ½ inch long  
– use body hair only!
- Take hair from several places around the crown.
- Remember that time period covered by the test is determined by the length of the sample – ½ inch = 1 month.

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## No Hair on Head Situations

Hair can be taken from anywhere on the body but  
remember this if you take body hair –

- Because dormant hair is collected, a test done on body hair will cover a time period of approximately 12 months.
- You **MUST** mark on the Chain of Custody Form that body hair was collected.
- **DO NOT** mix body hair and head hair!

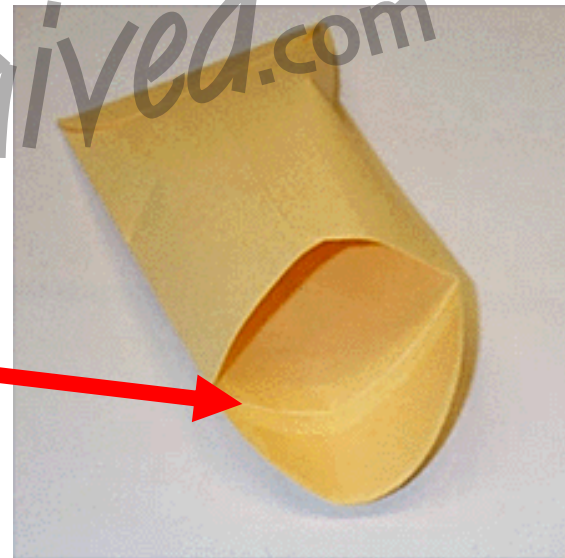
## Reminders about Collecting

- To visualize the amount needed for collection, imagine a 1 ½ inch long soda straw filled with hair (collect extra strands if hair is less than 1 ½ inch long!)
- It is better to have too much hair for the sample than too little!
- Remember that shorter hair (less than 1 ½ inch) requires a more strands of hair to have adequate “bulk” for the sample.

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## Packaging the Sample

- vi. Put Collection Foil into Hair Specimen Pouch with the donor observing.



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## Packaging the Sample contd.

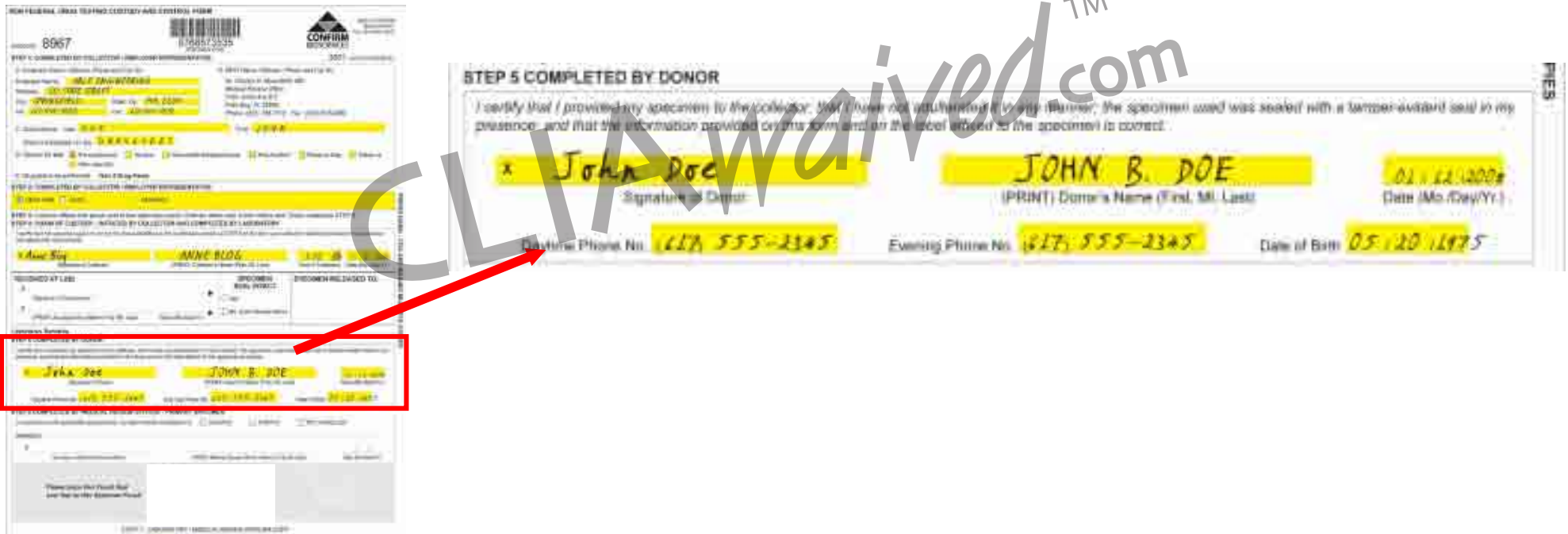
viii. Have the donor initial and date the seal.





