



Instructions for Collecting and Shipping Organic Acids Test & IgG Food Allergy Serum Combo

Kit Components

- 1 outer white cardboard box
- 1 urine collection cup (holds 70mL)
- 1 freezer Ice-Brix gel pack (place FLAT in freezer)
- 2 biohazard zip-lock bags
- 2 absorbent packing material sheets
- 1 silver thermo bag
- 1 Gold Top SST tube
- 1 transfer pipette
- 1 plastic transport vial
- 1 Styrofoam vial transport container
- 1 Test Requisition Form and instructions
- 1 large FedEx Clinical Pak

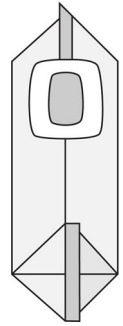
1. **Send urine and blood samples together Monday through Thursday.** If samples are sent separately the discounted combo rate will not apply and will be submitted through insurance separately. Extra shipping charges will apply for Saturday deliveries (Friday shipments), which may compromise the sample due to the lab not being open over the weekend.
2. Fill out the following forms (print clearly): Test Requisition Form (TRF), Insurance Forms A or B, and Acknowledgement of Privacy Practices. Include physician or health care practitioner's signature in the space provided on the TRF. A physician authorization can be attached to the TRF.
3. Save the outer white cardboard box to ship sample back to The Great Plains Laboratory, Inc. (GPL).
4. Only use containers supplied by GPL to avoid contamination of samples. Urine MUST be collected prior to blood collection.
5. The blood kit is to be used by qualified medical laboratory personnel only, it is not intended for home use.
6. It is very important to collect and package the samples as instructed. Please follow the urine and blood sample collection requirements and guidelines below. Read instructions thoroughly prior to starting collection. If you have any questions, please see the "For Patients" section online at www.GPL4U.com, call Customer Service at 913-341-8949 or email CustomerService@GPL4U.com.
7. Make an appointment at a blood collection facility (make sure to check expiration dates on vials prior to making appointment)

Urine Sample Collection Requirements and Guidelines

1. Do not collect samples during menstrual cycle.
2. Freeze Ice-Brix Gel Pack ice pack at least 12 hours (place FLAT in freezer).
3. Avoid apples, grapes, pears, and cranberries as well as their juices or products 24 hours before collection.
4. 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 dilute. Discard dilute sample, rinse collection cup in hot water only (no soap) and air dry, then recollect.
5. If pediatric collection bag is necessary, see instructions on next page.
6. Collect a minimum of 5mL of **first morning urine** in the collection cup provided.
7. Secure lid on tightly. Print patient's full name, time and collection date on the side of the urine cup.
8. Freeze sample immediately until ready to ship. Ship with frozen Ice-Brix Gel Pack ice pack.
9. Place frozen urine sample into the biohazard zip-lock bag along with the absorbent packing material sheet. Place frozen ice pack and urine sample into the silver thermo bag, place in outer white cardboard box.
10. Take blood collection materials, packaged urine sample, Test Requisition Form and instructions to the blood collection facility.

Pediatric Collection Bag Instructions

Overnight collection is acceptable if using a pediatric collector. Follow the instructions below when using a pediatric urine 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. Reapply diaper directly over bag. (It is suggested that you cut hole in 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.)

Blood Sample Requirements and Guidelines

Please make sure to check the below table for sample requirements and instructions regarding collection.

1. Please check the expiration date on all blood vials, if any have expired call for replacement vials.
2. Take the blood collection materials, packaged urine sample, Test Requisition Form and instructions to the blood collection facility. The collection facility **MUST** ship the samples (blood and urine) to The Great Plains Laboratory the same business day. You **CANNOT** take the sample home and ship it yourself.
3. Label tube with type of test, patient's full name, birth date, time of collection, and date.
4. Collect a full tube of blood in Gold Top SST vial.
5. Allow blood to clot at room temperature for 15-30 minutes. Centrifuge for 15 minutes at 1500g. Decant or pipette serum into the 5mL plastic transport vials provided and cap tightly.
6. Prepare the sample for shipping.

Shipping Instructions

1. Place the transport vial and absorbent packing material sheet into the Styrofoam vial transport container. Seal container.
2. Insert Styrofoam container into zip-lock biohazard bag and place completed Test Requisition Form and other paperwork in the side pocket of zip-lock biohazard bag.
3. Place Styrofoam package into outer white cardboard box with the already packaged urine sample.
4. Place the box in the FedEx Clinical Pak. Note: the urine and blood samples **MUST** be inside the outer white cardboard box, otherwise shipment will be rejected by FedEx.
5. Seal the FedEx Clinical Pak. The shipping/tracking number is located on the back page of the instructions.
6. Call FedEx at 1-800-463-3339 for pickup. Mention you have a prepaid bag for overnight delivery.