

## Logistical arrangements for sample submission

### 1. Sample reception times

These time frames will enable the Laboratory to adequately prepare samples for analysis on the day of submission.

#### Chemistry section:

- Shellfish samples for ASP HPLC, Lipophilic LC MS/MS, PSP MBA: 08H00 until 16h00 Monday & Tuesday
- Shellfish, Fish & Fisheries products samples for Cd, Pb & Hg: 08H00 until 16h00 Monday to Friday
- Fish & Fisheries products samples for Histamine: 08H00 until 16h00 Monday to Friday
- Water samples (pH, Conductivity, TDS & Turbidity): 08H00 until 15h00 Monday to Friday

#### Microbiology section:

The laboratory will accept samples during the time periods (see table 1 below):

**Table 1: Sample Receipt Times**

Water, Ice & Air quality plates	Frozen food	Chilled food	Swabs	Alcohol-based hand rub disinfectant	Canned Food
Monday to Friday 08:00-13:00	Monday to Friday 08:00-13:00  <i>Note: samples to be analysed for Vibrio spp and E.coli should be submitted by 09H00, late submission will result in analysis falling on the following day</i>	Monday to Thursday 08:00-13:00  <i>Note: samples to be analysed for Vibrio spp and E.coli should be submitted by 09H00.</i>	Monday to Thursday 08:00-13:00  <i>Note: samples to be analysed for Vibrio spp, Faecal coliforms and E.coli should be submitted by 09H00</i>	Monday to Friday 08:00-13:00  <i>Note: customers to notify the laboratory 2 days in advance before submitting the sample for analysis</i>	Monday to Friday 08:00-13:00  <i>Note: Customer to indicate if the Cans/ meat Pouches were already pre-incubated before submission to the laboratory. OR Customer to indicate if the laboratory is to pre- incubate the samples for 7 days before analysis.</i>

## General

- In exceptional cases, when samples can only be delivered after 13H00, prior arrangement should be made with the laboratory at least 24 hours in advance.
- Samples shall be submitted with a purchase order accompanied by a signed NSI Test request form clearly stating tests/parameters to be performed on the samples.
- In the case when the customer request for parameters to be split when reporting results, separate request forms should be submitted for each set of samples that should be reported in one report.
- Client that do not have a credit account with the NSI will be required to provide proof of payment prior to release of results.

## 2. Minimum sample size

Based on the amount of sample material required by the international standards used for testing at the NSI the following minimum amounts have been set for each sample submitted for testing:

### Chemistry Section:

**Table 2: Number of samples required**

Method	Minimum flesh mass required per sample per test	Number of samples required from the species:			
		<i>Abalone</i> (medium size animals)	<i>Mussels</i> (medium size animals)	<i>Oyster – Ostrea edulis</i> (medium size animals)	<i>Oyster – Crassostrea gigas</i> (medium size animals)
PSP Mouse bioassay (MBA)	120 g whole body material per sample	4	45	35	21
Lipophilic LC MS/MS	120 g whole body material per sample	N/A	45	35	21
ASP HPLC	120 g whole body flesh mass per sample	N/A	45	35	21
Cd, Pb and Hg	100 g of flesh mass per sample	4	25	20	14
Histamine	100 g of flesh mass per sample	N/A	N/A	N/A	N/A
Water Samples (pH, Conductivity, TDS, Turbidity)	1000 ml water sample	N/A	N/A	N/A	N/A

**Note:** \*This is to test a single sample without taking in to account a retest if needed.

Microbiology Section:

**Table 3: Number of samples required**

Method	Minimum flesh mass required per sample per test	Fish and Fishery products (or other food samples)	Number of samples required from the species:				
			Abalone (medium size animals)	Mussels (medium size animals)	Oyster - <i>Ostrea edulis</i> (medium size animals)	Oyster – <i>Crassostrea gigas</i> (medium size animals)	Alcohol-based hand rub disinfectant
<i>Escherichia coli</i> MPN method	50 g whole body material per sample	N/A	4	22	17	11	N/A
<i>Salmonella</i> spp. Detection	25 g whole body flesh mass per sample	Submit 50 g of fish portion per sample*	4	22	17	11	N/A
<i>Salmonella</i> spp. Enumeration	25 g whole body flesh mass per sample	Submit 50 g of fish portion per sample*	4	22	17	11	N/A
<i>Listeria monocytogenes</i>	25 g whole body flesh mass per sample	Submit 50 g of fish portion per sample*	4	22	17	11	N/A
<i>Vibrio</i> spp.	25 g whole body flesh mass per sample	Submit 50 g of fish portion per sample*	4	22	17	11	N/A
<i>Shigella</i>	25 g whole body flesh mass per sample	Submit 50 g of fish portion per sample*	4	22	17	11	N/A
All other tests combined	25 g whole body flesh mass per sample	Submit 50 g of fish portion per sample*	4	22	17	11	25 -30 ml per bottle. Submit in triplicate

Note: \* If all tests are requested listed above, a **250g sample of fish/food sample** can be submitted in total.

**3. Sample packaging, transport and reception condition**

Chemistry:

- For biotoxins analysis shellfish samples should be received intact either frozen, chilled (on ice bricks) or alive (fresh).
- For Heavy metal analysis samples should be frozen or chilled (on ice bricks), exception of canned products.

- For Histamine analysis samples should be frozen, exception of canned products.

