

HONEY SUBMISSION FORM & WATER TESTING FORM
Honey Activity Samples only - Weekly batch testing is scheduled for Monday, Tuesday and Thursday
Samples will be tested as received with priority given to pre-booked samples

COMPANY/ CUSTOMER NAME:				EMAIL ADDRESS:			
ADDRESS:				PHONE NUMBER:			
ORDER NUMBER:		DATE DESPATCHED:		FAX NUMBER:			
No.	Sample Name	Collection Site (If required)	Date/time Collected (If required)	True Density (If required)	Lab use only		
					Honey	Honey+ Other	Lab ID
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

TEST(S) REQUIRED – Tick ✓ Appropriate boxes

HONEY ACTIVITY ☐ Total Activity and Non Peroxide Activity ☐ Total Activity only ☐ Non Peroxide Activity only

Indicate preferred test procedures ☐ 25% (Standard Reference) ☐ 50% (Alternative-Low activity) ☐ Molan Gold Standard

Indicate preferred reporting structure for **All Samples** ☐ TA/NPA Report ☐ TA only report ☐ NPA only report

If individual sample reports required, please specify:

Please Fax or email a copy of Submission Form on (09) 526 9120. For Water/Food/Environmental Testing – samples must be received and tested no later than 24hrs after collection and < 10°C

<p>WATER <input type="checkbox"/> NZFSA Requirement - Faecal <i>Coliforms</i> (mF), Turbidity (POTABLE WATER)</p> <p><input type="checkbox"/> Drinking Water Screen - <i>E. coli</i> + Total <i>Coliform</i> – Enumeration (MPN) QuantilTray Method</p> <p>Or specify Details <input type="checkbox"/> <i>E. coli</i> + Total <i>Coliforms</i> – P/A <input type="checkbox"/> Heterotrophic Count.....°C</p> <p><input type="checkbox"/> Total <i>Coliforms</i> (mF) <input type="checkbox"/> Faecal <i>Coliforms</i> (mF) <input type="checkbox"/> <i>E. coli</i> (mF)</p> <p><input type="checkbox"/> <i>Enterococci</i> / <i>Faecal streptococci</i><input type="checkbox"/> <i>Pseudomonas aeruginosa</i> <input type="checkbox"/> <i>Staphylococcus aureus</i></p> <p><input type="checkbox"/> Other (specify).....</p>	<p style="text-align: center;">Chlorinated water supply: Yes / No Please circle</p>
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MICRO TESTING ☐ Standard Screen (Plate count @ 35°C, *Coliforms*, *Bacillus cereus*, *Staphylococcus aureus*, *Salmonella*, *Clostridium perfringens*)

☐ Plate Count ...35°C ☐ Faecal and/or Total *Coliforms* ☐ *E. coli* ☐ *Staph. aureus* ☐ *Salmonella* ☐ Yeasts & moulds

Details ☐ *Listeria* ☐ *B. cereus* ☐ *Campylobacter* ☐ *Enterobacteriaceae* ☐ *E.coli* 0157:H7 ☐ *Clostridium perfringens*

or specify Special instructions

CHEM ☐ pH ☐ HMF ☐ Diastase ☐ Sugar profile ☐ Preservative Efficacy Test ☐ Heavy Metals ☐ IHC: Optical Rotation (20°C)

PHYSICAL ☐ Other (Specify).....

Please tick if you require ☐ Samples to be returned (address as above) ☐ Other address.....

<p>Laboratory Use Only</p> <p>Project Number:</p>	<p>Stamp:</p>
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Instructions for Collection of Samples

WATER SAMPLING

1. Collection from the tap

- 1.1 Wipe the outside of the tap with a clean cloth (if necessary, sterilize tap with portable burner or cigarette lighter)
- 1.2 Open tap to maximum flow and allow to run for 1 – 2 minutes
- 1.3 Reduce flow rate to medium for 1 – 2 minutes
- 1.4 Open collection bottle, holding the lid face down. Immediately hold the bottle under the tap and fill, leaving a 1.0 cm air space below the neck.
- 1.5 Replace the lid and shake gently 5 times.

