Analytical Laboratory Services
OUR QUALITY IS IN THE DETAIL

WINDHOEK
info@analab.com.na
Tel + 264 61 210 132
Cell + 264 81 144 3063
ERF 270, Hansa Street, Lafrenz
www.analabnam.com

WALVISBAY
walvisbaylab@analab.com.na
Cell + 264 81 122 1588
Unit 16 & 17, Ben Amathila Ave.

SAMPLE SUBMISSION FORM: MICROBIOLOGY TESTING

Enquiries: Mr. Dion Shetunyenga | Walvis Bay Site Manager / Ms. Rosina Shangula | Section Head, Windhoek

Customer Contact Information:		**FOR OFFICIAL USE**
Customer /Company Name		**Laboratory Reference No:**
		Sample Condition upon Arrival at the Laboratory
Primary contact person		**Acceptance criteria:** ▪ Cooler box temperature tolerance: 0 ˚C – 10 ˚C ▪ Water samples & all chilled samples should be delivered and analysed within 24h after sampling. ▪ Frozen products must be received in frozen state ▪ Chilled samples must be received in chilled state
Postal Address & Town		
Tel / Mobile Number		
Email Address		Sample(s) received & inspected by:
Accounts contact person		First Name_____
Tel / Mobile Number		Signature: _____
Email Address		Date: Time:

Financial Information:		Sample container (sterile/not sterile)	
Charge to		Cooler box temp (without CF)	
Customer / Company (lister above) ☐		Cooler box temp (with CF)	
Other ☐ _____		Thermometer number (used)	
Purchase Order No.: _____		Thermometer correction factor (CF)	
Quotation No. (if any): _____			

Customer Account type (tick the appropriate box)		Samples Receive in a cooler box (tick) ☐
Credit Account	☐ **Note:** Payment to be done within 30 days	Sample(s) accepted (tick) ☐
Cash Customer	☐ **Note:** Payment to be done prior to testing	Sample(s) accepted with exception (tick) ☐
		Sample(s) rejected (tick) ☐

Test Report
- Test Report(s) will be emailed to primary contact by default
- Additional Test Report(s) will be emailed as specified below:

Email primary contact (tick) ☐

Other email address (tick & specify below) ☐

_____

If rejected, was the customer informed (tick)
☐ Yes ☐ No

Reason for rejection:

.....
.....
.....

Additional information

.....
.....
.....
.....
.....
.....
.....
.....

Samples accepted with exception: *I the customer agree that the sample(s) should be tested even though not in compliance with the acceptance criteria.*

Customer Signature: _____ Date: _____

Customer Authorisation (compulsory)

By signing below, you are authorising Analytical Laboratory Services to perform the requested tests to the best of their knowledge & as per specified Test Methods and agree to Analytical Laboratory Services Terms & Conditions

Customer Signature: _____ Date: _____

Sample receipt stamp

Note: Complete page 1-2 and all other applicable pages to your request

SAMPLE INFORMATION									FOR OFFICIAL USE
Total number of samples	**Food**		**Swabs**		**Water**		**Settlement plates**		**Other:**

No.	Sample Description	Sampling Date	Sampling Time	Sample Matrix/State*	Lab Sample No.
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					

Reporting of Test Results

Do you require Conformity Statement (pass or fail) of results on the test report? **Yes** ☐ **No** ☐

If yes,

Did you provide the relevant interpretation of results standard, regulation, or normative document? **Yes** ☐ **No** ☐

Note: Each client is required to sign a Coformity Statement agreement (FM 7.1-4) with the Laboratory, when pass/fail of results is to be included on the test report.

Sample Type Abbreviation Key

Milk = **M** Bivalves = **BV** Air Quality = **A** Culture Identification = **ID** Hand Plates = **H**

Hand Sanitiser = **HS** Surface Sanitiser = **SS**

Please specify sample matrix: Water: Fresh water/ potable/ ground / seawater / effluent/ Bottled water/Cooling tower water

Food: Chilled/ frozen/ fish/ red meat / ready to eat food/ chicken/Eggs/ fishery products/ vegetables / fruits / and Bivalves/ dairy product/ Beverage

Sampling done by: _____

Signature: _____

Sampling Location/Vessel/Factory name: _____

Special Instructions (where applicable indicate the Test parameters here):

