



Hair Collection **Manual**

INTRODUCTION

Psychomedics Hair Collection

To begin, a successful Psychomedics hair collection starts with two key items:

- ✓ Ensuring that the paperwork has been completed properly.
- ✓ Ensuring that you have collected the appropriate amount of hair.

This Ebook we will cover five simple steps to the collection procedure and cover a few simple techniques to assist in the hair collection process. As a collector you will need to familiarize yourself with the supplies provided by Psychomedics:

Custody and Control Form (CCF) -- sometimes called the Chain of Custody Form.

Sample Acquisition Materials (SAM) -- also known as a "collection kit" consisting of:

- The Plastic Pouch
- FedEx Shipping Label to send hair samples to the lab for testing

The Sample Acquisition Card (SAC) -- (located inside the Plastic Pouch)

- Inside the SAC, you will find:
- Foil
- Tamper Evident Seal
- Alcohol Wipe

**Psychomedics will supply each collection facility with a initial hair clip and collection shears.*

**Note disposable razors are to be purchased by each collection facility.*



You will need to advise the candidate that any hair ties, hats, or extensions will need to be removed before the collection can be completed.

CANDIDATE IDENTIFICATION

Step 1: Identifying the Candidate

You will need to confirm the donor's identity matches the authorization provided. You can do so by using a state issued Identification, driver's license, or employee Identification badge. Once the candidate's identity has been verified you can proceed with the collection process.

Start by filling out the Chain of custody at step one.

PSYCHEMEDICS FORENSIC DRUG TESTING CUSTODY AND CONTROL FORM - (CCF) - ①

Client Code (if other than printed) _____ FOR LAB USE ONLY

****PLEASE PRESS FIRMLY, YOU ARE MAKING MULTIPLE COPIES****

STEP 1 Completed by Collector or Employer: A) Unless XXX'ed out, fill in Donor ID & Name. B) Put an "X" in box of choice for STEP 1 - C, D and E.

A. SAMPLE COLLECTED FOR: _____

B. DONOR IDENTIFICATION: 19 character maximum: DONOR / EMPLOYEE ID# _____

C. DONOR ID VERIFIED BY: ☐ Photo ID ☐ Representative (Signature of Representative: _____)

D. REASON FOR TEST: ☐ Pre-Employment ☐ Random ☐ Reasonable Suspicion/Cause ☐ Post Accident ☐ Return to Duty ☐ Re-Test ☐ Follow-Up

☐ Monitoring Program ☐ Other (Specify) _____ If No Reason for Test is chosen - The client's chosen default is:

E. DRUG TESTS TO BE PERFORMED: If No Drug Test is chosen, then client's chosen default is:

STEP 2 Completed by Collector: A) Obtain sample from donor, place in foil and insert foil in SAMPLE ACQUISITION CARD (SAC). B) Peel off BARCODE LABEL below and apply it to the SAC. C) Sign and date then place TAMPER EVIDENT SECURITY SEAL over top flap of the SAC to seal. D) Check box below for SOURCE OF SAMPLE.

SOURCE OF SAMPLE: ☐ Head ☐ Underarm ☐ Leg ☐ Arm ☐ Chest

REMARKS - ANY OBSERVATIONS ABOUT OR DONOR COMMENTS REGARDING HAIR: _____

STEP 3 Completed by Donor: A) Donor initials the SAMPLE ACQUISITION CARD (SAC) with the hair sample sealed inside. B) Read, sign and complete ALL information below.

Donor Certification and Authorization for Release of Test Results: I provided the sample in the Sample Acquisition Card (SAC), the sample was cut close to the skin, and I witnessed the collector seal the sample in the SAC. I consent to the testing of the sample by Psychomedics Corporation and to the release of the results to the authorized recipient.

If I am submitting my sample at the request of a Vendor Employer Compliance Testing Organization ("VECTOR") participant, I authorize Psychomedics Corporation to make available information about my test results to any and all VECTOR participants.

DONOR SIGNATURE _____ DONOR PRINTED NAME _____ DONOR PHONE NUMBER _____

X _____

STEP 4 Completed by Collector: A) Read, sign and complete ALL information below. B) Remove perforated edges from CCF, separate PAGE 1-LAB COPY and fold in half - printed side facing out. C) Insert PAGE 1-LAB COPY & SAC into the PLASTIC POUCH and seal it. D) Give PAGE 5-DONOR COPY to Donor.

I, the collector, certify that the enclosed sample was obtained with the consent of the donor, that proper identification of the donor was made, that the appropriate authorization was obtained from the donor for disclosure of the results to the authorized recipient, and that the sample was prepared for release to the delivery service transferring the sample to the lab.

