

How to Collect Head Hair

Head hair is the preferred location of the sample collection. **DO NOT EVER MIX HEAD & BODY HAIR.**

Notes About Head Hair Collections:

- The sample must be equivalent to 1.5 inches long. If hair is short (**1/2 inch or less in length**), then collect body hair instead. If the head hair is short or thinning, then you may have to collect the sample from multiple sites around the head in order to not create a bald spot.
- Can be any head hair, or any facial hair (facial hair is a mustache or beard -- above the jaw line).
- Hair under the jaw, on the neck, or on the nape of the neck (below the hair line and above the shoulders) is considered body hair.
- It is recommended to only use scissors for collecting any type of head hair.
- Hair from the back of the head (below the crown) is preferred for length and ease of collection.

Long Head Hair Sample Collection Process

The head hair sample will be taken from the underneath layer below the crown of the head, or the area where the donor's head would rest on a pillow.

- 1.) Have the donor sit down and position yourself so that you are standing behind the donor
- 2.) Use the tip of the scissors or the hair clip pressed directly against the scalp to part the hair across the scalp horizontally.



- 3.) Lift the top portion of the hair that will not be cut and use the hair clip to pin that hair out of the way.
- 4.) Separate a section of hair one half inch (1/2") wide by 1 to 2 strands deep when held across your finger. **HINT:** This is roughly equal to the distance between the second and third joint of your index finger as shown below (approximately 1 inch wide).



5.) Hold the hair to keep it tight and straight. Press or position the scissors as close to the scalp as possible while holding onto the selected amount of hair and cut the hair. Please be sure that the area where the hair is collected from will be cosmetically undetectable once the hair clip is removed. If the collection is not going to be cosmetically undetectable, collect the hair from a different area.

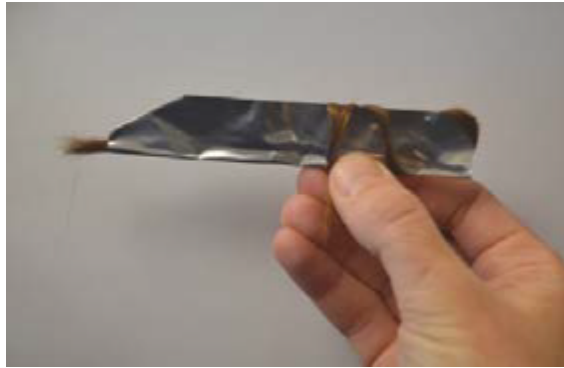


6.) Put the scissors down and grasp the root ends firmly to ensure that the sample remains aligned. Place the sample into the foil with the root ends extending 1/4 inch beyond the slanted end of the foil.

7.) Press the sides of the foil together and pinched tightly closed, trapping the hair inside.



8.) If the hair is long, wrap the remaining hair around the foil. DO NOT cut the ends of the hair off the sample.



NOTES: Never cut hair that is in a ponytail or braid. Ask the subject to undo their hair (down to the scalp) before you cut the sample. Also, never cut hair from a hair weave or dreadlocks. See section “Collection Tips” for tips on collecting from different types of hairstyles and circumstances.

Short Head Hair Collection Process

When the donor’s head hair is short (one inch or shorter in length), then you will have to collect multiple samples from several locations on the head to make up the 50mg in weight required for the testing.

- 1) First identify 2-3 locations where the hair is full and at its longest length to collect from.
- 2) Pinch the hair between your index finger and thumb and **pull the hair** to put tension on it, then use the scissors and cut the hair as close to the scalp as possible.
- 3) Put the hair into the foil. If possible, align the root ends and place the sample into the foil with the root ends extending 1/4 inch beyond the slanted end of the foil. If the hair is too short and this is difficult to do, just lay the hair in the middle of the foil with the root ends aligned.
- 4) Repeat this process in a few other locations and put each sample into the foil until you have enough hair.
- 5) Press the sides of the foil together and pinched tightly closed, trapping the hair inside.

NOTE: If the hair is too short to successfully collect multiple samples without it creating bald spots or cosmetically showing on the donor, then it is recommended that you collect body hair.

