



Instructions for Collecting and Shipping Organic Acids Test & Yeast Culture w/ Sensitivity Combo

Kit Components

Urine Components

- One urine collection cup (holds 70mL)
- One freezer Ice-Brix gel pack (place FLAT in freezer)
- One transparent biohazard zip-lock bag
- One absorbent sheet
- One outer white cardboard sleeve
- One thermo bag
- One cardboard box

Stool Components

- One green-topped vial
- One specimen collection tray
- One disposable glove
- One transparent zip-lock bag
- One absorbent packing material sheet
- One large FedEx Clinical Pak
- Test Requisition Form

Organic Acids or Microbial Organic Acids Test (Urine): Before You Begin Collection

1. **Send urine and stool samples Monday through Wednesday ONLY. Extra shipping charges will apply for Saturday deliveries (Friday shipments),** which may compromise the sample due to the lab being closed over the weekend. We must receive the sample vial within 5 days of the first collection.
2. Include physician or health care practitioner's approval in the space provided on the Test Requisition Form. A physician authorization can be attached to the requisition.
3. **Save the outer white cardboard sleeve.** Use it for shipping the sample back to The Great Plains Laboratory, Inc. (GPL).
4. Only use containers supplied by GPL to avoid contamination of specimens.
5. Females please do not collect samples during menstrual cycle.
6. 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.
7. It is very important to collect and package the sample as instructed. If you have any questions, please call Customer Service at 913-341-8949, or email at CustomerService@GPL4U.com, or see our "For Patients" section online at www.GPL4U.com for FAQs.
8. Fill out the Test Requisition Form - Please PRINT clearly.

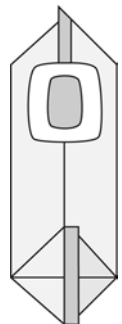
Testing Requirements (read before collection)

Test	Min Reqs:	Items to Discontinue:	Urine Collection:	After Collection:
Organic Acids (72) Microbial Organic Acids (20)	5 mL Urine	Avoid apples, grapes, pears, and cranberries as well as their juices or products 24 hours before collection.	Collect the first morning urine in the collection cup provided. Collecting sample prior to eating or drinking is preferred.	Screw lid on tightly. Place sample in the freezer until ready to ship. Ship with frozen gel pack.

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.)



Yeast Culture w/ Sensitivity Test: Before You Begin Collection

1. Do not allow urine or water to touch sample as it will contaminate the sample.
2. Avoid contact of the skin and eyes with the fluid in the vials. For eye contact, flush with water thoroughly for 15 minutes. For skin contact, wash thoroughly with soap and water. For accidental ingestion, contact your physician immediately.
3. Please check your vials for expiration date. If any have expired, call for replacement vial.
4. If you are unable to produce a stool sample, the recommended laxatives can be used. Give laxatives 24 hours before any sample collection. Do not use any suppositories or mineral oil. ONLY the following laxatives may be used:
 - Oral phosphate soda laxatives such as Fleet
 - Magnesium citrate
 - Psyllium fiber
 - Enemas may be given using distilled water only

Testing Requirements (read before collection)				
Vials	Min Reqs:	Items to Discontinue: (Unless otherwise instructed by doctor)	Collection Instructions:	After Collection:
Green 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.

Preparing and Shipping the Specimen Domestically

1. Print the patient's name and the time and date of collection on the vials. You do not have to provide an ID number.
2. To ship urine and stool, first place the frozen Ice-Brix gel pack in the thermo bag. Next, place the urine collection cup and absorbent packing material sheet together in the biohazard zip-lock bag and seal. Place the green-topped vial into the clear plastic zip-lock bag along with the absorbent sheet and seal. Fold the completed Test Requisition Form and place into the outside pocket of the biohazard zip-lock bag containing the urine specimen(s).
3. Place urine sample in the thermo bag on the Ice-Brix gel pack and seal the thermo bag and place in white cardboard box. Place the clear plastic zip-lock bag with the green-topped vial into the white cardboard box.
4. Place the box in the FedEx Clinical Pak. Please take note of the shipping/tracking number in the event you would like to track the package.
5. Seal the FedEx Clinical Pak.
6. In the United States call FedEx at 1-800-463-3339 for pickup. Mention you have a prepaid bag for overnight delivery.

Preparing and Shipping the Specimen Internationally (including Puerto Rico)

1. Fill out the following documents:
 - Test Requisition Form. Please fill out completely. PRINT clearly.
 - FedEx Shipping Airway Bill following the example on the last page of the test instructions. Please take note of the shipping/tracking number in the event you would like to track the package.
 - Commercial Invoice. Make 3 copies of the completed commercial invoice. THIS IS VERY IMPORTANT FOR GETTING YOUR PACKAGE THROUGH CUSTOMS.
2. To ship urine and stool, first place the frozen Ice-Brix gel pack in the thermo bag. Next, place the urine collection cup and absorbent packing material sheet together in the biohazard zip-lock bag and seal. Place the green-topped vial into the clear plastic zip-lock bag along with the absorbent packing material sheet and seal. Fold the completed Test Requisition Form and place into the outside pocket of the biohazard zip-lock bag containing the urine specimen(s).
3. Place urine sample in the thermo bag on the Ice-Brix gel pack and seal the thermo bag. Place the clear plastic zip-lock bag with the green-topped vial into the thermo bag.
4. Place thermo bag in the cardboard box. Place the clear plastic bag with the yeast vial in the white cardboard box. Place the box in the FedEx Clinical Pak. Please take note of the shipping/tracking number in the event you would like to track the package.
5. Seal the FedEx Clinical Pak per instructions.
6. Peel off adhesive backing of the enclosed plastic pouch and attach to the outside of the FedEx Clinical Pak. Place all 4 copies of the commercial invoice in the pouch. Place the completed Airway Bill on top of the commercial invoices.
7. Call FedEx for pick up. You will get a significant discount on shipping costs by using our GPL FedEx discount. Make sure you check the FedEx shipping rates on the last page of these test instructions. Please fill out all the necessary forms so that the sample arrives to our lab within 48 to 72 hours. * Charges will be applied to your bill upon receipt of specimen. Shipping charges vary depending on the country.

*** SPECIAL NOTE:** The shipping rates listed are subject to change without previous notice due to the volatile international gas prices. GPL will not be held responsible for refunds in the event that the package is detained in customs or if any additional charges apply. If you modify the FedEx Airway Bill in any way you will incur a US\$200 additional charge on top of the shipping expenses.