



PACKAGING CONSULTANTS INTERNATIONAL

Aseptic Technique for Collection of Paperboard Samples for Swab Testing

The following is a suggested procedure clients should follow when collecting samples to ensure they are not contaminated during acquisition or shipment before arrival at Packaging Consultants International (PCI) for microbiological testing.

Materials necessary for collection:

1. Utility Knife (not sterile, but clean)
2. Single-Use Gloves
3. Aluminum foil and/or heavy gauge, plastic storage bags or plastic wrap (sterile)
4. Tape
5. Permanent marker for labeling samples

Collection procedure:

1. Wash and sanitize hands. Then put on single-use gloves.
2. Collect 15-20 sheets of paper, paperboard, cardboard, etc. measuring approximately 12" x 12". Paperboard or cardboard samples may also come from any portion of the in progress or finished product stacks except the top or bottom 2 inches.
NOTE: A minimum of 45-50 sheets should be submitted in order to test 35 sheets.
3. Tape cut stacks together and ship.
4. Place the sheets in a plastic bag or wrap in aluminum foil or plastic wrap
5. Label the sample bag or wrapping with necessary identifying information (ex. roll number, reel number, manufacture date, machine number, lot number, etc.)
NOTE: Do not write directly on the paperboard/cardboard samples or place any identifying information sheets inside the sample packaging directly with the board.
6. Complete a chain of custody (COC)/sample submission form to accompany samples. This will contain sample set identifying information along with company name, collection date(s), lot numbers, requested microbiological testing, purchase order, report recipients, etc.
7. Securely place samples in shipping box (provide extra packing protection if needed) and ship the samples to the following address:

**1101 State Fair Boulevard
Syracuse, New York 13209**

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