



Before You Begin

1. Save the cardboard box and place the gel pack flat into the freezer (for at least 4 hours) to ship the sample back to us.
2. Collections should be shipped off to the lab **Monday through Thursday**.
3. Please check the expiration date on all vials. If any have expired, call 913-341-8949 for replacement vials.
4. Fill out the Test Requisition Form (TRF) completely. Please print clearly. Include your physician or health care practitioner's approval in the space provided on the Test Requisition Form. A physician authorization can be attached to the requisition.
5. Review the collection instructions for your test panel on the following pages prior to collecting any specimens.
6. For blood collection, call your phlebotomist and make an appointment for a blood draw.
7. Urine and hair collections are not time-sensitive, however the urine sample must be frozen if not shipped the same day.
8. If you have any questions, please call Customer Service at 913-341-8949 or email CustomerService@gp-labs.com.

Urine Collection Instructions for GPL-TOX Profile, Glyphosate Test, and Organic Acids Test

1. Please follow the specimen requirements below.
2. Print the patient's full name, time and collection date on the side of the urine cup.
3. Only use containers supplied by GPL to avoid contamination of specimens.
4. Females, please do not collect samples during menstrual cycle.
5. Limit liquid intake starting at 6pm the night prior to collection to avoid sample dilution. Urine must be yellow in color. If the urine is clear, the sample is too diluted. Discard the diluted sample, rinse the collection cup in hot water only (no soap), air dry, then re-collect.
6. After collection, freeze sample for a minimum of 4 hours.
7. Place the urine cup into the biohazard zip-lock bag along with the absorbent packing sheet.
8. Place the frozen gel pack and urine sample into the silver thermobag and place in the cardboard box.



Urine Testing Requirements				
Test	Minimum	Items to Discontinue	Urine Collection	After Collection
GPL-TOX Profile	10 mL Urine	None	Collect the first morning urine in the collection cup provided.	Screw lid on tightly.
Glyphosate Test	10 mL Urine	None		Collecting sample prior to eating or drinking is preferred.
Organic Acids Test	10 mL Urine	Avoid apples, grapes, pears, and cranberries as well as their juices or products 48 hours before collection. Avoid arabinogalactan, echinacea, reishi mushrooms, and ribose supplements for 48 hours before collection.		



Serum Collection Instructions for IgG Food MAP with Candida + Yeast and Amino Acids Plasma Test

1. Review the instructions in the Specimen Requirements table below.
2. Please check the expiration date on all vials. If any have expired, call 913-341-8949 for replacement vials.
3. Call your phlebotomist and make an appointment for a morning blood draw.
4. Hydrate 24 to 48 hours prior to your appointment.
5. Take the kit, including all collected specimens, frozen gel pack, and instructions to your appointment.
6. After collections, place frozen vial(s) into the vial sleeve(s) and seal if applicable. Place vial sleeve(s) into the biohazard zip-lock bag. Insert the absorbent sheet (and the frozen gel pack if applicable), and close.
7. Place sealed biohazard zip-lock specimen pouch into the cardboard box.


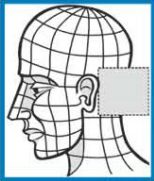
Instructions for Phlebotomist

1. Label vial(s) with type of test, patient's full name, birth date, time of collection, and date.
2. Collect blood according to the Specimen Requirements table below and follow the Phlebotomy Instructions included in the Specimen Requirements table.
3. Prepare the sample for shipping. **Samples must be shipped within 24-48 hours after collection.**

Specimen Requirements

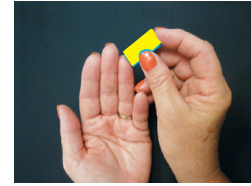
Panel Name	Vial Requirements	Phlebotomy Instructions
Mental Health Panel	1 Gold SST Vial – No Additive 2 mL Serum frozen 	Hydrate 24-48 hours prior to collection. Allow blood to clot at room temperature, upright for 15-30 minutes. Centrifuge for 15 minutes at 1500g. Separate the serum from the cells. Decant or pipette serum into the 5mL plastic transport vials provided and cap tightly. Freeze sample if not shipping on the day of collection.
	1 Lavender with EDTA Vial – EDTA (U.S. only) – white capped pour off vial with acid 2 ml Plasma frozen 	Requires an overnight fast. Avoid alcohol for 24 hours. Invert specimen 10 times. Centrifuge specimen and pipette plasma into transport vial and shake to mix. Immediately freeze specimen. Ship with frozen gel pack. Must be received within 48 hours of collection. Freeze sample.

