

MICROBIAL IDENTIFICATION SAMPLE SUBMISSION FORM



FINAL REPORT WILL BE ADDRESSED TO:

*Company Name: _____
*Address Line 1: _____
Address Line 2: _____
*City, State, Zip: _____
*Country: _____
*Attn: _____
*Phone: _____
*Fax: _____
*e-mail address: _____

Invoice Information:

*Purchase Order Number: _____
*Billing Address: _____
(If Different from Report) _____
*Accounts Payable Phone: _____
*Accounts Payable Fax: _____
Mastercard # Visa #
Expiration Date: ____/____/____
Cardholder Signature _____
Cardholder Name _____

* Annotates a required field

Check if you wish your test(s) to be conducted STAT: STAT (Rush Fees Applicable) Fax Final Report

*Describe material to be analyzed:

*Physical description of test article (chemical/material type/color):

*Storage conditions upon arrival: Room Temperature; Refrigeration; Freezer; Other _____

*Quantity Submitted: _____

Special Instructions: _____

***A detailed composition list and MSDS sheet must accompany any chemical or biologic sample.**

*DISPOSAL of Test/Control Article: Discard Return unused sample Return unused and used sample

If requesting to return sample, please circle the courier and include your UPS/Federal Express/Other account number:

Raw Data and Report Storage: All data including raw data, protocols, reports, specimens, blocks and slides will be archived for 5 years from completion of the final report. After the 5 year period has expired, these items will be destroyed unless specific instruction to return them is provided to BA.

Authorized By Client: _____ Date: _____

INSTRUCTIONS FOR MICROBIAL ID SAMPLE SUBMISSION



INSTRUCTIONS

- Complete the form and print to include with your samples.
- Samples submitted for same day turn around of results should be shipped for early morning delivery.
- If samples are received after 5 pm Eastern time, turn around time will begin on the following business day.

TERMS/CONDITIONS

Sample Submittal – Purification and isolation fees may apply.

- Microbial identification can only be performed with pure cultures.
- Customers may ship plates with more than one identifiable colony type.
- Cultures containing more than one organism should be clearly noted on the ID request form.

A handling fee will apply to the following:

- Samples for which it is unknown whether the organism is a bacteria or fungi.
- Samples that are determined to be without microbial biomass.

TAT (Turn-Around-Time) requests - TAT for a sample begins on the day of its receipt.

- Pricing based on TAT Selected. (Call or E-mail request for pricing information)
- Mixed culture samples require subculture for isolation of the target colony; TAT begins the day an isolated colony is obtained.
- TAT will begin on the day growth is visible from plates if a sample arrives that does not have visible growth.

SPECIFIC SHIPPING INSTRUCTIONS

- Inoculate pure bacterial cultures onto solid agar and incubate to provide adequate growth. Please indicate any special growth condition (i.e. temp & media requirements).
- Label with customer name, sample ID and date inoculated.
- Seal with laboratory parafilm and package materials to withstand leakage of contents.
- Label packages “SAMPLES FOR MICROBIAL ANALYSIS”

ETIOLOGIC AGENTS

We do not accept Biosafety Level III pathogens.

Ship known or suspected pathogenic specimens as mandated by the Center for Disease Control, (CDC).

No person may knowingly transport or cause to be transported in interstate traffic, directly or indirectly any material including, but not limited to, diagnostic specimens and biological products which such person does reasonably believe may contain an etiologic agent unless such material is packaged to withstand leakage of contents, shocks, pressure changes, and other conditions incident to ordinary handling in transportation. (42 CFR part 72).

The CDC has issued a list of specific bacterial species and genera that require additional packaging and shipping requirements. This list is published at <http://www.cdc.gov/od/ohs/biosfty/shipregs.htm>.

INTERNATIONAL SHIPPING REQUIREMENTS

We **MUST** be notified by **e-mail or fax** prior to shipment of cultures from outside of the United States. Please provide us with information concerning known pathogenicity and source of cultures.

In order to expedite the importation process, **also include a similar letter for customs officials** containing the following information:

- Description of contents
- Source of contents
- State the pathogenicity of the contents (infectious or contagious)
- Reason for shipping; ie. bacterial analysis by Microbial ID.
- International customers shipping live microorganisms **MUST** notify us prior to shipment.

We are required by the US Department of Agriculture to obtain permits for importing such materials. Clients must assume all responsibility for any fees associated with Customs and shipping.

PREPARING & SENDING DNA SAMPLES

Use Applied Biosystems Sample Prep Reagent:

Reagent Ordering Information

Applied Biosystems

850 Lincoln Centre Drive

Foster City, CA 94404

Telephone: 1-800-327-3002

PrepMan™ Ultra Sample Preparation Reagent

Part Number 4318930

Preparation

1. Add 200µL of PrepMan™ Ultra Sample Preparation Reagent to a sterile 1.5mL screw-cap microcentrifuge tube.
2. Suspend a small loopful of cell mass in the Sample Preparation Reagent and vortex for 15 seconds.
3. Heat the sample to 100°C for 10 minutes in a boiling water bath or heat block.
4. Cool, and enclose in secondary container (zip closure plastic bag) and ship at ambient temperature.