

Standard Operating Procedure Drug and Alcohol Testing Hair Sample Collection SOPDRG003S

1. Ensure you have enough kit materials to perform the sample collection and prepare the room to be used.



2. The hair collection kit.



Sample envelope Front



Sample Envelope Inside



Silver hair foil X number of samples required



Tamper tape

'B' sample envelope (if applicable)

3. The hair collection kit.

4. Prior to sample collection, refer to the hair envelope instructions and copy the required test details.



Alcohol prep wipe



Hair Collection Disc



Hair clip (if required)



Ruler (if required)

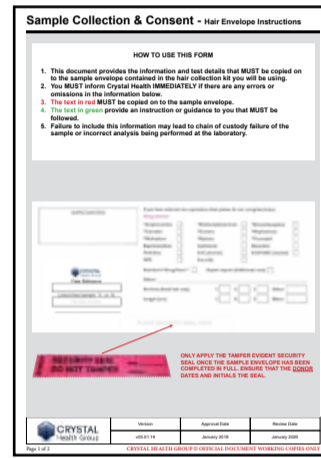


Scissors



Electric Razor (For body hair only)

All equipment is reusable, please use alcohol wipe prior to collection



PRIOR TO SAMPLE COLLECTION

Refer to the Hair Envelope Instructions and copy the necessary test details (in red) on to the hair sample envelope.



5. The sample collector and donor must complete all highlighted fields in yellow on the collection & consent form.

6. Complete Sample Envelope - highlighted yellow areas below. Donor must sign consent when collection complete.

Note the number of hair samples required - this must correspond to the number of hair foils collected.

Pay particular attention to determine if a 'B' hair sample has been requested.



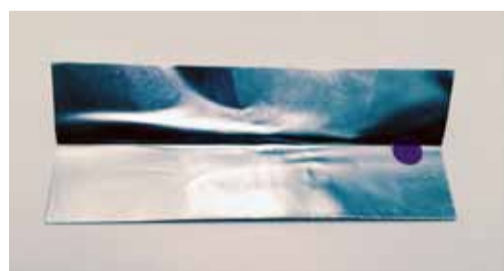
- ✓ Donor's Name, DOB and Gender
- ✓ Record type of photographic ID and related number
- ✓ Specify if the hair to be collected is head or body hair
- ✓ Record the colour of the hair collected
- ✓ Hair treatment recorded with date
- ✓ Collection date recorded
- ✓ Collectors Name printed/signed
- ✓ All declared medication recorded for the **PERIOD OF ANALYSIS** including dose/strength/duration
- ✓ Donor's signature of consent obtained



7. Prepare for sample collection.

8. Prepare the area of the head where the sample is to be taken. When possible, leave a section of hair above the cut that will cover the area.

Take the sample kit and put on the gloves. Prepare the silver foils for securing samples by folding lengthways and forming a crease.



Take head hair from the crown of the head.



For long hair, use a hair clip if necessary



Note the length of hair required and use the ruler to measure available hair. If there may not be enough hair length at the crown of the head then call Crystal Health for further instructions



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Author
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Approval Date

Review Date

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9. Cut as close to the scalp as possible to obtain the hair sample and place in the foil.



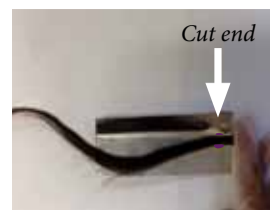
Ensure all hair roots are to the root within the disc



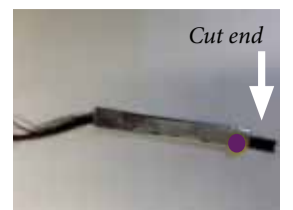
Hair will not be cut to the root in this example



Place cut hair sample over coloured dot with the cut end (root end) protruding out of silver the foil if hair length allows.



