



PACKAGING CONSULTANTS INTERNATIONAL

Aseptic Technique for Collection of Container and/or Closure Samples

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. Single-Use Gloves
2. Parafilm, aluminum foil, and/or Plastic storage bags
3. Tape
4. Permanent marker for labeling samples

Collection procedure:

1. Wash and sanitize hands. Then put on single-use gloves.
2. Collect the sleeves of finished product or collect the number of samples from the line that are required to be sent for testing if not in their finished product packaging. Do not touch or allow the container opening (or container exterior if stacked) to touch anything unsterile.
NOTE: It is recommended that at least twice the number of samples to be tested are collected in the event retesting is needed or at minimum a few extra in the event any container is compromised and needs to be discarded from testing.
Example: Collect 15 containers if the number of samples to be tested is 7.
3. Cover each small mouth container opening with parafilm and/or place each sample set inside of a sterile storage bag (if not automatically bagged during the manufacturing process). Some sample types may also be wrapped in aluminum foil and placed inside a plastic storage bag if desired.
4. Label the samples and/or sample set with necessary identifying information (ex. line number, cavity number, lot number, sample number, etc.)
5. 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, sample number(s), requested microbiological testing, testing quantity, purchase order, report recipients, etc.
NOTE: Actual samples should not be directly written on which may contaminate the sample testing surface
6. Securely place samples & COC in shipping box (wrapped in bubble wrap if necessary) and ship the samples to the following address:

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

Tel: (315) 468-6234 Fax: (315) 468-6235

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