# How to take your swab samples

It takes about 10 minutes. Read it through once before you start.

**Required: fill out the sample form.** After you swab, go to **kits.moldheadquarters.com/track** and enter where you took each numbered swab, plus your full name. We need it for the lab paperwork before your swabs can go to the lab.

### IN YOUR KIT

- **Numbered swabs,** one for each spot. Each one comes already moistened in its own tube.
- **This mailer.** Keep it. You'll mail your swabs back in it.

### YOU'LL ALSO NEED

- Your **prepaid return label** from your shipping email
- **Clear packing tape**
- A pen, or your phone, to note each spot

### A FEW RULES

- × Don't clean or spray a spot before you swab it.
- × Don't touch the swab tip or set the swab down.
- × Don't add water. The swab is already moistened.
- × Don't reuse a swab. One swab, one spot.
- × Don't scrape, cut or break into materials. Swab the surface only.

## 1 Keep the mailer



You'll reseal it and mail your swabs back in it. If you haven't opened it all the way yet, peel the flap back slowly instead of cutting or tearing it. If the flap tore, you can tape it shut in step 7.

## 2 Pick your spots



Choose the spots you want tested, like a ceiling stain or a dark spot behind the toilet. Each spot gets its own numbered swab.

## 3 Swab the spot



Wash and dry your hands. Open the first tube and pull the swab out by its handle. Roll the tip back and forth over about a **1-inch square** of the spot, covering it thoroughly so the whole tip picks up the sample.

## 4 Put it straight back in its tube



Slide the swab back into the same tube right away and close the cap tightly. Check the number on the tube.

## 5 Write down where you took it



Note the swab number and the exact spot, like *"#1 Bathroom ceiling, above the shower."* Be specific: it goes on the lab's paperwork. There's a notes table below.

Repeat steps 3 to 5 for each spot, washing your hands between spots.

## 6 Fill out the sample form (required)



Go to **kits.moldheadquarters.com/track** and enter your email and order number (it's in your order email). Then type where you took each numbered swab and your full name as the person who took the samples.

Do this before you mail your swabs. We need it before your swabs can go to the lab.

## 7 Reseal the mailer



Put all your swabs in the mailer. Press the flap down firmly along the whole strip; the seal can usually be opened and closed a few times. If it doesn't feel secure, tape the flap shut with packing tape.

## 8 Tape the return label over the old one



On the back of the mailer, tape your prepaid return label **right over the old shipping label** so the old label and its barcode are completely covered. Tape down all four edges.

No printer? Your shipping email explains your options. You can also print the label from the tracking page.

## 9 Mail it



Drop it off at any post office or hand it to your mail carrier. Mail it within a few days of swabbing, and no later than 90 days after your kit arrives.

## Your swab notes

Jot down each spot as you go, then type it in on the tracking page. Keep this sheet; you don't need to mail it.

| SWAB | WHERE YOU TOOK IT (ROOM AND EXACT SPOT) | DATE |
|---|---|---|
| #1 | | |
| #2 | | |
| #3 | | |
| #4 | | |
| #5 | | |
| #6 | | |
| #7 | | |
| #8 | | |
| #9 | | |
| #10 | | |

We email you as soon as your results are ready. This is a lab test of the spots you swab, not a mold inspection.

Questions?
**support@moldheadquarters.com**