



IMPORTANT: Read all instructions *carefully* before collecting specimen. Failure to follow instructions may compromise specimens and incur additional fees.

Collection Instructions

PREPARATION

- Save the cardboard box and place the gel pack flat into the freezer (for 4-6 hours (or overnight)) to ship the sample back to us.
- Wash your face before bedtime the night before collecting saliva, and do not apply lotions or creams that night or next morning (some may contain interfering substances). Use of routine cosmetics is permitted.
- Do not brush or floss your teeth or have dental work done 30 minutes prior to collecting saliva. Slight bleeding from these may alter test results.
- Wash hands and rinse mouth with water to remove food residue. After rinsing mouth, wait at least 10 minutes before collecting saliva to avoid sample dilution.
- The timing of the first morning collection is critical; it must be collected thirty minutes after awakening. Begin timing upon awakening even if you remain in bed.
- Avoid food one hour prior to saliva collection times. Food particles will contaminate the sample.

COLLECTING SALIVA

- Use of the straws included to “funnel” saliva into each tube is optional.
- Each tube should be 3/4 full — bubbles or foam are acceptable. **SNAP TUBES CLOSED TIGHTLY.** Press lid against hard surface to ensure a tight seal.
- After each collection, place the sample in the freezer immediately.

Collection Times

YOU MUST COLLECT SALIVA *FOUR TIMES* IN *ONE DAY*

- Tubes are color-coded. After each collection, place the sample in the freezer immediately.

- 1** Collect before breakfast
Collect 30 minutes after waking (set a timer if possible)
- 2** Collect before lunch
- 3** Collect before dinner
- 4** Collect before bedtime
Preferably at least one hour after dinner



PLEASE READ IMPORTANT GUIDELINES ON THE REVERSE SIDE PRIOR TO COLLECTION.
IF YOU HAVE ANY QUESTIONS, CONTACT CUSTOMER SERVICE.

Kit Preparation After Collecting Specimen

1. COMPLETE ALL PAPERWORK

- Complete requisition form and patient survey.
- Remember to put name, date and time of collection on the specimen bag (See #2) and on requisition form.
- Missing information may cause a delay in testing and/or interpretation.

2. PREPARE TUBES FOR SHIPPING

- Make sure you have frozen the samples and gel pack at least 4-6 hours (or overnight if you finish collection at night) before shipping.
- Make to sure to complete all information requested on the bag (write directly on bag) and on requisition form.
- Place the tubes inside the clear biohazard bag and seal the bag.
- Do not include straws.
- Place frozen gel pack and sealed biohazard bag with sample collection into the silver thermo bag. Seal the bag.

3. PLACE ITEMS IN BOX

- Sealed silver thermo bag containing tubes and frozen gel pack.
- Completed requisition form and patient survey. (Do not place paperwork in bag with samples)
- Patient payment and/or insurance information if applicable.
- Remove the purple FedEx Billable Stamp from the inside of the FedEx Clinical Pak for your records.
- Place the closed box in the FedEx Clinical Pak. Note: The sample **MUST** be in the cardboard box or the shipment will be rejected by FedEx.
- Place specimen kit in freezer until mailed.

4. SHIP SPECIMEN KIT

- Kit **MUST** be received by the lab within 9 days of collection. Send completed kit as soon as possible - ideally the day after collection!
- Send the sample Monday through Thursday. Extra shipping charges will apply for Saturday deliveries (Friday shipments), and the sample may become compromised due to the lab being closed over the weekend.
- Call FedEx at 1-800-463-3339 for pickup. Mention you need to schedule a pick-up using a billable stamp. Do not put kits in a FedEx drop box.



Important Guidelines

FOR ADRENAL FUNCTION PROFILES ONLY (CORTISOL, sIgA and/or DHEA):

- Complete the test on any day. See cortisol supplementation section below.

WOMEN AND MEN ON HORMONES:

(estrogen, progesterone, testosterone, melatonin and DHEA)

- **Topical Hormones (cream): DO NOT APPLY ANY TOPICAL HORMONES THROUGHOUT THE ENTIRE DAY OF SALIVA COLLECTION.** This will contaminate your sample and compromise your test results. Your last dose prior to saliva collection should be applied within a window of 12 - 24 hours before collecting your first saliva sample.
- **Sublingual Hormones or Troches (dissolved under tongue): DO NOT USE ANY SUBLINGUAL HORMONES THROUGHOUT THE ENTIRE DAY OF SALIVA COLLECTION.** This will contaminate your sample and compromise your test results. Your last dose prior to saliva collection should be taken within a window of 24 - 36 hours before collecting your first saliva sample, followed by two 8 oz. glasses of water.
- **Oral Hormones (pills):** Should be used as prescribed on the day of collection.
- **Injections, Subcutaneous Pellets and Transdermal Patches:** It is recommended to collect mid cycle of the dosage interval.

CORTISOL/GLUCOCORTICOID SUPPLEMENTATION:

- **CONSULT WITH YOUR PROVIDER** for instruction if you are taking a cortisol supplement for adrenal support (or any other glucocorticoid for medical reasons). Note: certain medications, including hydrocortisone creams and asthma inhalers, contain cortisol. To evaluate your natural cortisol production, it is recommended to stop using cortisol-containing products 5 days prior to sample collection. Consult with your provider prior to stopping cortisol-containing medication(s).

WOMEN WITH MENSTRUAL CYCLES:

- Collect saliva during one day of the mid-luteal phase (day 19-23 of a 28-day cycle)* counting the first day of your period as day 1. If your cycle is irregular, contact your provider for direction on when to collect your samples.

POST-MENOPAUSAL WOMEN OR WOMEN WHO HAVE HAD A HYSTERECTOMY:

- Collect saliva any day of the month. (If using hormones, please read and follow guidelines above)

WOMEN WITH IUD:

- Does not change usual testing guidelines.

MEN NOT ON HORMONES:

- Collect saliva on any day. (If using hormones, please read and follow guidelines above)

PLEASE DO NOT SEND ANY MEDICATIONS WITH YOUR KIT.