

The final date for return of results is indicated on the accompanying request/report form

**Contact details:**

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*Results may be returned by fax, mail or e-mail*



## Extended Scheme - Instruction Sheet

Each distribution consists of **two** evacuated glass vials containing mixtures of freeze-dried micro-organisms. The vial contents require reconstitution prior to examination.

Refer also to the Safety Data Sheet: [www.hpa.org.uk/eqa/extended](http://www.hpa.org.uk/eqa/extended)

**Storage:**

Store the samples at **2 - 8°C** on receipt.

**Safety Recommendation:**

The samples contain micro-organisms of ACDP Hazard Groups 1 and 2. Your laboratory must undertake a risk assessment before handling these samples with particular consideration to the conditions and procedures for opening evacuated vials to prevent the risk of aerosol.

**Opening Vials:**

Remove the plastic tear-off seal by positioning the vial with the arrow on the plastic flip-top pointing away from you, flip the top up then carefully but deliberately pull downwards and to the right (or the left if you are left handed) until the seal separates; then still holding onto the plastic top, gently remove altogether and discard into a sharps container.

**Reconstitution:**

The samples are reconstituted in **200 ml** nutrient broth (**pre-warmed** to  $30 \pm 2$  °C) as follows:

- Aseptically remove the rubber stopper from the vial of the freeze-dried sample.
- Transfer approximately 1 ml of the **200 ml** warmed nutrient broth to the vial and allow to stand for 2 - 5 minutes.
- Transfer the vial contents back to the remaining nutrient broth.
- Rinse the vial a further 3 - 4 times with the **200 ml** nutrient broth sample.
- Shake the reconstituted samples before examination.

**Examination:**

- **Each reconstituted sample is equivalent to a 200 g food sample.**
- Undertake the examinations listed on the request/report form within 45 minutes of reconstitution.
- Examine in accordance with routine procedures.

**Reporting:**

- Record results on the accompanying request/report form.
- If comments are provided routinely by your laboratory regarding the examination methods and/or the microbial quality of the food then these should be included on the request/report form. This will help with the assessment of your results.

**Return of Results:**

- Return results to the organisers before the deadline shown on the request/report form.
- Results returned after that date will **not** be assessed.