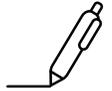# Step by Step Instructions.
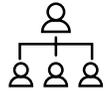
Any deviation from the instructions can result in delayed or inaccurate results.

1 Determine who your administrator will be for pooled testing. The administrator should organize pods of 15-25 participants and have all participant contact information. Determine best testing date considering UPS Monday through Thursday shipping schedule.
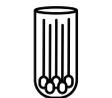
2 The administrator will write the name of their school or organization on each of the included labels. Use the numbered labels in this box to identify and organize your pods. Write or type all participant names into a spreadsheet with each pod numbered. Please see the back of the sheet as an example.
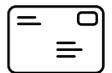
3 Pod leaders will read instructions thoroughly and observe the pod self swabbing. This person should be able to demonstrate, explain, and monitor the testing processes.

4 Prior to swabbing, each participant should properly sanitize and wash their hands. Next, they should blow their nose to bring the mucus forward. With the nostrils moist, they will take the swab into the front of the nose and move in a circular motion four times for at least 5 seconds. Repeat the same process in the other nostril.

5 The pod leader ensures that all participants insert their sample swab side down into one correctly labeled tube identifying their pod. Once all samples are collected the tube is sealed and returned to the group administrator.

6 The administrator collects all tubes and confirms proper labeling. The filled tubes are put into the included padded envelope. The administrator applies the included UPS shipping label with laboratory address.

7 The administrator drops the sealed and labeled padded envelope Monday through Thursday to UPS for expedited shipping. The administrator will receive the results within 12 hours from the sample arriving at the laboratory.

Group Administrator
Someone from your organization initiates testing, sends samples, received report(s), and decides if positive pods should individually retest free of charge.

Pod Leader
Someone from your organization will be selected as a leader who instructs, demonstrates, and collects samples from 15-25 people.

Participant
Persons in your organization who submit a sample as part of a pooled test group.

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Name of Organization: _____

Name of Administrator: _____

Pod Leader: _____

Pod Number: _____ Date of Testing: _____ / _____ / _____

This sheet is an example that you can use to organize your pods. You can make a copy, use this sheet, or duplicate this on as an electronic spreadsheet. If you already have contact information stored it is unnecessary to collect it again. It is not necessary to have 25 people in a pod, but it is the most that can be tested together.

	First name	Last name	Contact info
1			
2			
3			
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