



How to Collect the Cheek Swab Samples:

1. Use three swabs per patient.
2. Label the sterile swab packets with the patient's demographic information sticker (APeX sticker for internal UCSF cases).
3. Open the swab package at the handle end (NOT the collection tip end) and carefully open the package about one inch, to remove the swab. Do not touch the collection tip of the swab.
4. Do not allow the tip of the swab to touch anything other than the inside of the patient's mouth and the inside of the packaging.
5. While holding the handle end of the swab, insert the tip along the inside of the cheek. Rotate the collection tip along the inside of the cheek for about 20 seconds. Pushing on the outside of the patient's cheek while rotating the swab will firmly press it between the gum and cheek and will enhance cell collection.
6. Hold the swab while it air dries for 10 seconds. Do NOT blow on the swab.
7. **Reinsert the tip of the swab into the closed end of the package.**
8. Repeat the above steps on the other cheek with the second swab.
9. Print **Name** and **Date of Birth** on the provided sticker, and attach one to the exterior of each swab package.
10. Place the packaged swabs in the provided bag.
11. If sending internally at UCSF, Affix a label:

Attention: Jessica Van Ziffle / CCGL Mt Zion

Phone: 415-502-3252

And drop them off in the Pathology gross room cooler (Room M2379 at Mission Bay or Room M576 at Parnassus) with the destination of Mt Zion.

12. If mailing from outside of UCSF, place swabs in an envelope and affix the pre-paid shipping label (fedex).

Patient Name: _____

Date of Collection: _____