

Dear Valued Collector,

Please note that in response to your feedback, Psychemedics has introduced a new universal Custody and Control Form (CCF) for hair sample collections. The changes indicated below were incorporated to help simplify the process and reduce errors.

Going forward, you will only be supplied with the new gray universal form outlined below. However, any inventory of the previous colored CCFs that are specific to the type of client (Goldenrod – Form A or Yellow – Form B for Corporate, Purple for Schools, Green or Gray for VECTOR and Blue for any Re-Test) may still be used.

**There are no changes to the hair sample collection process** – only the forms have been updated.

If you have any questions, please call Psychemedics' Client Service Department at **800-522-7424** between 7:30AM – 7:30PM CST Monday – Friday.

**COLOR**

The new form is gray instead of having a colored border.

**MORE "REASONS FOR TEST" OPTIONS ADDED**

If a reason is not chosen, we will comply with the client's default choice.

**DONOR IDENTIFICATION**

The Donor's ID# is required.

Adding the Donor Name is now an option.

**TESTS TO BE PERFORMED**

Multiple test choices are listed based on the client's specific requests. If a type of test is not chosen, we will comply with the client's default choice.

**CERTIFICATION & AUTHORIZATION FOR RELEASE**

We combined the Authorization for Release and Donor Certification (formerly on page 2). Now only one Donor signature is needed.

**COLLECTION & SITE INFORMATION NOW COMBINED**

Collection and site information is now combined in one location on the CCF.

The form is titled "PSYCHEMEDICS FORENSIC DRUG TESTING CUSTODY AND CONTROL FORM - (CCF) - ©". It includes a "Client Code" field and a "FOR LAB USE ONLY" section. The form is divided into five main steps:

- STEP 1: Completed by Collector or Employer.** Includes "A. SAMPLE COLLECTED FOR:" and "B. DONOR IDENTIFICATION" with fields for "DONOR/EMPLOYEE ID#" and "DONOR FIRST NAME".
- STEP 2: Completed by Donor: read and sign below.** Includes "C. DONOR ID VERIFIED BY:" (Photo or Representative), "D. REASON FOR TEST:" (Pre-Employment, Random, Suspicion/Cause, Post Accident, Return to Duty, Re-Test, Follow-Up), and "E. DRUG TESTS TO BE PERFORMED:". It also contains the "Donor Certification and Authorization for Release of Test Results" section.
- STEP 3:** Involves sample collection and insertion into the "SAMPLE ACQUISITION CARD (SAC)".
- STEP 4:** Involves certifying the sample was obtained with consent and proper identification.
- STEP 5: Completed by Psychemedics' Lab Staff only.** Includes fields for "PRINT CERTIFYING SCIENTIST NAME", "SIGNATURE OF CERTIFYING SCIENTIST", and "DATE (MM/DD/YY)".

Additional fields include "SOURCE OF SAMPLE:" (Head, Underarm, Leg, Arm, Chest), "COLLECTOR SIGNATURE", "PRINT COLLECTOR NAME", "DATE", "TIME", "AM/PM", "STREET ADDRESS", "CITY", "STATE/PROVINCE", "COUNTRY", "ZIP/POSTAL CODE", "PHONE NUMBER", "FAX NUMBER", "REMARKS", "PRINT ACCESSOR NAME", "SIGNATURE OF ACCESSOR", "DATE SAMPLE RELEASED TO TEMPORARY STORAGE (MM/DD/YYYY)", and "INTEGRITY SEAL INTACT?" (YES/NO).

Dear Valued Collector,

Please note that in response to your feedback, Psychemedics has introduced a new version of the Sample Acquisition Card (SAC) for hair sample collections. The changes indicated below were incorporated to help simplify the process and reduce errors.

Going forward, you will only be supplied with the new SAC outlined below. If necessary, the previous SACs can still be used with our colored CCF forms (Goldenrod – Form A or Yellow – Form B for Corporate, Purple for Schools, Green or Gray for VECTOR and Blue for any Re-Test), or with the new Universal CCF form.

**There are no changes to the hair sample collection process – only the forms have been updated.**

If you have any questions, please call Psychemedics' Client Service Department at **800-522-7424** between 7:30AM – 7:30PM CST Monday – Friday.

**VISUAL GUIDES**

Pictures have been added to show the amount of head or body hair needed for a proper sample size, in order to help avoid Quantity Not Sufficient (QNS) results.

**PICTOGRAMS**

Pictograms have been added to show details of how to do a specific task.

**SIMPLIFIED DOCUMENTATION ON SAC (ONLY THE DONOR'S INITIALS REQUIRED)**

Several previously required items have been eliminated from the SAC, including:

- Donor's ID#
- Date & time of collection
- Collector's signature

**INSTRUCTIONS & COLOR CODING FOR INTEGRITY SEAL**

New instructions show where and how to properly seal the SAC with the Red Integrity Seal.