

How to take a nose & throat sample for COVID-19 testing

STEP 1 Wash your hands and place all items on a clean surface. Do not open more than one test pack at a time.

STEP 2 Stand in front of a mirror, open your mouth wide and stick out your tongue, you will see an arch at the back of your throat. Wipe the soft tip of the swab around



the back of your throat as shown in the diagram. Ensure you wipe the five areas shown while avoiding your tongue and teeth. Ensure that you swab each of these areas

several times. This may trigger your gag reflex but should not be painful.

STEP 3 Using the same swab, place the soft tip gently inside one nostril and gently wipe it around the inside of your nose advancing upwards. Complete the same process for the other nostril. Once you have taken the sample, place the soft tip of the swab into the collection tube with the liquid. Break off the plastic end at the breaking off point where it is thinner. Close the tube tightly and ensure that the lid no longer rotates.



STEP 4 Complete the corresponding request form in **BLOCK CAPITALS**. The

name of each test is clearly marked on the top of the form.

STEP 5 Place the collection tube inside the plastic case, ensure this is closed tightly.

STEP 6 Place the sample tube in the top of the clear Biohazard bag and remove the silver foil, seal the bag closed.

STEP 7 Place your request form into the outer sleeve.



STEP 8 Place your completed sample inside the white & purple return bag. (Colour may change). Remove the silver foil and seal the bag.

BioGrad™ diagnostics

STEP 9 You must now register your sample on our website:
<https://www.biograddiagnos-tics.co.uk/registeryourtest>



STEP 10 You are now ready to return your sample. We recommend that you take a picture of your return bag/label, please then keep this for reference of your tracking number.

STEP 11 Post your sample in your nearest Priority Post Box, please post your completed test no later than 1 hour before last collection.

You can find your nearest Priority Post Box at:
<https://www.royalmail.com/priority-postboxes>



Collection times may differ during the weekends. However, the Royal Mail Priority Post box website displays the details of those collected on Sundays and Bank Holidays.

Additional information

If you have any questions or problems, contact us by:

Telephone: 0345 565 1725
(08:00-19:00)

E-mail: clinical@biograd.co.uk

You must register your test on our website as detailed on STEP 9

<https://www.biograddiagnos-tics.co.uk/registeryourtest>

Any request forms received incomplete will not be processed or refunded. Samples must arrive within 3 days of collection.

Data sharing

BioGrad diagnostics is legally required to share your data with Government Public Health Agencies, if requested the Police Service.

By returning your sample you are agreeing for your data to be shared.

Use by date and Storage requirements

Test kits must be used within 3 months of purchase and stored at room temperature & out of sunlight.