

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:

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

Table 1: Sample Receipt Times

| Analysis type | Sample type | Submission period |
|--|---|------------------------------------|
| ASP PSP Lipophilics | Shellfish | Monday & Tuesday 08H00 to 16h00 |
| Heavy Metals Histamine | Shellfish Fish & Fishery products Poultry & Poultry products Meat & Meat products Fruits, Vegetables and products | Monday to Friday 08H00 to 16h00 |
| pH, Conductivity, TDS, Turbidity & Salinity | Water | Monday to Friday 08H00 to 15h00 |
| Mycotoxins | Agronomic Products | Monday to Friday 08H00 to 16h00 |
| Hydroquinone | Cosmetic Products | Monday to Friday 08H00 to 16h00 |

[Microbiology section:](#)

The laboratory will accept samples during the time periods (see table 2 below):

Table 2: 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 | Monday to Thursday 08:00-13:00 | Monday to Thursday 08:00-13:00 | Monday to Friday 08:00-13:00 | Monday to Friday 08:00-13:00 |
| Note: late submission will result in analysis falling on the following day/ being cancelled | Note: samples to be analysed for <i>Vibrio</i> spp and <i>E.coli</i> should be submitted by 09H00, late submission will result in analysis falling on the following day | Note: samples to be analysed for <i>Vibrio</i> spp and <i>E.coli</i> should be submitted latest by 09h00, late submission will result in analysis being cancelled. | Note: samples to be analysed for <i>Vibrio</i> spp, Faecal coliforms and <i>E.coli</i> should be submitted latest by 09H00, late submission will result in analysis being cancelled. | Note: customers to notify the laboratory 2 days in advance before submitting the sample, else analysis will commence 2 days after sample submission. | Note: Customer to indicate if the Cans/ Pouches were pre-incubated prior to sample submission to the laboratory. OR Customer to indicate if the laboratory is to pre- incubate the samples for 7 days before analysis. |

[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 3: Number of samples required

| Method | Minimum flesh mass/ sample size 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) and HPLC | 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, As 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 & Salinity) | 1000 ml water sample | N/A | N/A | N/A | N/A |
| Agronomic Products (Cereal and Cereal Products Nuts including peanuts) | 500 g sample mass | N/A | N/A | N/A | N/A |
| Cosmetics | 50 ml of the test material | N/A | N/A | N/A | N/A |
| Fruits, Vegetables and Products | 300 g of flesh mass per sample or 250 ml sample volume | 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 4: Number of samples required

| Method | Minimum flesh mass/ sample size required 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) |
| <i>Escherichia coli</i> MPN method | 50 g whole body material per sample | N/A | 4 | 22 | 17 | 11 |
| <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 |
| <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 |
| <i>Listeria monocytogenes</i> | 25 g whole body flesh mass per sample | Submit 50 g of fish portion per sample* | 4 | 22 | 17 | 11 |
| <i>Vibrio</i> spp. | 25 g whole body flesh mass per sample | Submit 50 g of fish portion per sample* | 4 | 22 | 17 | 11 |
| <i>Shigella</i> | 25 g whole body flesh mass per sample | Submit 50 g of fish portion per sample* | 4 | 22 | 17 | 11 |
| <i>Sterility in canned Food & Pouches</i> | Canned Meat/ Pouches 2x per sample. of which 1x incubated/ to be incubated @ 37 degrees and 1x incubated/ to be incubated at 55 degrees | N/A | N/A | N/A | N/A | N/A |
| | Canned Fish 1x can incubated / to be incubated @ 37 degrees | | | | | |
| <i>Bactericidal efficacy in disinfectants</i> | 250 ml per sample | Submit 1 bottle of not less than 250ml | N/A | N/A | N/A | N/A |

| Method | Minimum flesh mass/ sample size required per test | Number of samples required from the species: | | | | |
|---------------------------------|---|--|--------------------------------------|--------------------------------------|---|---|
| | | <i>Fish and Fishery products (or other food samples)</i> | <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) |
| <i>All other tests combined</i> | 25 g whole body flesh mass per sample | Submit 50 g of fish portion per sample* | 4 | 22 | 17 | 11 |