Facial Hair (Beard or Mustache) Collection Process

If long or short head hair is not a viable option, another option is to trim beard or mustache hair. Only collect beard or mustache hair if the collection will truly be cosmetically undetectable or if you get permission from the donor. Always discuss a beard or mustache collection with the donor prior to doing the collection. **Collect enough beard or mustache hair to fill the foil.**

How to Collect Body Hair

If the donor has no head or facial hair (above the jaw line), or if their hair is very sparse, thinning, shorter than ½ inch long, or collecting it would leave a visible bald spot, then body hair should be collected from the donor.

Body hair can be collected from the legs, underarms, chest and arms, and may be combined from any of those areas. This section will outline the different instructions for collecting hair from these locations.

Notes about Body Hair Collections:

- You can mix different types of body hair, but do not mix it with any head hair.
- Can be all from or a mix of: arm, leg, chest, underarm or neck hair (nape of neck or beard hair under the jaw line).
- For privacy purposes, DO NOT collect pubic hair from a donor.
- You can use either scissors or a dry single use disposable razor to collect body hair samples. Do not use any liquids or shaving aids.
- Ask the donor which area they prefer the body hair collection from.

The amount of body hair you need to collect and put into the foil will look similar to the picture below. The hair should fill the foil.



The Paper Assist

When collecting a sample from the donor's arms, legs, chest or underarms, you can use a sheet of paper to make the collection easier.

- 1) Take an 8 ½" X 11" piece of paper (Fig. 1) and fold it in half lengthwise (Fig. 2), then unfold it and lay it flat (v side up – Fig. 3) on the table, chair or ground under the collection site. This is to catch and collect any excess hair that falls off of the cutting instrument as you collect the sample.
- 2) The hair will fall onto the paper and you can collect the hair from the paper and put it in the foil by folding the paper along the fold, creating a trough for the hair to fall into and then tipping the paper at an incline and gently shaking it into the foil (Fig. 4). **Hint:** You may want to place another clean piece of paper under the foil to catch any of the hair that overshoots or does not go into the foil.

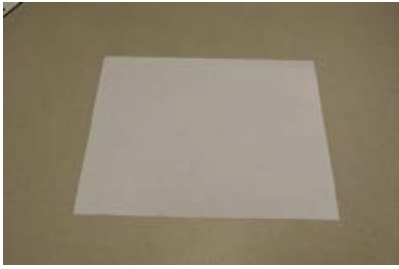


Fig. 1

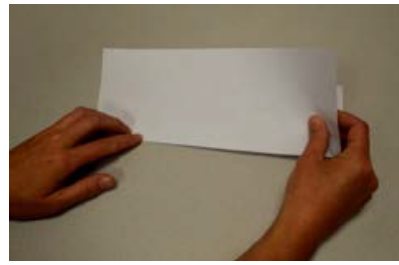


Fig. 2

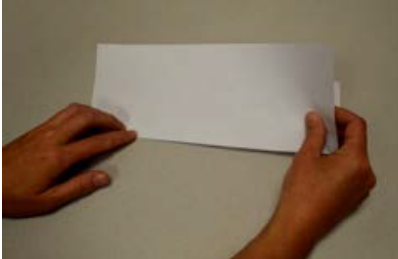


Fig. 3



Fig. 4

The Standard Body Hair Collection (With Scissors): The “Pinch” Method

The standard way to collect body hair is to use your index finger and thumb to “Pinch” or hold clumps of hair and **pull away from the body** to put tension on the hair, then use the scissors to cut the hair as close to the skin as possible. You will do this multiple times to collect enough hair for the sample. If necessary, you can collect and combine hair from several locations (both arms, both legs, the chest, and underarms).



The Standard Body Hair Collection (With a Disposable Razor)

As an alternate method to using scissors, you can use a disposable razor to collect body hair.

- Razors should only be used one time, and then thrown away.
- Do not use any water, liquids, or shaving creams to assist you. Only use a dry razor for the hair collection.

1.) To collect body hair with a razor, use the paper assist method and put a piece of paper down under the body part to catch and collect the hair you shave off with the razor.

2.) Use the razor and shave the body part making several swaths to collect enough hair.