**Microbiology:**

**Table 4: Number of samples required**

Water samples	Swab samples and Air quality settled plates	Fish, Fishery product, shellfish, and food products	Milk and other dairy products	Alcohol-based hand rub disinfectant	Canned Food / Pouches
<p><u>Date collected should not exceed:</u> Water: 24-hour period from sample collection if the sample was appropriate kept cool (0-10°C)</p> <p>Ice: maintain temperature of cooler box below 10°C in the cooler box and should be received in frozen state.</p> <p>Within 6 hours of sampling if the sample was transported without appropriate cooling</p> <p>(If the sampling time or date sampled is not given the analyst shall enquire and record on the date &amp; sampling time )</p>	<p><u>Date collected:</u> Same day not exceeding 24hrs from time of sample collection. (0-10°C)</p> <p>Within 6 hours of sampling if the sample was transported without appropriate cooling)- Note: -Air quality (AQ) settle plates will not be submitted without a cooler box and Ice bricks. -Tolerance Time to return AQ settle plates to the laboratory: 3 days</p> <p>-AQ settle plates- to be transported inverted</p> <p>(If the sampling time or date sampled is not given the analyst shall enquire and record on the date &amp; sampling time)</p>	<p><u>Date collected:</u> - Chilled/fresh products samples should not exceed 24hrs with cooling from time of sampling. (0-10°C). Live shellfish will be accepted beyond 24 hrs if they are received in a live state (shell closed/ in the case of abalones movement of the muscle is assessed) at the Laboratory.</p> <p>Within 6 hours of sampling if the sample was transported without appropriate cooling).</p> <p>-Frozen samples can be accepted as long as the product is received in a frozen state.</p> <p>-Dry food products such as (Canned food products, dry</p>	<p><u>Date collected:</u> Same day not exceeding 24hrs from time of sample collection. (0-10°C)</p> <p>Within 6 hours of sampling if the sample was transported without appropriate cooling)</p> <p>(If the sampling time or date sampled is not given the analyst shall enquire and record on the date &amp; sampling time )</p>	<p><u>Date collected</u> Sample must be a liquid or/and gel type.</p> <p>No cooling required</p>	<p><u>Date collected</u> Any day and kept at room temperature with no cooling / pre-incubated at for 7 days.</p>

Water samples	Swab samples and Air quality settled plates	Fish, Fishery product, shellfish, and food products	Milk and other dairy products	Alcohol-based hand rub disinfectant	Canned Food / Pouches
		<p>food parcels etc.) no cooling required</p> <p>(If the sampling time or date sampled is not given the analyst shall enquire and record on the date &amp; sampling time)</p>			
<p><b>Mode of transport:</b> Cooler box (clean &amp; dry)</p> <p>On ice bricks If not cooled then analyst to confirm if it was delivered within 6 hours of sampling time.</p>	<p><b>Mode of transport:</b> Cooler box (clean &amp; dry) On ice bricks</p> <p><u>Swabs</u> If not cooled then analyst to confirm if it was delivered within 6 hours of sampling time</p>	<p><b>Mode of transport:</b> Cooler box (clean &amp; dry) On ice bricks</p> <p><u>Chilled samples</u> If not cooled then analyst to confirm if it was delivered within 6 hours of sampling time.</p>	<p><b>Mode of transport:</b> Cooler box (clean &amp; dry) On ice bricks</p> <p>If not cooled then analyst to confirm if it was delivered within 6 hours of sampling time</p>	<p><b>Mode of transport:</b> Clean &amp; dry package/ box at room temperature &amp; away from direct sunlight.</p>	<p><b>Mode of transport:</b> In a clean dry container / box at room temperature &amp; away from direct sunlight.</p>
<p><b>Sample containers:</b> Sterile containers provided by the laboratory whether autoclaved or purchased as sterilised bottles.</p>	<p><b>Sample containers</b> Closed/sealed in plastic packaging</p> <p>- In addition AQ settle plates to be sealed off with sufficient parafilm</p> <p>to prevent contamination</p>	<p><b>Sample containers:</b> Closed/sealed packaging that will prevent contamination</p>	<p><b>Sample containers</b> Closed/sealed packaging that will prevent contamination</p>	<p><b>Sample containers</b> Closed &amp; sealed sterile containers provided by the laboratory whether autoclaved or purchased as sterilised bottles.</p>	<p><b>Sample containers</b> In original packages container (can)/ pouches.</p>
<p><b>Sample Label:</b> -Clear &amp; legible, and corresponds with the information appearing on the test request form. - Returned with traceability issued by laboratory</p>	<p><b>Sample Label:</b> -Clear &amp; legible, and corresponds with the information appearing on the test request form. -Returned with traceability</p>	<p><b>Sample Label:</b> -Clear &amp; legible, and corresponds with the information appearing on the test request form.</p>	<p><b>Sample Label:</b> -Clear &amp; legible, and corresponds with the information appearing on the test request form.</p>	<p><b>Sample Label:</b> -Clear &amp; legible, and corresponds with the information appearing on the test request form.</p>	<p><b>Sample Label:</b> -Clear &amp; legible, and corresponds with the information appearing on the test request form.</p>

Water samples	Swab samples and Air quality settled plates	Fish, Fishery product, shellfish, and food products	Milk and other dairy products	Alcohol-based hand rub disinfectant	Canned Food / Pouches
	issued by laboratory				

**General**

Sample condition stated on the test report will be the condition the samples were received in by the laboratory at time of sample reception.

---END---