



CHECK YOUR KIT

Shipping Materials:

- 1 x Box that contains the collection kit
(Please keep this box for returning your samples)
- 1 x Patient Information Form
- 1 x Padded envelope
- 1 x DHL bag
- 1 x DHL shipment waybill

Collection Materials:

- 2 x Royal blue top k2 EDTA tubes
- 2 x Bio-hazard bag with absorbent pads
- 1 x Urine collection jug
- 1 x Blue top urine test tube
- 1 x Pink hair collection bag
- 4 x Sample labels
- 1 x Clear plastic tube holder

If any items are missing or expired, contact Nordic Laboratories at testkits@nordicgroup.eu or 0044 (0)1580 201687

PREPARATIONS

- **IMPORTANT:** Write name, date of birth and date of collection and gender on the labels, prior to collecting the samples.
- On the Patient Information Form: Verify that the name and date of birth are correct. Write the date and times of each collection.
- This test kit requires three samples: Blood, urine and hair.
- Do NOT eat seafood or fish products for 72 hours prior to collecting your blood sample. Fish oils are ok.
- Please note, for patients doing the Mercury TRI Test – your urine and blood samples must be taken within 48 hours of each other.
- Persons who are menstruating: you must wait until menstruation has ceased before collecting your urine samples.
- Do not send hair that has been treated with a perm; all other hair treatments, including dye, are acceptable. If you do not have enough scalp hair or you have a perm, you can substitute pubic/body hair.
- This test kit must only be collected on a Monday, Tuesday or Wednesday and must be shipped on the same day as collection. Please ensure that you book your blood draw for one of these days, and collect your urine and hair samples on the morning of/day before your blood draw.

BLOOD DRAW COLLECTION (for professional use only)

1. **Write patient's first and last name, date of birth, gender and date of collection** on the two labels and attach them to Royal blue top k2 EDTA tubes, using a permanent marker.
2. **Draw** the blood into the Royal blue top k2 EDTA tubes, filling them at least half way (minimum 2ml per tube). We only need one tube for Mercury Tri Test and one tube for Blood Metals Panel. If you are doing both test, we need two tubes.
3. **Do not spin or freeze blood. We cannot analyze clotted blood.**
4. **Place** the tube containing the sample into the clear plastic tube holder.
5. **Place** the tube(s) holder into the **bio-hazard bag** ready for shipping.

If you are not able to ship the test on the same day as blood draw please store the blood in a refrigerator. Do not store for more than 24 hours.

URINE COLLECTION

1. Write your name, date of birth, gender, and collection date on the label and affix to vial, as well as writing it on the **Patient Information Form.**
2. **Empty bladder before** going to bed at night. **Do not collect this urine.**
3. **Collect** your first morning urine into your collection jug (not the beginning or end of flow).
4. Transfer a portion of your urine sample into the blue top urine sample test tube. The sample should fill up the tube between lines marked 9 and 11. DO NOT fill the sample tube to the very top. **Screw** cap tightly onto the tube.
5. **Dispose** of the remaining urine.
6. Place the **tube** containing your sample into the **bio-hazard bag** and seal.

HAIR COLLECTION

You will need: Scissors or Shears

1. Write your name, date of birth, and sample date on the sample label provided, and affix it to the pink hair bag.
2. Pinch a section of the hair at the base of the back of your head. The amount of hair should be about ½ " wide when flattened, between 100 and 200 strands of hair.
3. Cut the hair as close to the scalp as possible. You may want to ask a friend or family member to help you with this step.
4. Trim the sample so that the only portion of hair going into the pink sample bag is the one-inch section closest to your skin (the sample should be about one inch in length, and ½ inch in width when laid flat). If your hair is too short, please double the width to about 300-400 strands of hair, or about half a gram in weight. There must be a sufficient amount of hair sampled for analysis.
5. Place the section of hair (1 inch closest to scalp) into the Pink sample bag and seal it closed.

SHIPPING PREPARATION

- Make sure that you have written on the Patient Information Form: first and last name, date of birth, gender and date of each collection.
- Place the Bio-hazard bag containing your Royal blue top k2 EDTA tubes into the padded envelope, and then place the padded envelope into the box along with your urine sample, hair sample and the *completed* Patient Information Form.
- Please ship your samples on the same day as collection. If you cannot ship the sample the same day you finish the collection, such as over a weekend or holiday, Place the box containing the Royal blue top k2 EDTA tubes and the urine sample in a refrigerator until you are ready to ship the test collection kit - Do not store for more than 48 hours.
- *This test kit must only be shipped on a Monday, Tuesday or Wednesday only, and must not be stored for more than 48 hours.*

SHIPPING

Please ship with DHL. To book your shipment, follow the steps below. The DHL shipment waybill supplied with your kit has most of the required information on it, all you need to do is fill out section 2 with the required details.

1. Phone DHL:
 - Please find the local number by going on the DHL website, www.dhl.com.
2. Arrange for a collection from a convenient address, e.g. home or work.
3. You will be asked to provide the "**address of the receiver**". This is pre-filled on the shipment waybill supplied with your kit. The address is:
 - Nordic Laboratories, Nygade 6, 3.sal, 1164 Copenhagen, Denmark. Tel: +45 33 75 10 00
4. You will be asked who will pay for the shipment. Answer "**Nordic Laboratories**" and provide the following account: **968 083 329**. Do NOT pay anything to DHL yourself.
5. When asked which delivery option please answer "**Express Worldwide**". This service is ideal for your sample. No other delivery option is necessary, even if DHL suggests so*.
6. Provide the weight as **0.5kg**. If asked for dimensions, say you do not have them.
7. If requested, the package contents should be declared *only* as "**Exempt Human Specimen**".
8. You will need to give DHL a pick up time. The window of time they require differs from country to country and region to region. Normally it is between 2 and 4 hours. Someone will need to be present when DHL arrives.
9. Keep a note of the reference number DHL gives you for the pickup.
10. When DHL arrives, give them the shipment waybill, which they will sign and give you a copy of. Please also give them your completed pro-forma invoices.
11. On the top of the shipment waybill is an 8-digit number. You can track your shipment on the DHL website, www.dhl.com, using this number.

If you have any questions, please email Nordic Laboratories at info@nordic-labs.com

***Please note that in the event of any other DHL delivery option (such as 'Express 9am', or 'Express 12pm') being selected a £50 surcharge will be added to your invoice. For dry ice service a £100 surcharge will be added.**

Nordic Laboratories Aps

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