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 chilled or frozen, exception of canned products.
- For Water analysis, samples should be received within 6 hours of sampling in a polypropylene Container
- For Mycotoxin analysis, each sample shall be placed in a clean, dry container offering adequate protection from contamination and against damage in transit. All necessary precautions shall be taken to avoid any change in composition of the sample, which might arise during transportation or storage. Sample should be at room temperature & away from direct sunlight.
- For cosmetic testing, sample should be in its original package container and should be transported as per manufacturer’s instruction if any, alternatively should be in a Clean & dry package/ box at room temperature & away from direct sunlight.
- Fruits, vegetables and their products should be fresh, chilled, cooled, room temperature or frozen. Appropriate containers shall be used to carry samples.

Microbiology:

Table 5: Sample Collection, packaging, labelling, transportation and reception condition

| 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 |
|--|--|--|--|--|--|
| <u>Date collected should not exceed:</u> Water: 24-hour period from sample collection if the sample was | <u>Date collected:</u> Same day not exceeding 24hrs from time of sample collection. (0-10°C) | <u>Date collected:</u> - Chilled/fresh products samples should not exceed 24hrs with cooling from | <u>Date collected:</u> Same day not exceeding 24hrs from time of sample collection. (0-10°C) | <u>Date collected</u> Any day and kept at room temperature Must be liquid or gel type. | <u>Date collected</u> Any day and kept at room temperature Must be pre-incubated/ to |

| 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>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 the date & sampling time)</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 the date & sampling time)</p> | <p>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 food parcels etc.) no cooling required</p> <p>(If the sampling time or date sampled is not given the analyst shall enquire and record the date & sampling time)</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 provided, the analyst shall enquire and record the date & sampling time)</p> | <p>No cooling required</p> | <p>be pre-incubated for 7 days.</p> <p>No cooling required</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>Mode of transport: Cooler box (clean & dry) On ice bricks If not cooled then analyst to confirm if it was delivered within 6 hours of sampling time.</p> | <p>Mode of transport: Cooler box (clean & dry) On ice bricks <u>Swabs</u> If not cooled then analyst to confirm if it was delivered within 6 hours of sampling time</p> | <p>Mode of transport: Cooler box (clean & dry) On ice bricks <u>Chilled samples</u> If not cooled then analyst to confirm if it was delivered within 6 hours of sampling time.</p> | <p>Mode of transport: Cooler box (clean & dry) On ice bricks If not cooled then analyst to confirm if it was delivered within 6 hours of sampling time</p> | <p>Mode of transport: Clean & dry package/ box at room temperature & away from direct sunlight.</p> | <p>Mode of transport: In a clean dry container / box at room temperature & away from direct sunlight.</p> |
| <p>Sample containers: Sterile sampling bottles provided by the laboratory whether autoclaved or purchased as sterilised bottles.</p> | <p>Sample containers Closed/sealed in plastic packaging - In addition AQ settle plates to be sealed off with sufficient parafilm to prevent contamination</p> | <p>Sample containers: Closed/sealed packaging that will prevent contamination</p> | <p>Sample containers Closed/sealed packaging that will prevent contamination</p> | <p>Sample containers Closed & sealed sterile bottles provided by the laboratory whether autoclaved or purchased as sterilised bottles.</p> | <p>Sample containers In original packages container (cans/ pouches).</p> |
| <p>Sample Label: -Clear & legible, and corresponds with the information appearing on the test request form. - Returned with traceability issued by laboratory</p> | <p>Sample Label: -Clear & legible, and corresponds with the information appearing on the test request form. -Returned with traceability issued by laboratory</p> | <p>Sample Label: -Clear & legible, and corresponds with the information appearing on the test request form.</p> | <p>Sample Label: -Clear & legible, and corresponds with the information appearing on the test request form.</p> | <p>Sample Label: -Clear & legible, and corresponds with the information appearing on the test request form.</p> | <p>Sample Label: -Clear & legible, and corresponds with the information appearing on the test request form.</p> |

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.

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