

## GENERAL INSTRUCTIONS

1. To ensure proper processing **PRINT CLEARLY**.
2. Complete the **RPP TEST REQUEST FORM** in its entirety.
3. Ensure patient's **FULL NAME** and **DATE OF BIRTH** are correct.
4. Ensure **SLEEVES** and **ENVELOPES** are sealed when mailing.
5. For assistance please contact your account manager.

## CONTENTS OF KIT

1. RPP Test Request Form
2. Specimen Collection Device (1 swab and 1 vial)
3. Fed Ex Clinical Pak
4. Barcode Label Sticker Sheet

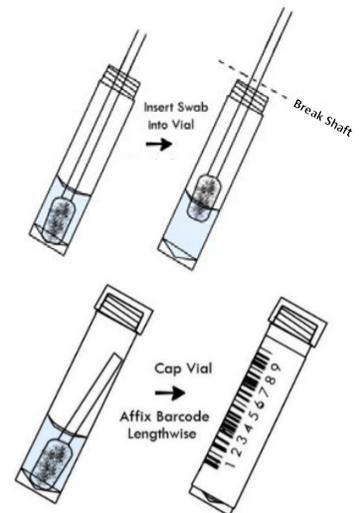
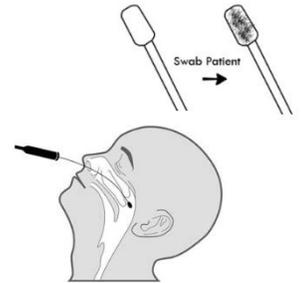
## COLLECTION INSTRUCTIONS

### For Nasal Swab Samples:

1. Have the patient blow their nose in a tissue to clear excess secretions from the nasal passage.
2. Using laboratory glove, remove the swab from its plastic packaging and discard the packaging.
3. Tilt the patient's head back slightly so that the nasal passage becomes more accessible.
4. Instruct the patient to close their eyes to lessen the mild discomfort of the procedure.
5. Gently insert the swab along the nasal septum just above the floor of the nasal passage to the nasopharynx until resistance is felt. Rotate the swab gently against the nasopharynx for 10 to 15 seconds.

**NOTE: If sample collection is not completed as instructed, there will not be sufficient specimen available for testing.**

6. Once completed, unscrew the cap of the included vial (with stabilization fluid) and insert the nasal swab into the vial, brush first, until it hits the bottom of the vial.
7. Lift the swab out of the vial by approximately half an inch (0.5 in.) and break off the shaft of the swab at the rim of the vial by bending at the perforation; discard the remainder of the shaft.
8. Let the shortened brush end of the swab slide to the bottom of the vial and cap the vial; **screw tightly**.
9. **Write patient initials and date of birth on the barcodes.** Affix a barcode label (from the **BARCODE LABEL STICKER SHEET**) lengthwise on the vial.
10. Gently place the sample into the specimen bag and seal the sample compartment. Add RPP Test Request Form and other documentation to the **outside of the plastic see-through bag.**



## SHIPPING INSTRUCTIONS

1. Confirm that the information on the completed RPP TEST REQUEST FORM matches the Patient File.
2. Peel off a barcode from the **BARCODE LABEL STICKER SHEET** and place onto the bottom of the RPP TEST REQUEST FORM in the "Affix Specimen Barcode Here" section. Clearly print the collector's full name in the "Print Collector's Name Here" section.
3. Peel off another barcode from the **BARCODE LABEL STICKER SHEET** and place onto the specimen bag.
4. Seal the specimen bag, making sure the **SAMPLE VIAL** (with barcode), **RPP TEST REQUEST FORM** (with barcode) and **OTHER PATIENT INFORMATION** (Insurance, Demo Sheet, etc.) are included and set aside for shipping. **Place all documents and forms in outside pouch of biohazard bag.**
5. **SHIP ALL** samples at the end of the day via provided Fed Ex Clinical Pak and **Overnight Shipping Label.**