Samples/Containers to be returned (tick) ☐

Note: Complete page 1-2 and all other applicable pages to your request

MICROBIOLOGICAL TESTING OF FOOD SAMPLES AND SWABS (S = Swabs, F = Food, PM = Packaging Material)					
Note: The laboratory will select the test parameters on behalf of the client, when a signed quotation is attached to this request form.					
No.	**Test Parameters**	**Reference Method**	**F**	**S/PM**	**Turn around Time**
			Tick		
1.	Total colony count (TCC) at 30 ˚C in food, swabs & packaging materials	METH M 001 based on ISO 4833-1: 2013	☐	☐	5 days
2.	Enumeration of Enterobacteriaceae in food, swabs & packaging materials	METH M 002 based on ISO 21528-2: 2017	☐	☐	5 days
3.	Enumeration of total coliforms in food, swabs & packaging materials	METH M 004 based on ISO 4832:2006	☐	☐	4 days
4.	Enumeration of *E. coli* & total coliforms in food, swabs & packaging materials	METH M 005 based on ISO 16649-2: 2001 (with modification)	☐	☐	4 days
5.	Enumeration of *E. coli* in food, swabs & packaging materials	METH M 005 based on ISO 16649-2: 2001	☐	☐	4 days
6.	Enumeration of *Clostridium perfringens* in food, swabs & packaging materials	METH M 006 based on ISO 7939: 2004	☐	☐	5 days
7.	Enumeration of coagulase-positive staphylococci (*Staphylococcus aureus* and other species*)* food, swabs & packaging materials	METH M 007 based on ISO 6888-1:1999	☐	☐	7 days
8.	Enumeration of *Staphylococcus aureus* in food, swabs & packaging materials	METH M 008 based on ISO 6888-1:1999	☐	☐	6 days
9.	Enumeration of intestinal enterococci in food, swabs & packaging materials	METH M 010 based on ISO 7899-2: 2000	☐	☐	4 days
10.	Enumeration of *Bacillus cereus* in food, swabs & packaging materials	METH M 011 based on ISO 7932:2004	☐	☐	5 days
11.	*Detection of Salmonella* spp. in food, swabs & packaging materials	METH M 012 based on ISO 6579-1: 2017	☐	☐	8 days
12.	*Enumeration of Salmonella* spp. in food, swabs & packaging materials	METH M 013 based on adapted ISO 6579-1: 2017	☐	☐	5 days
13.	Detection of Shigella spp. in food, swabs & packaging materials	METH M 015 based on ISO 21567:2004	☐	☐	6 days
14.	*Detection of Vibrio* spp. *including Vibrio parahaemolyticus*, *Vibrio cholerae* and *Vibrio vulnificus* in food, swabs & packaging materials	METH M 017 based on ISO 21872-1: 2017	☐	☐	7 days
15.	Detection of *Vibrio parahaemolyticus & Vibrio cholerae* in food, swabs & packaging materials	METH M 017 based on ISO 21872-1: 2017	☐	☐	7 days
16.	Enumeration *Vibrio* spp. *including Vibrio parahaemolyticus*, *Vibrio cholerae* and *Vibrio vulnificus* in food, swabs & packaging materials	METH M 042 based on adapted ISO 21872-1	☐	☐	5 days
17.	Detection of *Listeria monocytogenes* in food, swabs & packaging materials	METH M 019 based on ISO 11290-1: 2017	☐	☐	10 days
18.	Detection of *Listeria* spp. in food, swabs & packaging materials	METH M 019 based on ISO 11290-1: 2017	☐	☐	10 days
19	Enumeration of *Listeria monocytogenes* and Listeria spp. in food, swabs & packaging materials	METH M 020 based on ISO 11290-2: 2017	☐	☐	7 days
20.	Detection of faecal coliforms in swabs	METH M 022 based on VC8031: 1987	☐	☐	4 days
21	Detection of *E.coli* in swabs	METH M 022 based on VC8031: 1987	☐	☐	4 days
22.	Detection of Faecal coliforms in food	METH M 053 based on adapted ISO7251: 2005	☐	☐	4 days
23.	Detection of *E. coli* in food	METH M 053 based on adapted ISO7251: 2005	☐	☐	4 days
24.	Enumeration of Faecal coliforms in food by 3 tubes MPN	METH M 023 based on ISO 7251: 2005	☐	☐	6 days
25	Enumeration of E.coli in food by 3 tubes MPN	METH M 023 based on ISO 7251: 2005	☐	☐	6 days
26.	Enumeration of *E. coli* in shellfish by 5 tubes MPN	METH M 024 based on ISO 16649-3:2016	☐	☐	6 days
27.	Enumeration of yeast and moulds in products with water activity greater than 0,95	METH M 036 based on ISO 21527-1: 2008	☐	☐	7 days
28.	Enumeration of yeast and moulds in products with water activity less than or equal to 0,95	METH M 037 based on ISO 21527-2: 2008	☐	☐	7 days
29.	Enumeration of Pseudomonas aeruginosa in food, swabs & packaging materials	METH M 055 based on ISO 16266: 2006	☐	☐	5 days

MICROBIOLOGICAL TESTING OF WATER SAMPLES				
No.	**Test Parameters**	**Reference Method**	**Tick**	**Turn around Time**
1.	Enumeration of Enterobacteriaceae in water by membrane filtration (MF)	METH M 003 adapted from ISO 21528-2: 2017 and ISO 8199:2018	☐	5 days
2.	Enumeration of *Staphylococcus aureus* in water by MF	METH M 009 adapted from ISO 6888-1:1999 and ISO 8199:2018	☐	5 days
3.	Enumeration of *Salmonella* spp. in water by MF	METH M 014 adapted from ISO 6579-1: 2017 & ISO 8199:2018	☐	5 days
4.	Detection of Shigella spp. in water	METH M 016 adapted from ISO 21567:2004 and ISO 8199:2018	☐	6 days

