



SAMPLE SUBMISSION FORM: MICROBIOLOGY TESTING

Enquiries: Section Head: Walvis Bay / Section Head: Windhoek			
Customer Contact Information:		FOR OFFICIAL USE	
Customer /Company Name		Laboratory Reference No:	
Primary contact person		Sample Condition upon Arrival at the Laboratory	
Postal Address & Town		Acceptance criteria:	
Tel / Mobile Number		<ul style="list-style-type: none"> ▪ 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 	
Email Address		Sample(s) received & inspected by:	
Financial Information:		First Name _____	
Accounts contact person		Signature: _____	
Tel / Mobile Number		Date: _____	Time: _____
Email Address		Sample container (sterile/not sterile)	Customer Account type (tick the appropriate box)
Charge to		Cooler box temp (without CF)	Credit Account <input type="checkbox"/>
Customer / Company (lister above) <input type="checkbox"/>		Cooler box temp (with CF)	Note: Payment to be done within 30 days
Other <input type="checkbox"/> _____		Thermometer number (used)	Cash Customer <input type="checkbox"/>
Purchase Order No.: _____		Thermometer correction factor (CF)	Note: Payment to be done prior to testing
Quotation No. (if any): _____		Samples Receive in a cooler box (tick) <input type="checkbox"/>	
Additional Customer Instructions (where applicable)	Sample(s) accepted (tick) <input type="checkbox"/>	
	Sample(s) accepted with exception (tick) <input type="checkbox"/>	
	Sample(s) rejected (tick) <input type="checkbox"/>	
		
Test Report		If rejected, was the customer informed (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> • Test Report(s) will be emailed to primary contact by default • Additional Test Report(s) will be emailed as specified below: 		Reason for rejection:	
Email primary contact (tick) <input type="checkbox"/>		
Other email address (tick & specify below) <input type="checkbox"/>		
.....		Additional information:	
Samples accepted with exception: <i>I the customer agree that the sample(s) should be tested even though not in compliance with the acceptance criteria.</i>		
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