COLLECTOR SIGNATURE _____

PRINT COLLECTOR NAME _____

DATE: M / M / D / D / Y / Y / Y / Y TIME: H / H / M / M ☐ AM ☐ PM

COLLECTION FACILITY NAME _____

STREET ADDRESS _____

CITY _____ STATE / PROVINCE _____ COUNTRY (if other than USA) _____ ZIP / POSTAL CODE _____

USA: Please use / area code / + number Outside USA: Please use country code, area code + number

PHONE NUMBER () () () () () ()

FAX NUMBER () () () () () ()

Collector: Peel off Barcode Label and Apply to Sample Acquisition Card (SAC)

Peel

Apply on SAC

BARCODE LABEL

STEP 5 Completed by Psychomedics' Lab Staff only

☐ NEGATIVE ☐ POSITIVE FOR: _____

REMARKS: _____

PRINT CERTIFYING SCIENTIST NAME _____ SIGNATURE OF CERTIFYING SCIENTIST _____ DATE (MM/DD/YY) _____

X _____

RECEIVED AT LAB: I, the accessioner, certify that the sample identified on the form was examined upon receipt, handled using chain of custody procedures and accessioned in accordance with applicable procedures.

TAMPER EVIDENT SECURITY SEAL INTACT? ☐ YES ☐ NO

DATE SAMPLE RELEASED TO TEMPORARY STORAGE (MM/DD/YYYY): _____

PAGE 1 - LAB COPY

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All steps will need to be completed in order for the collection to be accepted. Follow the steps closely to avoid errors.

COLLECTION PROCESS

Step 2: Begin Collection Process & Identify the Collection Source

Before beginning the collection process, the candidate will need to remove any hair ties, hats, or extensions. **Shears should be thoroughly sterilized with the enclosed alcohol wipe** before a collection is done. After you have confirmed that the candidate has enough head hair available, proceed with collecting **50 mg** of hair required by our lab's standards.

Head hair is required to be at **minimum 1/2 inch in length**. Select a spot away from the crown of the head and secure excess hair out of way with hair clip. Use shears to collect the sample flush to the scalp.

Be sure to mark head hair as the source of collection in step 2. (See tip sheet for additional reference. As examples, curly hair, long hair storage, etc).

If the candidate has thinning or short hair, collect from multiple areas. To verify that you have collected enough hair each of the three specimens should be the size of a number 2 pencil lead. After collection, the hair should be placed in the foil with the root end toward the slant. If multiple collections done, all sample must be placed root to slanted end. (See below).



NOTE: Always snip just above the scalp line, even with long hair. Root end of hair toward slanted end of foil and slightly protruding. Wrap excess hair around outside of foil and place in SAC.

For candidates that do not have enough collectable hair, you will need to proceed with the collection of body hair. Please note that **pubic hair is not an accepted form of body hair**. Multiple body hair sources including arms, legs, chest, under arm, and hair below the jaw line can be combined. Never mix head and body hair samples in the same piece of foil.

Hair below the jawline would be considered body hair. Body hair collection can be done with collection shears if the hair is long enough or a single use disposable razor. No shaving aides should be used in this collection process. The requirements for body hair remain the same. You will need to make sure that you are collecting 50 mg of hair. Body hair can be collected and placed in the center of the collection foil and is not required to be aligned by root end.



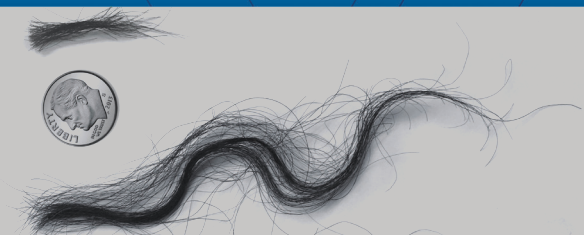
Ideal Collection Site
If available, collect hair from here.

Secondary Collection Sites
If bald, collect from here.

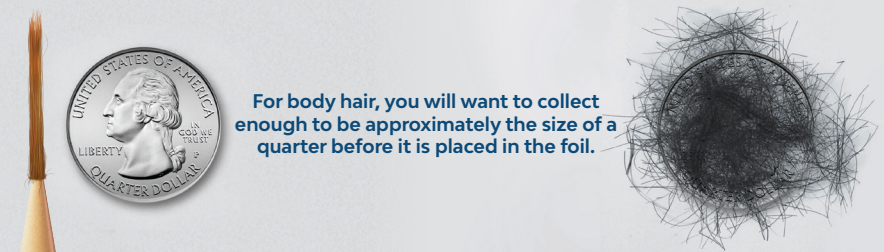
Not Accepted
Do not collect from here.

COLLECTION PROCESS

There is no maximum length limitation. Lengthy hair can be wrapped around the foil (see image on page 4).



The minimum length for the sample is 1/2". That would be about the length that a dime is wide.



For body hair, you will want to collect enough to be approximately the size of a quarter before it is placed in the foil.

Remember

Whether a sample is taken from the head or from the body, it should total at least 1/2 inch in length. For thickness, the strands gathered together should be the same width as the lead from a standard pencil.

