

# HairStat® and ChildGuard<sup>SM</sup> collection instructions

## Materials needed for collection

### Provided by USDTL

- ▶ Envelope with security seal and foil inside
- ▶ Plastic specimen bag
- ▶ Requisition form / chain of custody (test subject ID number, date of collection, date and signature of sample collector must be completed at the time of collection)

### Responsibility of the collector/collecting institution

- ▶ Thinning Shears (Scissors)
- ▶ Large Hair Clips
- ▶ Comb
- ▶ Alcohol and/or Alcohol wipes (used to wipe scissors clean between collections)



1. Insure that head hair has not been bleached, dyed or permanently waved within the past three months. If so, collect body hair. Using a large hair clip, select a clump of hair in the crown area of the head. Using thinning shears (scissors) cut the donor's hair as close to the scalp as possible. A comb may be used to help harvest the cuttings. A sample of approximately 100 milligrams, a ponytail 1.5 inches long and the diameter of a #2 pencil, is needed. Please refer to laminated hair collection example card for a visual reference. If necessary, collect from several different areas.
2. Place hair in foil with the root end at the notched area of the foil. Fold and cinch foil and place foil inside the envelope.
3. Seal the envelope with red security seal and initial seal. Place chain of custody number sticker from the requisition form on the envelope. The donor (guardian/witness/etc.) reads and initials the appropriate area on the envelope, then dates, prints and signs their name on the requisition form. The collector does the same. This initiates chain-of-custody. Also, be sure to indicate which test(s) you require.
4. In the presence of donor, place the white copy of the requisition form in outer pocket of security bag. Place envelope in other pocket of bag. Then seal and initial bag. The last two copies of the requisition form are to be used at the discretion of the collecting institution.
5. Contact your courier for pick-up.

