

Outbreak Food Collection and Shipping Instructions

Collection Supplies

- *1. Sterile sample containers
 - a. Food collection bag
 - b. Sterile urine cups ~100mL
 - c. Wide-mouth plastic bottles with screw caps
- *2. Sterile and wrapped sample collection implements
 - a. tongue depressors
 - b. swabs with transport
- *3. Shipping Supplies
 - a. Laboratory Submission Form with clear plastic transport bag
 - b. Biohazard transport bag w/ Absorbent Sheet
 - c. Insulated containers-Styrofoam cooler
 - d. Cold pack or dry ice (if applicable)
 - e. Chain of Custody forms (if applicable)
- 4. Sterilizing and sanitizing agents
 - a. 70% ethyl alcohol or 10% bleach
 - b. Alcohol swabs and hand sanitizer
- 5. Labeling and Sealing equipment
 - a. Permanent markers
 - b. Roll of adhesive or masking tape
 - c. Labels
- 6. Personal Protective Equipment
 - a. Disposable plastic, latex, or nitrile gloves
 - b. Hair restraint, laboratory coat or masks if needed
- 7. Documentation
 - a. Pen/paper or computer for creating a list of samples collected
 - b. Digital camera (when available)

***BOL supplied through food outbreak supply order form**

Food Sample Collection Instructions

1. **Ship food samples in the original packaging, whenever possible.** Use adhesive tape to secure and seal the original containers.
2. If shipping in the original container is not feasible, use sterile/clean collection implements and sterile/clean collection containers for sampling from the original container. If the food item is liquid, stir or shake the liquid food item and pour or ladle the sample into a sterile leak-proof container.
3. Collect an adequate amount of the food sample--**a minimum of 2 ounces or 50 grams (~1/8 pound)**
4. Label the sample bags and containers with food type, sample owner, FI number, and collection date.
5. Remove the perforated seal from the food collection bag. Place the food product into the bag or container. Roll the top of the plastic bag down at least twice and fold in the wired sides. Secure the lid on the container. **Do not overfill** the bag or containers.
6. Place the food collection bag or container into a biohazard bag with absorbent sheet. Seal the biohazard bag. Store the samples at **same temperature** at which the product is normally stored.

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Sample Submission Form Completion

Properly label and fill out the laboratory submission form for each sample to include the following:

1. **FI Outbreak Number**—Call BOL for outbreak number at (484)-870-6295.
2. Sample Owner Name (Last, First, Middle)
3. Address: City and County, including Zip Code
4. Date of Birth and sex
5. Date of Onset
6. Specific agent suspected
7. Source of Sample: **Specify Food** (or appropriate description)
 - a. Name and type of product
 - b. Brand of product
 - c. Product manufacturer and code or lot number
 - d. Establishment name
8. Date Collected
9. Laboratory examination requested
10. Submitter name, address, and phone number

Sample Packing Instructions

1. Fill out a laboratory submission form for each separate food sample.
2. Be sure the information on the laboratory submission form and sample bag/container match. Use numbering if there is more than one sample of the same food type.
3. Place the sample into the foam box.
4. Add the **FROZEN** cold pack or dry ice (if applicable).
5. Close the foam box and place it into the cardboard mailer.
6. Put the completed laboratory submission form in the clear plastic transport bag.
7. Seal the bag and place it between the foam box and cardboard mailer.
8. Close the outer mailer and seal it with tape.

Shipping Instructions

1. Ship the sample as soon as possible after collection (within 48 hours).
2. Ship the samples at the same temperature at which the product is normally stored.
3. Ship to the PA BOL address on the laboratory submission form utilizing appropriate shipper.
4. Call Quick Courier at (800) 355-1004.
 - a. Ship via "BOLFL" account.
 - b. Ship overnight Monday through Thursday only.
 - c. Approval is needed by BOL for shipping on weekends or holidays.



SUPPLY ORDER FORM OUTBREAK FOOD COLLECTION

Please fax this form to the Bureau of Laboratories: FAX #: **610-450-1932**
Include: your name of agency, mailing address and phone number below.
 (Street Address, NO Post Office Box #'s)

You will be contacted if there will be a delay in your shipment.

Item	Quantity Requested	Quantity Sent
Sterile 1 liter bottles		
Food Collection bags		
Urine collection cup ~ 100 mL		
Swabs with transport		
Tongue Depressors		
Biohazard transport bags w/ Absorbent Sheet		
Lab Submission form w/ clear plastic transport bag		
BOL Shipping Labels		
Shipping Box (med)		
Shipping Box (large)		
Cold packs		
Chain of Custody form		

Agency Name: _____

Delivery Address: _____

Contact Person:

Name: _____

Phone #: _____

E-Mail _____

BOL Lab Use Only

Date Mailed: _____ Carrier: _____ Entered Shipment: _____ Initials: _____

Quick Courier: _____ USPS: _____