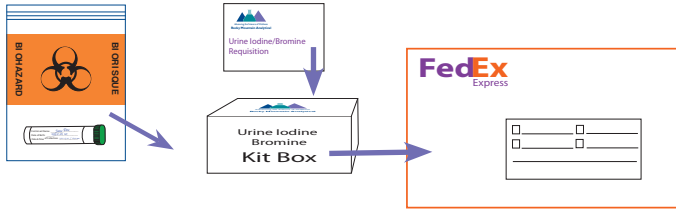


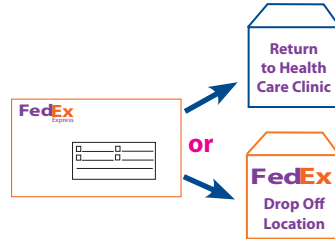
HOW TO SEND SAMPLES

Send samples on Monday, Tuesday, Wednesday or Thursday only, (unless Monday is a holiday). The laboratory is closed on weekends and samples will be rejected if delivery is attempted.

1. Place the sealed biohazard bag containing the **green-topped tube containing urine sample** into the kit box.
2. Add completed requisition to the kit box and close lid.
3. Place kit box into FedEx Clinical pack given to you by your healthcare professional, and seal tightly.



4. If your FedEx waybill is not preprinted, please complete the waybill, with:
 - your name
 - address
 - number of packages, and
 - weight
5. Next, check off:
 - FedEx Priority Overnight
 - FedEx Pack
 - Special Handling - NO (not dangerous)
 - Payment - Bill Recipient
6. Place the completed FedEx waybill in the pouch provided and attach pouch to the sealed FedEx Clinical Pack.
7. Next, either:
 - a. return the FedEx package to your healthcare professional for shipping to the laboratory, **or**
 - b. take the FedEx package to your nearest FedEx drop off location for shipping to the laboratory.



Note: The laboratory **does not** receive or process samples on weekends or holidays.

PATIENT PRIVACY

Your healthcare professional's signature or bar code label on the requisition is our legal authority for analyzing your urine sample. The personal information you give us is necessary for us to provide a thorough analysis. This information will be stored confidentially and used only for the purpose of analyzing your specimen. Some aggregate data may be used for research purposes. If you have any questions regarding this or any other issue regarding our testing, please contact Rocky Mountain Analytical. Phone 403-241-4500 or Fax at 403-241-4501. Email: info@rmlab.com

Urine Iodine & Bromine Collection Instructions (First Morning or 24 Hour Urine)

BEFORE YOU BEGIN



Please read all instructions carefully, and note:

- Collect only one sample from **either first morning urine or 24 hour urine** but not both. See instructions next page.
- Return only 1 tube to RMA. (Do not send back the 3L container.)
- Collection tube is for urine only, (no absorbent square in tube).
- Fill tube to at least the **2 mL** mark, (do not fill past 10 mL).



IMPORTANT: Test cannot be performed without your clinician's signature and bar code label on the requisition. Please contact your clinician if either is missing.

KIT CONTENTS

Check contents of kit, if anything is missing, please contact your healthcare professional (clinician).

- ✓ Requisition Form with Clinician's Bar Code Label
- ✓ Collection Instructions
- ✓ 1 x 7 mL disposable transfer pipette
- ✓ 1 x 10 mL green-topped specimen tube
- ✓ 1 x biohazard bag containing an absorbent square
- ✓ Prepaid FedEx clinical pack, waybill pouch and waybill
- ✓ **3L container (supplied by your clinician)****

BEFORE YOU START TO COLLECT URINE - read all instructions

1. Avoid excess fluid intake the night before collection as it can dilute your normal sample. Drink fluids as you normally would.
2. If you are taking iodine, continue as usual.
3. **Do not collect urine if:**
 - you have a urinary tract infection
 - you are menstruating
4. **IMPORTANT:** you must record the total volume of urine collected over 24-hours (if you are doing 24-hr collection). The test cannot be processed without this information.
5. Use a black or blue ballpoint pen to complete the requisition which must include:
 - your clinician's bar code label
 - your name
 - date of birth
 - date of first AM urine collection **OR** 24-hr collection
 - all medications and supplements you are taking (they can affect test results). If you are taking iodine, continue as normal.
6. Use a black or blue ballpoint pen to fill out the label on the green-topped tube with:
 - your name
 - date of birth
 - date of first AM urine collection, **OR**
 - date of 24-hour collection if you are doing 24-hr collection.
7. Ensure you complete the date of urine collection in the appropriate box on the requisition, i.e. either **first AM** **OR** **24-hour collection date** but not both.

NOTES and CAUTIONS

- If doing 24-hr collection, **REMEMBER** to record the total 24-hr urine volume on the requisition before you start to transfer urine to the tube.
- **Dispose of excess urine and 3L container** - DO NOT send it back.
- Use a black or blue ballpoint pen to complete requisition and label on tube.
- See **HOW TO SEND SAMPLES** on back page.

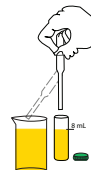
IMPORTANT — COLLECT ONLY ONE URINE SAMPLE

Collect either

- First morning urine, **follow diagram A** **OR**
- 24-hour urine collection, **follow diagram B**

A First Morning Urine Collection

1. Collect first AM urine (e.g 7:00 am) in a clean cup.

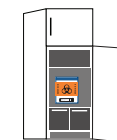


2. Transfer **at least 2 mL** urine to green-topped tube and secure cap tightly.

3. Place tube in bio-hazard bag.



4. Store bio-hazard bag in fridge until ready to send sample.
5. See **HOW TO SEND SAMPLES** on back page.



B 24-Hour Urine Collection

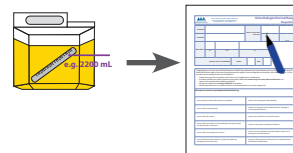
1. Empty bladder into toilet before starting 24-hr collection, (e.g. 7:00 am).

2. Start to collect urine (e.g. 7:30 am) in a clean cup for full 24 HOURS.

3. Pour each urine collection into 3L container and store in fridge.



4. Include last urine just prior to end of 24 hour period (e.g. 7:00 AM next morning)



5. Record total volume of 24-hr urine on the requisition before next step.

6. Transfer at least 2 mL of urine from 24-hr collection into green-topped tube and secure cap tightly.



7. Place tube in bio-hazard bag.



8. Store bio-hazard bag in fridge until ready to send sample.

9. See **HOW TO SEND SAMPLES** on back page.