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 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	<input type="checkbox"/>	<input type="checkbox"/>	5 days
2.	Anaerobic Total colony count (TCC) at 30 °C in food, swabs & packaging materials	METH M 038 based on adapted ISO 4833-1: 2013	<input type="checkbox"/>	<input type="checkbox"/>	5 days
3.	Enumeration of Enterobacteriaceae in food, swabs & packaging materials	METH M 002 based on ISO 21528-2: 2017	<input type="checkbox"/>	<input type="checkbox"/>	5 days
4.	Enumeration of Enterobacteriaceae in food, swabs & packaging materials	METH M 060 based on 2022IR1-08 Neogen One Plate Enterobacteriaceae (OP-EBAC) 2024	<input type="checkbox"/>	<input type="checkbox"/>	3 days
5.	Enumeration of total coliforms in food, swabs & packaging materials	METH M 004 based on ISO 4832:2006	<input type="checkbox"/>	<input type="checkbox"/>	4 days
6.	Enumeration of <i>E. coli</i> & total coliforms in food, swabs & packaging materials	METH M 005 based on ISO 16649-2: 2001 (with modification)	<input type="checkbox"/>	<input type="checkbox"/>	4 days
7.	Enumeration of <i>E. coli</i> in food, swabs & packaging materials	METH M 005 based on ISO 16649-2: 2001	<input type="checkbox"/>	<input type="checkbox"/>	4 days
8.	Enumeration of <i>Clostridium perfringens</i> in food, swabs & packaging materials	METH M 006 based on ISO 15213-2:2023	<input type="checkbox"/>	<input type="checkbox"/>	5 days
9.	Enumeration of coagulase-positive staphylococci (<i>Staphylococcus aureus</i> and other species) food, swabs & packaging materials	METH M 007 based on ISO 6888-1: 2021	<input type="checkbox"/>	<input type="checkbox"/>	7 days
10.	Enumeration of <i>Staphylococcus aureus</i> in food, swabs & packaging materials	METH M 008 based on ISO 6888-1: 2021	<input type="checkbox"/>	<input type="checkbox"/>	6 days
11.	Enumeration of intestinal enterococci in food, swabs & packaging materials	METH M 010 based on ISO 7899-2: 2000	<input type="checkbox"/>	<input type="checkbox"/>	4 days
12.	Enumeration of <i>Bacillus cereus</i> in food, swabs & packaging materials	METH M 011 based on ISO 7932:2004	<input type="checkbox"/>	<input type="checkbox"/>	5 days
13.	Detection of <i>Salmonella</i> spp. in food, swabs & packaging materials	METH M 012 based on ISO 6579-1: 2017	<input type="checkbox"/>	<input type="checkbox"/>	8 days
14.	Detection of <i>Salmonella</i> spp. in food, swabs & packaging materials	METH M 062 based on adapted 2019LR88 Neogen One Broth One Plate for Salmonella (OBOP-S):2020	<input type="checkbox"/>	<input type="checkbox"/>	6 days
15.	Enumeration of <i>Salmonella</i> spp. in food, swabs & packaging materials	METH M 013 based on adapted ISO 6579-1: 2017	<input type="checkbox"/>	<input type="checkbox"/>	5 days
16.	Detection of Shigella spp. in food, swabs & packaging materials	METH M 015 based on ISO 21567:2004	<input type="checkbox"/>	<input type="checkbox"/>	6 days
17.	Detection of <i>Vibrio</i> spp. including <i>Vibrio parahaemolyticus</i> , <i>Vibrio cholerae</i> and <i>Vibrio vulnificus</i> in food, swabs & packaging materials	METH M 017 based on ISO 21872-1: 2017	<input type="checkbox"/>	<input type="checkbox"/>	7 days
