

Returning Samples to Rocky Mountain Analytical

- ☞ When you have filled the TWO screw-top test tubes nearly full with urine (about 9 ml), screw the cap *tightly* onto the test tubes and freeze inside the foam container with the cold pack.
- ☞ Once frozen, place the foam container containing the two test tubes inside the bio-hazard bag and seal it, leaving the absorbent square inside the bag (NOT inside the tube).
- ☞ Place the re-sealable biohazard bag with the two test tubes, foam container and cold pack along with the completed requisition form, inside the Rocky Mountain Analytical box and close the box. Place the box inside the Priority Courier Flexipack, making sure the pre-paid address label is visible to postal employees.
- ☞ Take packaged sample to the post office on a Monday or Tuesday morning so that we receive it no later than Thursday.
- ☞ Take addressed pre-paid Priority Courier Flexipack to any Postal Outlet. **Please ensure that your Postal Code appears in the "From" section of the address label.**

Method of Payment

- ① Your health care provider has the information regarding billing. At his/her request, you may be asked to send payment directly to Rocky Mountain Analytical. If this is the case, please send either cheque or a completed credit card authorization form (available from your health care provider or on our website: www.rmalab.com) with your sample.

Privacy Information

- ① Your health care provider's initials or signature on the requisition is our legal authority for analyzing your urine specimen. The personal information you provide is necessary for us to provide a thorough analysis of your sample. This information will be stored confidentially and used only for the purpose of analyzing your specimen. Some aggregate data may be used for research purposes. If you have any questions regarding this or any other issue regarding our testing, please contact Rocky Mountain Analytical at Unit A, 253147 Bearspaw Road, Calgary, Alberta T3L 2P5. Phone 403-241-4513 or Fax at 403-241-4516. Our email address is info@rmalab.com.



COLLECTION INSTRUCTIONS URINARY THYROID ASSESSMENT

KIT CONTENTS

- Requisition Form
- Collection Instructions
- 7mL transfer pipette
- Thymol powder (preservative) in snap tube
- 2 x 10 mL plastic test tubes
- Resealable plastic bio-hazard bag with absorbent square
- White foam container with cold pack
- Prepaid Priority Courier envelope
- Instructions for assembly of cardboard urine collection container.

****Important : Ensure that your health care provider gives you a 3L cardboard container to collect urine over the 24 hour period.**

TEST REPORTS

Please allow 14 days after sample is received at Rocky Mountain Analytical for the completion of the test report. Test reports will be sent to the ordering practitioner.

Rocky Mountain Analytical
Unit A, 253147 Bearspaw Road NW
Calgary, AB T3L 2P5
Phone: (403) 241-4513

General Testing Information

- ① Rocky Mountain Analytical is a testing laboratory and does not diagnose, prescribe or make specific treatment recommendations.
- ① Note to women: **do not collect urine during menstrual period.**
- ① Try and collect your urine on a day when it is most convenient; a weekend may be preferable.
- ① During collection, please maintain your usual dietary habits. **Please do not increase your fluid intake.** Avoid or minimize caffeine intake for two days prior to collection.

Instructions for Collection of Urine

- ✓ Lay out the kit contents the night prior to beginning collection.
- ✓ **Completely empty (void) your bladder the morning of collection but do not collect this first morning urine.**
- ✓ After emptying your bladder, record time on requisition form.
- ✓ **After you have emptied your bladder, you should begin to collect all your urine for the next 24 hours** (and include the next morning's first urine).
- ✓ **Collect the urine in the 3 litre cardboard container provided.** (See separate sheet on assembly of urine container).
- ✓ Store urine in refrigerator between collections.
- ✓ You may urinate directly into 3L container, or use a clean, dry container and transfer the contents directly into 3L container.
- ✓ Most people do not exceed 3 litres of urine in a 24 hour period, however if you do, you will need to find a larger clean container.
- ✓ After you have completed the 24 hour urine collection, **record the volume of urine to the nearest 100ml on the requisition**
- ✓ **After collection is complete, open snap cap tube containing thymol and put tube into container.** Mix the contents of the 3L container by gently swirling the container from side to side to ensure uniformity.
- ✓ **Use the clear transfer pipette supplied to transfer approximately 9 mL of urine from the 3L container to each of TWO test tubes.** Do not attempt to send the 3L container to the laboratory, as the sample will be refused.
- ✓ Write your name, date of collection and the total volume collected on the test tube provided and **immediately freeze the samples.**
- ✓ Package samples as per instructions "Returning Samples to Rocky Mountain Analytical" on back of Collection Instructions and **mail sample the frozen sample on a Monday or Tuesday.**

Collection Instructions If You Are Taking Thyroid Hormones

- ✓ If you currently supplement with thyroid hormone, continue taking at the usual times. There is no need to discontinue or alter your dose.
- ✓ Note: it takes approximately 2 months of thyroid hormone therapy before levels can reliably be measured in urine.
- ✓ To get a baseline level of thyroid function, a minimum of 3 weeks without thyroid hormones is necessary. Note: do not stop thyroid hormone therapy without consulting with your physician.

Completing the Requisition

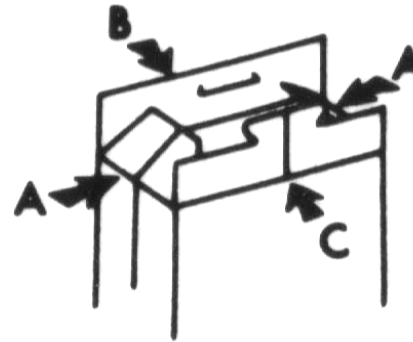
Please include the following information on the requisition and **use ball point pen** black or blue ink (no markers, gel pens or red ink) to mark the test tube label and requisition.

- ✗ **Provider Information:** We need name, address, and signature (or initials) in the health care provider box. We cannot process results without provider information.
- ✗ **Contact Information:** Please include your name and address so we can contact you if necessary.
- ✗ **Height, Weight, Date of Birth:** We cannot analyze your sample without your date of birth. Age and body mass are important to the proper interpretation of your results.
- ✗ **Volume of Urine:** Please use the measurement lines in the clear diagonal window on the side of the 3L cardboard container to determine the volume of urine collected over the 24 hour period. Record the volume to the nearest 100ml on the requisition and on the two test tubes with the 9 ml samples. Your sample cannot be processed without an accurate volume measurement.
- ✗ **Hormone Use:** We need to know if you are using thyroid hormone, what the dose is and when you last used it. If you are taking other hormones (e.g. estrogens or testosterone), we would also appreciate that information.
- ✗ **Symptoms:** Although this is optional, rating your symptoms helps us with the interpretation of your results. As more people are tested, we are able to see the relationships between hormone levels and symptoms.

Directions for assembly of urine container



1. Spread walls of carton with hand inside. Then press inward on side creases. Ensure that the plastic liner is flat against the cardboard.



2. Tuck bag inside. Fold bottom flaps inward in alphabetical order (the two A's, then B, then C)



3. Pinch lock on flap C and insert into slot on flap B.



4. AFTER urine collection, add preservative to urine collection container. Snap open the tube containing thymol powder preservative and drop the whole tube (with the powder still in it) into the container. Leave open tube in container: the powder dissolves in the urine, and the tube is inert.

5. **IMPORTANT:** Make sure that the plastic liner is pressed flat against the sides of the cardboard container and that the liner is visible in the diagonal volume window. This is necessary to get an accurate measure of the total volume of urine over 24 hours.

6. **DISPOSAL:** To dispose of container (after discarding excess urine in toilet), close flap over opening, open flaps at bottom. Flatten the cardboard.