

## Food Processing Environment Sample Collection Instructions

Thank you for choosing AEMTEK for your environmental sample collection and testing needs. Please consider the following points when collecting environmental samples.

### Materials Needed include:

- Environmental surface sampling sponges
- Environmental surface sampling swabs
- Sterile gloves
- 70% alcohol spray bottle or sanitizer surface wipes
- Sharpie pen or marker
- Insulated cooler box
- Ice packs
- Environmental sample submission forms/COC forms
- Trash bag for disposables

### Before collecting samples:

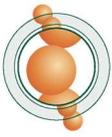
- Thoroughly wash hands with soap and warm water prior to beginning the swab collection process.
- Dry hands thoroughly with a clean paper towel and apply hand sanitizer after drying.
- Wear gloves and apply hand sanitizer to the gloves.
- Ensure you have a trash bag for all disposables.
- It is recommended that a dedicated cart or sample carrying container is used at all times.
- Plan ahead and label each sample with identification, description or location.

### Removing the Sponge:

- Tear off the perforated top of the sponge bag and squeeze the sponge to the top.
- Put on the glove supplied with the sponge and spray with a sanitizer.
- Using the tabs on the top of the bag, open the bag and carefully pull the sponge from the top of the bag with the sanitized glove hand. **Never touch the inside of the bag.**
- When using sponges on a stick, squeeze the sponge so the stick extends out of the bag and grasp the stick without touching inside the bag

### Swabbing

- Swab as large an area as needed. Apply heavy pressure.
- On flat surfaces, a **4" x 4"** or **12" x 12"** area should be swabbed in multiple directions. On smaller and less flat surfaces, cover as much of the area as possible.
  - Swabs should be collected first from direct contact surfaces, followed by indirect contact surfaces and non-contact surfaces (i.e. floors, drains)
- **Always change gloves between swabs.**
- After swabbing, return the sponge to the bag and seal the bag by rolling the top. If using a swab on a stick, insert the sponge into the bag and bend the stick until it breaks off. Close the bag like the regular sponge by rolling the top of the bag to seal and folding over the tabs.



## **Sending the samples:**

- Keep the swabs refrigerated (40-50 °F) until ready to ship to the lab.
- Ship the samples to the lab, preferably the same day of collection but no later than the next day.
- Pack the swabs in a Styrofoam container with the swab list and enough ice packs to keep them cool. **Do not freeze the swabs.**

If you have any questions, please contact the lab at **510-979-1979**. Thank you and we appreciate your business

AEMTEK Management Team