18.	Detection of <i>Vibrio parahaemolyticus</i> & <i>Vibrio cholerae</i> in food, swabs & packaging materials	METH M 017 based on ISO 21872-1: 2017	<input type="checkbox"/>	<input type="checkbox"/>	7 days
19.	Enumeration <i>Vibrio</i> spp. including <i>Vibrio parahaemolyticus</i> , <i>Vibrio cholerae</i> and <i>Vibrio vulnificus</i> in food, swabs & packaging materials	METH M 042 based on adapted ISO 21872-1	<input type="checkbox"/>	<input type="checkbox"/>	5 days
20.	Enumeration <i>Vibrio parahaemolyticus</i> , <i>Vibrio cholerae</i> and <i>Vibrio vulnificus</i> in food, swabs & packaging materials	METH M 042 based on adapted ISO 21872-1	<input type="checkbox"/>	<input type="checkbox"/>	5 days
21.	Detection of <i>Listeria monocytogenes</i> in food, swabs & packaging materials	METH M 019 based on ISO 11290-1: 2017	<input type="checkbox"/>	<input type="checkbox"/>	10 days
22.	Detection of <i>Listeria</i> spp. in food, swabs & packaging materials	METH M 019 based on ISO 11290-1: 2017	<input type="checkbox"/>	<input type="checkbox"/>	10 days
23.	Detection of <i>Listeria monocytogenes</i> in food, swabs & packaging materials	METH M 059 based on Neogen One Broth One Plate for Listeria (OBOP-S)	<input type="checkbox"/>	<input type="checkbox"/>	7 days
24.	Detection of <i>Listeria</i> spp. in food, swabs & packaging materials	METH M 059 based on Neogen One Broth One Plate for Listeria (OBOP-S)	<input type="checkbox"/>	<input type="checkbox"/>	7 days
25.	Enumeration of <i>Listeria monocytogenes</i> and <i>Listeria</i> spp. in food, swabs & packaging materials	METH M 020 based on ISO 11290-2: 2017	<input type="checkbox"/>	<input type="checkbox"/>	7 days
26.	Detection of faecal coliforms in swabs	METH M 022 based on VC8031: 1987	<input type="checkbox"/>	<input type="checkbox"/>	4 days
27.	Detection of <i>E.coli</i> in swabs	METH M 022 based on VC8031: 1987	<input type="checkbox"/>	<input type="checkbox"/>	4 days
28.	Detection of Faecal coliforms in food	METH M 053 based on adapted ISO7251: 2005	<input type="checkbox"/>	<input type="checkbox"/>	4 days
29.	Detection of <i>E. coli</i> in food	METH M 053 based on adapted ISO7251: 2005	<input type="checkbox"/>	<input type="checkbox"/>	4 days
30.	Enumeration of Faecal coliforms in food by 3 tubes MPN	METH M 023 based on ISO 7251: 2005	<input type="checkbox"/>	<input type="checkbox"/>	6 days
31.	Enumeration of <i>E.coli</i> in food by 3 tubes MPN	METH M 023 based on ISO 7251: 2005	<input type="checkbox"/>	<input type="checkbox"/>	6 days
32.	Enumeration of <i>E. coli</i> in shellfish by 5 tubes MPN	METH M 024 based on ISO 16649-3:2016	<input type="checkbox"/>	<input type="checkbox"/>	6 days
33.	Enumeration of yeast and moulds in products with water activity greater than 0,95	METH M 036 based on ISO 21527-1: 2008	<input type="checkbox"/>	<input type="checkbox"/>	7 days
34.	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	<input type="checkbox"/>	<input type="checkbox"/>	7 days
35.	Enumeration of yeast and moulds in food, swabs & packaging materials	METH M 061 based on 2021LR99 Neogen One Plate Yeast and Mould (OP-YM): 2024	<input type="checkbox"/>	<input type="checkbox"/>	5 days

