

# PART 8 – Appendix

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## Chapter 8 - Sample Collection and Submission of Aquatic Animal By-products (not intended for human consumption) to NSIL for Laboratory Analysis

*Note: For questions regarding by-products sample collection and/or submission, please contact:*

*Judy Stone (228) 762-8964 or*

*Johnathan Likens [NSIL.Sample.Custodian@noaa.gov](mailto:NSIL.Sample.Custodian@noaa.gov)*

### ***Introduction***

The USDC Aquatic Animal By-Products Inspection Program is a cooperative effort between the Seafood Inspection Program (SIP) and the National Seafood Inspection Laboratory (NSIL). Surveillance samples of fisheries by-products (not intended for human consumption) are collected from facilities participating in the program and sent to NSIL as verification of the facilities sanitation and HACCP plans. Also, in order to meet federal regulatory and foreign country import requirements, **the collection of samples will be conducted two times a year or within an operation season of product to be certified for export.** This document describes the procedure for submission of fisheries by-product samples to NSIL by SIP inspectors. NSIL will email the results to the CSOs/CSIs collecting the samples and their immediate supervisor and attach to the appropriate row in SmartSheets within 21 calendar days of receipt.

Samples are collected aseptically by SIP inspectors and submitted to NSIL via overnight carrier, U.S. Postal Service, or delivered to the NSIL in person. Samples submitted to the NSIL for bacteriological analyses provide a level of assurance regarding the absence or amount of certain possible hazards that may be associated with the production of aquatic animal by-products. All samples are analyzed for *Salmonella* and Enterobacteriaceae. Once a year, samples from each facility participating in the program are also analyzed for Total Plate Count, Yeast & Mold and ruminant proteins. The objective for the CSOs/CSIs is to obtain a representative sample of the product present at the time of the audit using care and techniques to avoid sample contamination by microorganisms during the sampling procedures.

CSOs/CSIs should be familiar with aseptic sampling techniques through previous training, i.e. FDA satellite downlink video entitled "Food Microbiological Control" and review these techniques prior to collecting samples. The Technical Services Branch Training Section has made these videos available to the field offices. Appropriate measures must be taken to prevent any sample contamination and microbial growth or death during the handling, storage and transport of the samples to the laboratory. Specific sampling technique questions should be directed to the NSIL.

CSOs/CSIs should observe all safety precautions implemented by the facility when collecting samples and all other safety regulations of the Seafood Inspection Program. All samples shipped to NSIL should be shipped following any relevant Department of Transportation regulations.

### ***General Directions and Supplies***

The supervisory offices in each Region will purchase and store the items necessary to collect samples as well as sterile bags/jars to ship samples to NSIL. For sampling of liquid products such as fish oil, the company may need to supply sampling equipment to collect samples from large containers or tanks. The CSO/CSI should make sure that all sampling equipment is sanitized appropriately before use.

Standard or typical items needed for aseptic sampling include:

**Sterile Containers** - Sterile single use whirl-pak bags, jars or other suitable vessel capable of holding at least 200g of dry product or 8oz of liquid product each for shipping samples. (New, non-sterile jars for fish oil collection may be used if no other are available).

**Collecting Equipment** - Sterile scoops, sterile gloves, sterile probes, or other suitable sample collection tools, sterile knives or scalpels, disposable sterile scalpel blades.

### **Shipping Boxes**

**Plastic Bags** – Plastic bags for packing each lot of samples and for collecting trash during sampling.

**Labels and marker** – Permanent markers and waterproof labels

**Sterilizing agents** – Alcohol wipes, other disinfectant wipes, solution for sanitizing hands or surfaces, alcohol container with screw-type lid with isopropyl alcohol

### ***Sample Numbers and Sample Sizes***

*Verification Samples:* Verification samples are collected at each audit where finished product is available. A minimum of 5 random samples (**200g of dry product or 8oz of liquid product each**) must be collected. The samples should be representative of the product available at the facility.

*Lot Samples:* Five randomly selected samples (**200g of dry product or 8oz of liquid product each**) are collected from each lot/consignment of product designated for export.

### ***Sample Collection***

Prior to sample collection, the responsible company representative should be notified of the intent to collect samples and be told why it is a necessary verification aspect of the program. The CSO/CSI should offer to take duplicate samples for the company.

After requesting to sample product, the CSO/CSI should make sure that all sample collection equipment is available; should don clean protective clothing such as a lab coat, hat or hairnet; and wash and sanitize hands.

