



## CHECK YOUR KIT

### Shipping Materials:

- 1 x Plastic box containing the collection kit  
(Please keep this box for returning your samples)
- 1 x Patient Information Form
- 1 x DHL bag
- 1 x DHL shipment waybill

### Dried Urine Collection Materials:

- 4 x Urine collection strips
- 1 x Re-sealable bag

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

## PREPARATIONS

- **IMPORTANT:** Write name, date, and collection time on the back of the urine collection strips, **prior** to collecting the samples.
- **DO NOT** touch filter paper with hands.
- On the **Patient Information Form:** Verify that the name and date of birth are correct. Write the date and times of each collection, along with any medication or supplements currently being taken.
- All **FOUR** samples should ideally be collected on the **SAME** day.

### What day should samples be collected?

- Women who no longer have menstrual cycles and men can collect on any day.
- Premenopausal women with regular cycles should collect on days 20, 21 or 22 of a 28-day menstrual cycle (day 1 is the first day of menses).
- Premenopausal women with shorter or longer cycles should collect 6-7 days prior to expected menses.

### On the day of testing:

- Collect per instructions below and be sure to note collection times on the back of the urine strips.
- **Reduce** excessive fluid intake (e.g. less than 2 litres) during the day of collection, to avoid over-dilute urine.
- **Hormone Users:** During day of urine collection, take hormones as usual according to your physician's instructions. If you usually take hormones in the morning, do so **AFTER** completing your first morning collection.
- **Vaginal Hormone Users:** Do **NOT** use hormones vaginally for **at least 3 days prior** to urine collections as this may directly contaminate the urine with the supplemented hormone and cause false-high results.

The following is a step-by-step process for collecting your samples, including the suggested time for hormone supplementation.

### First morning Collection – typically between 5:00am and 7:00am

- Collect **immediately after waking up** in the morning.
- After collecting your first samples, take supplements, vitamins, hormones etc. and eat/drink normally (less than 2 litres of fluid).
- **Hormone users:** After the first morning collection, supplement with your regular morning hormone dose (**AVOID VAGINAL HORMONE USE**). Wash hands thoroughly afterwards – especially if you are using topical hormones.

### Second Morning Collecting (on the same day) – typically between 7:00am and 9:00am

- Collect your **second urine void of the day** as close to 2 hours after the first collection as possible.

### Evening Collection – Typically between 4:00pm and 6:00pm

- Collect prior to your evening meal.

### Night Collection – Typically between 10:00pm and Midnight

- Collect just **before** going to bed.
- **Hormone users:** If you supplement hormones at night before bed, collect your last (night) sample before using hormones (e.g. oral or topical progesterone). Vaginal hormone use may be resumed **AFTER** the last urine collection of the day.

## COLLECTION

1. Write the time on the back of the urine strip just before collecting your samples.
2. Open urine card cover and fold back away from the filter paper portion. Do **NOT** touch the filter paper with your hands.
3. **Saturate** the filter strip either by **urinating** directly on it **OR** by first collecting urine in a **clean cup** and **dipping** the filter paper up to the **black dash-line** several times.
4. Hang or tape the urine strip on a towel rack or other convenient surface with the protective cover pulled back and away from the saturated filter paper. Do not allow anything to touch the wet filter paper while it is drying. The urine soaked into the urine paper will not drip.
5. Allow to dry for at **least 3 hours** (optimally 6 hours).
6. **Repeat** steps above for each urine collection.
7. Allow samples to dry overnight.
8. Next morning **close flaps** of urine collection cards (without touching filter paper) and place into the re-sealable bag and seal. Wash and dry hands thoroughly before touching the urine strips.

### WHAT IF I AM NOT AT HOME DURING A COLLECTION TIME?

If samples must be collected away from home (e.g. at work), find a safe place (desk drawer, bathroom cabinet, locker) to store the sample to allow it to dry for at least 3 hours before handling.

### WHAT IF I MISS A COLLECTION?

If you miss a collection time, simply collect the sample at the designated time on the following day. For example, the "Second morning" sample, if missed on day one, may be collected 2 hours after waking up on day two. Be sure to note, prior to collection, the date on the collection strip and Patient Information Form.

## SHIPPING PREPARATION

- Make sure you have written on the **Patient Information Form**: the date, times of collection, and any medication or supplements being taken.
- Please ship your specimens as soon as possible. If you cannot ship the specimens the same day you finish the collection, such as over a weekend or holiday, please leave the urine strips at **room temperature**.
- Place **re-sealable plastic bag** containing the **collected samples** along with the **completed Patient Information Form** into the **plastic box**.

## 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](http://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.
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](http://www.dhl.com), using this number.

If you have any questions, please email Nordic Laboratories at [info@nordic-labs.com](mailto: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.***

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