

Important: Please read all instructions before beginning and only ship samples Monday through Thursday (not before holidays).

Sample Collection and Shipping Instructions

What's in your kit:

- 4× Individually wrapped swabs
- 4× Small conical (microfuge) tubes
- 3× Ice packs
- 1× Biohazard bag (orange/red)
- 1× Silver-lined insulated envelope
- 1× Instruction sheet
- 1× Laboratory order form
- 1× FedEx padded envelope
- 1× FedEx returns label (billable stamp)

You'll also need:

- Ultra-fine tip permanent marker (black/red Sharpie preferred)
- Scissors

Step-by-step collection:

① Freeze ice packs

Freeze the ice packs contained in the kit, ensuring that they are frozen flat (minimum 24 hrs) and kept in freezer until samples are ready to pack.

② Prepare your mouth

Clean your mouth by gently rinsing with plain, normal water. Make sure there are no food particles or candy colors inside the mouth. Wait 30 minutes if you have brushed your teeth.

③ Label all four tubes

Label the four tubes with your name, date of birth, and number them 1, 2, 3, 4 on the cap of the tube.

④ Collect your samples

Do not touch the tip (foam-like part) of the swab (Illustration A). Firmly hold the swab against the inside of one cheek and gently rub the swab against the cheek with mouth open for 30-40 seconds (Illustration B).

Place the completed sample into a microfuge tube with the swab touching the bottom of the tube.

- Cut the remaining stem of the swab with a general purpose scissor about 2-3 cm (1 inch) from the tip and seal the cap of microfuge tube tightly with the swab sample inside (Illustration C).

Using second of four swabs, repeat process on the opposite cheek.

Using third and fourth swabs, repeat the entire process again on each cheek (2 swabs per cheek).

⑤ Package your samples carefully

To package, place all four sealed microfuge tubes containing the swab samples between the frozen (overnight, solid) ice packs and place them in the biohazard bag. Place the biohazard bag in the silver-lined envelope. Make sure the 4 tubes are sandwiched between the 3 frozen ice packs. Close and seal the silver-lined envelope.

⑥ Shipping

To ship, place the silver-lined envelope into the padded FedEx Pak. Place the completed MITOSWAB lab order form with the silver-lined envelope. Seal padded pack and adhere return label (billable stamp) to the outside of the sealed FedEx padded envelope. Drop off completed package to a FedEx Location. If you decide to ship package within 24 hrs, place it in the freezer until you are ready to ship. Ideally, you should ship it as soon as you can. Use a FedEx location instead of a FedEx box on the road. **DO NOT ship** from Walgreens or offsite location (Staples, Office Depot, etc.).

In our experience, sending from offsite locations leads to delays that cause the sample to spoil. If your sample spoils in transit and we need to send a new kit, a \$50 fee will be charged to cover the cost of the replacement kit and shipping. **Monday - Thursday Shipment only.**

Illustration A

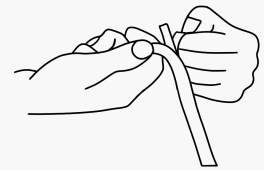


Illustration B

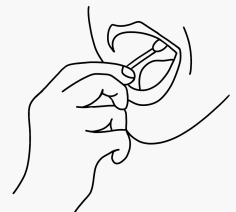


Illustration C

