



Food Microbiology Sample Submission Checklist



- **Submit sufficient quantity of samples**
 - Quantitative tests (reported as CFU/g or CFU/mL)
 - Minimum 50g food or a single sponge/swab for all tests
 - Examples: Aerobic Plate Count, Yeast/Mold, Coliform/*E. coli*
 - Qualitative tests (reported as present or absent)
 - Minimum 50g food or a single sponge/swab for each pathogen test.
 - Examples: *Listeria*, *Salmonella*, *E. coli* O157:H7
- **Fill out a Chain of Custody (COC)**
 - Labels on samples match the sample ID/description on COC
 - Tests codes are indicated on COC for ALL samples.
 - Special instructions are added, if applicable (e.g., specifications, additional dilutions, composite sampling)
- **Properly package samples**
 - Prepare a clean insulated box
 - Line the bottom with frozen cold packs (2 minimum)
 - Place a layer of insulating material (e.g., bubble wrap)
 - Insert samples in a sealable bag, seal tight, and place them in the box
 - Place another layer of insulating material
 - Line the top with another layer of frozen cold packs (2 minimum)
 - Include a completed Chain of Custody form
 - Seal the container
 - Apply shipping label and send out for overnight delivery

Notes

- Keep environmental and finished product samples segregated (e.g., in separate sealable bags) to prevent cross-contamination.
- Ambient samples do not require ice packs; however, exposure to extreme temperatures should be avoided.
- Do not freeze refrigerated products.



Food Microbiology Sample Submission Checklist



Step 1
Prepare a clean insulated box



Step 2
Line the bottom with frozen cold packs



Step 3
Place a layer of insulating material (e.g., bubble wrap)



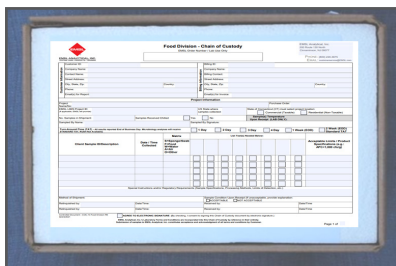
Step 4
Place samples



Step 5
Place another layer of insulating material (e.g., bubble wrap)



Step 6
Line the top with another layer of frozen ice packs



Step 7
Include a completed Chain of Custody Form



Step 8
Seal the container



Step 9
Apply shipping label and send out for overnight delivery to EMSL