

INSTRUCTIONS FOR COLLECTION & SUBMISSION OF SAMPLES

ASSOCIATED WITH FOODBORNE ILLNESS

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

Michigan.gov/mdchlab

Note: Upon receipt of this unit, place the refrigerant provided in a freezer until ready to ship samples.

IMPORTANT: If the specimen container is received leaking, not properly labeled, test requisition not completed or specimen label does not match test requisition, the specimen will not be tested.

General

The adequacy and condition of food samples collected for investigation of food borne illness outbreaks are of primary importance and testing must be pre-approved by Epidemiology in conjunction with the Bureau of Laboratories. The following directions are given to help ensure the proper handling of food specimens. A properly collected, preserved and transported specimen will provide the best possible laboratory information for use in resolving the cause of an outbreak or to prevent further spreading of disease.

- A. Whenever possible, samples should be submitted to the laboratory in the original container. However, if there is a large quantity of material, using a device such as a prepackaged spoon or other utensil sterilized with boiling water, place a representative portion of at least 100 g (4 ounces) in the sterile containers provided in this unit.
- B. Previously frozen samples must be kept frozen until delivery to the laboratory.
- C. Refrigerated samples must be kept cool, not frozen, with the refrigerant provided in this unit, until delivered to the laboratory.
- D. Deliver samples in the most expedient manner possible to the testing laboratory.

Instructions

- 1. A test requisition must be filled out for each specimen submitted. If submitted to Lansing, for multiple samples use a DCH-1052, for single samples a DCH-0583. Samples submitted to a Regional Laboratory must be accompanied by a DCH-0567.
- 2. Label specimen container(s) with the same name/unique identifier used on the requisition(s) with a permanent felt tip marker/pen.
- 3. Record the name/unique identifier(s) used on the specimen container(s) for your records. You will use it to link the specimen to the outbreak.
- 4. Secure caps on containers with tape to prevent leakage.
- 5. Place containers in plastic bags with adsorbent provided, seal and enclose in corrugated boxes supplied.
- 6. **Complete** and apply return shipping/Biological Substance labels provided to cardboard container and send by the most rapid and convenient means available (e.g., a courier, bus, U.S. Express mail etc.) to the appropriate testing laboratory.
- 7. If there are any questions or consultation is needed, contact the Division of Infectious Diseases, Bureau of Laboratories, at 517-335-8067.

NOTE: The shipper is responsible for being sure that their package is in compliance with the current shipping regulations.

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