

## Procedure for Sample Collection, Faecal Microbial Analysis

### Bioscreen Test Kit (Australia Post)

Collect and Post specimens only on **Monday**.

Do not dispatch a sample if there is a Public Holiday scheduled within the next 4 days (for Victorian Public Holidays, see end of Document). Please check for your states Public Holidays.

Your sample must be packaged carefully to ensure the preservation of all the organisms in your sample.

Samples that are incorrectly packaged will be rejected by the laboratory as being unsuitable for testing. If a recollection is required, you will be charged for the cost of a replacement kit (\$94).

### Contents of the FMA Test Kit

- Three gel freezer packs must be frozen for at least **24 hours** prior to use: THE FREEZER PACK MUST BE FROZEN ABSOLUTELY FLAT.
- Patient questionnaire form (part of this booklet).
- One specimen container. The specimen container is a clear plastic jar with a white screw cap lid. Please write your name, date of birth and the collection date on the label.
- One anaerobic pouch which is a silver foil envelope (**labelled *BD GasPak EZ Anaerobic Pouch System with Indicator***).
- One airtight transparent plastic bag with a zip lock type seal.
- One disposable glove (discard after use).
- One absorbent tissue, please return inside the polyurethane box, it is used to absorb any slight leakage or condensation.
- One buff coloured polyurethane foam box to insulate and keep the sample cool.
- One Velcro Strap to secure the lid of the Polyurethane foam box.
- One cardboard outer box. **DO NOT DISCARD**. The box is needed for return of your sample.
- One pre-printed eParcel Express POST label for the return of your sample. Please keep the label in a safe place, if the label is lost you will be charged \$20 for a replacement label. **This label must be signed before sending the kit back.**

### Antibiotics / Probiotics / Some Herbs/ Fermented Foods

Antibiotics should not be taken for 4 weeks before prior to testing.

Antifungal drugs (such as nystatin) should not be taken for 2 weeks before prior to testing.

Probiotics should be stopped for 2 weeks before testing. For prescribed probiotics, please consult your health practitioner prior to collecting your sample.

Some Herbs can affect the test result. Anti-bacterial herbs such as Golden Seal, Chinese Wormwood and Olive Leaf Extract should be stopped for 2 weeks before testing.

Please avoid fermented foods for up to two weeks before your sample is collected.

**Before stopping antibiotics/antimicrobial herbs please check with your practitioner that it is appropriate to do so.**

## Collecting a Faecal Sample

**Post specimens only on Monday. Do not dispatch a sample if there is a public holiday scheduled within the next 4 days (Victoria, see end of Document).**



To access instructional video, please scan this QR code.

1. Place the gel freezer packs in the freezer twenty-four hours before you plan to collect your faecal specimen. It is important that they are frozen flat in your freezer. There can be two gel freezer packs or three gel freezer packs depending on your location.
2. Use the disposable glove to collect your faecal sample. This may be done by collecting the faeces either on a piece of toilet paper or into a clean plastic container such as an old ice cream tub. The faeces must not come into contact with the water in the toilet bowl.
3. Using the scoop that is part of the cap of the specimen container, collect a sample of your faeces. Please fill the scoop with sample. Do not overfill the jar.
4. Replace the lid of specimen container and screw the cap onto the container. The lid has a hole to allow oxygen removal by the anaerobic sachet. **DO NOT COVER THE HOLE WITH TAPE.**
5. Place the screwed specimen container in the plastic pouch with the zip lock seal.
6. Open the silver foil anaerobic pouch and remove the 'inner paper bag' (looks like a tea bag, see Figure 1). Do not remove the small circular tablet attached to the inner paper bag.



**Figure 1**

7. Immediately place the 'inner paper bag' into the zip lock bag with the specimen container.
8. The zip lock bag must be sealed immediately to exclude oxygen. The 'inner paper bag' contains materials that remove oxygen from the air in the zip lock bag.
9. **THE ZIP LOCK SEAL MUST BE AIRTIGHT. IF THE SEAL IS NOT AIRTIGHT YOUR SAMPLE WILL BE REJECTED.**
10. Please double check that the zip lock seal is airtight, **do not re-open the seal.**
11. If the sample is collected the day before courier pick-up, store the zip lock bag containing the specimen jar in the fridge.
12. When the **faecal** sample is collected, place the absorbent tissue, the zip lock bag containing the specimen jar and the gel freezer packs into the Polyurethane box.

