



The Great Plains Laboratory, Inc.

11813 W. 77th Street, Lenexa, KS 66214

Phone: 913.341.8949 Fax: 913.341.6207

GPL4U@AOL.com

www.greatplainslaboratory.com

William Shaw, Ph.D., Laboratory Director

INSTRUCTIONS FOR COLLECTING AND SHIPPING

URINE SPECIMENS

Revised 9/5/07

TRANSPORT KIT COMPONENTS

- One outer white cardboard sleeve
- One white Styrofoam box
- One freezer gel pack
- One urine collection cup
- Kit will include Amber vials for Kryptopyrrole or Porphyrins tests if requested. (Vials will be marked for the specific test.)
- One transparent Biohazard zip-lock bag
- Absorbent packing material sheets
- One DHL EZ Ship Specimen Envelope
- One EZ Ship Return Label (please attach to the shipping envelope)
- One Test Request Form and instruction

BEFORE YOU BEGIN COLLECTION

1. Send urine samples Monday through Thursday **ONLY**. If it is more convenient for you to collect the sample over the weekend, you may keep the urine sample in the refrigerator until Monday then ship it to us. **DO NOT FREEZE**.
2. Freeze the gel pack. Place the gel pack in the freezer overnight (or at least 4 hours).
3. **IMPORTANT NOTE: If performing the ORGANIC ACID TEST (including Microbial OAT), AVOID APPLES, GRAPES, CRANBERRIES, AND PEARS** as well as products that contain their juices 24 hours before the urine collection.
4. **IMPORTANT NOTE: If performing the GLUTEN & CASEIN PEPTIDE TEST: GPL has noted consistently that consuming soy products may cause both gluten and casein results to be high probably because soy proteins are converted to peptides similar to those from gluten and casein. If you are performing this test you should discontinue soy consumption for at least one week prior to testing.**
5. This urine collection kit can be used for 1 or ALL of the urine tests that we offer. Minimum requirements are 5mls for each test. **Exception: Amino Acid test requires 20 ml and Metals urine test requires 30mls.**
6. **For Kryptopyrroles test, pour urine into the Kryptopyrroles labeled amber vial and freeze until ready to ship on frozen gel pack.**
7. **For Porphyrins test, pour off urine into Porphyrins labeled amber vial and retain the remainder of urine in the collection cup. Refrigerate both filled amber vial and urine in the collection cup until ready to ship both with the frozen gel pack.**
The following drugs may interfere with the porphyrins test and should be discontinued 72 hrs before urine collection for porphyrins: acriflavine, ciprofloxacin(Cipro), ethoxazene (Serenium), nalidixic acid (NegGram), norfloxacin (Noroxin), ofloxacin (Floxin), oxytetracycline (Terramycin), phenazopyridine (Prodiem, Pyridium, Urobotic), sulfamethoxazole (Bactrim, Septra), tetracycline (Achromycin).
8. Save the outer white cardboard sleeve. You will use it for shipping the sample back to us.
9. **It is very important to collect and package the sample as instructed.** If you have any questions about any part of this test please call 913-341-8949.

URINE COLLECTION

1. **Collect the minimum requirements of urine, for each test requested, in the urine cup provided.** First morning urine collected before food or drink is **strongly suggested**. Overnight collection is acceptable if using a pediatric collector. (If using a pediatric collector, you may want to put the entire bag into the urine cup after collection, **do not** send the collection bag by itself).
2. **Screw lid on tightly. Please make sure you double-check the tightness of the lid.** Write patient's full name, time, and date collected on the side of the urine cup.
3. Place the urine cup inside the small, clear, Biohazard zip-lock bag, add the absorbent packing material sheets and close the bag.
4. Keep sample refrigerated or frozen, as indicated in the specimen requirements section, until ready to ship.
5. **See Page 2 for SPECIMEN REQUIREMENTS.**

PREPARE SPECIMEN FOR SHIPPING

1. **Fill out the test request form** (requisition)-Please PRINT clearly
 - Fill out the requisition form completely. Specimen will get processed more quickly if you provide all the information up front (especially the highlighted sections).
 - You must include your **physician's approval** in the space provided or written approval 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 biohazard bag containing the specimen.
 - **NOTE:** Be sure to fill in the total volume and other information if performing the metals or uric acid test.
2. Place frozen gel pack into Styrofoam box.

