

OKLAHOMA DEPARTMENT OF AGRICULTURE,
FOOD, AND FORESTRY
MEAT AND POULTRY INSPECTION SERVICE
OKLAHOMA CITY, OK

<h1 style="margin:0">MPI NOTICE</h1>	601 Revision 1	9/20/12
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**THE COLLECTION AND SUBMISSION OF MEAT, POULTRY AND WATER
SAMPLES TO THE ODAFF LABORATORY**

I. PURPOSE

This notice provides updated instructions to ODAFF MPI employees about the collection and submission of meat and poultry samples to the ODAFF Laboratory. It also contains updated instructions concerning the new method used to ship samples to the ODAFF Laboratory. It cancels MPI Notice 601. It contains updated references and it includes instructions for the revised FSD-MIS 222 (5/1/2011) that will be used when current supplies are exhausted.

NOTE: Continue to use the older version of FSD-MIS 222 until supplies are exhausted following the instructions previously provided in OK MPI Notices 601, 602, 603, 604 and 605.

NOTE: These instructions are for the submission of meat, poultry, water or swab samples only and do not apply to residue samples.

II. CANCELLATION

OK MPI Notice 601

III. REFERENCES

OK MPI Notices 602, Revision 1; 603, Revision 1; 604, Revision 1; and 605, Revision 1

IV. BACKGROUND

The ODAFF MPI Program has changed the procedures for shipping laboratory samples to the Oklahoma City Lab for analysis. In addition Form FSD-MIS 222 has been revised (refer to Attachment 1) and the revised form will be used once current supplies are exhausted.

V. COMPLETION OF LABORATORY ANALYSIS FORM (FSD-MIS 222)

In addition to the instructions provided in this document, the instructions provided in OK MPI Notices 602, Revision 1; 603, Revision 1; 604, Revision 1; and 605, Revision 1 will apply to the completion of the Laboratory Analysis Form (FSD-MIS 222).

- All of the information at the top of the form must be completed and signed by the inspector/supervisor who is submitting the sample.
- The appropriate box must be checked in the Nature of Request section and include any additional information if it is applicable.
- When samples are submitted for economic analysis a check should be made in each box for which an analysis is requested.
- When samples are submitted for microbiological analysis the appropriate box(es) must be marked.
- The name of the product as it is labeled and the complete ingredients statement must be included.
- The tear strip at the bottom of the form must be removed, divided and used as described in OK MPI Notices 602, Revision 1 and 603, Revision 1.

NOTE: When ground beef samples are collected for *E. coli* O157:H7 analysis there are additional requirements for the collection of ingredient lot(s) information that are described in OK MPI Notice 605, Revision 1.

VI. NON-FOOD SAFETY OTHER CONSUMER PROTECTION SAMPLES

The ODAFF Laboratory has new equipment and a new protocol for the analysis of non-food safety other consumer protection (economic) samples. This new protocol requires **a minimum sample size of one pound for all non-food safety other consumer protection samples with the exception of jerky and meat stick samples which have a minimum size of ¼ pound (4 oz)** submitted to the ODAFF laboratory for analysis. Any sample received by the laboratory that contains less than the required minimum amount of product will not be analyzed and will be discarded.

NOTE: Microbiological samples (*E. coli* O157:H7/*Salmonella* Performance Standards and Post-Lethality Exposed R-T-E) will not be affected by this change in sample size requirement. Refer to OK MPI Notice 602, Revision 1 and OK MPI Notice 604, Revision 1 for instructions related to microbiological samples.

VII. USE OF SAMPLE SEALS FOR LABORATORY SAMPLES

The Laboratory Information Management System (LIMS) system requires a stronger chain of custody to document the integrity of laboratory samples and their results. Consequently **all** samples submitted to the ODAFF Laboratory must be properly

sealed as described in OK MPI Notices 602, Revision 1 and 603, Revision 1. **This policy includes samples that are hand delivered to the laboratory.**

VIII. ACCEPT/REJECT CRITERIA FOR SAMPLES RECEIVED BY THE LABORATORY.

The following accept/reject criteria will be used by the ODAFF Laboratory based on the condition of the sample on receipt.

- Sample containment compromised;
- Sample spoiled or insufficient preservation;
- Security seal broken;
- Delayed delivery of microbiological or water samples;
- Insufficient sample quantity submitted;
- Incomplete Laboratory Request Form
- Incorrect preparation i.e. frozen gel-pack directly contacting bagged micro sample / no barrier between sample and frozen gel-pack – sample not double bagged – tear strip not correctly attached to sample; or
- Insufficient time left in the week to begin and finish analysis of micro samples / must be in by Wednesday of non-Holiday week.

All samples that are rejected by the laboratory for any of the above reasons will be discarded and will not be analyzed.

NOTE: Do not place multiple samples that will be analyzed in different laboratories in the same shipping container. For example do not ship samples for microbiological analysis in the same shipping container with economic samples.

IX. DELIVERY OF SAMPLES TO THE ODAFF LABORATORY

A. Samples that are shipped to the Laboratory.

(1) Microbiological Samples.

