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U.S. Department of Agriculture  
Food Safety and Inspection Service  
Accredited Laboratory Program

## Microbiology Form

**Instructions:** FSIS: Complete items 1 through 6.

Laboratory: Report analytical findings under item 6. See the Instruction page for additional instructions.

1. ALP Lab Number:	2. Analysis:	6. Laboratory Address:
3. Date Sent: (mm/dd/yyyy)	4. Matrix Type: (if applicable)	
5. Due Date for Results: (mm/dd/yyyy)		

**Email Results by the Due Date to: ALP@USDA.Gov**

6. Report as Positive or Negative and Report Serotype, if applicable:

Sample Number	Result	Serotype

Submitted by Signature

Printed Name

Title

Date: (mm/dd/yyyy)

# DRAFT

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## Instructions for Handling PT Samples and Reporting Result

This is a laboratory sample; not for consumption

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- Test materials contain viable micro-organisms and are supplied on the understanding that the purchaser has suitably competent and qualified personnel to handle them safely
- Test materials must only be opened in a laboratory by qualified personnel.- On receipt of test material, record the date and store refrigerated at 2-8°C
- The microbiological test material represents a 'real' food sample, which may or may not contain the target organism, at a range of inoculum levels. Background flora may also be present.- Test the entire sample; do not sub-divide prior to dilution.
- Reconstitute the test material according to the instructions outlined below.
  1. Divide the matrix into 25g portions for each sample to be tested.
  2. Aseptically remove the cap and rubber stopper from the first vial and reconstitute the freeze dried test material by adding 1 ml of chosen enrichment broth.
  3. Replace the stopper and shake to dissolve.
  4. Leave the test material to resuscitate at room temperature for 60-90 minutes.
  5. Add 225ml of your chosen enrichment broth in chosen sample container containing 25g sample.
  6. Mix the matrix material thoroughly and leave at room temperature for 60-90 minutes.
  7. After the 60 -90 minute period add 1ml of the vial contents prepared in step 2 to the matrix preparation from step 6.
  8. Test for the target organism(s) using your routine laboratory methods.
  9. Laboratory Program (ALP). Repeat steps 2 to 9 for each additional vial.- Treat the sample in the same manner as any routine sample except as noted by the FSIS Accredited
- Laboratories may not subcontract out any PT samples. If a laboratory is unable to analyze samples, ALP personnel should be notified.- No comments should be made on the PT Sample Results Form.- If PT samples are received in poor condition, the ALP should be notified immediately by email (ALP@usda.gov). The ALP may replace samples, or an excuse from reporting results may be authorized\
- All entries on forms and reports should be clearly typed or legibly written on the original.- Name and title of authorized person signing form should also be printed below signature on all forms and reports provided by the ALP.- Results may be submitted by mail or email. If submitting results by email, submitting results via email. Please keep this email for your records. If you do not receive an email confirmation within three business days, contact the to verify that the results were received.
- PT sample results must be received on or before the due date indicated on the report form. Late results are subject to rejection. Failure
- PT sample results could result in revocation of accreditation
- ALP will consider claims regarding PT sample results lost in the mail only with acceptable proof of mailing. Acceptable proof of mailing includes receipts from the U.S. Post Office or overnight/express delivery carriers.
- Requests for "Excused Absences" for PT sample results must be in writing, explain the reason for the request, and be received by ALP address below before the due date.
- Laboratories may not be excused more than twice per accreditation period. Any further requests to be excused will be reviewed on a case basis by ALP staff.
- If a laboratory believes that there was a data processing error in the PT report at FSIS, the laboratory may request a review. The request must be in writing and received by ALP at the address below within 30 days of the data of the report in question.
- Retain a copy of your PT Sample Results for your records. All correspondence (including comments, suggestions, and appeals) should be addressed to:

Accredited Laboratory Program  
USDA, FSIS, OPHS, LQARCS  
Russel Research Center  
950 College Station Road  
Athens, GA 30605

or Email to:

[ALP@usda.gov](mailto:ALP@usda.gov)

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