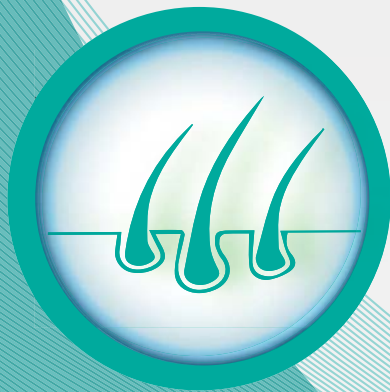




# SPECIAL INSTRUCTIONS

HOW TO CREATE  
YOUR OWN  
OR  
YOUR CHILDS  
PERSONAL  
POSTAL REPORT



# THINGS YOU NEED TO DO BEFORE COLLECTING “HAIR OR SALIVA” SAMPLES

## PLEASE ONLY POST YOUR HAIR AND OR SALIVA SAMPLES ON A WEEKDAY WITHIN 24 HOURS OF TAKING THE SAMPLE/S

Do not pluck or post the hair or swab samples on a Friday or Weekend or during a national holiday period, as this will inadvertently delay your samples delivery.

Permed, tinted, colored or recently shampooed hair samples are all acceptable. You can take your own samples but you may find it easier to request a friend’s help.

## IN ORDER TO REMOVE THE RISK OF ELECTRO MAGNETIC WAVE SAMPLE CONTAMINATION:

- Remove jewellery from yourself and anyone assisting you
- Place mobile phones, tablets or computers in another room or at least 10 meters away from you
- Avoid sitting directly under fluorescent lighting.

## **ARMPIT AND CHEST HAIR ARE NOT ACCEPTABLE;**

**Eyebrow hair is acceptable with the root bulb as long as two eyebrows are plucked from above the left and right eye.**



# SIMPLE STEPS ON HOW TO SEND ONLY HAIR SAMPLES FOR ALL ADULT REPORTS

## THIS SECTION IS FOR ADULT HAIR SAMPLES ONLY.

1. Put on the surgical gloves provided or if a friend is taking the hair samples, ask them to wear the gloves.
2. Sit down, relax and breathe evenly for 30 seconds. Close your eyes and concentrate on the first color you see in front of your closed eyelids.
3. Using the tweezers provided, pluck a minimum of four strands of hair with the root bulbs attached from above the nape of the neck as shown. Best practice is to hold the tweezers immediately next to the scalp at the roots and pull firmly down.



### **ARMPIT AND CHEST HAIR ARE NOT ACCEPTABLE;**

EYEBROW HAIR IS ACCEPTABLE WITH THE ROOT BULB AS LONG AS TWO EYEBROWS ARE PLUCKED FROM ABOVE THE LEFT AND RIGHT EYE.



## FOLLOW THE HAIR SAMPLE RETAINING CARD STEPS

4. Peel back the cover (figure 1)
5. Place the hair strands onto the strip with the root bulbs exposed (figure 2)  
**Do not place the root bulbs directly onto the sticky strip.**
6. Press the cover back in place over the hair strands (figure 3)
7. Remove the small oxygen absorption sachet from its clear outer packaging.
8. Open the hermetically sealed Alloy, X Ray proof shielding bag (see 7 above)
9. Insert the completed hair sample retaining strip, into the alloy bag.



**IMMEDIATELY** seal the Alloy shielding bag and squeeze the grip lock slides firmly together, to make sure that it is air tight.



**FINALLY PLACE THE SEALED SHIELDING ALLOY BAG INTO THE PRE-PAID, RETURN ADDRESS ENVELOPE.**



# SIMPLE STEPS ON HOW TO SEND SALIVA AND HAIR SAMPLES FOR ALL BABY AND CHILD REPORTS

1. Put on the surgical gloves provided or if a friend is taking the hair and saliva samples, ask them to wear the gloves.
2. Relax the baby or child and close their eyes.

## HOW TO COLLECT THE SALIVA SAMPLE FROM THE BABY OR CHILD

3. Remove the Swab from its hermetically sealed tube
4. Now slowly rotate the swab against the child's inner left and right mouth cheeks.
5. Using the same swab, also rub under the tongue for a total of 5 seconds. Collect as much saliva as possible.
6. Replace the swab back into its hermetically sealed tube and firmly replace the tubes cap.
7. Using the tweezers provided, pluck a minimum of four strands of hair with the root bulbs attached from above the nape of the neck as shown. Best practice is to hold the tweezers immediately next to the scalp at the roots and pull firmly down.

## FOLLOW THE HAIR SAMPLE RETAINING CARD STEPS

8. Peel back the cover (figure 1)
9. Place the hair strands onto the strip with the root bulbs exposed (figure 2) **Do not place the root bulbs directly onto the sticky strip.**
10. Press the cover back in place over the hair strands (figure 3)
11. Remove the small oxygen absorption sachet from its clear outer packaging.
12. Open the hermetically sealed Alloy, X Ray proof shielding bag Insert oxygen absorption sachet into the alloy bag (see 7 above)
13. Insert the completed hair sample retaining strip, into the alloy bag
14. Insert the swab inside its hermetically sealed tube into the alloy bag

**IMMEDIATELY** seal the Alloy shielding bag and squeeze the grip lock slides firmly together, to make sure that it is air tight.

**FINALLY PLACE THE SEALED SHIELDING ALLOY BAG INTO THE PRE-PAID, RETURN ADDRESS ENVELOPE.**

