


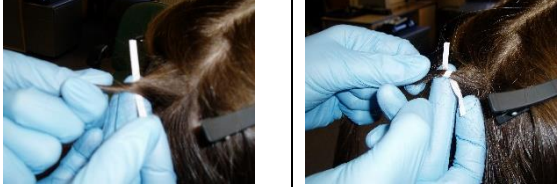





ELSA WAVE 11 HAIR SAMPLE PROCEDURE

<p>1. Following explanation of the procedure (as per CAPI project instructions) and gaining of written consent, ensure the respondent is sitting in a suitable chair, where you can access the posterior vertex area of the respondent's head and have the equipment close to hand.</p>	
<p>2. Open a hair sample pack and lay out the contents. The bag can be used as the rubbish / discard bag.</p>	
<p>3. Using the Milton hand gel, cleanse your hands and put on a pair of well-fitting vinyl disposable gloves.</p>	
<p>4. Ask the respondent to tip their chin down towards their chest so that the posterior vertex of the head rotates upwards. Inform the respondent of the area the sample will be taken from. The posterior vertex is the back part of the crown of the head as highlighted in the picture.</p>	
<p>5. Gently comb the respondent's hair over the posterior vertex area to align the hair strands together.</p>	
<p>6. Using the hair sectioning grips, gently secure the hair off on each side of the identified sample site, ensuring the hair strands left in the middle constitute the width of around 1.5mm – or quarter of the width of a standard pencil - when twisted (see point 7 overleaf).</p>	
<p>7. Comb the remaining hair again to align the strands for the sample and gently twist along its length to assess the thickness of the hair to be sampled.</p>	
<p>8. Firmly secure the hair sample with either a wire tie or a hair band approximately 1/2 cm (5mm) from the scalp and keep hold of the hair at the tie position.</p>	

<p>9. Cut the hair sample as close as possible to the scalp (between the scalp and wire tie). The scissors should be positioned with the blades pointing towards the floor, taking care not to nip the respondent's scalp.</p>	
<p>10. Once the hair sample has been cut tighten the wire tie to ensure the hair strands do not become free.</p>	
<p>11. Place the foil shiny side down on a flat surface and place the sample on the foil. Stick a red arrow by the end of the hair sample which was closest to the scalp. Wrap carefully and place the barcode label on the front of the package.</p> <p>If the hair is wet or damp, allow to dry for a few minutes.</p>	
<p>12. Place a pre-prepared respondent sample label on the sample envelope, on the same side as the envelope closure.</p>	
<p>13. Using a Milton antibacterial wipe – cleanse the scissor blades and leave to dry before using again or packing away.</p>	
<p>14. Place all disposable items into rubbish bag, remove gloves, cleanse hands with Milton antibacterial hand gel and ask respondent to dispose of the rubbish bag in their normal household waste (the respondent may wish to keep the comb and hair sectioning grips).</p>	
<p>15. Complete the CAPI and dispatch note in the consent form booklet.</p>	
<p>16. Place labelled hair sample envelope into the hard backed A5 dispatch envelope with the dispatch note and post in a post box with same day delivery. Note: If there is no same day postal service then the sample should be kept at room temperature and posted in the next available service.</p>	