Thank you for helping us keep each other safe on campus

nottingham.ac.uk/coronavirus

How to provide your sample

Collect
Step 1:
Pick up your Sample Kit Bag – these should be placed outside your door, or near your Hall’s welcome point, but you can ask your hall warden if you don’t have one.

Prop
Step 2:
Make sure you haven’t eaten or brushed your teeth before providing your saliva sample - ideally first thing in the morning. A drink of water is fine. (You can still provide a sample if you feel unwell or have drunk alcohol the night before).
Step 3:
Wash your hands thoroughly (whilst singing ‘Happy Birthday” twice).

Scan and log
Step 4:
Using a phone, tablet or laptop with a camera – visit: nottingham.ac.uk/testing and follow the link to ‘log a sample’. NB: if you are using an iphone, before you scan the barcode on the tube, you must disable ‘Cross Site Tracking’ - by going to Settings > Safari > (Privacy & Security) Prevent Cross Site Tracking - (turn to off)
Step 5:
Open your Sample Kit Bag and, when prompted by the Sample Submission Form, use your device to scan the barcode on the sample tube provided. If this doesn’t work, or you don’t have access to a phone, tablet or computer with a camera, or if you need any other assistance please contact a member of the Collection Team at a Collection Point or email testingservice@nottingham.ac.uk
Step 6:
You will need to fill in a Sample Submission Form carefully and accurately, providing contact information as well as details about when and where you are submitting the sample.

NB: if you are using an iphone, before you scan the barcode on the tube, you must disable ‘Cross Site Tracking’ - by going to Settings > Safari > (Privacy & Security) Prevent Cross Site Tracking - (turn to off)
Spit

Step 7:
Open the Saliva Collection Aid packet, keeping the packet to one side.

Step 8:
Open the Collection Tube, keeping the lid and inside the tube clean.

Step 9:
Place the ridged end of the Saliva Collection Aid in the tube to make a funnel, make sure this is pressed in firmly.

Step 10:
Please spit or dribble into the Saliva Collection Aid – the tube needs to be at least half-full, so don’t be shy. Please avoid including phlegm in your sample as this may make it difficult to test.

Step 11:
Wait for the saliva to deposit into the Collection Tube.

Seal

Step 12:
Remove the Saliva Collection Aid and place carefully back in its packet.

Step 13:
Screw the Collection Tube lid on the Collection Tube so it is tight and secure.

Step 14:
Use the tissue provided to wipe any excess fluid off the outside of the Collection Tube, and the Saliva Collection Aid packet.

Step 15:
Place all contents back into the zip lock bag provided, including the tissue, ensuring the Collection Tube is visible through the sample kit bag.

Step 16:
WASH YOUR HANDS AGAIN and make sure the outside of the sample kit bag is clean.

Scan and drop

Step 17:
Take to your nearest University of Nottingham Testing Service Sample Collection Point, following any email or verbal instructions about drop-off times and locations.

Step 18:
At the Sample Collection Point, make sure the barcode on the tube is positioned so it is visible through the transparent kit bag and then simply use the laser scanners mounted at the Sample Collection Point to scan the barcode on the tube – you should hear a beep.

Step 19:
Drop your sample into the Collection Box. Your sample is now successfully checked in and will be shortly be winging its way to the University of Nottingham’s Biodiscovery Institute where the testing will be taking place!

Results and action

Once we receive your sample, we aim to test it and provide a result within 24–48 hours.

Here’s what will happen next:

- If your sample tests positive, you will be contacted by phone and by email by a member of the Testing Service who will tell you what to do. You must isolate immediately, notify the University and then seek a confirmatory test via the gov.uk website or by following the instructions of the Service Team.

- If your sample tests negative, you will receive an email confirming the results, providing advice and details of any upcoming repeat testing.

- Support, advice and links to university and government guidance will be provided by the Testing Service Team in all results communication.

Visit nottingham.ac.uk/testing for links to the latest advice and information.
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