How to provide a saliva sample

Capture the QR code on the bag and log into [https://rtr.ipo.rutgers.edu/questionnaire](https://rtr.ipo.rutgers.edu/questionnaire) to claim your test kit

<table>
<thead>
<tr>
<th>STEP 1</th>
<th>STEP 2</th>
<th>STEP 3</th>
<th>STEP 4</th>
<th>STEP 5</th>
<th>STEP 6</th>
</tr>
</thead>
</table>
| • Complete the online questionnaire and print the requisition. Insurance information must be entered.  
• Labels (3 types): where to apply  
  ✓ On bag: netid (write in) AND white test kit barcode  
  ✓ On requisition: test kit barcode  
  ✓ On tube: name/date of birth/netid (see step 5) | Fill the tube with saliva to the wavy black line (not including bubbles). Do NOT overfill. | Replace the funnel with the fluid cap and screw tightly until the blue fluid releases into the tube. | Shake the tube for at least 5 seconds. Make sure the blue fluid releases. | Write your name, date of birth, and netid on the blank label and apply to the tube. Do NOT cover the test tube barcode. | Place the tube in the bag and the requisition form in the outside pocket. Do NOT include the funnel or packaging. |

Please produce and submit the sample in one day. Do not eat, drink or smoke for 30 minutes before producing the sample.

Please drop off your sample in a COVID test drop off box, Sunday-Thursday, last weekly pickup Friday 8 am.