

Four Simple Steps to Hair Collection

1

Select a small amount of hair (approximately ½ the diameter of a pencil) and clip the sample as close to the scalp as possible. You should have approximately 90-120 strands of hair. More strands are needed if the hair is less than 1 ½ inches long.



What you need in addition to the Hair Collection Kit:

1. Hair Clip
2. Scissors
3. Ball point pen
4. Alcohol wipe

2

- A. Place the root ends of the sample on the tab end of the Collection Foil.
- B. Crimp the tab end over the root ends of the sample.
- C. Straighten the hair lengthwise along the center of the Collection Foil.
- D. Fold the Collection Foil in half along the center line.
- E. Fold the Collection Foil lengthwise again.

SAMPLE IS READY TO PLACE IN THE HAIR SPECIMEN POUCH



2A



2B



2C



2D



2E

3

Place the Collection Foil in the Hair Specimen Pouch. Seal the pouch with the small security label provided on the Chain of Custody Form (C.C.F.). Have the donor put their initials and the date on the small security label. **Have the donor put their initials and the date on the security label and complete STEP 5 (shaded in light blue) on the COPY 1 of the C.C.F.**



3

4

Place sealed Hair Specimen Pouch into the inner pocket of the clear specimen bag. Place the first copy (white) of the Chain of Custody Form into the outer pocket of the clear specimen bag. Remove the blue backing from the clear specimen bag and seal the bag.



4

REMEMBER:

- 1) Collect enough hair. If no head hair, collect body hair. When collection head hair get enough strands to fill the diameter of a soda straw.
- 2) With shaved/short hair, locate longest hair possible and make multiple cuts from different locations to produce sufficient amount of hair needed.
- 3) **DO NOT MIX** head hair and body hair together. **ONLY COLLECT ONE OR THE OTHER.**
- 4) **YOU MUST** state on the Chain of Custody Form (STEP2) if sample is head or body hair.
- 5) The donor **MUST** Initial the seal (on the Hair Specimen Pouch) and complete **STEP 5** on **Copy 1** of the Chain of Custody Form.