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PLEASE FEEL FREE TO PRINT OUT ANY SECTION OF THIS MANUAL FOR YOUR CONVENIENCE!

SPUTUM COLLECTION

EARLY MORNING SPUTUM COLLECTION

If you have any questions about these instructions or the test itself, please feel free to ask. Following these instructions exactly as written will ensure that your doctor will receive the most accurate results possible.

You are being asked to provide a sputum (phlegm) specimen. Testing of your sputum sample will help your doctor know what is happening in your lungs. It is very important that the specimen come from your lungs. Getting a specimen from deep within your bronchial tree (lungs and bronchial tubes) is not an easy task, so the following steps should make it a little easier.

1. If you faint easily, please notify your nurse (or lab personnel) before you start the collection. In this case, someone will stay with you while you attempt to collect the specimen.
2. The best specimen can only be collected immediately upon your waking or at least before you get up and are active. For this reason, the night before you collect it, you will be given a container to do so.
3. Please do not touch the inside of the container with your fingers or tongue while collecting. These may pose a risk of contamination. Contaminating bacteria may hide or mimic a true infection, so please be careful when collecting.
4. You must rinse out your mouth 2-3 times with water and discard each time before beginning the collection. Objects such as food particles, saliva, and loose skin cells may also contaminate the specimen. Rinsing helps to clear some of these out so your specimen is as true as possible.

NOTE: If you experience a spasm of coughing after you get up and before you have had a chance to rinse your mouth, go ahead and try to collect any sputum that comes up.

5. Remove the lid or open the lid of the specimen container and place it conveniently within your reach.
6. Sit on the side of the bed, or a chair, and lean forward.
7. Begin a series of deep breaths, then make an attempt to cough from deep within your chest (use your abdomen if possible).
8. If at any time during the collection you find yourself in distress, notify your nurse or lab personnel immediately.
9. Upon dispensing the sputum into the cup, allow it to fall from your tongue. **DO NOT SPIT IT INTO THE CUP.** Spit contains saliva that can contaminate your specimen.
10. Recap the container and give to the nurse or lab personnel upon completion.

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URINE COLLECTION PROCEDURE

Midstream, clean-catch for Culture and Sensitivity

MALE:

Your doctor has ordered a urine culture to see if there are any bacteria in your urine. Please follow these instructions:

1. Remove lid by turning counter clockwise.
2. Place lid on flat surface, upside down
3. Open packet of 3 towelettes.
4. Retract foreskin (if present)
5. With the first towelette, cleanse the meatal orifice (opening) with a single downward stroke. Discard towelette.
6. Repeat step 5 with the two remaining towelettes.
7. Begin urinating in toilet. As you continue, bring the urine collection cup into the stream (midstream) and fill at least halfway.
8. Without touching the inside of the cap, pick it up and screw onto container.
9. Your name and date of birth, along with date and time of collection must be on your container after collection. You may write it, have a nurse write it, or have lab personnel label it. We will not process unlabelled urines. Refer to lab if you have any questions.

FEMALE:

Your doctor has ordered a urine culture to see if there are any bacteria in your urine. Please follow these instructions:

1. Remove lid by turning counter clockwise.
2. Place lid on flat surface, upside down
3. Open packet of 3 towelettes.
4. While seated on toilet, spread labia major (outer folds).
5. With the first towelette, wipe one side of the labia minor (inner fold) using a single downward stroke. Discard towelette.
6. With the second towelette, repeat procedure on opposite side. Discard towelette.
7. With the third towelette, cleanse meatus (center area) with a single downward stroke. Discard towelette.
8. Begin urinating in toilet. As you continue, bring the urine collection cup into the stream (midstream) and fill at least halfway.
9. Without touching the inside of the cap, pick it up and screw onto container.
10. Your name and date of birth, along with date and time of collection must be on your container after collection. You may write it, have a nurse write it, or have lab personnel label it. We will not process unlabeled urines. Refer to lab if you have any questions.

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GLUCOSE TOLERANCE TEST

Patient Collection Guidelines

The glucose tolerance test is a lab test to check how your body breaks down sugar.

Before the test begins, a fasting sample of blood will be taken.

You will then be asked to drink a liquid containing a certain amount of glucose beverage. Your blood will be taken again in defined time intervals defined by your doctor's order.

The test takes up to 3 hours.

Please read these instructions completely.

If you have any questions about these instructions or the test itself, please feel free to ask.

Following these instructions exactly as written will ensure that your doctor will receive the most accurate results possible.

