

PREPARATION

- Twelve hours prior to collecting your urine specimen: Do not exercise, eat, or drink alcohol/caffeine. You may drink water until bedtime.
- Wash your face before bedtime the night before collecting saliva, but do not apply lotions or creams that night or next morning (some may contain interfering substances). Use of routine cosmetics is permitted.
- Menstruating women should not collect urine sample during their period.
- Do not brush or floss your teeth or have dental work done 30 minutes prior to collecting saliva. Slight bleeding from gums may alter test results.
- Avoid eating one hour prior to each saliva collection time. Food particles may contaminate the sample.
- Wash hands and rinse mouth with water to remove food residue. After rinsing mouth, wait at least 10 minutes before collecting saliva to avoid sample dilution.
- Morning of urine collection: Do not eat or drink any liquids (exception: *up to 8 oz. of water is okay in the morning before your collection*); avoid tobacco and do not take any amino acid supplements until after urine collection.
- Please refer to IMPORTANT GUIDELINES page in the instructions prior to collecting your sample. *If you have questions, please call your ordering provider before proceeding.*

Your Samples are Time Sensitive and must be returned immediately after collection. Samples MUST reach the lab within 7 days of collection. If the samples are rejected because they are too old, you may incur a kit replacement fee.

- Collect on a Saturday, Sunday, Monday, Tuesday or Wednesday. **Do not collect on a Thursday or Friday.**

Mon	Tues	Wed	Thur	Fri	Sat	Sun
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DO NOT COLLECT
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- **Plan to ship your samples immediately.** If you can't ship it on the same day, your sample must be kept in a freezer until you can ship it on the next business day. Samples must reach the lab within 7 days of collection.
- Kit has a prepaid return label on the bottom of the box (US only)
- Check the return label: shipping methods vary. **Kit must be returned using a drop box or retail location of the shipping company on the return label.**



URINE COLLECTION

BEFORE YOU BEGIN

- Check the expiration date on your kit, located on the urine sample tube and box. If it is expired, please contact your provider for a replacement.
- **Morning of collection:** Do not eat or drink any liquids (exception: *up to 8 oz. of water is okay in the morning before your collection*), avoid tobacco and exercise. Do not take any amino acid supplements until after sample collection.

COLLECT URINE IN THE MORNING



Wake as normal and void your urine. The first void of the day is *not collected*. Any *night time* urination should *not* be considered the first void of the morning.

Record your waking time on the requisition form.

Collect second void of the day 1 – 4 hours after getting out of bed.

COLLECTING URINE

- **Collect a midstream specimen of urine from the second void of the day in the collection cup.** Do not urinate directly in the tube. A small cotton ball containing preservative has been placed in the sample tube to maintain the specimen. Do not remove this preservative.*
- Use the pipette to transfer urine from the collection cup to the sample tube. **Fill the tube to the "10 ml" mark, almost full.**
- **Close tube tightly to ensure a good seal.** Gently rock the tube back and forth for 3 to 4 seconds to mix urine with the preservative.
- Write your name, time and date on the sample label, on the requisition form, and on the bag.
- Peel the back of the sample label and stick it on the sample tube.
- Place cold pack and tube containing urine inside bag and zip closed.
- **FREEZE bag containing cold pack and urine sample for minimum of 4 hours before shipping.**
- Follow "SHIPPING INSTRUCTIONS" to ship your sample to the lab.

***Caution:** The cotton ball preservative in the sample tube contains HCl, a skin and eye irritant. Do not urinate directly into the tube. If the cotton ball falls out of the tube, do not touch it with bare skin. The cotton ball may dissolve in the preservative so it is not always visible, however HCl is present inside the tube.



SALIVA COLLECTION

BEFORE YOU BEGIN

The timing of the first morning collection is critical; it must be collected thirty minutes after awakening. Begin timing upon awakening, even if you remain in bed.

Please refer to **Important Guidelines** on the next page prior to collecting your saliva sample.

