



KIT COMPONENTS



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|------------------------------|---------------------------------------|---|
| 1. Cardboard box | 6. Yellow top tube with liquid inside | 10. Test requisition form and paperwork |
| 2. Urine cup | 7. Absorbent material | 11. UPS Laboratory Pak |
| 3. Silver thermo bag | 8. Two disposable gloves | |
| 4. Gel pack | 9. Cardboard tray | |
| 5. Biohazard ziplock bag (2) | | |

BEFORE YOU BEGIN COLLECTIONS

1. Save the cardboard box and place the gel pack flat into the freezer (for at least 4 hours) to ship the **frozen sample** back to us. **Please ship all your samples in a single package to avoid multiple shipping charges.**
2. Samples may only be sent off to the lab on **Monday or Tuesday**. If samples are sent a different day, extra shipping charges may apply and the sample may become compromised.
3. Only use containers supplied by GPL to avoid contamination of specimens.
4. Fill out the Test Requisition Form completely. Please PRINT clearly. For US patients, a physician authorization is required.
5. If you have any questions, please contact us at +1 (913) 341-8949 or CustomerService@gp-labs.com.

MICROBIOLOGY TEST (STOOL)

1. Do not allow urine or water to contaminate the sample.
2. Avoid contact with the liquid in the vials. If eye contact happens, flush the eye with water for 15 minutes. If skin contact happens, wash thoroughly with soap and water. If ingested accidentally, contact your physician immediately.
3. Please check for expiration date of the vials. If the vial or vials are expired, please call for replacement vials.
4. If you are unable to produce a stool sample, **ONLY** the 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 sample collection. Do not use suppositories or mineral oil.

TESTING REQUIREMENTS


Vial	Minimum	Collection Instructions	After Collection
Yellow top	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.

ORGANIC ACIDS TEST (URINE)

1. Limit liquid intake starting at 6pm the night prior to collection to avoid sample dilution. Urine must be yellow in color, if urine is clear the sample is too diluted. Discard diluted sample, rinse collection cup in hot water only (no soap), air dry, then re-collect.
2. Please do not collect samples during a menstrual cycle.



TESTING REQUIREMENTS

Test	Min.	Items to Discontinue	Urine Collection	After Collection
Organic Acids Test Microbial Organic Acids 	10 mL Urine	Avoid apples, grapes, pears, and cranberries as well as their juices or products 48 hours before collection. Avoid arabinogalactan, echinacea, reishi mushrooms, ribose supplements, and any amino acid supplement for 48 hours before collection. The test requires no special diet but if you are taking antibiotic medications, please finish the course of medication, and then wait 48 hours before starting collection. <i>Never discontinue prescription medications without first consulting your physician.</i>	Collect the first morning urine in the collection cup provided. Collecting sample prior to eating or drinking is preferred.	Screw lid on tightly. Freeze urine specimen for a minimum of 4 hours before shipping. Keep in freezer until ready to ship. Ship with frozen gel pack.

PEDIATRIC URINE COLLECTION INSTRUCTIONS *(for infant collection)*

Overnight collection is acceptable if using a pediatric collector. After collection, DO NOT send the collection bag alone. You may put the entire bag into the collection cup or pour the urine directly from the bag into the collection cup.

1. To collect urine, separate infant's legs. Make sure perineal and pubic areas are clean and dry.
2. Peel off backing paper, exposing hypoallergenic adhesive.
3. For female use: Start from the bottom up with the adhesion at skin flap, separating vagina lips (labia) and work upward. Press firmly to skin surrounding the vagina (labia) with excess of bag toward the feet.
4. For male use: Position penis naturally through bag opening with excess of bag toward the feet. Press adhesive firmly to entire perimeter without puckering.
5. Re-apply diaper directly over bag. We suggest that you cut a hole in the diaper and pull the pediatric collection bag through, which will hold the bag securely in place. If necessary, you may place a second diaper on the outside of the first to prevent bag from irritating the skin.

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. Write patient's name, date of birth, and date of collection on the urine cup and stool tube. You do not have to provide an ID number.
 3. Place frozen urine cup into the biohazard ziplock bag along with an absorbent packing sheet.
 4. Place the frozen gel pack and the biohazard ziplock bag with the urine sample into the silver thermo pack.
 5. Place the stool sample with an absorbent packing sheet into the second biohazard ziplock bag.
 6. Fold and place the completed Test Requisition Form in the cardboard box.
 7. Place the samples of urine and stool into the cardboard box and close it.
 8. Place the cardboard box in the UPS Laboratory Pak. Please note that the samples **MUST** be in the cardboard box; otherwise the shipment will be rejected. Close the UPS Laboratory Pak.

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.

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