Hair Collection Instructions

Materials provided by USDTL:

(A) Plastic specimen bag
(B) Envelope with security seal
(C) Custody and Control Form

Materials that must be provided by the collector or collecting facility:

(D) Cutting scissors
(E) Non-ethanol based alcohol pad
(F) Hair clips
(G) Comb
(H) Disposable glove
(I) Disposable razor

Important Notes: Before collection, check that the donor’s hair is not chemically treated or synthetic. If so, an alternate specimen should be used. Natural hair will have the best window of detection. Do not collect synthetic hair. Observance of the specimen at all times by the donor and collector prior to sealing the specimen container is required. To ensure there is enough specimen to complete the assay it is recommended that 100mg of specimen is submitted for all tests below 10-panel. This is equal to a bundle of hair that is 1.5 inches in length and about ¼ inch in diameter, the diameter of a #2 pencil - see example. For EtG, add-ons and/or tests above 10-panel, 150mg of specimen is recommended. Specimens under the required volume may result in a QNS (quantity not sufficient). Please refer to our QNS policy online. A gem scale is highly recommended. USDTL will only test the 1.5 inches of hair closest to the scalp, referred to as the root end. When referring to head hair, we are referring to scalp hair only. Body hair refers to all other types of hair (facial, axillary, etc).

1. Prior to each collection, wipe the scissors, clips, and comb with a non-ethanol based alcohol pad.
2. Examine the donor’s hair prior to beginning the collection. Check that the donor’s hair is not chemically treated or synthetic.
3. Verify the donor’s identity with a government-issued photo ID.
4. On the Custody and Control Form do the following:
   A. Once verified, mark the Picture ID Verified box on the Custody and Control Form.
   B. Record the donor's ID number. This may be the Social Security number, Driver’s License number, Medical Record number, Employee number or any other number of your facilities choosing.
   C. Record the donor’s name (optional).
   D. Mark the specimen matrix and location.
   E. Mark the appropriate reason for testing.
   F. Mark the panel ordered for this collection.
   G. Record the Collection Site Facility information if it is different than the Account Information at the top of the form.
5. Open the collection supplies in the presence of the donor.
6. Fold each side of the collection foil up to form a tray and open the envelope so the printed ruler is visible.
7. Clipping the hair:
   The ideal site for collection is at the top of the back of the head, called the crown or vertex area. Collector should use gloves throughout the collection.

   For Hair Longer than 1.5 inches:
   A. Isolate a section of hair above the area to be sampled, and secure it with a hair clip. Using a rat-tail comb, select a section of hair to be clipped with cutting shears at scalp level. If the client has thin hair, multiple sites may be used.
   B. Clip the hair and place it on the envelope near the printed ruler with the root end to the left. Using the ruler, cut the hair to 1.5 inches in length, keeping the 1.5 inches closest to the root end. Discard the rest of the hair. Place the hair in the foil tray. Continue collection until you have 100mg/150mg of specimen. If you are not using a gem scale to weigh the specimen (recommended), you do not need to trim the hair to 1.5". Instead, fold the foil in half and place the root end of the untrimmed hair toward the end of the foil marked root end.

   For Hair Shorter than 1.5 inches:
   C. Collect smaller amounts of hair from multiple sites around the head. Place the hair in the foil tray. Continue collection until you have 100mg/150mg of specimen.

8. Once the required amount of specimen has been collected, fold the foil inward several times to secure the hair inside the foil and place it inside the collection envelope.

   Note: Body hair is an acceptable alternative when scalp hair is not available. When referring to head hair, we are referring to scalp hair only. Body hair refers to all other types of hair (facial, axillary, etc). The same instructions apply to collecting body hair. Clip as close to the root as safely possible and place in the foil tray. Once 100mg/150mg is collected, fold the foil inward to secure the hair inside the foil. DO NOT mix body hair and head hair.

9. Write the Donor ID from the Custody and Control Form on the envelope in the Test Subject ID section.

10. Place the long bar-coded specimen seal from the Custody and Control form across the bottom of the envelope. Make sure the sticker seals the flap of the envelope securely.

11. Have the donor/guardian read and initial the first sentence on the envelope, and then date and initial the bar-coded specimen seal next to Subject Initials.

12. The collector should then read, date, and sign the second sentence of the envelope, and record the specimen weight, if available.

13. The donor/guardian and collector should both confirm that the Test Subject ID Number on the envelope matches the Donor ID number on the Custody and Control Form, and that the Control Number from the bar-coded sticker on the envelope matches the Control Number at the top of the Custody and Control Form.

14. Date, sign, and print the collector name on Step 4 of the Custody and Control Form.

15. Have the donor/guardian date, sign, and print their name on Step 5 of the Custody and Control Form (optional).

16. In the presence of the donor/guardian, place the top copy of the Custody and Control Form inside the outer pocket of the security bag. Place the specimen envelope inside the inner pocket of the security bag and seal the bag. The additional copies of the Custody and Control Form can be distributed at the discretion of the collecting facility.

17. Place the specimen envelope in an appropriate courier transport overwrap and contact your courier for pick-up.