

Before taking a Hair Sample



1. Does the Donor have Proof of ID? - we cannot proceed without it

We can accept a number of items as proof of ID, in order of preference they are:

- Passport sized photographs of the Donor
- Family photographs - must be a good likeness, full face and without a hat or sunglasses.
- Prison ID
- Other form of photographic ID e.g. Passport, Driving Licence

We require 2 photographs or copies of photo ID and the back of each must be signed by the Sampler and stapled to the Sample Declaration Form.

2. Does the Donor have sufficient head hair?

- If hair is less than 3cm we cannot undertake alcohol testing - use the guide (bottom right of page) to confirm length.
- If ONLY drug testing is required, less than 3cm may be suitable. Contact Customer Services for confirmation.
- If hair is at least 3cm proceed to take the sample.



3. Complete the Sample Declaration Form - inside this booklet

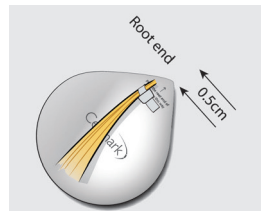
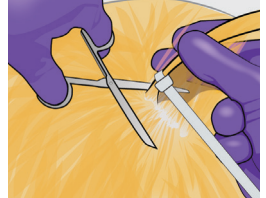
All relevant sections must be completed in BLOCK CAPITALS - remember the Sampler must enter the Cellmark case reference at the top – the Donor or person giving consent is to complete the upper section, then the Sampler must check this has been done and then complete the lower section.

We require a signature from the Donor (or the person giving consent if the Donor is under 18) and the Sampler.

Guide to taking a Hair Sample

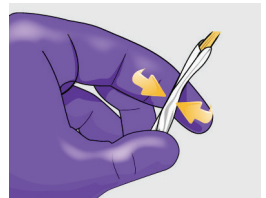
4. Taking the samples

- Isolate the hair sample and cut as close and as parallel to the scalp as possible
 - if the hair sample is long enough use the cable tie provided in order to secure the lock of hair whilst cutting
 - if the hair is short and/or curly then isolate and secure the hair by hand
 - A sample about the thickness of a pencil is required; however, if it is not possible to achieve this size of sample from one sampling then collect several locks of hair
 - Carefully place the sample/s into the foil ensuring that the alignment is maintained (cut any excess cable tie off – if used)
 - Secure the hair by wrapping the foil tightly around the sample
 - For body hair samples the alignment is not important but a similar quantity of hair is required and it should still be secured in the foil provided. Cut body hair from one area e.g. Arm, Chest, or Axilla, directly into the foil.
- N.B. Body Hair is not suitable for alcohol analysis



5. Packaging the samples

- Seal the sample/s in the envelope/s provided
- Ensure that the Donor signs and dates the tamper-evident seal on the envelope/s
- Write the Cellmark Case No. on front of the sample envelope



6. Returning the samples

The Sampler MUST:

- Seal all hair samples and the Sample Declaration Form in the tamper-evident mailing envelope and return to Cellmark (do not hand to Donor)

If you are uncertain about any part of the procedure telephone:

Customer Services 0800 043 4247