Note: Complete page 1-2 and all other applicable pages to your request

MICROBIOLOGICAL TESTING OF WATER SAMPLES				
No.	**Test Parameters**	**Reference Method**	**Tick**	**Turn around Time**
5.	Enumeration of *Vibrio* spp. *including Vibrio parahaemolyticus*, *Vibrio cholerae* and *Vibrio vulnificus* in water by MF	METH M 018 adapted from ISO 21872-1:2017 and ISO 8199:2018	☐	5 days
6.	Enumeration of Listeria spp. including *Listeria monocytogenes* in water by MF	METH M 021 adapted from ISO 11290-1: 2017 and ISO 8199:2018	☐	6 days
7.	Enumeration of total coliforms in water by 3 tubes MPN	METH M 025 based on SANS 5221: 2018	☐	6 days
8.	Enumeration of faecal coliforms in water by 3 tubes MPN	METH M 025 based on SANS 5221: 2018	☐	5 days
9.	Enumeration of *E. coli* in water by 3 tubes MPN	METH M 025 based on SANS 5221: 2018	☐	5 days
10.	Enumeration of total coliforms in water by 10 tubes MPN	METH M 046 based on APHA 9221 & SANS 5221:2018	☐	6 days
11.	Enumeration of faecal coliforms in water by 10 tubes MPN	METH M 046 based on APHA 9221 & SANS 5221:2018	☐	5 days
12.	Enumeration of *E. coli* in water by 10 tubes MPN	METH M 046 based on APHA 9221 & SANS 5221:2018	☐	5 days
13.	Total colony count in water at 35 °C	METH M 026 based on SANS 5221: 2018	☐	4 days
14.	Total colony count in water at 22 °C	METH M 027 based on PHE Microbiology of Drinking Water (2012)	☐	5 days
15.	Total colony count in water at 37 °C	METH M 028 based on PHE Microbiology of Drinking Water (2012)	☐	4 days
16.	Enumeration of total coliforms in water by MF	METH M 029 based on SANS 5221:2018	☐	4 days
17.	Enumeration of faecal coliforms in water by MF	METH M 030 based on SANS 5221:2018	☐	4 days
18.	Enumeration of *E. coli* in water by MF	METH M 030 based on SANS 5221:2018	☐	4 days
19.	Enumeration of intestinal enterococci in water by MF	METH M 031 based on ISO 7899-2: 2000	☐	4 days
20.	Enumeration of *Clostridium perfringens* in water by MF	METH M 032 adapted from ISO 7937:2004 and SANS 5221: 2018	☐	5 days
21.	Enumeration of *Pseudomonas aeruginosa* in water by MF	METH M 033 based on ISO 16266: 2006	☐	5 days
22.	Enumeration of *Legionella* spp. in water by MF	METH M 034 based on ISO 11731:2017	☐	16 days
23.	Enumeration of yeast and moulds in water by MF	METH M 035 based on ISO 21527-1:2008 and ISO 8199: 2018	☐	7 days
24.	Enumeration of *Pseudomonas aeruginosa* in water by 3 tubes MPN	METH M 047 based on APHA 9213F	☐	8 days
25.	Enumeration of *Pseudomonas aeruginosa* in water by 10 tubes MPN	METH M 048 based on APHA 9213F	☐	8 days

MICROBIOLOGICAL ENVIRONMENTAL MONITORING TESTING OF AIR QUALITY, HAND PLATES, HAND AND SURFACE SANITISERS & BACTERIA CULTURE IDENTIFICATION				
No.	**Test Parameters**	**Reference Method**	**Tick**	**Turn around Time**
1.	Total colony count in air (settlement plates)	METH M 041 adapted from ISO 21527-1: 2008	☐	4 days
2.	Yeast and moulds in air (settlement plates)	METH M 041 adapted from ISO 21527-1: 2008	☐	7 days
3.	Listeria spp. environmental swabs (rapid InSite swabs), detection, presumptive	METH M 043 based on Hygiene Rapid Environmental Listeria Species Test (AOAC approved)	☐	4 days
4.	Total Coliform and *E. coli* on hand plates, detection	METH M 044 (In-hose Method)	☐	4 days
5.	Coagulase-positive Staphylococci on hand plates, detection	METH M 045 (In-hose Method)	☐	5 days
6.	Total colony count, contact plates (Petrifilm)	METH M 049 based on 3M Petrifilm AC Aerobic Count Plate	☐	4 days
7.	Efficacy testing - Hand sanitizer / Hand soap according to SANS 5261	METH M 50 based on SANS 5261	☐	7 days
8.	Efficacy testing - Hand sanitizer / Hand soap according to EN 1500/EN 1499	METH M 51 based on EN 1500/EN 1499	☐	5 days
9.	Efficacy testing - Surface sanitizer according to EN13697	METH M 52 based on EN13697	☐	5 days
10.	Identification of bacteria culture by API	METH M 039	☐	3 days
11.	Identification of bacteria & Yeast culture by Vitek 2 Compact	METH M 039	☐	3 days

Note: Prices are specified on FM 7.1- 5