# Collection Instructions: Weekly Sample

# 1. Get Ready

- Make sure you have a frozen ice pack
- Blow your nose
- Wash your hands with soap & water (>20 seconds)
- Lay out the pieces of 1 kit in front of you

## 2. Collect

- Remove cap from the tube and put it in a cup so it stays upright
- Take the swab out
- Do not touch the tip or place it on any surface since that can contaminate it
- Insert the swab tip into your nostril about 1 inch deep. Rotate it gently round the inside walls of your nostril several times
- Insert the same swab into your other nostril and rotate it again

## 3. Prepare

- Put the swab into the tube with the tip facing downward
- Bend the handle at the breakpoint until it snaps
- Discard the swab handle
- Screw the tap on tight
- Tape the top of the tube with the masking tape provided

# 4. Package & Report

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- Place the taped sample tube into the biohazard specimen bag with the absorbent sheet (already inside) and seal the bag
- Wash your hands
- Verify that the number on the specimen matches the number of the bubble mailer
- Complete the information on front of the bubble mailer



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### 5. Place in bubble mailer

- Place the specimen bag with the sample into the bottom of the bubble mailer
- Add the frozen ice pack
- Remove the adhesive tape from the bubble mailer, and seal

#### 6. Place bubble mailer in the box

- Assemble the rigid box with the UN3373 sticker visible
- Verify that there is <u>no</u> yellow "illness kit" sticker
- Place the bubble pack into the box and seal it with the tape provided.

#### 7. Place the box in the FedEx Envelope

- Place the sealed box into the FedEx UN3373 envelope
- Remove the adhesive tape and seal
- Wipe down with a disinfectant wipe

#### 8. Ship today!

- Drop off sample the <u>same day</u> it is collected at an authorized location in your area.
- Visit the following site to find a location for drop-off in your area: http://fedex.com/labreturns



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