

Feed & Food Submission Form

Document ID # 15937

Revision # 5

Page 1 of 2

Date of Revision: 21-Jan-26

Date of Verification:

Expiry Date: 21-Jan-28

FIT FOR PURPOSE

Company Name & Contact Person [print]:		
Customer Name [print]:	Phone#/Email/FAX:	
Mailing Address:	Payment Info:	
Sample Description (please use one line per sample)	-- Lab information only --	
	Temp (°C)	Lab ID#

■■■■→ Refer to Nova West Lab's "**PRICE LIST**" for details on turnaround time, method, accreditations, and pricing. ←■■■■

ENVIRONMENTAL - Individual Parameters

Alkalinity (total as CaCO ₃)	Chloride	Iron (total)	Phenol	Titanium (total)
Aluminum (total)	Chlorine (free)	Lead (total)	Phosphorus (total)	TDS -Total Dissolved Solids
Ammonia (total as N)	Chlorine (total)	Magnesium (total)	Potassium (total)	TKN - Total Kjeldahl Nitrogen
Antimony (total)	Chromium (total)	Manganese (total)	Selenium (total)	Total Nitrogen
Arsenic (total)	Cobalt (total)	Mercury (total)	Silica (as SiO ₂)	TOC -Total Organic Carbon
Barium (total)	COD chem. oxygen demand	Molybdenum (total)	Silver (total)	Total Solids
Beryllium (total)	Colour	Nickel (total)	Sodium (total)	TSS -Total Suspended Solids
Boron (total)	Colour (apparent)	Nitrate (as N)	Strontium (total)	Turbidity (total)
Bromide	Conductivity	Nitrite (as N)	Sulphate	Uranium (total)
Cadmium (total)	Copper (total)	o-Phosphate (as PO ₄)	Thallium (total)	Vanadium (total)
Calcium (total)	DOC dissolved org carb	pH	Tin (total)	Zinc (total)
Hardness (total as CaCO ₃)	Fluoride			

MICROBIOLOGY (* indicates that lab must be contacted before sending samples if parameter is required)

Clostridium*	Lactic Acid Bacteria (Count)*	SPC - Standard Plate Count
Coliform Count (MPN)	Listeria Identification	Staph. aureus (Count)
E. Coli Count (MPN)	Listeria Spp (A/P)	TC-FC-EC: Total Coliform /Total Fecal Coliform /E- Coli (MPN)
E Coli O157:H7 (A/P)	Listeria Spp (Count)	
HPC - Heterotrophic Plate Count	Salmonella Spp (A/P)	Vibrio parahaemolyticus (MPN)
Enterobacteriaceae*	Salmonella Identification	Yeast & Mold Total (Count)

CHEMISTRY

Ash	Free Fatty Acid	Moisture	Salt
Carbohydrates (Calc.)	Histamine	P-Anisidine Value	Sugar (BRIX)
CO ₂ (Calc.)	Insoluble Impurities	Peroxide	Titrateable Acid
Energy (Calc.)	Iodine Value	pH	Total Volatile Base Nitrogen [TVBN]
Fat		Protein	Water Activity (Aw)

SIGNATURE – COMPANY CONTACT /or CUSTOMER: _____

SIGNATURE - SAMPLE COLLECTOR _____

SIGNATURE OF LAB UPON SAMPLE RECEIPT: _____

Date/Time: [dd/mm/yyyy]

[hh:mm]

**All controlled documents are stored in Ideagen.
All documents issued and approved by the Laboratory / Quality Control Manager.**

FIT FOR PURPOSE

INSTRUCTIONS FOR COLLECTING SAMPLES FOR MICROBIOLOGY TESTING

NOTE: Nova West Lab reserves the right to refuse testing any sample due to incomplete information on submission forms and for any sample not conforming to the following instructions.

General Considerations

Laboratory results and their interpretation are valid only when appropriate samples are examined. This is achieved by being representative of the entire lot of material, protected against extraneous contamination, and improper handling, especially at temperatures that may significantly alter the microflora.

Sampling Protocol

Whenever possible, samples should be sent to the lab in their original containers. If this is not the case, samples should be taken with sterile utensils (scoops, spoons, sterile gloves, etc.) and a sample size of 50 grams per microbiological parameter will be necessary to complete the testing requirements. For example, if you wish to have your sample tested for salmonella and listeria, a sample size of 100 grams will be necessary to complete the tests.

Storage, Transportation, and Temperature Requirements

Samples should be transported or shipped in sterile containers or pre-sterilized plastic bags, if available. Non-sterile bags or containers can also be used, if necessary, as long as they are clean and dry before sampling. The customer should note that if non-sterile bags or containers are used, there is always a risk of prior contamination of the bag or container before the sample has been introduced and could skew the results.

- **Unfrozen samples** must be kept refrigerated (0-10°C) from the time of collection until receipt at the laboratory. To ensure this, it is preferable to package samples with ice (in a separate bag or container to avoid leakage) or ice packs in a Styrofoam container, if available.
- **Frozen samples** must be kept frozen ($\leq -20^{\circ}\text{C}$) with the use of ice (in a separate bag or container to avoid leakage) or ice packs in a Styrofoam cooler, if available.
- **Shelf stable products** must be kept at room temperature.

As a general rule, samples should be examined within 36 hours after sampling. Perishable items that cannot be analyzed within 36 hours must be frozen or retained at refrigerated temperatures, **the exception being shellfish, which must be analyzed by the lab within 30 hours of sampling.**

Samples must be clearly identified, including lot number or production date, if available, and the testing requirements should either be included with the sample, if shipping, or with a submission form filled out at the time of drop off.

NOTE

- **If samples arrive outside the appropriate temperatures, or the time constraint, or any necessary information is missing such as listed above, the customer will be notified, and the lab will require customer consent prior to testing.**
- **For enumeration tests (i.e. SPC, CEC, Staph, Y&M, etc.), it is the responsibility of the customer to inform the lab about the general expected bacteria count of the samples they submit. The laboratory will not be held responsible for results that produce "less than (<)" or "greater than (>)" when no prior knowledge of the sample is known.**