Scheduling and Submission of RLm and IVT Samples to FSIS Laboratories
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RLm/IVT Scheduling

1. Pre-collection Planning for timely shipment of supplies
2. Reduced Receipt of Sample to Result Time
3. Sample/Result Integrity

Sample Scheduling

- Office of Planning, Analysis, and Risk Management (OPARM) generates a prioritized list of establishments that could be scheduled for Food Safety Assessments (FSAs).
- Based on several factors (see Directive 5100.4)

- This list of establishments is sent to the appropriate district for review.
Sample Scheduling

- The "Preliminary" Schedule is distributed approximately 6 weeks prior to each sampling month.
- There is a two-week window to request changes to the preliminary schedule.
- Changes requested before distribution of the final schedule are accommodated.
- The "Final" RLm schedules are then distributed.
- After distribution of the "Final" RLm schedules, requests for changes should be made only as a last resort.

Final RLm Schedule

<table>
<thead>
<tr>
<th>EstName</th>
<th>EstId</th>
<th>EstType</th>
<th>EstSched</th>
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Scheduling a Collection Date

A specific RLm collection date must be arranged a minimum of two weeks in advance of the week of collection indicated on the "Final" schedule.

Week of Collection
1. This is a drop-down menu with 3 possibilities: RLm, IVT-Listeria or IVT-Salmonella.
2. a. The possibilities in this drop-down menu are:
   1. Lm Positive in RTEPROD_RISK, RTEPROD_RAND
   2. Salmonella Positive in RTEPROD_RISK, RTEPROD_RAND
   3. District Directed
   4. Other
      b. This is an expandable text box used only if "other" is selected in 2a.
3. Type in a proposed collection date. Based on available capacity and RLms that have already been scheduled, the lab may ask for an alternative date.
4. Production shift(s) - Insure that the lab is clear on when the samples will be delivered.
5. Number of units - refer to Directives 10.240.5 and 10.300.1.
6. For RLms choose the designated lab based on the RLm Schedule. For IVTs, leave blank. The lab will be assigned by OPARM.
7. Establishment number being sampled (Beware of transposition errors)
8. Contact name of the EIAO primarily responsible for the sampling.
9. Phone number where at which the EIAO can be most easily reached by phone or text.
10. Mailing address to send supplies. Can be home, office or plant. The assigned laboratory will not be assigned a shipping address.
11. Forms can be sent to a different location than sampling supplies. If you enter an email address, electronic forms will be sent via email.
12. Special supplies or requests such as specific size gloves, extra shipping containers, etc. (Please fill in, if special supplies are not needed, then respond with "NA" or "no").
13. Used to determine what brine supplies are needed for food contact brine, RLMCNT or environment, RLMEVR.

Submit an email request with a proposed sampling date AND the "RLM-IVT Questionnaire" to the "FSIS - Run Sample Scheduling" mailbox found in the Outlook Global Address Book.
- For IVTs, use the "FSIS – IVT Sample Scheduling" mailbox.
- This email should be sent at least 2 weeks in advance of the proposed collection date.
- In the subject line, type RLm or IVT, the establishment number and assigned laboratory.

Week of Collection
Collection Date Request

Scheduling a Collection Date

The receiving laboratory will respond by accepting the proposed or asking for an alternative collection date.
- Those who schedule early will have the best success getting preferred collection date
- Constrained by lab capacity
  - Capacity decreases as each week progresses
  - The earlier a proposed collection date is submitted, the more likely it will be accepted.
- Supplies are sent AFTER the laboratory acknowledges that a specific collection date is acceptable.
- If problems with supplies, etc. arise after scheduling, they can best be resolved by sending your inquiry back to the "FSIS - RLm Sample Scheduling" mailbox.

RLm Scheduling

- When ever possible, collect samples early in the week.
- Target the early week sample collections when the plant is located locally, and travel is not an issue.
- Encourage the collection of routine monitoring samples early in the week.
Supplies

Double check the supplies as soon as they are received.

Sampling Supplies distributed per unit:
- 20 – Seal/Label Packets
- 5 - Billable Stamps
- 1 - Hand Sanitizer
- 1 - Marker
- 1 - Small Tub
- 1 - Trash Bag
- 20 - Pre-moistened Swabs: D/E (Dey-Engley) Broth
- 5 - 2 Gal. 18X20 Zip Lock Bag
- 20 - 6x12 Bags
- 20 - 1 Gal. 8x12 Zip Lock Bags
- 20 - Sterile Gloves, Pair

**Please indicate on the questionnaire and in the scheduling email if the establishment is kosher and special Pre-Moistened swabs will be provided**

RLm Unit

Each unit consists of:
- 5 product samples
- 10 food contact swab samples
- 5 non-contact, environmental swab samples

For RLms the maximum number of units per plant is:
- V = 1 unit, S = 2 units, L = 3 units

For IVTs collect 1 unit per production line, up to a maximum of 5 units per plant.