3.) Tap the razor on the paper, and then follow the paper assist method to put the hair into the foil.

NOTE: Although the donor will want to watch, have the donor turn their head away from looking at the hair being collected, in case they sneeze or cough unexpectedly.



Arm Hair Collection

- 1) Have the donor sit down in a chair near a table.
- 2) Ask the donor to pull up their sleeves if they are wearing a long sleeved shirt or blouse
- 3) Have the donor lay their arm on the table on top of a piece of paper. (see Paper Assist)
- 4) Next, follow the standard body hair collection method using either scissors or a disposable razor to collect the sample from the arm.

HINT: You may need to do this multiple times to collect enough hair for the sample. If necessary, you can collect and combine hair from several locations (both arms, both legs, the chest, underarms).

Leg Hair Collection

There are three positions that typically work best for leg hair collection:

- Sit in a chair and put their leg up on another chair (recommended/easiest method)
- Stand up and put their leg on a chair
- Stand or sit in a chair with their foot on the ground

NOTES: The best place for a leg hair collection is from between the knee and the ankle area. If necessary, ask the donor to lift their pant leg up to the knee and roll down their socks. If the donor is wearing nylons/hose, they will have to remove them.

- 1) If the donor wants to stand up, have them put their foot on a chair. The collector can then collect the hair using the **"Pinch"** method. The collector should have the foil either on the chair or on a table nearby to put the collected hair into the foil. It is recommended to put a piece of paper under the foil (See Paper Assist) in case all of the hair does not go into the foil. Several samples may need to be collected until the required amount is collected. If there is not enough leg hair available, you can collect and combine hair from several other locations (arms, legs, chest, and underarms).
- 2) If the donor wants to stand up and not use the chair, the same process as above is followed, however the collector will need to bend down further to collect the sample. It is recommended to have the foil on the paper on the floor next to the leg rather than up on a table further away.

- 3) If the collector decides to use a razor instead of scissors for the hair collection, the easiest method is to have the donor sit in a chair and put their leg on another chair. The collector will want to put a piece of paper under the leg (see Paper Assist) to catch the hair as the leg is shaved. The collector will continue to shave hair from the leg until the required amount is collected.
- 4) When complete, the donor can re-dress, as necessary.

Chest Hair Collection

- 1) It is recommended that you conduct a chest hair collection in a room where you can close the door for a bit of privacy, in order to minimize distractions.
- 2) Ask the donor to either unbutton the top buttons of their shirt or remove the shirt, and either sit in a chair or stand near a table.
- 3) If the chest hair is long enough, the collector can use scissors and collect the hair easily using the “**Pinch**” method.
- 4) The collector should have the foil on a table nearby and ready to place the collected hair into. It is recommended that a piece of paper is placed under the foil (See Paper Assist) to catch any hair that does not go into the foil. Samples may need to be taken from several locations until the required amount is collected.
- 5) A razor may also be used instead of scissors, if necessary. The collector will need to hold a piece of paper (see Paper Assist) under the area being shaved to catch the hair as the chest is shaved. The collector will shave enough hair from the chest until the required amount is collected.
- 6) When complete, the donor can re-dress as necessary.

Underarm Hair Collection

- 1) It is recommended that you conduct an underarm hair collection in a room where you can close the door for a bit of privacy, in order to minimize distractions.
- 2) Ask the donor to remove their shirt and either sit in a chair or stand near a table.
- 3) If necessary, wipe away excess deodorant.
- 4) If the underarm hair is long enough, the collector can use scissors and collect the hair easily using the “**Pinch**” method.
- 5) The collector should have the foil on a table nearby and ready to place the collected hair into. It is recommended that a piece of paper is placed under the foil (See Paper Assist) to catch any hair that does not go into the foil. Samples may need to be taken from several locations until the required amount is collected.
- 6) A razor may also be used instead of scissors, if necessary. The collector will need to hold a piece of paper (see Paper Assist) under the area being shaved to catch the hair as the chest is shaved. The collector will shave enough hair from the underarm until the required amount is collected.
- 7.) When complete, the donor can re-dress as necessary.

