



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

## Collection Instructions

### PREPARATION

- Please read all of the instructions carefully. Consult your physician for specific instruction and before stopping any medications. Make sure your physician has selected a test profile on the requisition form. Collect saliva on a day that is determined by you and your provider.
- If testing melatonin, last dose should be at least 36 hours before first saliva sample collection.
- **2 Days Before and During Collection:**  
If testing melatonin, avoid all nuts, fruits, fruit juice, wine, and rice.
- **Day of Collection:**
  - Do not take any supplements until after you have collected all four samples.
  - First saliva collection **MUST** be 30 minutes after awakening. Set a timer if necessary.
  - Do not eat or drink anything 1 hour prior to saliva collection.
  - Do not brush, floss, or have dental work done 30 minutes prior to saliva collection.
  - Do not consume food or drinks that contain caffeine.
  - Before each saliva collection, wash hands and rinse mouth with water, but wait 10 minutes to collect your saliva sample (to avoid dilution.)
  - Use of cosmetics, other than "anti-aging" creams, is permitted.

## 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.
- Fill all four tubes regardless of how many tests are ordered.
- Each tube should be 3/4 full. Bubbles or foam are OK.
- After each saliva collection, snap saliva tube closed tightly.
- Place saliva in freezer immediately. When all four tubes have been collected, place all tubes into plastic collection bag with absorbent material and keep in freezer with frozen ice pack until ready to ship.

- 1 Collect before breakfast**  
Collect 30 minutes after waking (set a timer if needed)
- 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.**

## 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 off to the lab 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 or on holidays.
- Call FedEx at 1-800-463-3339 for pickup. Mention you have a prepaid bag for overnight delivery. Do not use a 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.

### IF YOU ARE 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 at the halfway point 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).

### IF YOU HAVE MENSTRUAL CYCLES:

- Collect 1 day during days 19-23 of a 28-day cycle, counting the first day of your period as day 1.

### IF YOU ARE POST-MENOPAUSAL OR HAVE HAD A HYSTERECTOMY:

- Collect saliva on any day. Does not change usual testing guidelines.

### WOMEN WITH IUD:

- Collect saliva on any day. Does not change usual testing guidelines.

### MEN NOT ON HORMONES:

- Collect saliva on any day. Does not change usual testing guidelines.

**PLEASE DO NOT SEND ANY MEDICATIONS WITH YOUR KIT.**