



**POLICY AND PROCEDURE MANUAL  
CENTRAL VALLEY HEALTH DISTRICT**

---

**SECTION: ENVIRONMENTAL HEALTH**

**POLICY #: 510 SAMPLE TRANSPORT REQUIREMENTS**

**POLICY:** Methods of collecting, preserving, packing and shipping various samples.

**PROCEDURE:**

1. Contact with the lab responsible for testing will be made prior to any sampling to ensure proper procedures are followed.
  - a. North Dakota Department of Health Laboratory Services 701.328.6272
2. The following methods are guidelines that may be used for sample collection.

<b>SAMPLE</b>	<b>METHODS OF COLLECTING AND PRESERVING</b>	<b>METHOD OF PACKING and SHIPPING</b>
Solid Food	Cut or separate portions of the food with sterile knife. Aseptically collect at least 200g of sample and transfer to sterile plastic bag or wide mouth jar. Refrigerate sample.	Label. Pack refrigerant around sample container. <b>DO NOT</b> freeze or use dry ice. Take sample to laboratory or ship by rapid means.
Liquid Food or Beverage	Stir or shake. Pour or ladle, with a sterilized implement, at least 200mg into sterile container. Refrigerate.	As above.
Frozen food	Ship or take small volumes of frozen food to the laboratory without thawing or opening	Keep frozen. Use dry ice if necessary. Take or ship in insulated container.
Raw Meat or Poultry	Aseptically cut portion of meat or skin from different portions of carcass or cut of meat, remove portion of carcass. Put at least 200g of sample into sterile plastic bag or glass jar.	Same as solid or liquid foods.
Rice, cereals, dried or dehydrated food and feed	Scoop at least 200g of material with sterile spoon, spatula, tongue blade or similar implement. Transfer material to sterile container.	Keep in tightly sealed, moisture resistant container. Take or ship to laboratory.

**POLICY AND PROCEDURE MANUAL  
CENTRAL VALLEY HEALTH DISTRICT**

<b>SAMPLE</b>	<b>METHODS OF COLLECTING AND PRESERVING</b>	<b>METHOD OF PACKING and SHIPPING</b>
Scrap material, Air Filters, Dust, Sweepings, Litter, etc	Cut or collect at least 200g of material with sterile tongue blade, spatula, spoon or tongs and place in sterile plastic bags or wide mouth jars.	Same as above, depending on material.
Environmental or Equipment-Surface Swab	Moisten swab with sterile buffered distilled water and swab contact surfaces or equipment or environmental surfaces. Place swab into transport media.	Package, label, ship
Water	Refer to Policy 511.	Refer to Policy 511.
Vomit	Collect in sterile bag or bottle.	Same as solid or liquid food.
Stool(feces)	Collect in sterile bottle.	Same as solid or liquid food.
Serum	Collect in clean or sterile tube.	Package, label, and ship to lab.
Urine	Collect in sterile bottle.	Ship same as solid food
Other	Call ND State Laboratory at 1-701-328-5262	Call ND State Laboratory at 1-701-328-5262