

# Four Steps to Hair Collection

1

1. Clean the scissors and hair clip with alcohol wipe.
2. Part donor's hair horizontally across the crown and secure hair out of the way with a hair clip.
3. Cut approximately 20-30 strands of hair from FIVE small areas along the part line at the crown.
4. Cut the hair sample as close to scalp as possible.

**NOTE:** You should collect a total of 90-120 strands of hair, or the equivalent size of a common soda-straw. Take more strands if the donor's hair is less than 1.5 inches in length. If collecting body hair, collect a sample equivalent in size to a common 1" cotton ball.



## Collection Tools:

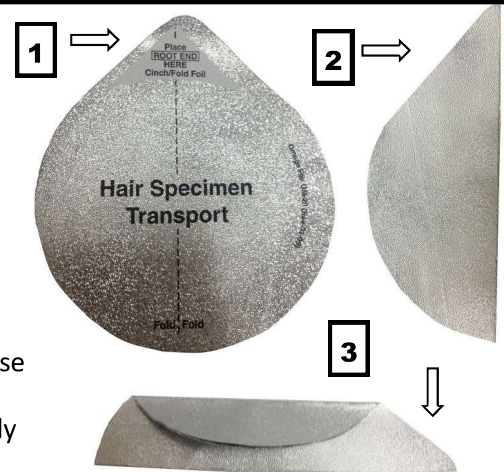
1. Hair Clip
2. Scissors
3. Ball Point Pen
4. Alcohol Wipe

2

1. Place ROOT END at the EDGE on the side of HAIR SPECIMEN TRANSPORT (HST) marked PLACE ROOT END HERE.
2. Straighten hair to full length along center line of the HST keeping the root ends together at the edge of the foil.
3. Fold HST down the center line.
4. Fold again LENGTHWISE.
5. Any hair that is longer than the foil should be wrapped around the folded foil.
6. Place in HAIR SPECIMEN POUCH.

**NOTE:** Collectors may fold the foil tighter or add an extra lengthwise fold for curly hair if necessary.

**NOTE:** It is not necessary to align root ends of hair if collecting body hair.



3

Once the sample is in the HAIR SPECIMEN POUCH, seal the HAIR SPECIMEN POUCH with the HAIR POUCH SEAL provided on the CUSTODY AND CONTROL FORM (CCF), ensuring that it fully secures the large flap.

After affixing the seal to the specimen pouch, have the donor initial and date the Hair Pouch Seal in the designated fields and complete Step 5 (shaded in light blue) on Copy 1 of the CCF.



4

Place both the sealed HAIR SPECIMEN POUCH and Copy 1 of the CUSTODY AND CONTROL FORM (white copy) into the clear plastic TRANSPORT BAG and seal the bag using the attached adhesive flap.

The specimen is now ready for shipment.



## PLEASE REMEMBER:

1. Make MULTIPLE cuts, DO NOT take the full sample from one location.
2. YOU MUST mark on the Chain of Custody Form (STEP 2) if specimen is HEAD or BODY hair.
3. DO NOT MIX head and body hair. ONLY COLLECT ONE OR THE OTHER type of hair.
4. DO NOT send more than one HST per HAIR SPECIMEN POUCH. Multiple samples will result in sample rejection.

Have questions or need supplies? Call 800-665-5569 and ask for Client Services

# Helpful Hair Collection Advice

Hair	Collection Tips
<b>Short Hair</b>	If hair is less than 1.5", collect more strands to account for the difference in weight. Collect from several locations to avoid leaving bald spots. Hair that is less than 1.5" can be placed in the center of the foil.
<b>Long Hair</b>	If hair is longer than 1.5", after aligning the root ends and folding the foil lengthwise twice, simply wrap the remaining length around the outside of the foil.
<b>Curly Hair</b>	If you are having trouble keeping the root ends aligned on curly hair, have another collector help by holding the already collected hair while you make additional cuts. Pinch the foil around the finished sample while folding to keep the root ends aligned.
<b>Thin Hair</b>	Collect hair from several locations to avoid creating bald spots. If the length is 1.5" or longer, remember to keep the root ends aligned at the appropriate end of the foil.
<b>Braids Dreadlocks Weaves</b>	If a donor has artificial/synthetic hair connected to real hair, the donor must remove it prior to collection. Ensure that any hair collected is growing out of the scalp. Make a note on the CCF stating that artificial hair was removed to ensure there is proper documentation.
<b>Body Hair</b>	If a donor has very short (less than 0.5") or no head hair, then body hair must be collected. Root ends do not need to be aligned for body hair. Collect a sample equivalent in size to a common 1" cotton ball. Body hair can be collected from several areas of the body (including facial) and mixed together within the foil to acquire the necessary amount for testing. Body and head CANNOT be mixed due to differences in timeframes.
<b>Nape Hair</b>	When collecting nape hair, be sure to keep the root ends aligned and place at appropriate end of foil. Collect recommended amount and indicate location collected in the remarks section of the CCF. Nape hair is considered to be head hair.

## How to Request Additional Services

*Additional charges may apply*

**When requesting supplemental hair-testing options NOT printed on the CCF, please use the following method:**

1. Cross off any preprinted "Test to be Performed" in Section E
2. Check the "Other (specify) \_\_\_\_\_" box
3. Provide the proper identification for the test being requested

**EXAMPLE:** E. Drug Tests to be Performed:  Hair 5 Drug Panel  Hair 5 Drug Panel + Extended Opiates  Other (specify) Hair 5 + Ext. Opiates

### Indicating Additional Services

**Segmented:** Omega's default test is a 90-day timeframe. Unless noted, any tests requesting beyond 90-days will be segmented in 90-day sections (1 Year = 0-90, 90-180, 180-270, 270-360). Omega also has the ability to segment samples by one-month, two-month, and three-month segments.

Please **DO NOT** cut the hair into multiple segments, Omega will segment it properly once it is received at the laboratory.

If you require different timeframes, please indicate as described below:

Please indicate segment timeframes by day ranges - Example: (0-30, 30-60, 60-90), (0-60, 60-120, 120-180)

**Extended Opiates:** If test option is NOT preprinted on your CCF, indicate by writing **Hair 5 + Ext. Opiates** in "Other (specify) \_\_\_\_\_"