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No.	Test Parameters	Reference Method	F	S/PM	Turn around Time
			Tick		
36.	Enumeration of <i>Pseudomonas aeruginosa</i> in food, swabs & packaging materials	METH M 055 based on ISO 16266: 2006	<input type="checkbox"/>	<input type="checkbox"/>	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	<input type="checkbox"/>	5 days
2.	Enumeration of <i>Staphylococcus aureus</i> in water by MF	METH M 009 adapted from ISO 6888-1:1999 and ISO 8199:2018	<input type="checkbox"/>	5 days
3.	Detection of <i>Salmonella</i> spp. in water	METH M 014 adapted from ISO 6579-1: 2017 & ISO 8199:2018	<input type="checkbox"/>	6 days
4.	Detection of Shigella spp. in water	METH M 016 adapted from ISO 21567:2004 and ISO 8199:2018	<input type="checkbox"/>	6 days
5.	Enumeration of <i>Vibrio</i> spp. including <i>Vibrio parahaemolyticus</i> , <i>Vibrio cholerae</i> and <i>Vibrio vulnificus</i> in water by MF	METH M 018 adapted from ISO 21872-1:2017 and ISO 8199:2018	<input type="checkbox"/>	5 days
6.	Enumeration of <i>Listeria</i> spp. including <i>Listeria monocytogenes</i> in water by MF	METH M 021 adapted from ISO 11290-1: 2017 and ISO 8199:2018	<input type="checkbox"/>	6 days
7.	Enumeration of total coliforms in water by 3 tubes MPN	METH M 025 based on SANS 5221: 2018	<input type="checkbox"/>	6 days
8.	Enumeration of faecal coliforms in water by 3 tubes MPN	METH M 025 based on SANS 5221: 2018	<input type="checkbox"/>	5 days
9.	Enumeration of <i>E. coli</i> in water by 3 tubes MPN	METH M 025 based on SANS 5221: 2018	<input type="checkbox"/>	5 days
10.	Enumeration of total coliforms in water by 10 tubes MPN	METH M 046 based on APHA 9221 & SANS 5221:2018	<input type="checkbox"/>	6 days
11.	Enumeration of faecal coliforms in water by 10 tubes MPN	METH M 046 based on APHA 9221 & SANS 5221:2018	<input type="checkbox"/>	5 days
12.	Enumeration of <i>E. coli</i> in water by 10 tubes MPN	METH M 046 based on APHA 9221 & SANS 5221:2018	<input type="checkbox"/>	5 days
13.	Total colony count in water at 35 °C	METH M 026 based on SANS 5221: 2018	<input type="checkbox"/>	4 days
14.	Total colony count in water at 22 °C	METH M 027 based on PHE Microbiology of Drinking Water (2012)	<input type="checkbox"/>	5 days
15.	Total colony count in water at 37 °C	METH M 028 based on PHE Microbiology of Drinking Water (2012)	<input type="checkbox"/>	4 days
16.	Enumeration of total coliforms in water by MF	METH M 029 based on SANS 5221:2018	<input type="checkbox"/>	4 days
17.	Enumeration of faecal coliforms in water by MF	METH M 030 based on SANS 5221:2018	<input type="checkbox"/>	4 days
18.	Enumeration of <i>E. coli</i> in water by MF	METH M 030 based on SANS 5221:2018	<input type="checkbox"/>	4 days
19.	Enumeration of intestinal enterococci in water by MF	METH M 031 based on ISO 7899-2: 2000	<input type="checkbox"/>	4 days
20.	Enumeration of <i>Clostridium perfringens</i> in water by MF	METH M 032 adapted from ISO 15213-2:2023 and SANS 5221: 2018	<input type="checkbox"/>	5 days
21.	Enumeration of <i>Pseudomonas aeruginosa</i> in water by MF	METH M 033 based on ISO 16266: 2006	<input type="checkbox"/>	5 days
22.	Enumeration of <i>Legionella</i> spp. in water by MF	METH M 034 based on ISO 11731:2017	<input type="checkbox"/>	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	<input type="checkbox"/>	7 days
24.	Enumeration of <i>Pseudomonas aeruginosa</i> in water by 3 tubes MPN	METH M 047 based on APHA 9213F	<input type="checkbox"/>	8 days
25.	Enumeration of <i>Pseudomonas aeruginosa</i> in water by 10 tubes MPN	METH M 048 based on APHA 9213F	<input type="checkbox"/>	8 days
26.	Enumeration of <i>Bacillus</i> spp in water by MF	METH M 58 based on adapted ISO 7932:2004	<input type="checkbox"/>	4 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	<input type="checkbox"/>	4 days
2.	Yeast and moulds in air (settlement plates)	METH M 041 adapted from ISO 21527-1: 2008	<input type="checkbox"/>	7 days
3.	<i>Listeria</i> spp. environmental swabs (rapid InSite swabs), detection, presumptive	METH M 043 based on Hygiene Rapid Environmental <i>Listeria</i> Species Test (AOAC approved)	<input type="checkbox"/>	4 days
4.	Total Coliform and <i>E. coli</i> on hand plates, detection	METH M 044 (In-hose Method)	<input type="checkbox"/>	4 days
5.	Coagulase-positive <i>Staphylococci</i> on hand plates, detection	METH M 045 (In-hose Method)	<input type="checkbox"/>	5 days

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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
6.	Enumeration of Total Colony count (TCC) @30°C on hand plates (In-house Methods)	METH M 056 (In-hose Method)	<input type="checkbox"/>	5 days
7.	Detection of Enterobacteriaceae on hand plates,	METH M 057 (In-hose Method)	<input type="checkbox"/>	3 days
8.	Total colony count, contact plates (Petrifilm)	METH M 049 based on 3M Petrifilm AC Aerobic Count Plate	<input type="checkbox"/>	4 days
9.	Efficacy testing - Hand sanitizer according to SANS 5261	METH M 50 based on SANS 5261	<input type="checkbox"/>	7 days
10.	Efficacy testing - Hand sanitizer according to EN 1500/EN 1499	METH M 51 based on EN 1500/EN 1499	<input type="checkbox"/>	5 days
11.	Efficacy testing - Surface sanitizer according to EN13697	METH M 52 based on EN13697	<input type="checkbox"/>	5 days
12.	Identification of bacteria culture by API	METH M 039	<input type="checkbox"/>	3 days
13.	Identification of bacteria & Yeast culture by Vitek 2 Compact	METH M 039	<input type="checkbox"/>	3 days

Note: Prices are provided via quotation.