13. Fit the Polyurethane lid to the box. Wrap the Velcro strap around the box to hold the lid in place. The Fuzzy side of the strap should face the outside. Pass the tongue of the strap through the plastic buckle and fold back so that the tongue is secured by the hook and loops of the Velcro strap.

**DO NOT APPLY ANY ADHESIVE TAPE TO THE POLYURETHANE BOX**

14. Place the Polyurethane box into the outer white cardboard box.
15. Place the patient registration form and patient questionnaire on top of the Polyurethane box.
16. Close the outer cardboard box using masking tape.
17. Sign the return label. Remove the backing sheet from the pre-printed eParcel Express POST adhesive return label.
18. Attach the return label directly over the top of the delivery label. If you do not follow this instruction the package may be returned to you after lodgement at the Post Office.
19. The correctly packed and labelled outer cardboard should be lodged at the nearest Post Office as soon as possible on the same day.
20. If there is any delay before travelling to the Post Office, then store the correctly packed and labelled outer cardboard box in a refrigerator (note: **NOT** the freezer compartment of the refrigerator) until you are ready to leave. This delay should not be more than 8 hours (e.g. overnight).

**NOTE:** The correctly packed Faecal Sample **MUST** reach Bioscreen cold, and within 48 hours immediately after collection.

21. The return label has a barcode that is scanned at the Post Office and Bioscreen is charged for the postal fee. The Post Office should not charge you a fee. The Post Office should issue to you a receipt for lodgement.

*Please be aware that the Post Office may ask for photo ID for the person that lodges the package.*

### **Payment for Testing**

Pre-payment is required for all testing.

Payment can be made by the following 3 methods:

1. Credit card (Visa & Mastercard). Please contact Bioscreen at 03 9687 3355. Bioscreen does not accept American Express.
2. Bank transfer. Please contact Bioscreen at
  - a. +61 3 9687 3355, or
  - b. admin@bioscreenmedical.com
3. Personal cheques. Please note personal cheques require clearance from the bank and will delay Collection Kit delivering to you.

### **Documentation**

The Patient Registration Form must be completed for a report to be issued.

Completion of the Patient Questionnaire is optional. This questionnaire is useful in providing advice to your health care practitioner. For this reason, we encourage you to complete the Patient Questionnaire.

## General Enquiries

If there is anything you do not understand in this Instruction Sheet, please contact Bioscreen for more detailed information.

Telephone (03) 96873355 or [admin@bioscreenmedical.com](mailto:admin@bioscreenmedical.com)

You may deliver the Faecal Sample personally at 5 Little Hyde Street, Yarraville (Victoria). Please call us and be sure that staff will be available to accept your faecal sample.

Thank you for choosing us to serve you.

## Victoria Public Holidays 2022

Note: these may differ from the dates in your home state

Monday, 3 January 2022	<b>New Year's Day</b>
Wednesday, 26 January 2022	<b>Australia Day</b>
Monday, 14 March 2022	<b>Labour Day</b>
Friday, 15 April 2022	<b>Good Friday</b>
Saturday, 16 April 2022	<b>Saturday before Easter Sunday</b>
Sunday, 17 April 2022	<b>Easter Sunday</b>
Monday, 18 April 2022	<b>Easter Monday</b>
Monday, 25 April 2022	<b>ANZAC Day</b>
Monday, 13 June 2022	<b>Queen's Birthday</b>
Friday, 30 September 2022	<b>AFL Grand Final Holiday</b>
Tuesday, 1 November 2022	<b>Melbourne Cup</b>
Tuesday, 27 December 2022	<b>Christmas Day</b>
Monday, 26 December 2022	<b>Boxing Day</b>

### **Note to Patients that Obtain their Collection Kit Directly from the Practice**

*The usual practice is for Bioscreen to supply collections kits directly to patients.*

*A few Health Care Practices buy kits in bulk and supply kits to their patients. The Practice may then bill the patient for the kit. We have asked these practices to charge the same fee that Bioscreen charges for kits that are supplied directly to patients.*

*Our current testing fee for an FMA test is \$427 (December 2019). If you are charged a fee that is more than \$427, we would appreciate if you could advise us of this and we will advocate on your behalf.*

**Please note: Bioscreen will only give partial refund for dispatched kits for a valid reason. Our refund policy is valid for 3 months only from date of purchase.**