



TEST CODE  
**105**

SAMPLING AND SHIPPING  
**Acinetobacter**

## SAMPLE COLLECTION

The sample volume is  $\geq 120$  mL and should be collected as follows:

1. Use waterproof pen to label bottle with sample location, description, and date.
2. Turn on hot water and immediately fill the bottle. Close bottle and invert to mix neutralizer.

## CHAIN OF CUSTODY

1. Log on to MySPL portal and click Start Chain of Custody under the Quick Links section.
2. Enter your information, and then click Save and Submit or Save as Draft. *Chains of Custody cannot be edited after submission.*
3. Add confirmation number from the confirmation screen (or email) to the box before shipping.

## SHIPPING

1. Ship the same day samples are collected for receipt in laboratory. The time from sample collection to analysis **should not exceed 30 hours**.
2. Place bottles in box with insulated liner.
3. Write your confirmation number on your SPL label that shipped with your bottle order. Add the label to top of box (if no label, write the number on your box).
4. Use the included return tape to seal your box for return shipping. Make an "H" with the tape by affixing tape evenly across the flaps and seams along the top of the box.

5. Ship overnight Monday-Thursday to:  
(for processing within holding requirements)

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Questions? Contact SPL at 412-281-5335