

Hair Sampling Participant Guide

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Version: 1.1

When to sample hair?

- **Sample 1:** at around 14:00 or at least 7.5 hours prior to going to bed on Tuesday
- **Sample 2:** before going to bed on Tuesday evening
- **Sample 3:** after getting up on Wednesday morning

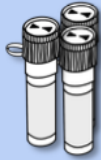
!! Samples should be taken around 7.5-8 hours apart !!

How to sample hair?

- per sampling time you will sample 12 hair follicles
- follow the instructions below

SAMPLE COLLECTION INSTRUCTIONS

Contents of the test kit



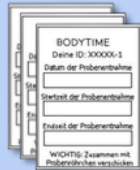
3 x sample tubes with RNA-stabilizing liquid



Alcohol swab for cleaning tweezers, scissors and surface



Magnifying film for recognizing hair follicles



3 x cards for filling in the date and time of sample collection



Return envelope for sending the samples



Instructions for sampling

For sampling in general

- We need **3 hair follicle samples** from you, **taken approximately 8 hours apart**.
- Start taking the sample for the **first sample on Tuesday around 14:00 (or around 7.5 h prior to going to sleep on Monday evening)**. Use the sample with the letter **A on the lid**. Use the corresponding card to note the date and time.
- For the **2nd sample 8 hours later = just before you go to bed on Tuesday**, use the sample with the letter **B on the lid**.
- For the **3rd sample, again 8 hours later = Wednesday morning**, use the sample with the letter **C on the lid**.
- Remember to **bring the envelope with the hair follicle samples on Thursday morning to the prevention centre**.

To collect the hair follicles

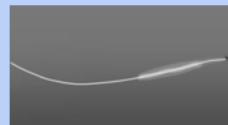
In order for your samples to be analyzed in the laboratory, they need a sufficient amount of RNA. This is found in your hair follicles. It is therefore important that you collect enough hair follicles in the sample tubes. Please note the following instructions:

- Collect at **least 15 hair follicles (not hairs without hair follicles) per sample**
- **Only use head hair (not from the face)** for sampling
- If possible, only use **large and very pronounced hair follicles (see illustrations below)**
- If you do not succeed in pulling large and very pronounced hair follicles, **please collect 20-25 smaller hair follicles in the sample tubes**
- Sampling should **not take longer than 60 minutes for each sample** and must be done **in one go**

Images of hair follicles



Strongly developed hair follicle, dark hair: clear white / translucent sheathing towards the end of the hair



Strongly developed hair follicle, light-colored hair: clear white / transparent sheathing towards the end of the hair



Weakly developed hair follicle, light-colored hair: white drop-shaped point at the end of the hair



Hair with root without hair follicle: Pigmented hook-shaped structure at the end of the hair

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Contact us

You are with us:  www.achim-kramer-lab.de



BodyTime
c/o Laboratory of Chronobiology
Charité University Medicine Berlin
Campus Mitte | Virchowweg 6 | P.O. Box 31
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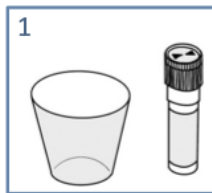
Step-by-step
instructions



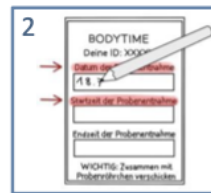
1. Preparations for sampling

- We need 3 samples from you, each taken at an interval of approx. 8 hours.
- Start by taking the **around 14:00 on Tuesday**. Use the **tube with the letter A on the lid**.
- For the **2nd or 3rd sample collection (~8 and 16 hours after the 1st sample)**, use the tubes with the **letters B or C on the lids**.
- Avoid washing hair immediately before taking the sample or treating it with hairspray, tint/color, wax, gel, etc.
- Have tweezers and scissors ready. Clean both (and the surface for removing the hair, if necessary) with the alcohol swab.
- Wash your hands thoroughly before each sample collection.

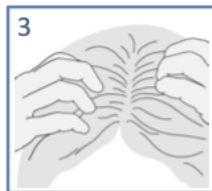
2. Carrying out the sampling



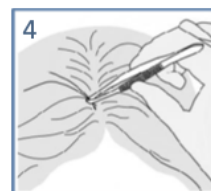
1 Unscrew the sample tube and place it in a small glass so that it **cannot fall over**.



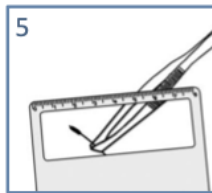
2 Note the **date and start time of the sample collection** on the card. Compare the last letter of the sample ID with that of the tube - do they match?



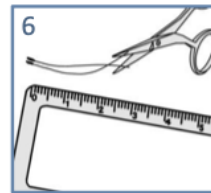
3 Find a **spot on the side of your head** that you can see clearly in the mirror.



4 Grasp one or more hairs **close to the scalp with tweezers or your fingers** and pull them out **jerkily in the direction of growth**.



5 Use the magnifying film to check whether **hair follicles (see example photos on front page)** are visible.



6 **TIP for long hair:** Place the hair on a clean surface and shorten the hair with scissors to approx. 2-3 cm.



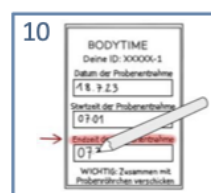
7 Insert the **hair follicles into the tube with the tweezers** and cut off the protruding hairs.



8 Repeat steps 4-7 until **15 strongly developed hair follicles** are contained in the tube.



9 Screw the tube closed and **shake it well**. This causes the liquid to cover the hair follicles.



10 Note the **end time of the sample collection** on the form.



11 Stow all **tubes and cards in the return envelope** and bring it back on Thursday to the prevention centre for the lab session.



If you cannot see any hair follicles, **try another part of the head**. The best place for you could be the back of your head, the crown of your head or your temples, for example.



BODYTIME

Ein Projekt der Charité Berlin

Your ID

CL-2UMO

Date of taking the sample

dd.mm.yyyy

Sample

Start of taking the sample

End of taking the sample

A

hh:mm

hh:mm

B

hh:mm

hh:mm

C

hh:mm

hh:mm

IMPORTANT: Send this card together with the tubes

Documentation card for hair samples.

How to return the hair samples?

- bring the samples back on Thursday morning to the lab at the prevention centre

!! If you can't return them on Thursday please send them directly to the Charité using the provided padded envelopes !!