**Bulk Product:** When sampling product stored in bulk, samples should be representative of the finished product in the warehouse/storage container or specific lot to be tested. For dry, bulk product, using a sterile scoop, scrape the surface (approximately 6 inches) of dry product away to allow access to product a few inches into the pile. Collect product from the designated area and place in a sterile sampling container. The sample collection location should be recorded on the warehouse map provided by the company or designated by the CSO/CSI. A new sterile scoop and sample collection container must be used for each sample collected. If possible, for liquid products stored in bulk, samples should be collected using sampling devices provided by the company. If suitable sterile sampling devices are

not provided, the CSO/CSI should make arrangements to order appropriate disposable sterile sampling equipment for the tank or vessel holding the liquid.

**Packaged Product:** If possible, samples should be collected of finished product prior to bagging or packaging. If collecting samples in storage, collect from different pallets and pallet locations. When collecting samples “on-line” , pre-label the sterile containers and have “on-line” personnel place the sample from the line into the sterile container without touching the inside of the container. On completion of filling, the sterile container should be closed and stored as appropriate. If product material is not available before packaging, the CSO/CSI must collect the required number of samples aseptically. Randomly collect the required number of larger packages from the storage area and move them to a clean location, such as the QC lab. Place the package upon a previously cleaned and sanitized counter top. The package surface to be opened should be wiped with an alcohol wipe to remove surface contamination. Carefully open the cleaned area of the package with a sterile knife or scalpel. Remove product using sterile gloves or scoops and place in sterile sample bags. Care should be taken to avoid contact of the product with the outside of the container or non-sterile handling equipment. After filling the collection container, promptly seal it to avoid contamination. Place all sample bags collected from the facility or a specific lot of product into a separate large plastic bag prior to shipping. Gloves and knives or scalpel blades and collection equipment should be changed between each sample being collected. Prepare samples for shipment to the laboratory and return the opened packages to the processing line or responsible company personnel.

*NOTE: Due to the changing types of aquatic animal by-products requiring microbiological analysis, the sample collection guidelines listed here may not be suitable for all types of samples and all storage conditions. It is advisable to discuss the storage conditions of the product and determine the appropriate sampling equipment needed prior to the audit. Contact NSIL if there are questions concerning how to collect the samples.*

### ***Labeling Sample Containers***

Labels should be filled out prior to sampling with the following information:

- a. Company name
- b. Product lot/code number
- c. Sample number
- d. Sample Date
- e. Name of individual collecting samples

If sample containers are “write-on” sterile plastic bags, this information can be written directly on the bags without using labels.

### ***Information Form***

The individual collecting the samples must completely fill out the National Seafood Inspection Lab Sample Information Form for Aquatic Animal By-Products Not Intended for Human Consumption using the following instructions:

## **Company Information**

**Company Full Name:** Write the company's full name (include vessel or plant name if applicable) as it appears in the USDC Approved Establishments. If the company does not appear in the list, write the company's full name so that it will appear correctly in the NSIL database.

**Company Contact's Full Name:** The company contact should be the company's contact to address any questions concerning the samples collected.

**Company Location Address:** Write the **facility's physical sampling location** address as written in the USDC Approved Establishments. If not on the list, write the address of the specific facility location from which the samples were collected.

**Company Contact's Title, Phone Number and email address:** Questions concerning the sample and laboratory results will be submitted to the CSO/CSI collecting the samples, but we would also like to have the contact information for someone at the company from which the samples were collected.

**Full Name and Signature of Company's Representative Acknowledging Samples were collected for Analysis:** Print the name and have the individual from the company that is present during the sampling sign the form to acknowledge that samples were collected.

## **Product Information**

**Product State (v):** Indicate the condition of the sample when it was shipped to NSIL.

**Reason for Sample Submission (v):** Indicate the reason for sample submission such as audit/surveillance, lot/export certification, or other.

**Product's Full Description:** Provide as much information about the product as possible including the type (fish meal, fish oil, frozen fish scrap, etc.).

**Product Packaging (v):** Place a check mark next to the appropriate packaging.

**Ingredient Statement (or attach label to back of information form):** Include all ingredients listed

**Pack Date:** Indicate the date the product was packaged.

**Lot Size:** Indicate units of mass (i.e. kg or MT)

**Lot Number(s):** It is important that the lot or code numbers provided allow trace back of the product in case the submitted samples fail analysis.

## **Sample Information**

**Sample Date:** Include the date the sample was collected.

**Sample Size:** Indicate the number of sub sample provided.

**Sample Unit:** Indicate the approximate number of grams of dry product or ounces of liquid product collected of each sample (**200g of dry product or 8oz of liquid product**).

**Name of CSO/CSI's Immediate Supervisor:** Write the name of your immediate supervisor. If a submitted sample fails analyses, it is the laboratory's responsibility to contact the supervisor in order that he/she can take appropriate action.

