

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:

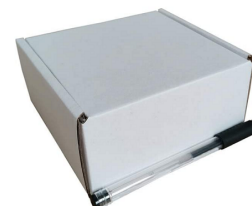
Place the bio-hazard bag in the box addressed to Planned Parenthood.

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 RECTAL SPECIMENS

GUIDE & INSTRUCTIONS

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.

RECTAL SWAB:

Container: Aptima multitest swab (orange)

1. Wash your hands before starting.
2. In the privacy of a restroom or any room, you will need to undress, as necessary. You will need to comfortably position yourself to maintain balance during the collection procedure
3. 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.
4. Hold the swab 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.
5. Carefully insert the swab into your rectum about 1-2 inches (3-5 cm) past the anal margin (the outside of the anus) and gently rotate the swab for 5 to 10 seconds as shown in Diagram 3. Withdraw the swab without touching your skin
6. While holding the swab in the same hand, unscrew the cap from the tube as shown in Diagram 4. Do not spill the contents of the tube.
7. 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.
8. Carefully break the swab shaft at the score line against the side of the tube as shown in Diagram 6
9. Immediately discard the top portion of the swab shaft as shown in Diagram 7
10. Tightly screw the cap onto the tube as shown in Diagram 8

