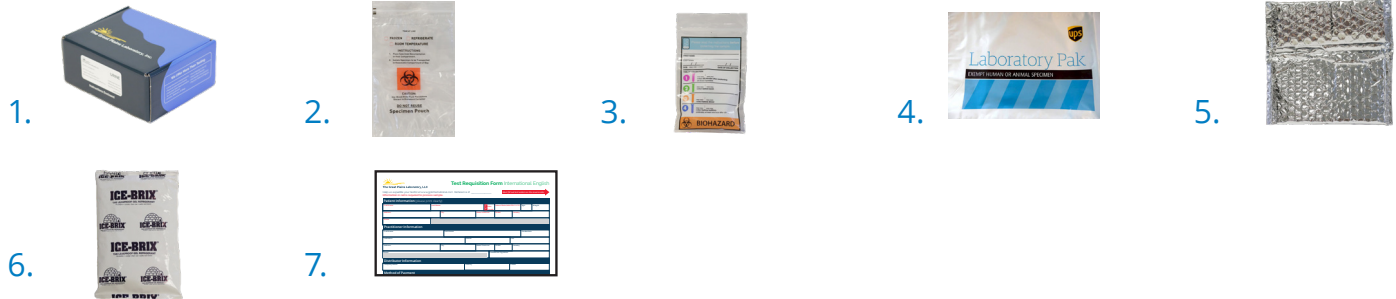




IMPORTANT: Read all instructions carefully before collecting specimen.
Failure to follow instructions may compromise specimens and incur additional fees.

KIT COMPONENTS



- | | | |
|----------------------------|-----------------------|--|
| 1. Cardboard box | 4. UPS Laboratory Pak | 7. Test requisition form and paperwork |
| 2. Biohazard ziplock bag | 5. Silver thermo bag | |
| 3. Saliva collection tubes | 6. Gel pack | |

BEFORE YOU BEGIN COLLECTIONS

1. Samples may only be sent off to the lab on **Monday or Tuesday**. If samples are sent a different day the sample may become compromised. Kit **MUST** be received by the lab within **9 days** of collection. Send completed kit as soon as possible – ideally the day after collection. **Please ship all your samples in a single package to avoid multiple shipping charges.**
2. Please read all of the instructions carefully. Consult your physician for specific instruction and before stopping any medications. Collect saliva on a day that is determined by you and your provider.
3. If testing melatonin, last dose should be at least 36 hours before first saliva sample collection.
4. **2 Days Before and During Collection:**
 - If testing melatonin, avoid all nuts, fruits, fruit juice, wine, and rice.
5. **Day of Collection:**
 - Do not take any supplements until after you have collected all four samples.
 - First saliva collection **MUST** be 30 minutes after awakening. Set a timer if necessary.
 - Do not eat or drink anything 1 hour prior to saliva collection.
 - Do not brush, floss, or have dental work done 30 minutes prior to saliva collection.
 - Do not consume food or drinks that contain caffeine.
 - Before each saliva collection, wash hands and rinse mouth with water, but wait 10 minutes to collect your saliva sample (to avoid dilution.)
 - Use of cosmetics, other than “anti-aging” creams, is permitted.

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

SALIVA COLLECTIONS

You Must Collect Saliva *Four Times* In One Day:

- Tubes are color-coded. After each collection, place the sample in the freezer immediately.
- Fill all four tubes regardless of how many tests are ordered.
- Each tube should be 3/4 full. Bubbles or foam are OK.
- After each saliva collection, snap saliva tube closed tightly.
- Place saliva in freezer immediately.

When all four tubes have been collected, place all tubes into plastic collection bag with absorbent material and keep in freezer with frozen ice pack until ready to ship.

- 1 Collect before breakfast**
Collect 30 minutes after waking (set a timer if needed)
- 2 Collect before lunch**
- 3 Collect before dinner**
- 4 Collect before bedtime**
Preferably at least one hour after dinner



Important Guidelines

PLEASE DO NOT SEND ANY MEDICATIONS WITH YOUR KIT.

FOR ADRENAL FUNCTION PROFILES ONLY (CORTISOL, sIgA and/or DHEA):

- Complete the test on any day. See cortisol supplementation section below.

IF YOU ARE ON HORMONES:

(estrogen, progesterone, testosterone, melatonin and DHEA)

- **Topical Hormones (cream): DO NOT APPLY ANY TOPICAL HORMONES THROUGHOUT THE ENTIRE DAY OF SALIVA COLLECTION.** This will contaminate your sample and compromise your test results. Your last dose prior to saliva collection should be applied within a window of 12 - 24 hours before collecting your first saliva sample.
- **Sublingual Hormones or Troches (dissolved under tongue): DO NOT USE ANY SUBLINGUAL HORMONES THROUGHOUT THE ENTIRE DAY OF SALIVA COLLECTION.** This will contaminate your sample and compromise your test results. Your last dose prior to saliva collection should be taken within a window of 24 - 36 hours before collecting your first saliva sample, followed by two 8 oz. glasses of water.
- **Oral Hormones (pills):** Should be used as prescribed on the day of collection.
- **Injections, Subcutaneous Pellets and Transdermal Patches:** It is recommended

to collect at the halfway point of the dosage interval.

CORTISOL/GLUCOCORTICOID SUPPLEMENTATION:

- **CONSULT WITH YOUR PROVIDER** for instruction if you are taking a cortisol supplement for adrenal support (or any other glucocorticoid for medical reasons). Note: certain medications, including hydrocortisone creams and asthma inhalers, contain cortisol. To evaluate your natural cortisol production, it is recommended to stop using cortisol-containing products 5 days prior to sample collection. Consult with your provider prior to stopping cortisol-containing medication(s).

IF YOU HAVE MENSTRUAL CYCLES:

- Collect 1 day during days 19-23 of a 28-day cycle, counting the first day of your period as day 1.

IF YOU ARE POST-MENOPAUSAL OR HAVE HAD A HYSTERECTOMY:

- Collect saliva on any day. Does not change usual testing guidelines.

WOMEN WITH IUD:

- Collect saliva on any day. Does not change usual testing guidelines.

MEN NOT ON HORMONES:

- Collect saliva on any day. Does not change usual testing guidelines.

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. Complete Test Requisition Form and patient survey. Remember to put name, date and time of collection on the specimen bag and on requisition form. Missing information may cause a delay in testing and/or interpretation.
 3. Make sure you have frozen the samples and gel pack at least 4-6 hours (or overnight if you finish collection at night) before shipping.
 4. Make to sure to complete all information requested on the bag (write directly on bag) and on requisition form.
 5. Place the tubes inside the clear biohazard bag and seal the bag. Do not include straws.
 6. Place frozen gel pack and sealed biohazard bag with sample collection into the silver thermo bag. Seal the bag. Place in the freezer until mailed.
 7. Place the silver thermo bag in the cardboard box.
 8. 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 ensure sample(s) remain frozen during transit). 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.
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.

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