

# Hair Sampling Procedure - Information Sheet

## Use the collection kit provided

The ideal sample is collected from the crown or vertex of the head.

### Photo 1: Cutting the hair



Pinch hair with fingers before cutting. Cut close to the scalp.

- Take a sample of hair about the thickness of a pencil (the more strands of hair the better). **Analysis may not be performed if insufficient hair is collected – see Section 3 of accompanying form “REQUEST FOR HAIR DRUG ANALYSIS”.**
- Pinch the hair tightly with your fingers before cutting. Cut the sample as close as possible to the scalp, making sure that the scissors are level with the scalp and not at a slant. This is critical for estimation of drug use time frames.

**Note: There must be at least 1cm hair growth for collection.**

### Photo 2: Lining up the hair



Put root ends of hair at end of foil.

- It is important that you place the root ends of the hair at the correct end of the aluminium foil, as this will identify most recent hair growth, and therefore the most recent period of drug use.
- Line up as shown in Photo 2.

### Photo 3: Making the first fold



Fold end of foil over hair.

- Fold the end of the foil over the lined up hair as shown in Photo 3, being very careful **not** to fold the hair itself.
- Then make two more folds as shown in Photos 4 and 5 below and place the foil inside the supplied envelope as shown in Photo 6

**Photo 4: The second fold**



Fold foil in half.

**Photo 7: Record the details**



Add details of sample to envelope.

**Photo 5: The final fold**



Fold in half again.

**Photo 8: Sign, date and seal**



Sign, date and seal the envelope.

**Photo 6: Place foil in envelope**



Put foil into envelope.

Note:

- The unique donor ID number must be recorded on the envelope.
- Collection site refers to where the hair was collected from eg: head, under-arm etc.

**Photo 10: Seal the envelope inside the supplied plastic bag. DO NOT FOLD THE ENVELOPE**



Fill out the form "REQUEST FOR HAIR DRUG ANALYSIS". Please make an entry in each of the sections 1 to 8.

Please read the included notes carefully, especially at Section 4, as this will determine how the hair is prepared for testing and will determine the approximate time period covered by the test. Specify what time period is required for analysis assuming that hair growth is approximately 1 cm per month (e.g. if you want to know whether drugs have been used in the previous three months then we require a minimum hair length of 3cm).

**Send sample to FSSA by:**

Registered Post  
Forensic Science SA  
GPO BOX 2790  
Adelaide SA 5001  
Attention: Toxicology

OR

Courier  
Forensic Science SA  
Forensic Science Centre  
21 Divett Place, Adelaide, SA 5000  
Attention: Toxicology