Hair Collection Instructions for Metals Hair Test

- A paper scale is included in this kit to assist you in collecting the proper quantity of hair.
 - Hair that has been dyed, bleached, permed, or otherwise chemically treated is vulnerable to elemental contamination. Therefore, treated hair may not be used for analysis.
 - Use only head or pubic hair for collection and DO NOT mix head hair with pubic hair.
1. Set up the scale as diagrammed. Bend the black tabs down to form a fulcrum and place on a level surface.
 
 2. Cut samples of hair from the back of the head (see illustration). Using stainless steel scissors, cut hair as close to the scalp as possible. It is best if small amounts of hair are cut from 5 or 6 areas in the back of the head.
 
 3. As each piece of hair is cut from the head, save only 1 inch (2.5 cm) of hair closest to the scalp. Cut off and discard the rest. Place the saved hair on the scale.
 4. Keep cutting and adding hair to the scale until it tips. Fill the scale (which is designed to collect about 0.25 grams of hair).
 5. Remove the hair on the scale and put it in the plastic bag.
 6. Fill the scale a second time so that the total amount of hair collected is approximately 1 tablespoon (you will be tipping the scale twice).
 7. Label the plastic bag with the patient's name, the physician's name, and the date collected.
 8. Put the hair into the plastic bag and seal.

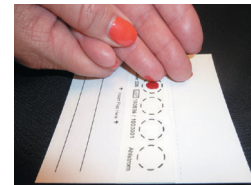
Dried Blood Spot (DBS) Instructions – Use the Lancet Provided

1. Using the lancet provided, twist off the yellow tab and pull straight out.
2. Place finger firmly against a hard surface and press lancet to puncture finger. *Using side of fingertip may cause less discomfort.*
3. Wipe off the first blood drop with the same alcohol swab and massage the entire length of the finger as needed to form a large, hanging blood drop.
4. Place a large free-flowing drop of blood on each circle, making sure not to touch collection card with finger. If circle is not filled completely, place additional drops immediately on the same circle.



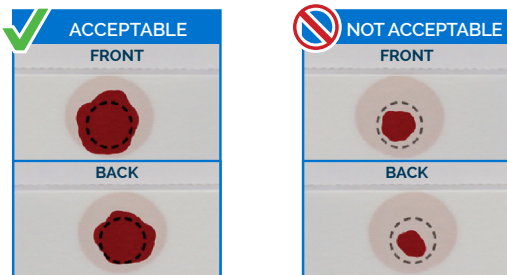
The lancet needle retracts immediately after use, leaving the device safe for disposal in a regular trash can. DO NOT return the lancet with sample. Lancets are for one time use only.

5. If more blood is needed, wipe with alcohol pad again and massage finger to assist blood flow. Be sure to use the second lancet provided as each lancet is for one time use only.
6. Full blood spot circles are required in order to run the test. Completely fill the spot(s). Once dried, DO NOT place additional drops on the same circle.
7. Place the DBS card into the biohazard zip-lock bag then place into cardboard box with the already packaged urine sample.



All Dried Blood Spot specimens received at the lab are examined for specimen acceptability. Your sample will be rejected if it is not a satisfactory specimen and a re-collection may be necessary.

Omega-3 Index Complete Test (1 full dried blood spot)



Preparing and Shipping Specimens

1. Place all samples (urine, blood, dried blood spot, and hair) into cardboard boxes. All samples must be inside the cardboard boxes, otherwise shipment will be rejected by UPS.
2. Fold and place completed Test Requisition Form in the box and close the lid. Place the box(s) in the UPS Laboratory Pak and seal using the adhesive strip.
3. Place cardboard box into the FedEx Clinical Pak bag.
4. Keep record of the shipping/tracking number in the event you would like to track your package.
5. For best results, samples should be taken to your local UPS location (preferably toward end of the day to ensure sample(s) remain frozen during transit). To find your closest UPS Store location and hours visit www.ups.com/dropoff. Alternatively, you may call for a UPS pickup at 1 (800) 742-5877 and advise them you need to schedule a pick-up using a return label. Do not put kit(s) in a UPS drop box due to extended periods of time in a drop box can lead to errors in test results.
6. PLEASE DO NOT ISSUE DIRECT PAYMENT TO UPS for the shipment. If UPS attempts to bill you for shipping costs, please contact our staff for assistance at 913-341-8949. The Great Plains Laboratory is unable to reimburse shipping charges in cases where UPS is paid directly.