Saliva Collection for Covid-19 Testing
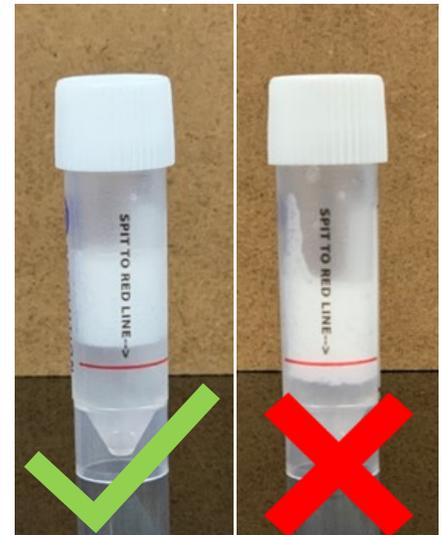
Collection Kit Components:

- 5 mL tube with screw top lid
- Funnel
- Alcohol Wipe
- Biohazard bag
- Absorbent material

Steps for Collecting Saliva:

1. Do Not eat or drink for 30 minutes before sample collection.
2. For best results, rinse your mouth out with water 10 minutes before collection to remove food or other debris.
3. Remove the lid and place the funnel inside the collection tube.
4. Gently drool saliva through the funnel into the collection tube until it is filled to the red line, not including any bubbles that form on top.
5. Reminder: this is the collection of normal saliva; sniffing or coughing up deeper material must be avoided.
6. If you are having a hard time filling the tube, close the tube and take a few minutes to relax and pool more saliva into your mouth before trying again.
7. Ensure that nothing other than saliva is collected (like mucus or food particles) as this may cause your sample to be rejected by the lab.
8. Remove the funnel and throw it away. Place the cap on the tube and tighten to make sure it does not leak during transport.

9. With the provided alcohol swab, thoroughly clean the outside of the tube.
10. Write student's name and birthday on the test tube then stick one of the included barcodes onto the tube, make sure the barcode doesn't cover the name.
11. Place the capped saliva tube in the provided biohazard bag then take it to your school's drop box location on the appropriate day.
12. Viral RNA in saliva will remain stable at room temperature or refrigerated for at least 7 days.

Questions about the K-12 Screening Program, saliva collection, LabDash or the Saliva assay?
Please call 503-769- 9126 to speak to the SCoPE Laboratory.

How to Collect a Sample in LabDash

Once you have collected a sample, **you must register it in LabDash BEFORE** taking it to your school's drop off location.

Log in to your previously created LabDash account at Labdash.net

Step 1: Patient Identification

- In the top left corner of the screen select "Collect Sample"

- Choose the correct patient from the provided list and select "Collect"

- On the next screen, again choose the correct patient and select "Next"

Step 2: Sample Barcode

- On the Sample Barcode page:

    - If using a mobile device, select "Scan Sample Barcode" and scan the barcode

    OR

    - If entering manually, select "Enter Sample Barcode" and enter the barcode by hand

- Select the "Verify" button at the bottom of the page

Step 3: Collect Information

- Under Ordering Provider select "Dr. Melissa Sutton, MD, MPH"

- Under Test Type select "Covid-19"

- Under Collection Method select "Saliva"

- Under How Will This Test Be Covered select :

    - "Insurance" if you entered an insurance policy into Labdash.

    OR

    - "Uninsured" if you did not enter an insurance policy into Labdash

    - **Your insurance WILL NOT BE BILLED and you WILL NOT receive a bill for this test!**

- Fill in the Symptom Checklist with the appropriate information

- Select Verify

Step 4: Review and Submit

- Confirm the barcode entered matches the barcode on the sample

- Label the sample with the student's name and date of birth

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