NOTE: Some donors may have wet underarms which causes the hair to stick together. If possible, the sample should be collected from another body part where the hair is dry. If no other body hair is available, a paper towel or tissue can be used to wipe the underarm hair dry before cutting the hair.

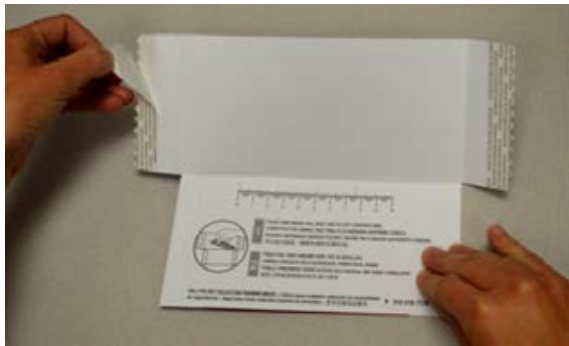
**Gloves may be used at the collectors' discretion.*

Proper Storage of the Hair Sample in the SAC

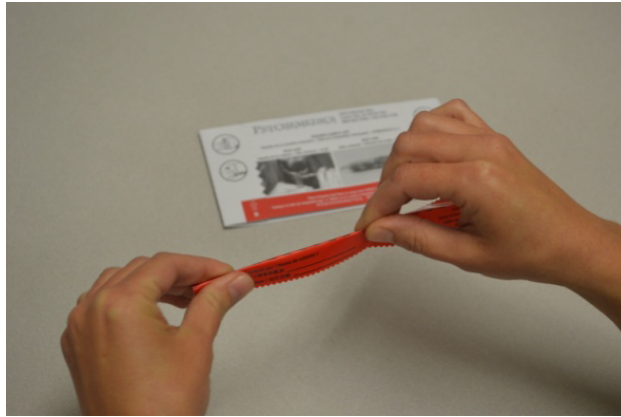
- 1) Place the sample that is in the foil into the sample acquisition card (SAC) with the root ends to the left, if applicable. Make sure that the sample goes inside the envelope pouch of the sample acquisition card (SAC), and is not just placed on the ruler printed on the (SAC).



- 2) Seal the Sample Acquisition Card (SAC) by removing the adhesive strip from the back of FLAP A and folding it over to meet the designated spot on the back of the SAC. Repeat this process for FLAP B.



- 3.) After both sides (FLAP A and FLAP B) are sealed, sign and date the red integrity seal.
- 4.) Fold the integrity seal in half lengthwise (this makes it easier to fold it over the bottom of the SAC to seal it).



- 5) Remove the backing from the red integrity seal. Line up the dashed fold line on the seal with the bottom of the SAC and place it over the designated spot on the SAC (the red integrity seal should go over the red areas on the bottom of the SAC), then fold the other half of the red integrity seal over the bottom of the SAC creating a secure seal over both sides. Please make sure that the integrity seal does not cover any of the preprinted language contained on the SAC.



- 6) Have the donor read and initial the statement on the SAC in the language that they best understand (the statement on the SAC is written in English, Spanish, French and Simple Chinese).



NOTE: By doing so, the donor is certifying that they know the sample contained in the SAC is his/hers, that the sample was collected close to the skin, and that they watched the collector seal the sample in the SAC. Additionally, the donor

releases the laboratory from claims arising from the reporting of the test results to the authorized results recipient and the recipient's use of the results.

STEP 4 - Collector & Collection Site Information

STEP 4 A) Collector completes all required information below. B) COLLECTOR removes perforated edges from CCF, separates PAGE 1-LAB COPY and folds in half. C) Collector inserts PAGE 1-LAB COPY & SAC into the PLASTIC POUCH and seals it.

I, the collector, certify that the enclosed sample was obtained with the consent of the donor, that proper identification of the donor was made, that the appropriate authorization was obtained from the donor for disclosure of the results to the authorized recipient, and that the sample was prepared for release to the delivery service transferring the sample to the lab.

