

# Hair Alcohol Abuse (HAA) Test

## 5 Simple Steps for Sample Collection



**Please note that it is crucial that ALL steps are followed as described. This is the only proper way to follow Chain of Custody procedures. If these steps are not followed, then specimens will be rejected by the laboratory and not tested.**

**Make sure you have the following materials for the collection:**

- |                                  |                  |
|----------------------------------|------------------|
| (A) Hair Specimen Collection Kit | (B) Scissors     |
| • Collection Foil                | (C) Hair Clip    |
| • Hair Specimen Pouch            | (D) Pen          |
| • Integrity Seal Sticker         | (E) Alcohol Wipe |
| • Chain of Custody document      |                  |
| • Return Envelope                |                  |

### 1. Cut the hair

- (A) Wipe the blades of a pair scissors with an alcohol wipe.
- (B) Select a small amount of hair and clip the hair sample as close to the scalp as possible. **You should have approximately 200 strands of hair (the diameter of a dime when laid out flat).**
- (C) Special situations:
- More strands are needed if the hair is less than 1 1/2 inches long.
  - If necessary, obtain additional samples of hair from other regions of the head.
  - With shaved/short hair, locate longest hair possible and make multiple cuts from different locations to produce sufficient amount of hair needed.
  - **DO NOT MIX HEAD HAIR WITH BODY HAIR. THEY MUST BE KEPT SEPARATE.** If sufficient head hair is not available, please contact the staff at Consumer Genetics, Inc.



### 2. Store the hair specimen

- (A) Place the root ends of the sample on the tab end of the Collection Foil.
- (B) Crimp the tab end over the root ends of the sample.
- (C) Straighten the hair lengthwise along the center of the Collection Foil.
- (D) Fold the Collection Foil in half along the center line.
- (E) Fold the Collection Foil lengthwise again.
- (F) Place hair into Hair Specimen Pouch and seal.



### 3. Properly seal the specimen

- (A) Place sticker over the flap of the Hair Specimen Pouch and ensure that it SEALS the envelope.
- (B) **Ask the donor to sign and date the sticker.**
- (C) Copy the Medicals Reference number from the Chain of Custody document onto the sticker. **THIS IS CRUCIAL AS PART OF THE CHAIN OF CUSTODY PROCESS. IF THIS IS NOT ADHERED TO, THE SPECIMENS ARE REJECTED.**

### 4. Complete the Chain of Custody document

### 5. Prepare the specimen for mailing

- (A) Copy the Medicals Reference number from the Chain of Custody onto the front of the return envelope.
- (B) Place sealed Hair Specimen Pouch into the smaller pocket of the clear specimen bag.
- (C) Place the Chain of Custody document into the larger pocket of the clear specimen bag.
- (D) Seal the clear specimen bag, fold it, and place it into the return envelope.