**Immediate Supervisor's Telephone/email address:** Write your immediate supervisor's telephone and email address. If a submitted sample fails analyses, it is the laboratory's responsibility to contact he supervisor via telephone and to forward analytical results via fax or email in order that he/she can take appropriate action

**Full Name of CSO/CSI Collecting Samples:** Write your full name.

**CSO/CSI's Telephone/email address:** Include your telephone and email address so that we can contact you if there are questions about the samples.

**Signature of CSO/CSI Collecting Samples:** Sign the form to indicate that you collected the samples and that the information on this form is accurate.

### ***Packing Samples and Shipping Containers***

Samples to be shipped to NSIL should be packed by the CSO/CSI collecting the samples. If samples are shelf-stable, they can be shipped at ambient temperature in a sealed box or suitable container. If samples require refrigerated or frozen storage, they should be held under these conditions and packaged with gel packs or dry ice to maintain appropriate temperatures during transport.

When possible, samples should be shipped to the NSIL via overnight carrier or some other means to assure a timely delivery to the NSIL.

Prior to shipping samples to NSIL, please notify the Sample Custodian via email [NSIL.Sample.Custodian@noaa.gov](mailto:NSIL.Sample.Custodian@noaa.gov) or call 228-762-8964 that you will be shipping samples.

All samples should be shipped to:  
Sample Custodian  
National Seafood Inspection Laboratory  
3209 Frederic Street  
Pascagoula, MS 39567

#### **A. ATTACHMENTS:**

National Seafood Inspection Lab Sample Information Form for Aquatic Animal Products Not Intended for Human Consumption (QMS5.7b).

**NATIONAL SEAFOOD INSPECTION LAB  
SAMPLE INFORMATION FORM**

**For Aquatic Animal By-Products Not Intended for Human Consumption**

Prior to sending samples, please send a copy of this form to:

[NSIL.Sample.Custodian@NOAA.gov](mailto:NSIL.Sample.Custodian@NOAA.gov)

3209 Frederic Street  
Pascagoula, MS 39567  
Phone (228) 762-8964



**COMPANY INFORMATION**

Company's <b>Full Name</b> including vessel or plant name (if applicable):	Company Contact's <b>Full Name</b> :(Dr./Mr./Mrs./Ms.)
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Facility's physical sampling location where the samples were pulled:

City:	State:	Zip Code:
Company Contact's Title:		Phone Number:

Company Contact's email address:

**Full Name and Signature of Company's Representative Acknowledging Samples Collected for Analyses:**

**Full Name** \_\_\_\_\_ **Signature** \_\_\_\_\_

**PRODUCT/SAMPLE INFORMATION**

Product State (✓):  Fresh  Frozen  Shelf-Stable  Other

Reason for Sample Submission (✓):  Audit/Surveillance  Lot Inspection/Export Certification  Other

Product's **Full Description**:

Product Packaging (✓):

Bag  Tote  Box  Can  Jar  Bulk  Other

Ingredient Statement (or attach label to back of information form):

Product Pack Date (mm/dd/yy):	Lot Size (kg or MT):	Lot Number(s):
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Sample Date (mm/dd/yy):	Sampled (✓): <input type="checkbox"/> On-Line <input checked="" type="checkbox"/> In-Storage
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Sample Size (Number): <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 9 <input type="checkbox"/> 10	Sample Unit: _____ Grams or Ounces
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Name of CSO/CSI's Immediate Supervisor:	Immediate Supervisor's Contact Information: Phone: Email:
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Name of CSO/CSI Collecting Samples:	CSO/CSI's Contact Information: Phone: Email:
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Signature of CSO/CSI Collecting Samples	Comments:
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## Chapter 2 – Sample Collection and Submission Guidelines for Microbiological and Chemical Analysis of fish and Fishery (revised May 2018)

*Note: If you have any questions regarding these guidelines, call Kenneth Powell or Angela Ruple at (228) 762-7402 or send an e-mail to the following addresses:*

[NSIL.Sample.Custodian@noaa.gov](mailto:NSIL.Sample.Custodian@noaa.gov), [Kenneth.Powell@noaa.gov](mailto:Kenneth.Powell@noaa.gov),  
[Shannara.Lynn@noaa.gov](mailto:Shannara.Lynn@noaa.gov), or [Angela.Ruple@noaa.gov](mailto:Angela.Ruple@noaa.gov).

### A. Introduction

The USDC Seafood Inspection Program includes laboratory analysis by the National Seafood Inspection Laboratory (NSIL) for verification purposes. Periodic laboratory analyses through this surveillance technique are an additional method of maintaining assurances that the Program's participants meet the federal regulatory, importing country, and/or Program's requirements. The costs of product sampling and analyses are being borne by the Program as a necessary aspect of the Program's verification process.