1. If having your blood drawn may cause you to faint, please notify lab personnel before you start the test.
2. You should have been on a regular diet with plenty of starches (carbohydrates) for at least 3 days prior to today. If you have been on an unusual diet or have been eating less than usual, notify lab staff.
3. You **MUST** be fasting a minimum of 8 hours before this test. This fasting must continue throughout the procedure, with exception of the glucose beverage and any water given. If you are an inpatient and someone brings you food and/or drink, notify the nurse. Do **NOT** eat or drink unless given permission.
4. You must not smoke during this test. Find a quiet place to wait for your next specimen collection (e.g., laboratory lobby, hospital lobby/waiting room). The reason for this is that we want you to remain calm and not become excited, anxious, or distressed in any way because your body's alarm response system will cause changes in blood sugar concentrations.
5. If anyone comes to perform another test on you while the GTT is underway, or if anyone wants to take you to another department in the hospital for exams/testing, notify them that you are having this test performed and ask to reschedule with them. Failure to perform this glucose tolerance test according to these strict requirements may result in you having to repeat the entire process.

STOOL CULTURE

Patient Collection Guidelines

Your doctor has ordered a stool culture to test for pathogens (harmful bacteria) in your stool. In order for the microbiology lab to obtain accurate results, a proper collection procedure must be followed. Please read the following carefully.

Before you start:

DO NOT

- Collect the sample from the toilet bowl
- Collect the sample if urine is mixed with stool
- Use toilet paper to collect the sample
- Collect from a sample that is not freshly passed

DO

- Collect the sample into clean, dry container obtained from the laboratory.

Collecting the stool:

Pass the stool directly into a clean, dry container such as a wide-mouthed, plastic container or bedpan.

NOTE: It is imperative that the container be clean and dry, free from any urine contamination. AGH lab does accept diapers for culture; however urine contamination chances may increase in diaper use, so caution must be used.

Under special circumstances, a CultureSwab may be used for stool culture. Please send to lab as soon as possible once inoculated.

FECAL OCCULT BLOOD

Patient Collection Guidelines

Please read and follow these instructions completely:

A fecal occult blood test checks a stool sample for blood that can't be seen with the naked eye. Blood in the stool is a sign of bleeding in the digestive tract. This could indicate cancer, polyps, hemorrhoids, diverticulosis, or inflammatory bowel disease, also called colitis.

Before you begin the collection process:

Do not take nonsteroidal anti-inflammatory drugs, such as ibuprofen (Advil) or naproxen (Aleve), or aspirin for seven days before the test. Acetaminophen (Tylenol) is safe to use. If you take aspirin daily to prevent heart disease, talk with your health care provider before you stop taking this medication.

Do not take vitamin C supplements or drink or eat juice or fruits high in vitamin C for seven days before the test. Vitamin C can cause a false-negative test result.

Don't eat red meat, such as beef, lamb, pork, and liver, for three days before testing. Although it's unlikely, these foods could alter your test result. In some cases, health care providers don't give any restrictions because this may make patients less likely to do the test. Having the test is the most important thing.

Foods you should eat before and during collection include:

Well cooked pork, poultry, and fish, any cooked fruits and vegetables, and foods high in fiber (e.g., whole wheat breads, bran cereal, popcorn, etc.)

Collecting the stool:

The sample should be collected in a clean, wide-mouthed container, bedpan, or diaper, and should not be contaminated with water or urine. The container should be properly labelled with the patient name, date of birth, and DATE/TIME OF COLLECTION. Stool samples should not be collected if obvious anorectal bleeding is present. Pre-menopausal women must be instructed to avoid collecting stool samples during the first 3 days of menstruation. Unless instructed otherwise, fecal samples should be collected from 3 consecutive bowel movements or 3 bowel movements closely spaced in time. Do not collect 3 samples from the same bowel movement.

After all samples are collected, bring them to the lab as soon as possible.

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24-HOUR URINE COLLECTION

Patient Collection Guidelines

Your doctor has ordered a test which requires you to collect your urine in a special container for 24 hours. In order to get an accurate test result, please follow these instructions very carefully.

1. Laboratory personnel will help you pick a suitable time to start the test. At that time, urinate and discard that first urine.
2. All the urine you pass for the next 24 hours must be put in that special container given to you by the lab. This container must be kept in the refrigerator or on ice. Your container may contain a preservative, so do not inhale directly over the opening.
3. Exactly 24 hours from the time you began the collection, urinate and add this last specimen to the container.
4. Bring the container to the Lab as soon as possible.

DATE AND TIME STARTED: _____

DATE AND TIME FINISHED: _____

YOUR WEIGHT: _____

YOUR HEIGHT: _____