



## Hair Sample Collection (Head)

The laboratory carries out drugs testing on donors where hair samples are collected from donors who are involved in care proceedings (and disciplinary procedures for NMC members). The majority of the donors are seen with third parties present at an attorney's office or social services/welfare offices; home visits also take place if it is not practical for the donor to travel elsewhere. Please only proceed with the sample collection if photo ID is available or a 3<sup>rd</sup> party is present who can verify the donor's identity.

\*PLEASE NOTE: 1 cm of head hair represents 1 month's growth. As most donors have been asked to show consumption over a given period it is extremely important that hair is cut as close to the scalp/skin as possible. This is also why it is so important for the root end to be placed correctly in the silver foil so the lab can measure accurately back from it for the required timeframe. Body hair will give a result going back up to 12 months (Hair Drug & Steroid Test) and going back up to maximum 6 months (Hair Alcohol Test) depending on the type of alcohol test and this is not always relevant to the case (e.g. if the donor has admitted drug consumption in the past 12 months and now wants to prove he or she is clean). Also, body hair cannot be segmented to give a month-by-month picture of consumption.

For this reason, it is important to have the attorney's consent before taking body hair in the absence of sufficient head hair. Body hair analysis may also be more expensive (for hair drug tests) and the attorney will also need to consider this cost when making a decision.

Results will be ready within 10 working days of receipt of the sample at our laboratory. This applies to standard tests only.

Contents of Kit:  
White Envelope  
Alcohol Free Wipes  
Foil  
White Label  
Yellow Envelope

What you need to take with you:  
Nurse ID  
Scissors  
Ball point pen

### First Stage

- Photo ID or letter from attorney confirming ID is needed to confirm donor is the right person, if can't obtain either, then you must call BioPharma Institute to advise.
- Please check donor has enough hair for the collection (at least 1cm). You will see from the Chain of Custody form whether head hair or body hair is needed. The amount you will need to take is the width of a 5 pence piece WHEN BUNDLED TIGHTLY TOGETHER, ideally from below the crown (however, as we also have a duty of care not to "disfigure" the donor, hair from other parts of the head may be taken as long as it is of similar length). You can use the guide on the yellow envelope to check the length. PLEASE TAKE THE FULL LENGTH AVAILABLE – THE LAB WILL SEGMENT AS NECESSARY. If you find the donor does not have a sufficient amount of hair, please call the BioPharma Institute. If the hair is very fine, more should be taken as it is the WEIGHT which is important for testing, rather than the length. The lab will weigh the hair in each segment requested and will reject the sample if the weight is insufficient. It is better to take more hair (without leaving bald patches) at this collection rather than risking a Quantity Not Sufficient result and having to arrange a further sample collection for this reason.
- (N.B – if donor does not have enough head hair, body hair may need to be taken with the attorney's and donor's approval \* – see body hair section on training manual).



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- Ensure you have the foil ready to put hair into, including label and yellow envelope. Please show donor that the envelope is empty.
- Clean scissors with wipe provided.

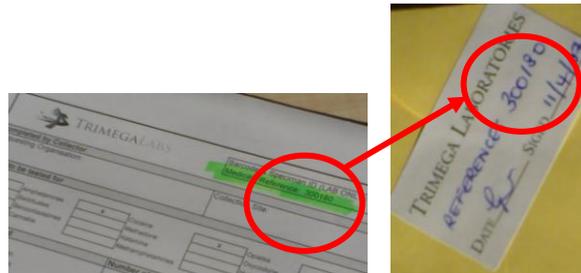
### Second Stage

- Select patch of hair, (one dime in width when bundled or twisted tightly together). **If the hair is very fine, more should be taken as it is the WEIGHT which is important for testing, rather than the length.**
- Twist the amount and cut from the root (as close as possible)
- Hold until placed on the foil.
- The root needs to be at the correct end of the foil, slightly over the edge and the hair needs to remain straight and fixed in the foil. Then fold the foil in half and then wrap it all around the sample **to ensure the hair does not slip but remains aligned.**
- Insert the foil into the yellow envelope



### Third Stage

- Check that the white sticker has the same reference number on it as the number on the COC
- Seal the flap with the white sticker



- Ask donor to sign and date the sealed envelope
- Put the envelope into the plastic wallet.

### Fourth Stage

- 1- Check the reference number on the COC matches that on the white pre-paid envelope
- 2- Fill in the type of ID you verified the donor with
- 3- Complete the collection details with your signature, printed name, time and date of the collection
- 4- Ask donor to fill in their ethnicity
- 5- Donor needs to sign the declaration entering their DOB and contact number
- 6- Ask donor the additional questions on the form and record  
**ENSURE THAT ALL FIELDS ARE COMPLETED, OTHERWISE THE SAMPLE WILL BE REJECTED BY THE LAB**



Place the COC in the plastic wallet. Seal the plastic pouch. SEND ALL HAIR SAMPLES TO LABORATORY USING PRE-PAID FEDEX AIR BILL AND ENVELOPE.



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Other forms with the COC if required:

- Alcohol Questionnaire – complete and ensure donor has signed the form, sent with sample
- TDL Lab Form – complete as normal and send to The Doctors Laboratory (TDL) in the padded envelope provided. **DO NOT SEND BLOOD SAMPLES OVERSEAS.**



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### Additional Samples:

If you are required to take 2 or more samples please repeat this for each number of samples needed and use individual kits for each sample collected.

It would be best to complete each sample collection one by one, following a single collection right through to avoid mix-ups.

The number of samples needed will be stated in the special instruction on the instruction form. There is no need to worry about the number of segments on the COC, as this is for lab use only.

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### Body Hair Samples

Body Hair Samples – if on occasion donor does not have sufficient head hair available for a collection, body hair may be taken if this is appropriate\*. This will be clearly stated on the instruction and on the chain of custody form. If body hair is taken instead of head hair, please amend the chain of custody form to reflect this.



As body hair is generally finer than head hair, it will be necessary to take as much as possible to get the required weight (around 200mg, depending on the amount of drugs requested).

When body hair needs to be collected only stages 1, 3, 4 & 5 need to be followed, as the hair sample **DOES NOT** need to be wrapped in the silver foil, as the hair will be cut and needs to fall into the yellow envelope.