



**NASSAU COUNTY DEPARTMENT OF HEALTH**  
**Division of Public Health Laboratories**  
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**FOOD MICROBIOLOGY SPECIMEN SUBMISSION REQUIREMENTS**  
(PLEASE CALL 516-572-1202 FOR MORE INFORMATION)

**Requisition Form:**

- 1) The NC PHL Food Microbiology Requisition Form (NCPHL109) can be found at the following URL <http://www.nassaucountyny.gov/agencies/Health/labs.html>.
- 2) Print the Requisition Form and complete it in ink.
- 3) Each sample must be accompanied by a separate requisition form containing all required information including; sample description, date and time of collection, and the name and address of the sample location.
- 4) For the sample matrix, check all that apply. Indicate the reason for submission by checking one entry for Outbreak (include number if available), Routine Screening, or specify Other.
- 5) Complete the Submitter information. If NCDOH Environmental Protection, just check the appropriate box and include the Contact Name, phone and fax number, and email address so that we can readily contact you if there is a problem.
- 6) Do not wrap the requisition form around the specimen container or allow the form to come in contact with the specimen.

**Specimen Collection and Transport:**

- 1) Collect specimens in clean, dry, leak proof, wide mouth, sterile containers of sufficient size to safely transport the sample. Avoid glass containers. *Whirl-pack* bags can be used for solid samples but not for liquid samples. Collect samples using aseptic technique and make sure the primary container is sealed properly.
- 2) Place each container in a zip lock plastic bag and seal properly; protect the sample from contamination by water or ice.
- 3) Be sure to collect adequate amounts of the sample. At least 25 grams per test requested; 8 ounces (~ 225gm) for all tests).
- 4) If multiple samples are obtained, pack each separately and include a separate requisition form for each sample. Do not combine individual samples.
- 5) Deliver each sample to the laboratory as soon as possible. Maintain the sample at the temperature at which it was collected except that perishable food should be refrigerated and kept cold during transport if collected at room temperature.
- 6) Deliver specimens to the Nassau County Department of Health Public Health Laboratory at 209 Main Street, Hempstead. Call 516-572-1202 prior to collecting the specimen(s) to assure that the lab is ready to receive them.

**Tests:**

- 1) Tests are performed on the day of receipt if received prior to 10am.
- 2) Screening (Presumptive) Test Results for *Salmonella*, *Listeria*, and *Campylobacter* are generally complete 3 days after receipt in the laboratory and Confirmatory Test Results are generally complete 5 days after receipt.
- 3) Screening and Confirmatory Test Results for *E. coli* O157:H7 are generally complete 2 days after receipt of the sample in the laboratory.
- 4) Test Results for Staphylococcal Enterotoxin are generally complete 2 days after receipt of the specimen in the laboratory.