

Work Instruction 01

Sample Receipt

Personal Protective Equipment (PPE) – gloves

1. Designate and identify sample receipt area. Clean and sanitize before and after receiving samples.
2. Examine box for damage and leaks.
3. Open and locate the DA 7539 paperwork.
 - a. Record the date, time, receipt condition, and initials in the “Received” block.
 - b. Under “Shipping Carrier Tracking Number”, list as such or ‘Hand carried’ as appropriate.
4. Samples should be shipped and received as either room temperature, chilled, or frozen based on sample storage temperature requirements. Record receipt temperature:
 - a. Samples normally stored at room temperature: these are typically received as room temperature (“RT”). If they are received as chilled or frozen, record receipt temperature as “chilled”, or “frozen”. Room temperature samples received frozen are not tested unless allowed by the FADL or VLE.
 - b. Samples normally stored as frozen: these samples are typically received as “frozen”. If they are received as thawed or obviously refrozen, record receipt temperature as “thawed”, or “refrozen”. Samples normally stored as frozen but are received thawed or refrozen are not tested unless allowed by the FADL or VLE.
 - c. Samples normally stored as chilled: these samples are typically received as **0-4.4°C for fresh dairy and 0-7°C for all other chilled samples**. Samples received outside this temperature range are not tested unless allowed by the FADL or PHCE, Lab sciences. The receipt temperature is determined by taking a temperature measurement of the pilot sample:
 - i. Locate the pilot(s), and take the pilot temperature.
 - ii. Insert a calibrated baby dial thermometer into the middle of the pilot, ensuring that it is inserted to the dimple on the thermometer.
 - iii. Place sample with thermometer inserted back into the sample box. Wait 5 minutes for the final temperature reading. Wipe the thermometer stem with an alcohol pad.
 - iv. Record this temperature on the DA 7539 in the lab receipt block area.
 - v. Once the pilot temperature is recorded, the pilot(s) can be discarded.
5. In the “Laboratory Report Number” section of the DA 7539, write the next sequential laboratory report number from the Sample Receipt Log. This number is also recorded on the back of the DA 7539 under “Lab Report #”.
6. Assign unique sample numbers to every sample listed in block 13, recording each one in the “For Laboratory Use Only” section associated with each separate sample.
7. Use a permanent marker to record each assigned sample number on the corresponding sample. Do not record the number in an area of the sample package that will be used to aseptically open the sample for subsampling.
8. Secure and store the received samples at the appropriate temperature until ready to start testing.
9. Discard dunnage and box (or store for reuse if in serviceable condition).
10. Using the DA 7539, complete the rest of the information on the “Sample Receipt Log In Sheet” for that Report Number.