



PACKAGING CONSULTANTS INTERNATIONAL

Aseptic Technique for Collection of Paperboard Samples for Disintegration 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 10 to 15 sheets of paperboard measuring approximately 12" x 12" by cutting 10 to 15 laps deep and ~15" long into the roll from the mill edge, perpendicularly towards the center.
3. Tear off the first 2 to 3 laps to provide an area of paper that is approximately 15" x 15".
4. Form a 3-sided flap by making another cut parallel to the first, but approximately 12" down the mill edge from the first cut (the mill edge will be the end flap) and secure sheets with tape so they do not slide around.
5. Cut the 4 sides free approximately 12" back from the mill edge and apply additional tape to secure the sheets.

NOTE: This cutting technique may also be applied to other areas of the roll, but it is important to ensure there are enough inner sheets since the outer sheets will be discarded due to handling contamination.

6. Place the sheets in a plastic bag or wrap in aluminum foil or plastic wrap
7. 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 samples or place any identifying information sheets inside the sample packaging directly with the paperboard.
8. 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.
9. 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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