

Client Sampling and Submission Procedures

Preparing and Shipping Samples

1. Swab the surface according to the swab manufacturer's instructions; put the swab into the tube and cap it tightly.
2. Label the individual containers so there will be no possibility of confusion between samples.
3. Complete Test Request Form on SCSi LIMS Application at <https://www.scsi-food.com> before sample shipment:
 - Complete sample information and mark all tests that need to be performed
 - Complete company name, address, and contact information
 - Complete origin of samples, if needed
 - Mark appropriate box for billing information
 - Include additional instructions if needed
 - Provide PO #, if required
4. Pack samples
 - Sample containers shall be tightly closed in individual containers and packed appropriately to prevent spillage, breakage, and any other form of direct contamination to the sample.
 - Label of the destination shall be attached to the container.
5. Ship samples
 - Contact lab personnel prior to shipping.
 - Send samples, using a method that provides tracking information, to arrive Monday through Friday between 9:00 a.m. and 4:00 p.m.
 - Notify lab personnel by email upon shipping and provide tracking information. This is essential to maintain chain of custody.