FedEx Priority Overnight airbills addressed to the Oklahoma City Laboratory are available and should be used for the shipment of all microbiological samples. All microbiological and water samples should be addressed to the “Food Laboratory” in Block 3 (Recipient’s Name) of the FedEx airbill.

All microbiological samples should be collected and prepared following the instructions in MPI Notices 602, Revision 1 and 603, Revision 1 and should be sent to the laboratory in time to arrive no later than noon on Wednesday. Any samples that arrive after this time will not be analyzed and will be discarded. All samples for *Salmonella* Performance Standards and for *E. coli* O157:H7 must arrive at the laboratory within 36 hours of the time the sample was collected. All inspection program personnel should check with FedEx to determine what time the samples must be delivered or ready for pickup to ensure next day delivery to the laboratory.

(2) All Economic Samples

Pre-printed FedEx Priority Overnight airbills should be used on all other samples submitted to the ODAFF Laboratory. All economic samples should be addressed to the "General Chemistry Laboratory" in Block 3 (Recipient's Name) of the FedEx airbill.

(3) Water Samples

FedEx Priority Overnight airbills addressed to the Oklahoma City Laboratory are available and should be used for the shipment of all water samples. Water samples should be addressed to the "Food Laboratory" in Block 3 (Recipient's Name) of the FedEx airbill.

All economic samples should be frozen prior to shipment to the laboratory. All water samples should not be frozen and should be sent to arrive at the laboratory no later than the next day after collection. Water samples require a 24 hour incubation period in the laboratory and can arrive as late as Thursday afternoon.

NOTE: A new FedEx shipping label must be used with each shipping container sent to the lab.

B. Samples That Are Hand-Delivered to the Laboratory.

All samples that are hand-delivered to the ODAFF Laboratory are to be taken to the Lab Annex. Samples that are hand-delivered to the ODAFF Laboratory do not need to be frozen. There are two parking spaces in the East parking lot (Lindsay Ave. side of the building) that are marked "Lab Customers Only" that can be used when delivering samples to the lab. These are short term parking spots that are to be used only for delivery of lab samples.

All visitors are to check in at the Lab Annex front desk. Notify the front desk that you have a sample for the lab and the receptionist will provide a sample log, which is to be completed by the person delivering the sample(s).

X. REPORTING ODAFF LABORATORY TEST RESULTS

The ODAFF MPI Oklahoma City Office will notify the supervisor by telephone of all positive microbiological results as soon as the information is provided by the ODAFF Laboratory. The supervisor will notify the inspector and ensure that appropriate corrective and preventive measures are undertaken by the establishment. Electronic copies of the laboratory results will be forwarded to the in-plant inspection personnel with a cc to the supervisor when they are received by the ODAFF MPI Oklahoma City Office.

All other ODAFF Laboratory results will be sent electronically to the inspector with a cc to the supervisor from the ODAFF MPI Oklahoma City Office. The in-plant inspection personnel are to print a hard copy of the results and place the results in the inspector files in the plant. They are also to provide a copy of the laboratory results to the plant when the plant requests a copy. If an establishment requests that they receive

electronic notification of the laboratory results copies will be provided by the Oklahoma City office to the e-mail address provided by the plant.

Any questions about this notice should be referred through normal supervisory channels.

A handwritten signature in black ink, appearing to read "Stan Stromberg", with a large loop at the end.

Stan Stromberg
Director, Food Safety Division

DISTRIBUTION:
All MPI Personnel
ODAFF Laboratory

SUBJECT CATEGORY
Laboratory

Attachment 1



No. 68851

LABORATORY ANALYSIS REQUEST

Circuit No. _____ Est. No. _____ Est. Name _____ Retain Tag No. _____

Date Sample Collected _____ Time Sample Collected _____ Was Product Held? _____

Inspector's Name (print) _____ Insp. Signature _____

NATURE OF REQUEST (check one)

- Economic, Salmonella & E. coli O157:H7 (#), Salmonella Performance Standards (SPS #), Ready-to-Eat, Intensified Verification Testing, Other

ECONOMIC ANALYSIS (check analysis requested)

- Total Protein, Total Water, Total Fat, Non Fat Dried Milk, Isolated Soy Protein, Soy Protein Concentrate, Nitrite, Water Activity, Other, Meat Protein, Added Water, Cereal, Calcium Reduced Dried Skim Milk, Soy Flour, Sulfite, Nitrate, Moisture/Protein Ratio, Other

MICROBIOLOGICAL ANALYSIS (check analysis requested)

- Salmonella, E. coli O157:H7, Listeria Monocytogenes, Other

NAME OF PRODUCT AND INGREDIENTS

Lot No.

Lab use only

Date Received _____ Condition on Receipt _____ Analysis: Started _____ Completed _____ Hrs. _____

Analyst Initials _____ Signature of Lab Supervisor _____ Lab No. _____

Oklahoma Department of Agriculture, Food, & Forestry offers its programs to all eligible persons regardless of race, color, national origin, religion, sex, age, or handicap and is an Equal Opportunity Employer.

No. 68851

Product _____

No. 6851

Nature of Request _____ Date _____

Tracking No. _____ Retain this portion as record of sample submission

Attach to Sample