



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

## Collection Instructions

### PREPARATION

Please read 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.

- **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.
  - 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.

## Collection Times

### YOU MUST COLLECT SALIVA *FOUR TIMES IN ONE DAY*

- Tubes are color-coded. After each collection, place the sample immediately in the freezer.
- Each tube should be 3/4 full. Bubbles or foam are acceptable.
- After each saliva collection, snap saliva tube closed tightly.

- 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



**PLEASE READ IMPORTANT GUIDELINES ON THE REVERSE SIDE PRIOR TO COLLECTION.**

## Kit Preparation After Collecting Specimen

### 1. COMPLETE ALL PAPERWORK

- Complete Test Requisition Form and patient survey.
- Complete name, date of birth, date and time of collection on the plastic biohazard bag.
- Missing information may cause testing delays.

### 2. PREPARE FOR SHIPPING

- Samples and gel pack should be frozen for at least 4-6 hours (or overnight if necessary) before shipping. Please keep frozen until ready to ship.
- Place all tubes into biohazard bag with absorbent material. Do not include straws.
- Place frozen gel pack and biohazard bag into the silver thermo bag and seal.
- Place Test Requisition Form, patient survey and silver thermo bag into the cardboard box.
- Place the closed box in the UPS Medical Pak (UPS may reject package if sample is not in box) and seal using the adhesive strip.

### 3. SHIP SPECIMEN KIT

- Ship sample to lab Monday through Thursday only. Kit(s) must be received by the lab within 9 days from collection.
- 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](http://www.ups.com/dropoff). Alternatively, you may call for a UPS pickup at 1 (800) 742-5877 and advise them you need to schedule a pick-up using a return label. Do not put kit(s) in a UPS drop box due to extended periods of time in a drop box can lead to errors in test results.
- Please take note of the shipping/tracking number if you would like to track the package.
- PLEASE DO NOT ISSUE DIRECT PAYMENT TO UPS for the shipment. If UPS attempts to bill you for shipping costs, please contact our staff for assistance at 913-341-8949. The Great Plains Laboratory is unable to reimburse shipping charges in cases where UPS is paid directly.



## Important Guidelines

### 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.

**PLEASE DO NOT SEND ANY MEDICATIONS WITH YOUR KIT.**