

Hair Collection Instructions

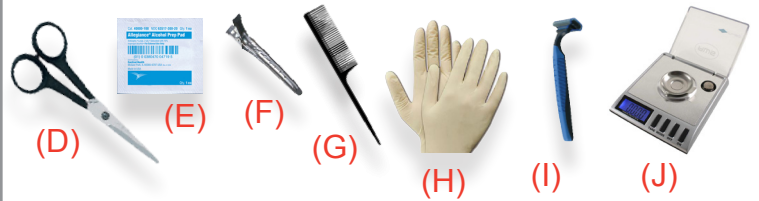
Materials provided by USDTL:



(A) (B) (C)

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

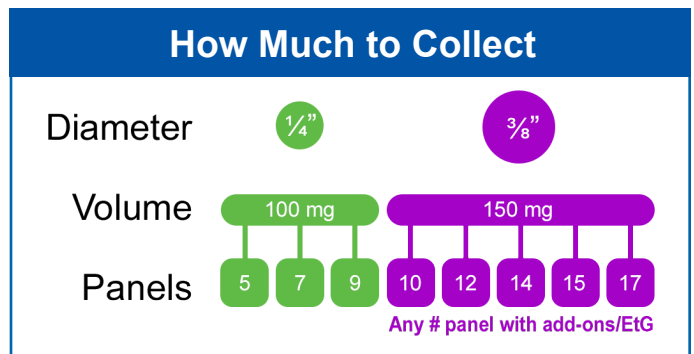
Materials that must be provided by the collector or collecting facility:



- D.) Cutting scissors
- E.) Non-ethanol-based alcohol pad
- F.) Hair clips
- G.) Comb
- H.) Disposable glove
- I.) Disposable razor (optional)
- J.) Gem scale (optional, but recommended)

Important Notes: Before collection, check that the donor's hair is not chemically treated or synthetic. If so, an alternate specimen such as fingernail 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. For all tests below a 10-panel, specimen volume should be at least 100mg of specimen. This is equal to a bundle of hair that is 1.5 inches in length and about 1/4 inch in diameter, the diameter of a #2 pencil - see example. For EtG, add-ons and/or any tests 10-panel and above, at least 150mg of specimen should be submitted. Specimens under these volumes will be tested and billed at full price—according to the tests ordered for the specimen—but may result in a QNS (quantity not sufficient) for some or all drugs. Please refer to our QNS policy online for details. 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). It is highly recommended that collectors use a gem scale to weigh the specimens. Sending at least 150mg of specimen when possible, regardless of panel selection, may help limit issues with QNS.

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.



FORENSIC DRUG TESTING CUSTODY AND CONTROL FORM

USDTL
United States Drug Testing Laboratories, Inc.
1700 S. Mount Prospect Road | Des Plaines, IL | 60018
Main: 847-375-0770 | www.USDTL.com | Fax: 847-375-0775

CONTROL #
7355100

STEP 1: COMPLETED BY COLLECTOR OR AUTHORIZED REPRESENTATIVE

A. ACCOUNT INFORMATION: B

THIS SECTION WILL CONTAIN PRE-PRINTED CLIENT/HOSPITAL INFORMATION. PLEASE MAKE SURE ALL INFORMATION PRINTED IN THIS SECTION IS CORRECT PRIOR TO UTILIZING

C. Donor SSN or Donor I.D. No. (4B) Picture ID Verified (4A)

D. Donor Name: Last: (4C) First: (4A)

E. Matrix: Hair (4D) Nail Urine Blood Other
 Location of Hair: Head Hair Body Hair Location of Nail: Finger Toe Whole Blood Blood Spot

F. Reason for Test: Environmental Exposure (ChildGuard®) Pre-employment Random Reasonable Suspicion/Cause Post-Accident
 Court Order Return to Duty Follow-up Other (Specify): (4E)

G. Drug Tests to be Performed: (4F)
 Default Panel 5 Drug Panel 10 Drug Panel 19 Drug Panel Urine ECG-EIS
 9 Drug Panel Urine ECGEIA Urine ECG-EIS
 10 Drug Panel Nail ECG Hair ECG
 12 Drug Panel Hair ECG Blood PETH
 14 Drug Panel Blood PETH Propofol/ Glucuronide
 15 Drug Panel 16 Drug Panel Add-on: Other
 17 Drug Panel 18 Drug Panel Other

H. Collection Site Information: (4G)

STEP 2: COMPLETED BY COLLECTOR
 Read urine specimen temperature within 4 minutes. Is temperature between 90° and 100° F? Yes No, Enter Remark Split Single Observed (Enter Remark)

REMARKS

STEP 3: Collector affixes container seal(s). Collector dates seal(s). Donor initials seal(s). Donor completes STEP 5.

STEP 4: CHAIN-OF-CUSTODY - INITIATED BY COLLECTOR AND COMPLETED BY LABORATORY
 Identify that the specimen goes to be by the donor identified in STEP 1 of this form was collected, sealed, and returned to the Delivery Service in accordance with applicable requirements.

X (14) Signature of Collector Time of Collection AM/PM Date (Mo./Day/yr.)

SPECIMEN BOTTLE(S) RELEASED TO:
 USPS FedEx UPS Other Name of Delivery Service Transferring Specimen to Lab

STEP 5: COMPLETED BY DONOR (OPTIONAL)
 X (15) Signature of Donor (PRINT) Donor's Name (Print, MI, Last) Date (Mo./Day/yr.)
 Daytime Phone No. () Evening Phone No. () Date of Birth (Mo./Day/yr.)

FOR USDTL USE ONLY

Laboratory Certification
 Identify that the specimen received with this form was sealed in the appropriate container with the seal intact, and the identification number and/or name on this form matches that on the specimen, and the specimen was transferred to temporary laboratory storage. Printed USDTL Accession's Name Signature of USDTL Accessioner Date

4644251 CONTROL NO. A USE TO SEAL SPECIMEN SPECIMEN SEAL Date (Mo./Day/yr.)
 4644251 CONTROL NO. B (SPLT) USE TO SEAL SPECIMEN SPECIMEN SEAL Date (Mo./Day/yr.)
 Sealed by: Sealed by:

(11)

COPY 1 - LABORATORY COPY

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.