## Completing Step 5 of the C.C.F.

- i. Have donor complete Step 5 on the C.C.F.



**STEP 5 COMPLETED BY DONOR**

I certify that I provided my specimen to the collector, that I have not adulterated it (by any means), the specimen used was sealed with a tamper-evident seal in my presence, and that the information provided on this form and on the label affixed to the specimen is correct.

**X** JOHN DOE  
Signature of Donor

JOHN B. DOE  
(PRINT) Donor's Name (First, MI, Last)

Date: 01-14-2008  
(Mo./Day/Yr.)

Daytime Phone No: 617-555-2345 Evening Phone No: 617-555-2345 Date of Birth: 05-20-1975

**Signature of Collector:** JOHN B. DOE JOHN B. DOE  
617-555-2345 617-555-2345 05-20-1975

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**X** JOHN DOE JOHN B. DOE  
617-555-2345 617-555-2345 05-20-1975



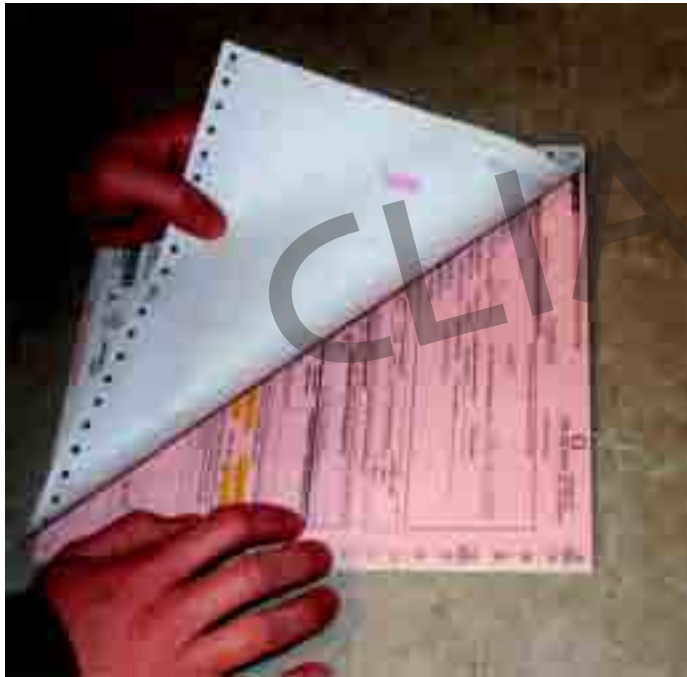
## Completing the Packaging Process

- i. Insert the Hair Specimen Pouch in the clear plastic Specimen Bag.



## Completing the Packaging Process contd.

- ii. Take the top copy (white) and insert it into the Specimen Bag.



## Completing the Packaging Process contd.

- iii. Seal the Specimen Bag - it is ready to ship.



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## Completing the Packaging Process contd.

- iv. Insert the sealed specimen bag into the pre-paid mailer received with the kit.



## Hair Collection Questionnaire

Please visit [www.hairconfirmbusiness.com](http://www.hairconfirmbusiness.com) and take a brief questionnaire to ensure that you are now familiar with the collection process.

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If you have any questions about the collection process, please call HairConfirm at

**888-5-CONFIRM**  
**(888-526-6347)**

Visit [www.hairconfirmbusiness.com](http://www.hairconfirmbusiness.com)  
for more information.

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For more information please contact CLIAwaived Inc. at  
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