Step 3: Seal and Document Collection Sample

After the sample has been collected you will place the hair in the sample foil and into the Sample acquisition Card (SAC). To close the sac, remove the adhesive backing from the top flap and close it similar to closing a standard envelope. Once that's done you will need to place the tamper evident seal along with the sample barcode onto the SAC. In this step it is important to **make sure that the donor has initialed the SAC** and has completed Step 3 of the chain of custody form. The candidate will be required to complete Section 3 by printing their name, signing their name, and provided a phone number for contact. All of these are key items to ensure the sample can be processed and is not rejected by the lab.

As the collector you will need to complete Step 4 of the CCF form. This information will need to be completed in total to ensure that your facility can be identified. You will need to include the full name address, phone, and fax for your facility. You will need to make sure that you have clearly printed and signed your name on the form as well. **This information confirms when and where the collection has taken place.**

Sample Acquisition Card (SAC)

Please do not forget to place barcode label and the Subject's Initials on the Sample Acquisition Card.

FOR LAB USE ONLY • SOLO PARA USO DEL LABORATORIO

SAMPLE ACQUISITION CARD (SAC) • SOBRE DE OBTENCIÓN DE MUESTRAS

3 • APPLY BAR CODE LABEL HERE
• COLOQUE ETIQUETA DE BARRA AQUÍ

4 • HAVE DONOR INITIAL SAC IN SPACE BELOW
• HAGA QUE EL DONANTE COLOQUE INICIALES EN EL ESPACIO DE ABAJO

SUBJECT INITIALS
I certify the sample was properly collected, it was cut close to the skin, and I witnessed the sample collector seal the sample in the envelope.

INICIALES DEL DONANTE
Mediante estas iniciales, certifico que soy el sujeto de la prueba, que la muestra contenida en este sobre es mi muestra, que fue cortada cerca de la piel, y que fui testigo de que el colector de la muestra la colocó en el sobre y lo cerró.

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Superior Science. Superior Results

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Step 4: Reviewing the Collection

Now is a good time to review. You have confirmed the donor's identity, collected the sample, sealed the sample for collection, and confirmed there are no errors on the chain of custody form. **Place the first page of the Chain of custody along with the sealed sample into the plastic lab bag. At this time, you will provide a copy to the donor.**

Remove the clear adhesive backing from the lab bag to ensure that you can seal it with the sample inside and CCF.



Step 5: Shipping the Collection

The sample is now ready for shipment. **Place the lab bag inside of the FedEx envelope.** Once the sample is inside of the FedEx Envelope you will need to remove the adhesive strip from the envelope and close the sample inside.

You will ship the sample using a preprinted FedEx billable stamp and place it on the designated area of the FedEx envelope. Once the sample is ready for shipping place it a safe area and in sight so that the sample is not lost.



NOTE: Up to fifteen plastic pouches containing the Sample Acquisition Card and sample may be placed in each FedEx envelope.

Glossary of Terms

Fed Ex Shipping Label – A preprinted shipping label that has account information and routing directions used to ship the hair sample to the lab.

Barcode Label – A peel off label on the CCF with a barcode on it that is placed on the SAC during the collection process

CCF – Custody & Control Form

SAM – Sample Acquisition Materials
Consists of the items needed to do a proper hair collection. It includes the foil, alcohol wipe, tamper evident seal (all of these or inside the Sample Acquisitions Card (SAC)) and then the SAC is put inside the Plastic Pouch/Bag.

FNV (Fatal Invalid) – An invalid sample that cannot be properly tested for procedural or legal reasons to maintain the chain of custody of the sample.

Foil – The aluminum foil strip that the hair sample is placed into to hold it together tightly during transit

Hair Clip – A spring clip used to hold long hair out of the way when cutting head hair close to the scalp

SAC – Sample Acquisition Card
Cardboard envelope used to store the sample

Plastic Pouch/Bag – A plastic pouch that the completed SAC & CCF are placed into for shipment to the lab

QNS (Quantity Not Sufficient) – A term used when not enough hair is collected for a sample to be tested

Tamper Evident Seal – A red adhesive seal that is placed on the SAC to prevent tampering of the hair sample

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EASY STEPS TO A SUCCESSFUL PSYCHEMEDICS COLLECTION

1

Verify Identification

Receive donor's state issued ID or company employee ID and begin CCF form.



2

Begin Collection Process

Identify the source of hair collection and proceed with shears or disposable razor to complete collection.



3

Completing Collection

Collect 50mg of required hair from donor, then place and seal in SAC.



4

Review Collection

Confirm CCF form is completed, SAC is intact, then give CCF copy to donor.



5

Prepare For Shipping

Place sealed lab bag in a FedEx envelope and ship using preprinted FedEx label.



SNIP IT. SHIP IT.

Visit www.psychemedics.com/poster to download a full size poster of these steps for your facility.



(877) 517-2033



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