Refer to Directives 10.240.5 (RLms) and 10.300.1 (IVTs)

Brine Supplies

Please return all brine sampling supplies along with your samples
**RLm Project Codes**

- **RLMENVC_XX**
  - Environmental (Non-food contact surface)
  - Product Composite
  - 5 swab samples submitted
  - Each swab receives a unique seal/label number
  - These swabs are composited by the lab

- **RLMPRODC_XX**
  - Routine Risk-based *Listeria monocytogenes* sent to the XX Laboratory
  - WL, ML or EL
  - Contact (Food contact surfaces)
  - Product Composite
  - 5 product samples (composited by the lab)
  - 1 RLMPRODC form per unit
  - 1 sample per INTENV form
  - 1 swab/label/number

- **RLMCONT_XX**
  - Contact (Food contact surfaces)
  - Environmental Brine
  - 10 contact swab or brine sample submitted
  - NOT composited
  - Each swab receives a unique seal/label number
  - Can be used instead of a contact swab
  - 1 sample per RLMPRODC form
  - 10 RLMPRODC forms per unit

- **INTPROD_LM_XX**
  - Intensified Product for *Listeria monocytogenes*
  - Sent to the XX Laboratory

- **INTENV_LM_XX**
  - Environmental (Non-food contact surface)
  - 5 product samples (composited by the lab)
  - 1 RLMPRODC form for the product samples (with 5 unique seal/label numbers)

**RLm Units**

- Each unit will have 20 Samples and 12 Forms
  - 5 product samples (composited by the lab)
  - 1 RLMPRODC form for the product samples (with 5 unique seal/label numbers)
  - 10 Food Contact swabs
  - 5 Environmental swabs (composited by the lab)
  - 1 RLMPRODC form per unit

**INTPROD_LM_XX**

- Intensified Product for *Listeria monocytogenes*
  - 5 samples submitted
  - 1 sample per INTPROD form
  - 5 INTPROD forms per unit

**INTENV_LM_XX**

- Environmental (Non-food contact surface)
  - 5 samples submitted
  - 1 sample per INTENV form
  - 5 INTENV forms per unit

**IVT Project Codes**

- **INTENV_IV_XX**
  - Intensified Environmental (Non-food contact surface)
  - 5 samples submitted

- **INTCONT_IV_XX**
  - Intensified Contact (Food contact surfaces)
  - 10 contact swabs or brine samples submitted

**INTPROD_IV_XX**

- Intensified Product for *Listeria monocytogenes*
  - 5 samples submitted

**INTENV_IV_XX**

- Environmental (Non-food contact surface)
  - 5 samples submitted
IVT (Lm) Unit

- Lm IVT Units
  - Each unit will have 20 Samples and 20 Forms
    - 5 product samples
    - 5 INTPROD forms for the product samples (each with a unique seal/label number)
    - 10 Food Contact swabs
    - 10 INTCONT forms (each with a unique seal/label number)
    - 5 Environmental swabs
    - 5 INTENV from (each with a unique seal/label number)

*** Each form receives 1 laboratory result in LIMS Direct ***

IVT - Salmonella

- Sal IVT Units
  - Each unit will have 18 Samples and 18 Forms
    - 5 product samples
    - 5 INTPROD forms for the product samples (each with a unique seal/label number)
    - 5 Food Contact swabs
    - 5 INTCONT forms (each with a unique seal/label number)
    - 8 Environmental swabs
    - 8 INTENV from (each with a unique seal/label number)

*** Each form receives 1 laboratory result in LIMS Direct ***

PHIS Form

Each form has a unique number and bar code.
Form MUST be signed—electronic signatures ARE acceptable.

INCORRECT
MAKESURE:

- The forms are signed with the appropriate samples.
- The project number is correct for the type of sample you are collecting. Forms/project numbers are not interchangeable and must be used for their designated purpose.
- The samples are shipped overnight via FedEx.
- The shipment date on the form is correct.
- The samples are shipped to the correct lab.
Proper use of Container Seals, Identification labels and bar codes
FSIS Form 7355-2A and 2B (06/15/2001)

- Affixed to forms, samples and shipping containers
- Each sheet has a unique set of bar codes and numbers
- Follow FSIS Directive 7355.1

Bar Coded Labels
A bar-coded label from FSIS Form 7355-2 must be placed on each sample and the corresponding form 8000-18 with which the sample is submitted.

Bar Coded Labels
Please DON’T do...

...
Sample Identification Label

The Identification Label (FSIS Form 7355-2B) is affixed over the opening of the bag containing both the sample(s) and the paperwork.

Incorrect Packing and use of identification label and packaging

Shipping RLm Products

If the 5 product samples won't fit in one box, either:
- use a separate set of bar coded labels (FSIS form 7355A/B) for each individual sample collected. Each one pound sample may consist of multiple product packages. Be sure the label corresponding to each product sample will have the same bar code number. Each of the five pound samples will get a different bar code number.
- Place a corresponding bar coded label from each of the five product samples in designated space or in Product Information block.

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Packaging and Shipping Product Samples

- One 1-pound Sample

The packages in this ONE sample receive the same label number.

- One 1-pound Sample

The packages in this ONE sample receive the same label number but it is different than the label number from the first sample.

Shipping Containers

Shipping containers come from the lab with the top and bottom sealed with tamper evident tape.

Packing the Sample

Pack
- Adsorptive pad
- Gel pack
- Cardboard
- Zip-lock bags containing samples and paperwork
- Foam plug
- Close shipper and seal with 7355-2A
FSIS Directive 7355.1

- Shipping containers with self-sticking closures should have the inner flap closed. The bar coded seal should be placed across the inner flap of the box parallel to the edge of the closed flap, as shown. The outer flap should then be closed over the seal.
- Boxes without self-sticking closures should be sealed across the outer flaps as shown. The outside flaps should then be fastened shut with clear packaging tape.
- Placement of Container Seal on box without self-sticking closures.

Shipping Samples

- Use billable stamps and ship overnight via contract carrier.
- Ship the same day of collection for samples collected first shift.
- For samples collected after last FedEx pick up, refrigerate samples overnight and ship first thing the following day.
- Pack with freshly frozen gel pack the day of FedEx pick up.

LIMS-Direct

- Check for receipt the day after shipping
- Most results will be posted 2 days after receipt
- Results for some samples may take a few days more
Questions?