COLLECTOR SIGNATURE
X _____

PRINT COLLECTOR NAME

DATE MM/DD/YYYY TIME HH:MM AM PM

COLLECTION FACILITY NAME
IT DEMO - COLLECTION SITE ENTITY

STREET ADDRESS
5840 UPLANDER WAY

CITY STATE / PROVINCE COUNTRY (if other than USA) ZIP / POSTAL CODE
CULVER CITY CA 90230

PHONE NUMBER (2 2 2) 2 2 2 2 2 2 2 2 2 2 2 2
FAX NUMBER (2 2 2) 2 2 2 2 2 2 2 2 2 2 2 2

- 1) Complete all remaining required information (sign name, legibly print name, and indicate the date and time that the hair collection was performed).
- 2) If the collection was performed for a client at a collection facility, fill out all of the information on the right hand side including the Collection Facility Name, Address, City, State/Province, Country, Zip/Postal Code, Phone and Fax. **NOTE:** This section can be pre-printed with the name and address of the collection site (just request that this section be pre-printed during your next supply order).
- 3) Remove the perforated edges from the CCF, and separate PAGE 1 – LAB COPY. Fold it in half at the arrows indicated in the margins in the middle of the form with the top half of the printed side facing out.

PSYCHEMEDICS FORENSIC DRUG TESTING CUSTODY AND CONTROL FORM - (CCF) - 0

0001210 XYZCOM

STEP 1 Completed by Collector or Employer

A. SAMPLE COLLECTED FOR: XYZ COMPANY

JANE DOE
5832 UPLANDER WAY
CULVER CITY CA 90230
P: (310) 216-7776 F: (310) 216-4350

IT TEST ENTITY - MRO
MRO CONTACT
5832 MRO WAY
CULVER CITY CA 90230
P: (310) 216-0000 F: (310) 216-0001

B. DONOR IDENTIFICATION (If collector provided)

CLINIENT
DONOR / LAST NAME FIRST NAME

C. DONOR ID VERIFIED BY: Photo ID Representative (Signature of Representative)

D. REASON FOR TEST: Pre-Employment Random Reasonable Suspicion/Cause Post Accident Return to Duty Re-Test Follow-Up

E. DRUG TESTS TO BE PERFORMED: If No Drug Test is chosen, then client's chosen default is: PRE-EMPLOYMENT

811 HAIR 5 PANEL OTHER _____

STEP 2 Completed by Donor; read and sign below.

Donor Certification and Authorization for Release of Test Results: I provided the sample in the Sample Acquisition Card (SAC), the sample was not close to the skin, and I witnessed the collector seal the sample in the SAC. I consent to the testing of the sample by Psychemedics Corporation and to the release of the results to the authorized recipient. In consideration of the testing, where authorized by law, I release Psychemedics Corporation, its officers, employees, agents and representatives from all liabilities and claims arising from the testing or the reporting of my results to the authorized recipient and the recipient's use thereof.

If I am authorizing my sample at the request of a Vendor Employee Compliance Testing Organization (VECTO) participant, I authorize Psychemedics Corporation to make available information about my test results to any and all VECTO participants.

DONOR SIGNATURE _____ DONOR PRINTED NAME _____ DONOR PHONE NUMBER _____

- 4) Put the folded CCF and the SAC (the small envelope that contains the hair sample) into the plastic pouch. Make sure the donor's identification on the top portion of the CCF and the donor's initials on the SAC are visible through the pouch.



- 5) Seal the pouch by removing the adhesive strip and folding it over.



FINAL STEPS OF THE COLLECTION PROCESS

- 1) Thank the donor for their time and give them PAGE 5 – DONOR COPY of the Custody and Control Form (CCF).
- 2) Tell them the results of the test will be reported to the client/employer and that they can contact them if they have any further questions and to get the results.
- 3) To complete the collection process, you will either scan and e-mail or mail PAGE 2 – MRO COPY and PAGE 4 - EMPLOYER COPY of the CCF, as directed. PAGE 3 – COLLECTOR COPY is retained at the collection site
- 4) Keep the sealed sample in a secure place until you are ready to send it to Psychemedics Corporation for processing. Hair samples do not need to be refrigerated.
- 5) Clean up any loose hair and throw away any waste (torn off edges of CCF, disposable razor, adhesive over seals, etc.)