2. Collection from a body of water (*Label the bottle using a water resistant ink before this procedure.*)

- 2.1 Hold the bottle at the base, open the bottle with the lid face downwards.
- 2.2 Plunge the bottle NECK DOWNWARDS below the surface.
- 2.3 Tilt the neck slightly upwards, and during filling, push horizontally away from the hand to avoid contamination. Leave a 1.0 cm air gap below the neck to facilitate shaking.
- 2.4 Remove the bottle from the water and affix the lid

3. Sample bottles

Selection of sample bottles(s) depends on the type of water collected and the analysis required. Separate bottles are required for Bacterial and Chemical analyses, and special tests may require additional bottles. If in doubt, please call the Laboratory - freephone 0800 655 126

Bacterial Analysis

- 3.1 Potable (chlorinated, drinking quality) water
 - Use container labelled 'WATER ANALYSIS STERILE BOTTLE/contains sodium Thiosulphate' (BLUE label)
- 3.2 Non-potable (untreated) water
 - Use container labelled 'STERILE SAMPLE BOTTLE' contains no additive'. (GREEN label)
 - * Samples with expected high concentrations of heavy metals should be collected in a special EDTA container, available from the laboratory.
- 3.3 Treated pool water
 - Use container labelled 'POOL WATER ANALYSIS BOTTLE/contains Sodium Thiosulphate'. (ORANGE label)

Chemical Analysis

- 3.4 General Chemical Analysis, including BOD and suspended solids
 - Use 500 mL or 1 litre container labelled 'CHEMICAL ANALYSIS/contains no additive' (WHITE label)
- 3.5 COD, TKN, Ammonia Analysis
 - Use container labelled 'SPECIAL BOTTLE/COD, NH₄-N, TKN'. (WHITE label + ORANGE acid preservative warning label)
- 3.6 Special Chemical Analysis (e.g. Trace metal, Organic Carbon, etc.)
 - Special bottles are available on request.

FOOD SAMPLING

1. Whole sample - collected into a sterile pot or bag (use a sterile spoon or spatula). A minimum of 50 g is required.
2. Excision sample – push a sterile borer (2.5 cm) firmly into the food to a depth of 1 cm. Remove the circular sample so delineated using a sterile scalpel or forceps and transfer it to a sterile container for transport to the laboratory.
Other sample types (e.g. frozen, deep-core, rinse) will also be accepted for analysis. Please contact the laboratory for information.

SWAB TESTS

1. Template with swab sticks
 - 1.1 Press a sterile template onto the area to be sampled (e.g. 2.5 cm diameter circle for probably contaminated sites – gives area 5 cm² or 10 x 10 cm for clean surfaces – gives area 100 cm²)
 - 1.2 Moisten half the number of required swabs (i.e 1 for 5 cm², 2 for 25 cm² and three for 100 cm²) by dipping into the transport medium provided. Rub swabs across the entire exposed area of the template, to wet the surface evenly. Use three directional swabbing technique – first top to bottom, then side to side and finally diagonally. Turn the swab sticks over as you swab the area. Place swabs into the container provided and seal.
 - 1.3 With the second half of the swab sticks, rub DRY over the sample area in the same manner, place in the container provided and seal.
2. Cotton swab of large area (equipment available on request) use a sterile square gauze covered cotton wool swab of dimension 10 x 10 cm
 - 2.1 Aseptically turn the plastic stomacher bag inside out over your hand like a glove, and use this to hold the swab.
 - 2.2 Moisten the swab with sterile dilution fluid and swab the area. Note: an area 50 x 50 cm (2500 cm²) is suggested, however this will depend on the surface being investigated. Where a swab is taken of an undetermined area, result will be expressed 'per swab'.
 - 2.3 Aseptically turn the stomacher bag correct way in, enclosing the swab.

TRANSPORT TO THE LABORATORY

1. Please note that Eurofins NZ Laboratory Services Limited Laboratories cannot accept responsibility for samples until received in the laboratory.
2. Samples should be packed into an insulated container with a chillier pack and sent to the laboratory.
3. Samples are preferably tested within 6 hours of collection and should not be tested 24 hours after collection.
4. Samples may be delivered to the laboratory Monday to Thursday between 8:00 am to 5:00 pm, and between 8:00 am to 3:00 pm on Friday.