
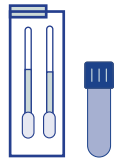


STEP 1:

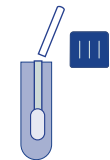
PREP		<ol style="list-style-type: none"> 1. Lay out all the contents of your kit. 2. Write the project name and provider name on the provided label and adhere the label to the blue top tube. 3. Fill out the Requisition form and the Chain of Custody Form Client and Location Information Section, ensuring the Client Name matches the requisition form information exactly. IMPORTANT: Courier and tracking information can be found on the prepaid shipping label attached to the return envelope.
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STEP 2:


COLLECT		<ol style="list-style-type: none"> 1. Utilizing the swabs provided within the kit, select up to 2 of the collection options listed below. <i>Air filters and areas of visible mold are preferred methods.</i> 2. Ensure you collect as much dust or swab sample as possible. 3. Place all samples, including the collection tools, into the same biohazard bag. 4. Write the description of the collection area/collection option on the Project Sample Information section of the Chain of Custody form.
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Collection Option	Collection Process
Air Conditioner Filter - <i>Preferred Method</i> <small>Best if air filter has been in use for a minimum of 1 month</small>	-Begin by rubbing the swab over the airfilter for a minimum of 30 seconds. -Next collect as much dust onto the tip of the cotton swab as possible. Preferably 1-3 grams.
Area of Visible Mold or Water Damage - <i>Preferred Method</i>	-If mold is visible, Moisten the cotton end of the swab slightly. -Swab the visible mold for 30 seconds, while rotating the swab.
Heater/Air Conditioner Vent - <i>Preferred Method</i>	-Rub the cotton swab along the vents/grates to collect dust. -Collect 1-3 grams of dust, roughly a bottle cap full, and place into the blue transfer tube.
Windowsills	-Moisten the cotton end of the swab slightly. -Swab any visible mold or dark spots on the windowsill by rubbing the suspected area for 30 second. -If mold is not visible, swab the bottom corners of the sill covering the area 2 inches from the corners thoroughly.
Dust Under/Behind Furniture	-Swipe back and forth in a continuous motion collecting dust. -Continue dusting until you have collected 1-3 grams of dust (roughly enough to fill a bottle cap).
Refrigerator Dust	-Collect dust from the back of the refrigerator or from its refrigerator vent. -Collect roughly 1-3 grams of dust (roughly a bottle cap full)
Vacuum Cleaner Filter	-Start by rubbing the swab along the filter for a minimum of 30 seconds. -Then use the swab to collect 1-3 grams of dust from the air filter, roughly a bottle cap full.

STEP 3:

COLLECT		<ol style="list-style-type: none"> 1. Once dust had been collected utilizing an above collection option, take the blue top transport tube and pull to remove the top. 2. Place the soft end of the swab (after collecting specimens) into the base of the transport tube. 3. Push the shaft of the swab into the side of the transport tube to snap it off, allowing the tip of the swab to fall to the bottom of the tube. 4. Repeat steps 1-3 for the second swab 5. Place the blue cap back on top of the transport tube and press down to secure. IMPORTANT: Make sure the blue top tube is labeled with project & provider names! 6. Place the transport tube containing the swabs into the biohazard bag and seal.
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STEP 4:

RETURN		<ol style="list-style-type: none"> 1. Fold the filled out requisition form and chain of custody form, then place them into the pocket on the outside of the provided biohazard bag which includes your collected samples. 2. Enclose the biohazard bag within the plastic kit container and place the container into the return shipping envelope. 3. Seal the return shipping envelope and adhere the prepaid return shipping label to the outside of the envelope. 4. Ship the specimen to the lab at ambient temperature.
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REALTIME
A US BIOTEK LABORATORY

**Environmental Building
Collection Instructions**
Environmental Mold & Mycotoxin Assessment

GETTING STARTED

Accurate test results start with a properly collected specimen. Please review the specimen collection instructions thoroughly before you begin.

To Avoid Specimen Rejections:

- Ensure the chain of custody and requisition form are filled out completely.
- Choose 2 of the listed collection options for your samples. Air filters are the preferred collection option.
- Label your specimen with the patient's name, DOB, and sample description. Ensure the sample description matches the sample description on the Chain of custody form.

General Guidelines

- Ensure you collect enough dust from the areas within your home to achieve a proper assessment.
- Air filters within HVAC systems, central heating system, or similar systems are preferred. Portable air filters are the next best thing.
- This test is meant to identify the presence of mold and mycotoxins within the air of a space, not to identify the source of the exposures.
- We do not provide testing on water samples.

All components of this kit are permitted for one-time use only.