COLLECTING SALIVA

Use of the straws included to "funnel" saliva into each tube is optional.


Each tube should be 3/4 full — bubbles or foam are acceptable.

FILL ALL FOUR TUBES regardless of how many tests are ordered.


Please dispose of straws before shipping.


you have questions, please call your ordering provider before proceeding.

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

1  **collect before breakfast**
Collect 30 minutes after awakening (set a timer if possible)
** 1st melatonin collection*

2  **collect before lunch**

3  **collect before dinner**
** 2nd melatonin collection*

4  **collect before bedtime**
Preferably at least one hour after dinner
** 3rd melatonin collection*

** If you are collecting saliva for melatonin levels only, you should collect ONLY in the morning (1), right before dinner (3), and before bedtime (4). Any other tests require all four collections.*

neurotransmitter & hormone analysis
URINE & SALIVA COLLECTION



INSTRUCTIONS

IMPORTANT...

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

IMPORTANT GUIDELINES

WOMEN AND MEN ON HORMONES

(estrogen, progesterone, testosterone and DHEA):

- **Topical Hormones (cream)** DO NOT APPLY ANY TOPICAL HORMONES THROUGHOUT THE ENTIRE DAY OF SALIVA COLLECTION. This will contaminate your sample and your test results. Your last dose prior to saliva collection should be applied within a window of 12 - 24 hours before collecting your first 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 your test results. Your last dose prior to saliva collection should be taken within a window of 24 - 36 hours before collecting your first sample.
- **Oral Hormones (pills) and Transdermal Patches** should be used as prescribed on the day of collection.
- **Injections, Subcutaneous Pellets and Transdermal Patches**
The recommended dosage interval is mid regimen.

Please do not send any medications with your kit.

CORTISOL SUPPLEMENTATION:

- CONSULT WITH YOUR PROVIDER for instruction if you are taking a cortisol supplement for adrenal support. 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).

WOMEN WITH MENSTRUAL CYCLES:

- Collect saliva during one day of the mid-luteal phase (day 19-23 of a 28-day cycle) counting the first day of your period as day 1.

POST-MENOPAUSAL WOMEN OR WOMEN WHO HAVE HAD A HYSTERECTOMY:

- Collect saliva any day of the month. If on hormones, please read and follow guidelines above.

WOMEN WITH IUD:

- Does not change usual testing guidelines.

MEN NOT ON HORMONES:

- Collect saliva on any day. If on hormones, please read and follow guidelines above.

Call your healthcare provider with additional questions pertaining to timing of collection.

10/2016

SHIPPING INSTRUCTIONS

1 COMPLETE ALL PAPERWORK



- Requisition Form (**front/back**)
- Complete the urine tube label and stick it on the tube
- Remember to put name, date and time of collection on specimen bags
Missing information may cause a delay in testing and/or interpretation.

2 PREPARE TUBES FOR SHIPPING

- **SNAP** saliva tubes closed tightly — press lid against hard surface to ensure a tight seal
- Put all four saliva tubes in the provided bag
- **CLOSE** urine tube tightly to ensure a good seal
- Wrap urine tube in absorbent pad and place it inside the bag with the cold pack, and seal the bag
- **FREEZE** bag containing cold pack and urine sample for minimum of 4 hours before shipping



3 PLACE ITEMS IN BOX

- Completed Requisition Form
- 2 bags containing tubes and cold pack, and all required information filled out
- Patient payment and/or insurance information, if applicable
- **Make sure sample tubes have been in the freezer overnight if you are shipping the day after collection**



4 SEAL THE BOX

- Seal box with provided clear sticker
- No additional tape is necessary



5 SHIP SPECIMEN KIT - SAMPLE IS TIME SENSITIVE

- **Kit MUST be shipped the day of collection or the next business day.**
- Kit has a prepaid return label on the bottom of the box*
- Check the return label: shipping methods vary. **Kit must be returned using a drop box or retail location of the shipping company on the return label.**



*Valid only in the US. If you are shipping from outside the US, please call your provider for instructions.