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ALTERNATIVE HAIR COLLECTION PROTOCOL

In the event that an individual does not have adequate hair on their head or it is not feasible to collect head hair, then other areas of the body should be evaluated for hair specimen collection.

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
 - d. Hair Collection Kit
 - e. Chain-of-Custody form ("COC")
 - f. Transport bag
 - g. Courier/shipping envelope
2. The Collector must clean the scissors with an alcohol swab or open a new, unused razor, observed by the Donor.

Chest, Arms, Legs and Back Hair Collections

1. Check the Donor's chest, back, arms and legs for possible hair samples. The Collector should evaluate if there is adequate hair in any combination of these areas for collection.
2. Once the Donor has been apprised that a sample will be collected from an alternate source, then the collection procedure can continue.
3. The Collector should have a sharp disposable razor available for hair collections, as well as an isopropyl alcohol swab. The razor should be cleaned in front of the Donor.
4. The area of collection should be shaved and the hair collected onto a clean sheet of paper. Note: The greater the amount of hair collected, the better the quality of analysis.
5. Once the body area has been shaved, then the hair should be carefully transferred to the foil pouch of the Hair Collection Kit. The Collector must try to get all of the hair into the foil pouch and fold it together to ensure the specimen is intact.
6. The Collector shall note on the outside of the Hair Collection Kit where the hair was collected. 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.
7. The Donor and Collector must initial the tamper-proof seal once it has been placed over the edge of the Hair Collection Kit.
8. 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.*
9. The Collector must note on the chain-of-custody form where the hair was collected from in the comment section. The Collector shall have the Donor sign the Hair Collection Kit envelope and chain-of-custody form.
10. 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 ExpertTox for testing.

Pubic Hair Collection

Follow all chain-of-custody and Hair Collection Kit documentation, as well as shipping instructions outlined above.

1. Pubic hair should be the area of last resort for collection. In the event no other area is available on the body, then the pubic hair collection must be monitored by someone of the same sex as the Donor.
2. In this event, the Donnor collects the hair as above while being monitored, and then the hair is placed in the foil pouch.
3. The hair collection paperwork is filled out as above and location of collection is noted as “pubic area” on the Hair Collection Kit envelope.

This protocol is also available at www.expertox.com