

## **Instructions for Handling Microbiological Test Materials and Recording Results**

### **Receipt and Storage**

- On receipt of the test material, record the date and store refrigerated at 2-8°C until ready to test.
- The test material should be analysed in accordance with the deadlines shown on the website: <https://www.lgcpt.com/portal>

### **Sample Details**

- The test material represents a 'real' food or dairy sample, which may or may not contain the target organism(s), at a range of inoculum levels. Background flora may also be present.
- Test materials 28, 29, 30 and 31 are provided in a vial format with a pre-weighed quantity of matrix (tea, herb or spice), 25g is supplied for presence/absence tests and 10g for enumeration tests.

### **For samples 03 - 20 and 22 - 26**

1. Test the entire sample; do not sub-divide prior to dilution.
2. Dilute your test material according to its type as below, then proceed to step 3:

For **enumeration tests**, dilute the sample initially by 1 in 10 using your chosen diluent i.e. by adding 90ml of diluent to the 10g sample.

For **presence/absence** tests, dilute the sample with your chosen diluent or enrichment broth, according to your usual laboratory procedure.

3. Mix the diluted test material thoroughly under aseptic conditions.
4. Leave the test material to resuscitate at room temperature for a minimum of 60 minutes, but no longer than 90 minutes.

### **For sample 21**

1. Prepare 225ml of your chosen enrichment broth.
2. Aseptically remove cap and rubber stopper from the vial and reconstitute the freeze-dried test material by adding 10ml of the enrichment broth.
3. Replace the stopper and shake to dissolve.
4. Add this concentrate to the remaining enrichment broth.
5. Repeat this procedure two or three times to ensure all the freeze-dried test material is recovered from the vial.
6. Mix the diluted test material thoroughly under aseptic conditions.
7. Leave the test material to resuscitate at room temperature for a minimum of 60 minutes, but no longer than 90 minutes.

### **For samples 27 and 32**

1. Prepare 10ml of your chosen diluent.
2. Aseptically remove the cap and rubber stopper from the vial and reconstitute the freeze-dried test material by adding 10ml of diluent. This 10ml now represents a 10g sample which should be treated as the neat sample **i.e do not take the initial dilution into account when calculating results.**

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3. Replace the stopper and shake to dissolve.
4. Mix the test material thoroughly under aseptic conditions.
5. Leave the test material to resuscitate at room temperature for a minimum of 60 minutes, but no longer than 90 minutes.

#### **For samples 28, 29, 30 and 31.**

1. Prepare diluent as stipulated by your test method in the volume appropriate for the sample size (10g or 25g sample).
2. From this volume take 10ml and add it to the vial after aseptically removing cap and rubber stopper.
3. Replace the vial stopper and shake to dissolve.
4. Leave to stand for a minimum of 60 minutes but no longer than 90 minutes.
5. Resuscitate the tea, herb or spice matrix with the remaining amount of diluent prepared in step 1.
6. Add the vial contents prepared in step 2 to the matrix preparation from step 5 back-washing two or three times to ensure all the freeze-dried test material is recovered from the vial.

#### **Testing**

- Immediately before testing, mix the resuscitated sample thoroughly and then test for the target organism(s) using your routine laboratory methods.
- For all samples except samples 27 and 32, remember to take the initial dilution factor into account when calculating results.

#### **Recording Results**

- All results should be submitted using PORTAL
- Please go to <https://www.lgcpt.com/portal>
- Login using your Lab ID, username and password.
- A PORTAL user guide can be downloaded from the help section.

If you need any help at all please do not hesitate to contact our support team using the details below or your local LGC representative.

Tel: +44(0)161 762 2500

Email: [support@lgcpt.com](mailto:support@lgcpt.com)

#### **Precautions**

- 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.
- Refer to the Safety Data Sheet for information on the safe handling and disposal of the test materials.