

STEP 1:

PREP



1. Lay out all the contents of your kit.
2. Label the collection tube with the patient's name, date of birth and date of collection. (unlabeled specimen tubes will not be processed)
3. Fill out the order form with all required information
 - Patient Information in the top blue boxes
 - Specimen Type (select urine)
 - Payment Type

If you are requesting Medicare Coverage Follow below. If not, move on to Step 2.

MEDICARE



1. Remove the attached Advanced Beneficiary Notice (ABN) form from the back of the order form.
2. Fill out the ABN form completely.
3. Take copies of the front and back of your medicare card and supplemental insurance card, if applicable.

STEP 2:

COLLECT



1. Collect urine sample at any time. If testing organic acids or an RTL-Complete, collect as a first morning void (6-8 hours since last urination).
2. Unfold the provided urine collection cone or use any clean disposable cup.
3. Perform a mid-stream catch (begin urinating, then start collecting the specimen) filling the cup up 1/2 full.
4. Empty the remaining volume of your bladder into the toilet.

STEP 3:

TRANSFER



1. Remove the cap from the white top urine tube.
2. Pour the urine into the plastic tube filling the tube halfway or to the 5 ml line. Pour remaining urine into the toilet and place the cup into the trash.
3. Place the cap back on the tube, twisting to tightly secure.
4. Double check that the label on the tube is filled out entirely. **Unlabeled tubes will be rejected.**

STEP 4:

PACKAGE



1. Place the urine tube into the biohazard bag with the absorbant pad and seal the bag closed.
2. Fold the order form, and additional medicare documents if applicable, into the outside pocket on the biohazard bag. **Note:** this opening does not seal shut.
3. Place the biohazard bag containing the tube half filled with urine and the paperwork into the kit box and fold closed.
4. Place the box into the poly shipping bag and use the taped strip to secure it closed.

STEP 5:

SHIP



1. Ship the specimen **the same day as collection**. If you can not ship same day, freeze the specimen and note the date frozen on the order form.
2. Shipping carrier and tracking information can be found on the prepaid label.
 - Shipping labels are prepaid for returns within the continental US. Shipments outside the continental US must be paid by the client.



GETTING STARTED

Accurate test results start with a properly collected specimen and correct paperwork. Please review the specimen collection instructions thoroughly before you begin.

To Avoid Specimen Rejections:

- Ensure all patient information (top light blue boxes) is filled out on the order form and matches the information on the urine tube label exactly.
- Collect a mid stream urine catch, filling roughly half the collection cup. If testing for Organic Acids, collect a first morning void.
- Specimens should be sent to the lab the same day as collection. If samples can not be shipped immediately, liquid samples should be frozen until the time of shipment.

General Guidelines

- Fill the specimen tube to the 5 ml line to ensure there is enough sample for testing.
- Ensure the name on the order form and urine tube match exactly.
- Unlabelled tubes will be rejected.

Medical Precautions

- For mycotoxin testing, if you are taking the medication methylene blue, **DO NOT** submit sample until urine has returned to a normal color.
 - **Blue urine samples** for mycotoxin tests will be immediately rejected by the lab.
- We strongly recommend consulting your healthcare practitioner prior to making any changes to your current medication regimen.