

COLLECTION OF URINE OR SWAB SPECIMENS

GUIDE & INSTRUCTIONS

PLEASE READ ALL INSTRUCTIONS FIRST

IN THIS PACKAGE YOU SHOULD FIND:

- A collection kit for your specimen.
- A urine cup (only if you are collecting urine).
- Instructions on how to collect your specimen.
- A zip-lock bio-hazard bag that has two labels
 1. Your name, date of birth and a medical record that we assigned to you.
 2. The type of sample.
- The bio-hazard bag has a paper towel inside. Please leave it there.
- A box with postage that is addressed to Planned Parenthood.

KEEP IN MIND:

Please carefully read collection instructions before beginning

- After collection store your specimen at room temperature.
- Specimens will be rejected if:
 1. The bio-hazard bag holding the tube does not have the paper towel inside.
 2. The bio-hazard bag holding the tube is not fully sealed.
 3. The post mark is not from Massachusetts (we cannot accept out of state specimens).
 4. There is a hole in the foil cap.
 5. For urine specimens, if the liquid is not between the two black marks on the tube.
 6. For swab specimens, if there is no swab or no fluid in the tubes.

SHIPPING INSTRUCTIONS:

Step 1:

After you have collected your specimen place the specimen tube in the bio-hazard bag which will have a paper towel inside (this picture does not show the paper towel).

- a. The bag will have two labels
 - i. Your name, your date of birth and a medical record number that we assign to you
 - ii. The type of sample that you are sending to us (urine, vaginal, throat, rectal)
- b. Seal the bag using the zip lock feature



Step 2:

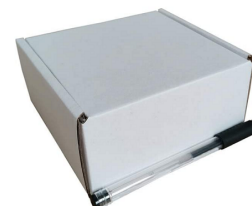
Place the bio-hazard bag in the box addressed to Planned Parenthood.

Step 3:

To seal, the front tab will have a brown adhesive tape. Remove brown backing, insert tab with exposed adhesive to seal box securely.

Step 4:

Place the box in the mail.



PLEASE SEND YOUR KIT BACK WITH YOUR SAMPLE PROVIDED AT YOUR EARLIEST CONVENIENCE. IF WE DO NOT RECEIVE YOUR KIT WITHIN 2 WEEKS, A STAFF MEMBER WILL FOLLOW UP WITH YOU. IF YOU DECIDE YOU ARE NO LONGER INTERESTED IN TESTING, YOU CAN ALWAYS RETURN THE UNUSED KIT TO US THROUGH THE MAIL.

FOR QUESTIONS OR CONCERNS CALL 800-258-4448 OPTION 2.

COLLECTION OF VAGINAL SPECIMENS

GUIDE & INSTRUCTIONS

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VAGINAL SWAB:

Container: Aptima multi-test swab (orange)

Patient Collected:

1. Partially peel open the swab package as shown in *Diagram 1*. Remove the swab. Do not touch the soft tip or lay the swab down.
2. Hold the swab in your hand as shown in *Diagram 2*, placing your thumb and forefinger in the middle of the swab shaft covering the score line. Do not hold the swab shaft below the score line.
3. Carefully insert the swab into your vagina about 2 inches (5 cm) inside the opening of the vagina (as shown in *Diagram 3*) and gently rotate the swab for 10 to 30 seconds. Make sure the swab touches the walls of the vagina so that moisture is absorbed by the swab and then withdraw the swab without touching the skin.
4. While holding the swab in the same hand, unscrew the cap from the tube as shown in *Diagram 4*. Do not spill contents of the tube.
5. DO NOT put the swab through the foil on top of the cap. Be sure to unscrew the top of the tube before putting the swab in.
6. Immediately place the swab into the transport tube so that the score line is at the top of the tube as shown in *Diagram 5*.
7. Carefully break the swab shaft at the score line against the side of the tube as shown in *Diagram 6*.
8. Immediately discard the top portion of the swab shaft as shown in *Diagram 7*.
9. Tightly screw the cap onto the tube as shown in *Diagram 8*

