



Saliva Sample Collection Procedure Quick Reference

Before testing site arrival

Prior to collecting a saliva sample, patients should be instructed to:

- limit consumption of food and water for 1 hour prior to providing the sample, and
- avoid brushing teeth, using mouthwash, or using tobacco products for 1 hour prior to providing a saliva sample, and
- register for a test collection appointment through their sponsoring organization.

At testing site

Upon arrival, patient will check in with their name, DOB, and organization ID.

- If patient does not have a patient record, collection check-in staff will direct them to use a personal device where they can create patient record and schedule an appointment at the collection site (either using their mobile phone to register on the Epic app or using a laptop at home or the library).

The collection check-in staff will then:

- match to patient record/appointment in Epic system,
- put label onto sample vial,
- use the Industrial Sharpie marker to write the date of birth (DOB) of the patient on the label in the white space,
- ask the patient to verify their DOB is correct, and
- then scan barcode on a label and match to patient record.

Collection check-in staff will then hand vial to patient and instruct them to:

- use straw to carefully dribble 1-2 ml of saliva into the tube, then
- walk tube over to collection station.
- carefully remove the straw without spilling any contents and place straw into biohazard bag,
- cap the tube tightly, and hold up for collection site assistant to scan into the packing list.
- place the specimen vial into the sample collection rack.

Collection staff should then:

- ensure vial properly sealed and placed upright into a wire tube rack,
- place collected samples into a plastic secondary container every hour, and
- transport to the testing laboratory for your collection site.

