

FOOD SAMPLE COLLECTION AND SUBMISSION INSTRUCTIONS

1. **PathWest Food Hygiene Laboratory Food Request Form [F]** can be downloaded from the 'Food Laboratory' page under 'Commercial Services' at <https://pathwest.health.wa.gov.au/Our-Services/Commercial-Services/Resources>
2. Fill in the **PathWest Food Hygiene Laboratory Food Request Form [F] (Form MFHW001)** with the following information:
 - Company Name, Address and Contact Details
 - Date Sampled and Sampled By/Signed
 - Purchase Order No. (if applicable)
 - Additional Sample Comments
 - Purpose of Analysis (select one):
 - a. Food Complaint
 - b. Food Poisoning
 - c. Routine Monitoring
 - d. Other Tests (select tests or specify tests required in the space provided)
 - Client's Reference Number (your sample reference number, if applicable)
 - Food Type (description of food sample)
 - Brand
 - Date of Manufacture and Use by Date
 - Temperature (°C)
3. Please provide a minimum of 200 grams sample. The food samples should be sent in an insulated transport container with chilled ice bricks and submitted to the laboratory within 24 hours of collection.
4. For Food Poisoning and Food Complaint, complete the Incident Report on page 2 of the request form.
5. For Shelf-life Testing, a separate request form and food sample must be provided for the initial analysis and each of the subsequent tests.
6. For routine testing of ready-to-eat food samples, the following tests will be performed unless requested otherwise:
 - Total Plate Count
 - *Escherichia coli* Count
 - Coagulase Positive *Staphylococci* Count
 - *Salmonella* spp Detection
 - *Listeria monocytogenes* Detection

NOTE: Please specify any additional tests required by ticking the appropriate box or writing in the "Other Tests" section of the request form, e.g. *Escherichia coli* O157:H7, Shiga-toxin producing *Escherichia coli*, *Listeria* spp, Antibiotics in Milk Assay, pH and Water Activity.
7. The following food sampling equipment is supplied by PathWest and can be requested by completing the **PathWest FHL Supply Order Form (Form MFHW118)** and sending the completed form to the laboratory by email: foods.pathwest@health.wa.gov.au.
Form can be downloaded from the 'Food Laboratory' page under 'Commercial Services' at <https://pathwest.health.wa.gov.au/Our-Services/Commercial-Services/Resources>
 - Whirlpak bags - large 35cm or stand-up 20cm
 - Sterile spatulas (5pcs/pack)
 - Insulated transport containers and ice bricks
8. Deliver the food samples by 3:00 pm, Monday - Friday to:
**PathWest Food Hygiene Laboratory
Level 2, J Block, QEII Medical Centre, Hospital Avenue, Nedlands 6009**
9. For any queries, please contact Tuyen Lam on (08) 6457 2165 or email foods.pathwest@health.wa.gov.au.