



# The Great Plains Laboratory, Inc.

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## INSTRUCTIONS FOR COLLECTING AND SHIPPING FECAL ELEMENTS

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### TRANSPORT KIT COMPONENTS

- One brown cardboard box
- One specimen collection container (cardboard)
- One zip lock bag
- One green-capped vial (contains ultra-pure water)
- One transport spoon
- One disposable glove
- Absorbent packing material sheet
- One DHL EZ Ship Return Stamp Specimen Envelope
- One EZ Ship Return Label (please attach to the shipping envelope)
- One Test Request Form and instructions

### FILL OUT THE PAPERWORK

1. **Fill out the Test Request Form** (requisition) - Please PRINT clearly
  - The specimen will not get processed unless you provide all the information on the Test Request Form with the sample when it is shipped.
  - You must include your **physician or health care practitioners approval** in the space provided or written approval must be attached to the requisition. A faxed approval to 913-268-5467 is also acceptable.
  - Attach payment to the requisition or indicate your credit card number in the space provided.
  - Fold and place the requisition in the side pocket of the small ziplock bag containing the specimens.

### BEFORE YOU BEGIN COLLECTION

1. **Send stool samples Monday through Wednesday ONLY.** We must receive the sample vial within 5 days after the collection.
2. This test takes one day to collect, and requires no special diet.
3. **Caution:** Avoid contact of the skin and eyes with the fluid in the vial. 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.
4. Please check your vial for expiration date. If the vial has expired, call for a replacement vial. If you have questions during the test collection, or if you are missing kit components, please call 913-341-8949 for assistance. **It is very important to follow instructions and package the sample correctly. Please call if you have any questions.**

### STOOL SAMPLE COLLECTION INSTRUCTIONS

1. Catch your fecal sample in the collection tray provided. Do not allow urine or water from the toilet to touch the sample, because it will contaminate the sample.
2. Unscrew the cap on the green-capped vial and fill the vial by taking multiple portions from different areas of the collection container with the transport spoon. Stop filling when the liquid reaches the fill line (35ml). **Screw lid on tightly.**
3. Print the patient's name and the date of collection on the side of the vial. You do not have to provide an ID number; the lab will assign one when we receive your sample.
4. Place the vial inside the clear zip-lock bag, then place the bag into the brown cardboard shipping box.

### SHIP THE SPECIMEN

1. **Unfold the DHL EZ SHIP SPECIMEN ENVELOPE. Attach the enclosed EZ Ship Return Label to the envelope.**
2. Place the specimen package inside the envelope. Please take note of the shipping/tracking number in the event you would like to track the package. Seal the DHL envelope per instructions.
  - **\*International packages, including Canada,** must include 4 copies of the completed Commercial Invoice. **THIS IS VERY IMPORTANT FOR GETTING YOUR PACKAGE THROUGH CUSTOMS.** Fill out the enclosed commercial invoice and sign it. Make 3 copies. Place **4 total copies** into the enclosed brown pouch. Peel off adhesive backing of pouch and attach to the **outside of the DHL EZ Ship specimen envelope.** The completed international air bill should be inserted on top of these commercial invoices in the pouch on the outside of the diagnostic specimen envelope. Do not seal the brown pouch until it is inspected by the delivery service.
3. **Call for pick up.**
  - **In the United States call DHL at 1-800-225-5345. Mention you have a DHL EZ SHIP RETURN STAMP.**
  - All other countries, you may use the express delivery service of your choice, for example: DHL or FED EX. We recommend **DHL.** Make sure and fill out all the necessary forms so that it arrives in our laboratory within 7 days.\*

**\*SPECIAL NOTE:** All shipments coming to us from outside the United States are **not pre-paid** by The Great Plains Laboratory. Please follow the shipping instructions exactly. You must then pay the shipping charges back to the United States.