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ALTERNATIVE 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 clean the scissors with an alcohol swab or open a new, unused razor, observes by the Donor.

Chest, Arms, Legs, and Back Hair Collections

1. Check chest, back arms and legs for possible hair samples. 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 and or an isopropyl alcohol swab. The razor if not new should be cleaned in front of the donor.
4. The area of collection should be shaved and the hair collected onto a sheet of paper. Note: The greater the amount of hair collected the better the quality of analysis.
5. Once area shaved then the hair should be carefully transferred to the foil pouch of the hair collection kit. Try to get all hair into the foil pouch and fold it together to insure sample is intact.
6. Note on the outside of the hair collection kit where the hair was collected.
7. Have the donor sign the envelope and chain of custody as normal.
8. Transfer the sample to the laboratory for testing.

Pubic Hair Collection

1. Pubic hair should be the area of last resort for collection. In the event no other area is available then the pubic hair collection must be monitored by someone of the same sex as donor.
2. In this event the donor 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 envelope.