



KIT COMPONENTS



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| 1. One cardboard box | 4. Two disposable gloves | 7. UPS Laboratory Pak |
| 2. Yellow top tube | 5. Biohazard ziplock bag | 8. Test requisition form and paperwork |
| 3. Cardboard tray for collecting samples | 6. Absorbent material sheet | |

BEFORE YOU BEGIN COLLECTION

- Send stool samples off to the lab **Monday or Tuesday ONLY**. Please ship all your samples in a single package to avoid multiple shipping charges.
- Please check your vials for expiration date. If vials have expired, call Customer Service for replacement vials.
- Do not allow urine or water to touch the sample as it will contaminate it.
- Consult your physician for specific instructions and before stopping any medications.
- Avoid contact of the skin and eyes with the fluid in the vial. For eye contact, flush with water thoroughly for 15 minutes. For skin contact, wash thoroughly with soap and water. For accidental ingestion, contact your physician immediately.
- If you are unable to produce a stool sample, only the following recommended laxatives can be used:
 - Oral phosphate soda laxatives such as Fleet
 - Magnesium citrate
 - Psyllium fiber
 - Enemas may be given using distilled water only
 Give laxatives 24 hours before any sample collection. Do not use any suppositories or mineral oil.
- Fill out the Test Requisition Form (TRF) completely. Please PRINT clearly.
- Vial will have fixative agents in them. Do not pour out liquid. If it spills please contact Customer Service. If you have any questions, please contact Customer Service at +1 913-341-8949 or CustomerService@gp-labs.com.

TESTING REQUIREMENTS

Tube Type	Amount Per Tube	During Collection	After Collection
Yellow Top (1)	5 mL stool (to fill line)	Collect sample in collection tray. Place stool sample into the vial using spoon attached to the lid. Take multiple samples from different areas of specimen.	Shake sample vigorously for about 30 seconds. Store at room temperature.

For questions about the collection of samples, call Customer Service at +1 (913) 341-8949.

PREPARING AND SHIPPING SPECIMENS

PREPARING THE SAMPLE

1. Complete the following documents:

- **Commercial Invoice.** You should see 3 copies of the commercial invoice in the kit if ordered directly from Great Plains Laboratory. Please sign on the bottom left corner of all 3 copies of the commercial invoice. Place all copies into the enclosed plastic pouch and attach to the outside of the UPS Laboratory Pak.
 - **Biological Declaration (India & Australia only).** Fill out consignee information (The Great Plains Laboratory), mark sample for lab research/human non-infectious, and please specify what kind of sample. On the second page, please fill out: Declarant name, contact information, and email. (This is your information). Place with the commercial invoices in the plastic pouch attached to the outside of the UPS Laboratory Pak.
 - **Test Requisition Form (TRF).** Please print clearly.
2. Print the patient's full name, time, and collection date on the vial. You do not have to provide an ID number.
 3. Place the yellow-topped vial and absorbent packing sheet into the biohazard zip-lock bag. Leave at room temperature.
 4. Fold and place the completed TRF in the cardboard box and close the lid. Place box in the UPS Laboratory Pak and seal using the adhesive strip.
 5. Please take note of the shipping/tracking number if you would like to track the package.

SHIPPING INSTRUCTIONS

1. For best results, samples should be taken to your local UPS location (preferably toward end of the day). To find your closest UPS Store location and hours visit www.ups.com/dropoff. Discounted shipping rates are indicated on the price list if you ship your sample using the UPS return label included in the kit. Do not put kit(s) in a UPS drop box.
2. We charge for the test and the return shipping when we receive the samples, unless it was paid upfront. Shipping charges vary depending on the country.

IMPORTANT NOTES:

- Shipping rates are per package. **Please ship all your samples in a single package to avoid multiple shipping charges.**
- If you do not locate a return label in the kit, please contact us before collecting sample. Do not go to UPS store to ship without our return label or your sample could be stopped by customs.
- Additional charges may apply if your package exceeds 900 grams.
- GPL will not be liable for refunds if the delivery is delayed due to customs or any other reason.
- Shipping charges are subject to change without notice.

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