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INSTRUCTIONS FOR COLLECTING AND SHIPPING Yeast Culture w/Sensitivity Stool Analysis

Revised 9/5/07

TRANSPORT KIT COMPONENTS

- One outer cardboard box (save for return shipping)
- One biohazard zip-lock bag
- One orange capped vial
- One disposable glove
- One specimen collection tray
- Absorbent packing material sheet
- One DHL EZ Ship Specimen Envelope
- One EZ Ship Return Label (please attach to the shipping envelope)
- One Test Request Form and instructions

FILL OUT 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 biohazard 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. If you are taking antifungal medications, please finish the course of antifungal medication, and then wait 2 weeks, unless otherwise instructed by your physician or health care practitioner, before collection. *Never discontinue prescriptions without first consulting your doctor.*
3. This test takes one day to collect, and requires no special diet.
 - a. Unless otherwise instructed by your physician:
 - 48 hours prior to the stool collection, do not take probiotics and digestive enzymes.
 - During the collection, please refrain from taking probiotics, digestive enzymes, antacids, aspirin and anti-inflammatory medication.
4. **Caution:** 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.
5. Please check your tube for expiration date. If the tube 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

Collection

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 lid of the **orange-capped vial** and, using the attached spoon, add the stool samples to the vial. Take multiple samples from different areas of the collection tray. Fill the vial $\frac{3}{4}$ full and replace the cap. Be sure to screw the lid on tightly.
3. Mix the stool specimen with the preservative by shaking vigorously for about 30 seconds.
4. 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.
5. Place the **orange-capped vial** in the clear biohazard zip-lock bag. Place the absorbent packing material sheet in the zip-lock bag with the specimen, close the bag and **leave at room temperature.**

Shipping Instructions on page 2.

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.