Continued on the next page.

- Place the urine sample(s) into the Styrofoam box. **NOTE: If this test is part of a COMBO, which includes a stool sample, place the stool sample inside the Styrofoam box, with frozen gel pack and the urine specimen. Any package containing a stool specimen must be sent Monday-Wednesday only.**
- Insert the Styrofoam specimen box into the white cardboard sleeve.

SPECIMEN REQUIREMENTS	
Test	Specimen Requirements
Organic Acid (62 tests) Microbial OAT (20 tests)	First Morning Urine: Avoid apples, grapes, pears, and cranberries as well as their juices or products 24 hours before the urine collections. Collect at least 5 ml of urine in the urine cup provided. Collection before food and drink is preferred. If using a tape-on bag, put the entire bag into the urine cup after collection. Refrigerate immediately. Do not freeze. Ship with frozen gel pack.
Gluten/Casein Peptide Test Uric Acid Test Sulfate-urine	First Morning Urine: Collect at 5 ml of urine in the urine cup provided. Collection before food and drink is preferred. If using a tape-on bag, put the entire bag into the urine cup after collection. Refrigerate immediately. Do not freeze. Ship with frozen gel pack. For Gluten/Casein Peptide Test: Avoid soy products at least 1 week prior to testing.
Amino Acid Test (43)	First Morning Urine: Discontinue any amino acid supplements 24 hours prior to collections. Collect at least 15 ml of urine in the urine cup provided. Collection before food and drink is preferred. If using a tape-on bag, put the entire bag into the urine cup after collection. Refrigerate immediately. Do not freeze. Ship with frozen gel pack.
Kryptopyrroles	Amber plastic transport vial w/additive labeled “Kryptopyrroles” – Ship frozen: Pour urine into the amber plastic vial containing ascorbic acid preservative and invert 10 times. Immediately freeze and ship with frozen gel pack. Do not ship on Friday. Minimum requirements: 8 ml of urine
Porphyrins	Amber plastic transport vial w/no additive labeled “Porphyrins”. Urinate into the collection cup provided and invert to mix prior to pouring off. Pour urine into the amber plastic vial which has no additive. Refrigerate both the urine collection cup sample and filled amber vial until ready to ship. You need to SHIP BOTH the collection cup with the remainder of urine left and the filled amber vial with the frozen gel pack. Ship Monday through Wednesday. Minimum requirements: Filled amber vial and remainder of urine in collection cup.

SHIP THE SPECIMEN

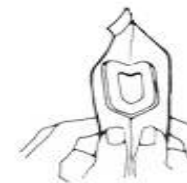
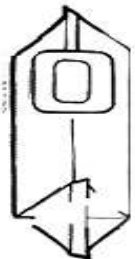
- Unfold the DHL EZ SHIP SPECIMEN ENVELOPE. Attach the enclosed EZ Ship Return Label to the envelope.**
- Place the specimen package inside the envelope. Please take note of the shipping/tracking number in the event you would like to track the package. Seal the DHL envelope per instructions.
 - *International 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.
- 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.

Follow the instructions below if you are using a pediatric urine collector. After collection, do not only send the collection bag. You may either put the entire bag into the collection cup or pour the urine from the bag into the collection cup. Tighten lid securely.

Directions for Use:

- Separate infant’s legs. Make sure perineal and pubic areas are clean and dry.
- Peel off backing paper, exposing hypoallergenic adhesive.
- For Female Use:** Start bottom adhesion at skin flap separating rectum from vagina and work upward. Press firmly to skin surrounding the vagina with excess of bag toward the feet
- For male use:** Position penis naturally through bag opening with excess of bag toward the feet. Press adhesive firmly to entire perimeter without puckering.
- Reapply diaper, if required, directly over bag.



**Capacity of bag:
Approximately 5 oz.**