1. Sanitize your hands.
2. Empty the contents of your testing kit onto the table.
3. Blow your nose. Deposit the used tissue in the biohazard waste bin.
4. Open vial by twisting the cap. Set the vial and the lid down on the table.
5. Open the swab from the side that says “open.” Tips:
   • Hold the swab at the end that you touched when you opened it. Don’t touch the swab beyond the marked point.
   • Don’t touch anything with the swab except the inside of your nose.
6. Lift the tip of your nose to open up the nostrils.
7. Insert the swab into one nostril until you meet slight resistance (about an inch).
   Rotate the swab three times.
8. Repeat in the other nostril with the same swab.
9. Hold the vial steady with one hand. Slowly twist the swab into the vial with a corkscrew motion. Push the swab to the bottom of the tube. There will be slight resistance.
10. Move the swab up and down rapidly inside the tube 10 to 15 times without moving the swab out of the liquid.
11. Slowly and gently remove the swab and discard it in the biohazard waste bin.
12. Recap the specimen vial. Make sure the cap on the tube is tight and won’t fall off.
13. Look for a slot opening at the top of the specimen bag in the middle of the white taped off area. Slide the vial into this slot of the bag.
14. Peel off the entire white, rectangular sticker surrounding this slot at the top of the bag.
15. Look for “FOLD AT OPENING” label with two small arrows pointing together. Fold here to bring together the two sticky halves and seal the bag tightly.
16. Add the square sticker with the bar code to the top of your printed order form.
   Fold the paper in ½ and insert it into the outside pocket of the bag.
17. Deposit the bag into the collection box.

YOU’RE DONE!