

SAMPLING INSTRUCTIONS

The following sampling instructions are used for collecting biofilms/residue samples for DNA analysis. Microbial Insights, Inc. will provide the recommended swabs for sample collection.

Please Note:

- Do not contaminate the swab with skin, dirt or any form of debris (this helps to ensure the accuracy of the data results).
- Wear latex gloves (or similar) when sampling.
- It is important to collect as close to the required amounts as possible to ensure the ability to properly conduct the analysis requested.
- **Hold time for this analysis is 24-48 hours.**

To Submit Sample:

1. Wet the swab using either water from the sampling location or sterile water.
2. Rub the swab across the area. It is important to collect as much material as possible onto the swab (enough residue will typically discolor the swab tip). Once the residue has been collected, place the swab back into the collection tube and label the collection tube with the sample name.
3. Repeat this process for a second swab. A total of two swabs per sample should be used and can be placed together inside a 6" x 9" poly bag.
4. Properly affix a label to each bag with the sample name, date and analysis.
5. Be sure to correctly and accurately fill out the Chain of Custody (COC) form and ship along with the samples. A COC form is required for QA/QC purposes.
6. Once the bags have been correctly labeled, place them in the designated cooler.
7. Be sure to fill the remaining space in the cooler with blue ice or regular ice that has been double bagged in Ziploc bags to keep the entire shipment around 4°C, especially during the summer months.
8. All paperwork to be sent with samples should be placed within a waterproof pouch or Ziploc bag and placed on top of the samples or affixed to the inside lid of the cooler.
9. Seal the cooler lid with a strong packaging tape.

SHIPPING INSTRUCTIONS

Packaging Samples:

1. Samples should be shipped in a cooler with ice or blue ice for next day delivery. If regular ice is used, the ice should be double bagged.
2. A chain of custody form must be included with each shipment of samples. Access our chain of custody at www.microbe.com.

Shipment for Weekday Delivery:

Samples for weekday delivery should be shipped to:

Sample Custodian
Microbial Insights, Inc.
10515 Research Drive
Knoxville, TN 37932
(865) 573-8188

Shipment for Saturday Delivery:

Coolers to be delivered on Saturday must be sent to our **FedEx Drop Location**. To ensure proper handling the following steps must be taken:

1. FedEx shipping label should be marked under (6) Special Handling, check Hold Saturday.
2. The cooler must be taped with FedEx SATURDAY tape.
3. The shipping label must be filled out with the Drop Location address below. Our laboratory name must be on the address label.
4. You **MUST notify by email** customerservice@microbe.com with the tracking number of the package on Friday (prior to 4pm Eastern Time) to arrange for Saturday pickup. Please make sure you write "Saturday Delivery" in the subject line of the message. **Without proper labeling and the tracking number, there is no guarantee that the samples will be collected.**

Samples for **Saturday delivery** should be shipped to:

Microbial Insights, Inc.
FedEx Drop Location
10601 Murdock Drive
Knoxville, TN 37932
(865) 300-8053