

Hair Testing for Drug Abuse

Specimen collection
procedures and information



1

Collector preparation prior to obtaining the hair specimen

- Confirm the identify of the donor using photo identification.
- Complete STEP 1 of the alternative specimen Custody and Control Form (CCF) mark the test to be performed and the reason for testing.
- Indicate the type of specimen collection in STEP 2.
- Record the donor's name and employee ID number or Social Security number on the collection envelope.
- Clean the scissors with an alcohol wipe in the presence of the donor before collecting any hair.



2

Collection of the hair specimen

- The donor's hair should be cut near the rear of the crown and as close to the scalp as possible. The lab requires approximately 120 strands for testing. If all the hairs are placed side by side, this equates to a half inch of hair.
- It is recommended that hair collection occur on several different areas across the crown of the head to avoid creating bald spots.
- If the donor has little or no hair, or head hair is less than a half inch long, a body hair collection may be conducted.
- The preferred locations for body hair collection, in order of preference, are chest, underarm, leg, or face. It is acceptable to mix hair from different locations on the body.
- Hair from different areas of the scalp may also be mixed, but head hair and body hair should not be mixed.



3

Transfer the hair specimen to the collection device (foil)

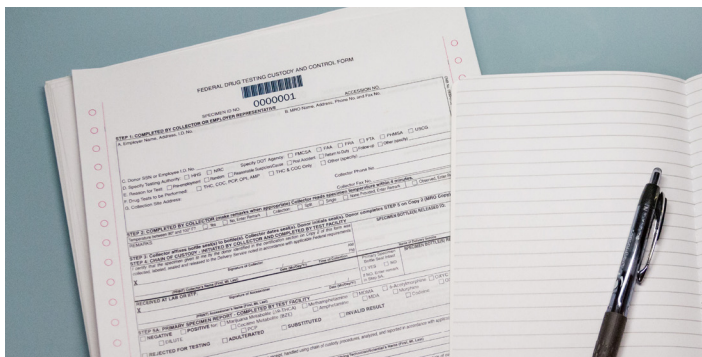
- Place the hair specimen in the foil, root end extending out, approximately a quarter of an inch from the slanted end of the foil. If multiple collections occur from different areas of the crown of the head, align the root ends of the hair together and place in the foil. The foil is folded lengthwise, to constrain the hair, and the hair specimen placed inside the envelope with root ends to the left.
- Remove the security seal from the CCF and place it on the bottom of the Quest Diagnostics-provided yellow envelope where indicated. The seal should extend over both the lower front and the lower back of the envelope. The collector will then initial and date the security seal and instruct the donor to initial it as well. The collector will also indicate the source of the hair specimen obtained on the yellow envelope and instruct the donor to initial the envelope. Last the collector will then date and sign the yellow envelope.



4

Completion of the alternative specimen custody and control form

- Instruct the donor to read and sign the certification statement in STEP 5, then print his or her name and the date. Provide the requested information after reading the certification statement.
- If the donor refuses to sign the certification statement, the collector provides a remark in STEP 2 on COPY 1.
- Complete STEP 4 (i.e., signature, print name, date, time of collection, and name of delivery service) and immediately place the sealed hair specimen and COPY 1 of the CCF in the plastic specimen bag and seal the bag.
- Place the sealed specimen bag into the overnight shipping package and send the hair specimen to the designated Quest Diagnostics laboratory.
- Distribute the other copies of the CCF as outlined in the standard operating procedure manual. Note: Please use one overnight shipping package for all hair drug tests specimens collected on a single day.



The following materials are supplied with the Quest Diagnostics hair drug testing kit:

- Hair specimen collection envelope with foil
- Alcohol wipes
- Plastic specimen bag
- Custody and Control Form (CCF)



Examples of incorrect hair collections



1. This collection does not have all the root ends facing the slanted end of the foil and resembles a “hair brush” collection or something similar.



2. The root ends do not extend one-fourth of an inch beyond the slanted end of the foil. Although not a “fatal flaw” collection, it may affect overall turnaround time due to additional work needed to process the specimen.



3. The root ends in this collection are not aligned



4. In this collection there is no slanted foil and the roots are not aligned. Additionally, there are only 20 to 25 strands of hair instead of the required 100 strands.