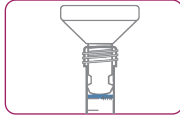


STANDARD OPERATING PROCEDURE FOR SAMPLE COLLECTION

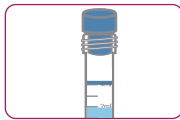
Step 1. Important: Do not eat or rinse mouth for at least 30 minutes before collecting saliva sample. Spit saliva into the funnel gently until it reaches the saliva fill line.



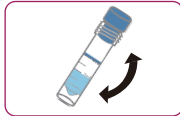
Step 2. Unscrew the collection funnel from the sample collection tube.



Step 3. Close the sample collection tube with the cap provided in the kit. Make sure the cap is on securely.



Step 4. Fasten the collection tube with the cap securely. Gently mix sample up and down at least 5 times.



STANDARD OPERATING PROCEDURE FOR SAMPLE SHIPPING

Step 1: Place the collected sample tube in the biohazard specimen bag (inside pocket) and zip it tightly.



Step 2. Place the completed Test Requisition Form in the biohazard specimen bag (outside pocket).



Step 3. Put the zipped biohazard specimen bag in the FedEx UN3373 Shipping Envelope, stick the FedEx Prepaid label onto the UN3373 envelope, and call FedEx for pickup at (800) GO-FEDEX.



Instruction Video:

The sample collection, labeling and shipping instruction video could be found at: <https://www.diacarta.com/clia-lab/resources>

Storage:

Sample collection kits can be stored for up to 12 months before use. If samples need to be stored more than 48 hours, do so at 2° - 8° C. If a delay in testing or shipping is expected, store samples at 0 °C or below. Specimens received after 96 hours will not be accepted.

Rejection Criteria:

1. Mislabeled sample (e.g. sample with two names or sample that has name that does not match with the identifier/accession)
2. Unlabeled sample
3. Viral Transfer Media (VTM) tubes (sample tubes) with no media due to improper sample collection
4. VTM tubes with no swab (for nasopharyngeal and oropharyngeal collection kits)
5. Specimens that have exceeded the stability time (96 hours after collection)
6. Spilled or leaking sample due to improper packaging

Ship Samples to:

DiaCarta Clinical Laboratory
2420 Camino Ramon, Suite 105
San Ramon, CA 94583
Phone #: 1-800-246-8878 ext 3040
support@diacarta.com

Access your Test Results:

You can access your lab results by logging in to our secure patient's portal within 24-48 hours after lab receipt of your sample.

Patient portal: <https://lims.diacarta.com/patientportal/>

STANDARD OPERATING PROCEDURE FOR SAMPLE LABELING

The First Barcode:

Attach the barcode onto the sample collection tube.



The Second Barcode:

Attach the barcode to the biohazard specimen bag you received with the saliva collection kit.



The Third Barcode: (Optional)

Attach the barcode to the physical copy of the Test Requisition Form provided in the outside pocket of the Biohazard Specimen Bag.



The Fourth Barcode:

The fourth barcode is your own copy for your sample ID.