



INSTRUCTIONS FOR SAMPLE COLLECTION

13766 Alton Pkwy Suite 144

Irvine CA 92618-1622

CLIA# 05D2068632

CAP# 8766152

Contact number : 949-527-6517

GENERAL INSTRUCTIONS

1. PRINT CLEARLY to ensure proper processing.
2. Complete the GI TEST REQUEST FORM in its entirety.
3. Ensure patient's FULL NAME and DATE OF BIRTH are correct on SPECIMEN LABELS.
4. Ensure SLEEVES, MAILERS and ENVELOPES are sealed when mailing.

CONTENTS OF KIT

1. Instruction Sheet (this document)
2. GI Test Request Form, three labels
3. Test tube mailer with small ice pack and two 1.5 ml tubes
4. Two Sterile swabs, latex free gloves, one transfer pipette, toilet seat cover, two alcohol pads, one hand sanitizing wipe(purel)
5. Biohazard Envelope, FEDEX Shipping Envelope and shipment label
6. Card -board hat (protocol)

COLLECTION INSTRUCTIONS

Items that are not included in the kit but provided for stool collection: B-One Disposable paper bowl

For Stool Sample collection:

1. **Make sure you have frozen the mini ice pack matt prior to collecting samples.**
2. **DO NOT** take a laxative before collecting the stool specimen.
3. Do not use toilet paper to collect stool; it may contain barium salts which may affect the test results.
4. Wash your hands with soap and water; rinse; dry with a paper towel and before collecting any sample, wear the latex free gloves provided in the collection kit.
5. **Urinate** (void/empty bladder) into toilet BEFORE collecting stool specimen.
6. The stool specimen must first be collected into a dry container: suitable containers include any clean dry wide-mouth, leak-proof plastic or glass container. Place the hat on the toilet seat and place the paper bowl into the center of the hat. Pass stool directly into the disposable Disposable paper bowl placed in the middle of the card board hat.
7. **DO NOT** use any stool specimen that falls into the toilet.
8. For *infants*, make sure to collect stool specimens NOT in contact with absorbent cotton of the diapers. For this matter Place a piece of clean plastic wrap between baby's bottom and diaper (or put a regular diaper on inside out) to catch stool. The sample should NOT have urine mixed with the stool collected.
9. Carefully remove the cap from the 1.5 ml empty tube **first**. **If the stool is solid or semi-solid use the sterile swab** to pick up small amount of the stool collected ; specially from areas that are slimy, bloody or watery. Place the swab in the small tube and break the remaining of the shaft and leave the rest in the tube. **Screw the lid tightly. If the stool is too watery** to be picked by swabs, **use the transfer pipette** to collect and transfer stool and screw the lid tightly. If you only have a small amount of stool specimen place all of the stool collected in the tube **and screw the lid tightly**.



Don't let the sample go into the toilet



Collect the stool in some sort of clean container



Put a portion of the stool sample in the container given to you by the doctor



Wash hands well

Picture from www.gonopoc.com

10. With a toilet paper, wipe off excess stool from the outside of the tubes.
11. Place the a label around both tubes. Then place the tubes in the test tube mailer on the frozen ice pack, close the mailer and place the other label/s around the mailer so it is tight and does not open easily. Wash your hands and use alcohol pads and purel sanitizer for cleaning them thoroughly.
12. Place the mailer into the SPECIMEN SLEEVE (plastic sleeve with the adhesive stripe). Press firmly to seal the BIOHAZARD SPECIMEN BAG. Place the BIOHAZARD plastic bag into the tuck mailer and place the entire package into the FEDEX plastic bag and follow with the shipping instructions.

SHIPPING INSTRUCTIONS

1. Fill out the LABELS AND THE SPECIMEN INFORMATION on the GI TEST REQUEST FORM with patient identification information.
2. Confirm that the information on the completed GI TEST REQUEST FORM matches the LABELS .
3. Peel off one of the large labels and place it onto the bottom of the GI TEST REQUEST FORM.
4. Place the test tube mailer into the BIOHAZARD ENVELOPE and place all inside the tuck mailer (mailing box) along with the completed GI TEST REQUEST FORM and seal. Place the tuck mailer into the FEDEX ENVELOPE. Attach the completed FedEx Air bill, by peeling it off and placing it on the envelope.
5. The package is now ready for shipment via FedEx. You can call FedEx 1-800-463-3339 for scheduling a pick or just drop it into FedEx box. (FedEX fees are paid by the laboratory)

NOTE: Exempt human specimens can be mailed using the US Postal Services First-Class Mail, Priority Mail, Express Mail, or Package Services Mail. For packaging requirements, see <http://pe.usps.gov>, search term "10.17.2d". See Section 10.17.9, entitled Packaging Exempt Human or Animal Specimens. This specimen is not considered an Exempt human specimen, therefore all requirements for shipment are according to the rules for such specimens.