

## HAIR COLLECTION PROTOCOL

1. The Collector should have the following tools and supplies on hand prior to beginning the hair specimen collection:
  - a. A pair of sharp scissors
  - b. Alcohol swabs
  - c. Unused, disposable razor (for use if there is insufficient head hair)
  - d. Hair Collection Kit
  - e. Chain-of-Custody form (COC)
  - f. Transport bag
  - g. Courier/shipping envelope
2. The Collector must first evaluate if the Donor has sufficient hair on his/her head to complete the collection. Approximately 1 ½" of hair must be available to go back 90 days (1/2" equals a 30 day period). If the client wants to go back 6 months the hair would have to be 3" long. One year would be 6" etc. The detection period for alternative body hair is 6 months.
3. The Collector must clean the scissors with an alcohol swab or open a new, unused razor, observed by the Donor.
4. The Collector must hold the Donor's hair, lay the scissors on the scalp and cut it as close to the scalp as possible, preferably at the crown of the head or nape of the neck. The Collector must collect hair from several small areas of the head, collecting enough hair so the total circumference of the hair collected is as thick as a Sharpie marker, or about ½" in width. Lift the top layers of hair and cut from underneath so that the sample area can be covered when possible.
5. If the Donor does not have enough hair on his or her head, alternative body hair should be collected from under the arms, the chest, leg, forearms or the groin area. The Collector must note on the chain-of-custody ("COC") form where the hair was collected from in the comment section. If it is necessary to take body hair from more than one area to obtain a sufficient sample, note all areas the hair was taken. (Ex. chest, underarms and legs). See ExperTox's Alternative Hair Specimen Collection Protocol for more details.
6. Place the hair sample inside the foil pouch within the Hair Collection Kit. Place the head hair with the end cut closest to the scalp towards the "V"-shaped end of the foil. This is not possible to do when collecting body hair.
7. Fold and close the foil pouch around the hair sample and place it inside the Hair Collection Kit.
8. Ask the Donor to print his or her full name and social security/I.D. number, as well as initial the certification, in the appropriate blanks listed on the Hair Collection Kit flap.
9. The Donor and Collector must initial the tamper-proof seal once it has been placed over the edge of the Hair Collection Kit.
10. The Collector must fully complete the COC form with both the Donor's and Collector's information, as requested. *The Donor's social security/I.D. number on both the COC and Hair Collection Kit envelope must match.*
11. Place the completed COC form and the sealed Hair Collection Kit into the plastic transport bag, then a courier envelope. Seal each respectively and ship it immediately to ExperTox for testing.

This protocol is also available at [www.expertox.com](http://www.expertox.com)

**Hair growth rate is approximately ½" per month**

**Hair Segmentation:** Hair may be segmented into thirty (30) day periods at Client's request. The laboratory must receive written instructions from the Client to segment the hair into 1-30 days; 31-60 days; and 61-90 days. Hair Segmentation equals three (3) separate hair tests and must be priced accordingly.