

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 Grains & Grains Products	Monday to Friday 08H00 to 16h00
pH, Conductivity, TDS, Turbidity & Salinity, Elemental Analysis	Water	Monday to Friday 08H00 to 14h00
Mycotoxins	Agronomic 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/Pouched Products
Monday to Friday 08:00-17:00 Note: late submission will result in analysis falling on the following day/ being cancelled/analysed the following day, provided that the sample still falls within 24 hours validity period.	Monday to Friday 08:00-17:00 Note: samples to be analysed for Vibrio spp and E.coli should be analysed by 10H00, late submission will result in analysis being cancelled/analysed the following day, provided that the sample still falls within 24 hours validity period.	Monday to Thursday 08:00-17:00 Note: samples to be analysed for Vibrio spp and E.coli should be submitted latest by 10h00, late submission will result in analysis being cancelled/analysed the following day, provided that the sample still falls within 24 hours validity period.	Monday to Thursday 08:00-17:00 Note: samples to be analysed for Vibrio spp, Feacal coliforms and E.coli should be submitted latest by 09H00, late submission will result in analysis being cancelled/analysed the following day, provided that the sample still falls within 24 hours validity period.	Monday to Friday 08:00-17:00 Note: customer s to notify the laboratory 2 days in advance before submitting the sample, else analysis will commence 2 days after sample submission.	Monday to Friday 08:00-17:00 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 10 days before analysis.

General

- 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)
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, Elemental Analysis & 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
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
<i>All other tests combined</i>	25 g whole body flesh	Submit 50 g of fish portion per sample*	4	22	17	11

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)
	mass per sample					

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 in flesh samples should be frozen or chilled (on ice bricks), exception of canned products. For Heavy metal analysis in grains and grains products, each sample shall be placed in a clean, dry container offering adequate protection from contamination and against damage in transit.
- For Histamine analysis, samples should be chilled or frozen, exception of canned products.
- For Water analysis, samples should be in a polypropylene Container chilled or non-chilled
- 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.
- 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 including Agronomic 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) Ice: maintain temperature of</p>	<p><u>Date collected:</u> Same day not exceeding 24hrs from time of sample collection. (0-10°C) Within 6 hours of sampling if the sample was transported without</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</p>	<p><u>Date collected:</u> Same day not exceeding 24hrs from time of sample collection. (0-10°C) Within 6 hours of sampling if</p>	<p><u>Date collected</u> Any day and kept at room temperature Must be liquid or gel type. No cooling required</p>	<p><u>Date collected</u> Any day and kept at room temperature Must be pre-incubated/ to be pre-incubated for 7 days.</p>

Water samples	Swab samples and Air quality settled plates	Fish, Fishery product, shellfish, and food products including Agronomic Products	Milk and other dairy products	Alcohol-based hand rub disinfectant	Canned Food / Pouches
<p>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>appropriate cooling)- Note: -Air quality (AQ) settle plates will not be submitted without a cooler box and Ice bricks.</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>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>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><u>Mode of transport:</u> Cooler box (clean & 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><u>Mode of transport:</u> Cooler box (clean & 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><u>Mode of transport:</u> Cooler box (clean & 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><u>Mode of transport:</u> Cooler box (clean & 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><u>Mode of transport:</u> Clean & dry package/ box at room temperature & away from direct sunlight.</p>	<p><u>Mode of transport:</u> In a clean dry container / box at room temperature & away from direct sunlight.</p>
<p><u>Sample containers:</u></p>	<p><u>Sample containers</u></p>	<p><u>Sample containers:</u></p>	<p><u>Sample containers</u></p>	<p><u>Sample containers</u></p>	<p><u>Sample containers</u></p>

Water samples	Swab samples and Air quality settled plates	Fish, Fishery product, shellfish, and food products including Agronomic Products	Milk and other dairy products	Alcohol-based hand rub disinfectant	Canned Food / Pouches
Sterile sampling bottles provided by the laboratory whether autoclaved or purchased as sterilised bottles.	Closed/sealed in plastic packaging - In addition AQ settle plates to be sealed off with sufficient parafilm to prevent contamination	Closed/sealed packaging that will prevent contamination	Closed/sealed packaging that will prevent contamination	Closed & sealed sterile bottles provided by the laboratory whether autoclaved or purchased as sterilised bottles.	In original packages container (cans/ pouches).
Sample Label: -Clear & legible, and corresponds with the information appearing on the test request form. - Returned with traceability issued by laboratory	Sample Label: -Clear & legible, and corresponds with the information appearing on the test request form. -Returned with traceability issued by laboratory	Sample Label: -Clear & legible, and corresponds with the information appearing on the test request form.	Sample Label: -Clear & legible, and corresponds with the information appearing on the test request form.	Sample Label: -Clear & legible, and corresponds with the information appearing on the test request form.	Sample Label: -Clear & legible, and corresponds with the information appearing on the test request form.

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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