

This procedure is taken from Standard Methods. In the 20<sup>th</sup> edition, it is described in section 9020B.3 (Laboratory Supplies) Page 9-4.

Eurofins Eaton Analytical will provide you with three sets of six plates each labeled “A” “B” and “C”.

**For Set “A”:** Wash and rinse one set of plates using the standard glassware washing procedure in the laboratory.

**For Set “B”:** Wash and rinse six plates using the standard glassware washing procedure in the laboratory, and in addition, rinse twelve times with Deionized Water and let air dry.

**For Set “C”:** Wash one set of plates with detergent wash water in the normal operating concentration used and DO NOT RINSE.

Allow both sets of dishes to air-dry, repack, and ship to Eurofins Eaton Analytical within 2 days of preparation or within the predetermined schedule.

If additional information is needed please call the Microbiological Department or your Analytical Service Manager at (626) 386-1100.

#### **SAMPLE SHIPPING AND STORAGE**

1. If shipping samples on the same day of sampling, chill samples until  $\leq 6^{\circ}\text{C}$  by exchanging the wet ice used during sampling with **FRESH** wet ice.
2. **Pack chilled samples** in a cooler and add enough **FRESH** wet ice to take up 30-50% of the cooler (e.g. most of the remaining space) as recommended in our “**Wet Ice Packing Instructions**.”
3. Complete the Chain of Custody during sample collection. Place Kit Order and completed Chain of Custody in a Ziploc style bag in the cooler on top of packing material. The following information is required on the completed Chain of Custody.
  - Collector’s name                      - Sample site                                      -Comments about the sample (if applicable)
  - Client Name                                -Date and time of collection                -Sample type
4. **Ship via overnight service such as FEDEX, UPS, or DHL, etc.** It is recommended that samples arrive within 48 hours of sampling, with no more than 40 hours for transit.
5. If samples are received on the same day as collection, temperature may be  $>10^{\circ}\text{C}$  with evidence of cooling.

#### **ADDITIONAL NOTES**

- Try to collect only on a Monday, Tuesday or Wednesday and ship no later than Thursday of each week, and try to **NOT** collect samples on Friday, Saturday, or Sunday unless special arrangements have been made for the receipt of samples at the laboratory within 48-hours of collection.
- If shipping to the laboratory with **frozen gel packs** rather than wet ice, please be sure that the gel packs have **been frozen for at least 48 hours** prior to the shipment time.