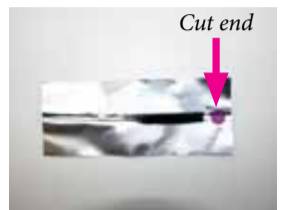
Holding the hair sample firmly with one finger, fold over the silver foil to secure the sample in place.



Fold the foil again to ensure the sample is securely held prior to being transported to the laboratory.

Twist and pinch the hair sample (equal to APPROX 2-3mm diameter) and slide the Hair Collection Disc through the hair sample and lower to the scalp. See image A above for the correct procedure in doing this. You MUST ensure that all of the hair roots are within the hole of the disc. Failure to do this will invalidate the hair sample as it will not have been cut to the root - See image B. It is important that you cut as close to the scalp as possible, with the curve of the scissors pressed into the collection disc so that only a minimal amount of hair remains after collection. See Image C

EACH SAMPLE SHOULD BE EQUAL TO THE THICKNESS OF A STANDARD MOBILE TELEPHONE CHARGER CABLE - APPROX. 2-3mm



One exception to the cut end protruding out of the foil is when collecting short lengths e.g. 1cm in length. However, you must ensure that the cut end is ALWAYS aligned to the coloured dot as shown.

DO NOT CUT THE HAIR TO SIZE, THIS WILL BE DONE IN THE LABORATORY.

10. Body hair collection ONLY (use razor or scissors)

IMPORTANT - DO NOT MIX HEAD AND BODY HAIR

- ✓ Use scissors, electric razor or disposable razor to shave the body hair sample from the specified location.
- ✓ It is not necessary to identify the root end. However, cut the sample as close to the skin as possible to obtain the entire length of the hair.
- ✓ Fill the foil as shown.



11. If a 'B' sample collection is required, this will be indicated on page 1 of the sample collection and consent form.

1. Follow the hair collection procedure as detailed in points 9 and 10 of this procedure.
2. Place the collected B hair sample in the 'B' sample envelope and seal.
3. Instruct the donor to complete the details on the front of the envelope.
4. Place the 'B' sample envelope into the standard Sample Envelope.



12. Place samples inside the Sample Envelope and ensure all sections have been completed.

13. Ensure the following tasks are completed before concluding the sample collection.



IMPORTANT - Nothing but the samples (including 'B' sample envelope) must be enclosed in the sample envelope i.e. NO DOCUMENTATION.

DECLARATION
I declare that this sample is my own and the package was sealed in my presence. I understand the reason for this test and that the results will be reported to the person/organisation requesting the test.
Donor's Signature: _____

Cansford LABORATORIES
All Accidents - the only name

DECLARED MEDICATION | DRUG | ALCOHOL USE:

ADDITIONAL MEDICATION INCLUDED

IMPORTANT!

DECLARATION
I declare that this sample is my own and the package was sealed in my presence. I understand the reason for this test and that the results will be reported to the person/organisation requesting the test.
Donor's Signature: _____

The donor MUST read the declaration and sign his/her consent for the test.

Place the security seal over the flap of the Sample Envelope where indicated. **The DONOR must date and initial the seal.**



Before applying the security tape, ensure all sections have been completed on BOTH SIDES of the Sample Envelope.

14. If applicable, complete Section 5 of Collection & Consent form - NON CONFORMITY

15. Post the samples and documentation to Crystal Health on the same day, using Royal Mail Special Delivery. For any test related queries, direct the donor to Crystal Health.



- ▶ Refusal to provide a sample
- ▶ Refusal to provide necessary consent
- ▶ Unable to provide required ID
- ▶ Did not attend appointment
- ▶ Unable to provide sufficient sample
- ▶ Sample adulteration

- ✓ Place the samples and all documentation in the C4 Manilla envelope provided.
- ✓ Post all of the above on the same day using the **ROYAL MAIL SPECIAL DELIVERY BAG PROVIDED**. If this is not possible, inform Crystal Health immediately.

If you require any assistance, please contact Crystal Health on 0800 988 7107, 0161 359 4187 or your out of hours contacts.

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