The purpose of bacteriological and chemical analyses is to provide a level of assurance regarding the absence or amount of certain possible hazards that may be associated with the identified lot of fish and fishery products. The objective for the CSOs/CSIs is to obtain a representative sample of the identified lot and submit the sample to NSIL in a condition chemically and/or bacteriologically unchanged from that existing within the product at the time of sampling. The care and technique used to avoid sample contamination by microorganisms and chemicals during the sampling procedures is aseptic sampling.

CSOs/CSIs should be familiar with aseptic sampling techniques through previous training, i.e. FDA satellite downlink video entitled "Food Microbiological Control" and review these techniques prior to collecting samples. The Technical Services Branch Training Section has made these videos available to the field offices. Appropriate measures must be taken to prevent any sample contamination and microbial growth or death during the handling, storage and transport of the samples to the laboratory.

### B. General Directions and Supplies

Each supervisory office will purchase and store the items necessary to collect the predetermined number of samples for a fiscal year (October through September).

#### 1. Standard or typical sampling items



### Containers

Disposable sterile plastic bags, whose capacity is adequate for the sample desired are typically used. When sterile bags are not practical, sterile wide mouth plastic jars or other items may be used.

### Collecting equipment

Sterile gloves, tongs, and/or sterile scoops.

### Cutting instruments

Knives and/or scissors for opening seafood packages.

### Insulated containers/gel packs/sealable plastic bags

Foamed plastic boxes or other insulated containers suitable for transporting and/or holding frozen or chilled samples and, if necessary, gel packs (blue ice). Gel packs should be frozen prior to sample collection. Use sealable plastic bags for completed information forms.

### Labels and markers

Light-colored waterproof cardboard tags with reinforced eyelet hole and wire or cord ties, gum-backed paper labels, adhesive-backed tape, and/or felt-tipped permanent markers.

### Sterilizing agents

Alcohol wipes, other disinfectant wipes, solution for sanitizing hands or surfaces, alcohol container with screw-type lid with isopropyl alcohol 91% or lighter.

## **2. Additional items**

In addition to the above items, the following items may be necessary for certain collections.

### Dry ice

Dry ice may be used. **If a lot inspection office or a company ships packages with dry ice,**

**ensure that whoever signs the shipping document has completed the DOT Hazardous Shipper Training and has a copy of his or her current training certificate.** If the container is to be shipped to NSIL by a common carrier, i.e. UPS, the words "dry ice" and weight of dry ice must be declared on package and label.

### Refrigerator and/or freezer

Refrigerator capable of maintaining samples at 32-38°F (0 to 3.3°C) and a freezer capable of storing frozen samples at -20 to 0°F (-28.9 to -17.8°C).

### Thermometer

A thermometer capable of reading sample temperatures, i.e. -40 to 160°F (-4.4 to 71.1°C).

## C. Sample Program

Sampling for The USDC Seafood Inspection Program is focused on high-risk products that are processed at a company or stored at a company or a designated warehouse and inspected by USDC Inspection Services.

Each quarter, the program will focus on specific products with specific risks. NSIL, with assistance from SIP, will determine which specific hazards and products will be collected each quarter. During regularly scheduled audits of facilities, all product(s) that are processed or stored at that facility that fall under the designated specified hazard category should be collected and sent to NSIL for analysis. If not appropriate during audits, samples can be collected as determined by the inspectors and supervisors. All approved establishments should be included in the sampling.

## D. Sample Numbers and Sample Sizes

### Ready-To-Eat Fish And Fishery Products

For ready-to-eat fully cooked, pasteurized, pickled or smoked fish and fishery products excluding canned products but including fully cooked battered/breaded products, collect 6 samples per lot. The minimum sample size is 8 ounces.

If a primary package is less than 8 ounces, contact NSIL and provide the following information: product type and the primary package's net weight. Depending on the information provided, it may be acceptable to submit one primary package as a single sample instead of additional primary packages to complete the minimum sample size.

### Raw Or Canned Histamine-Forming Species

For raw or canned histamine-forming species, randomly collect 6 samples per lot for product destined to remain in United States commerce and collect 9 samples per lot for product destined for shipment to the European Union. The minimum sample size for raw or canned histamine-forming species is an 8-16 ounce fillet, whole steak, or whole fish.

If a primary package is less than 8 ounces, contact NSIL and provide the following information: product type and the primary package's net weight. Depending on the information provided, it may be acceptable to submit one primary package as a single sample instead of additional primary packages to complete the minimum sample size.

Canned histamine-forming species require one whole can for each sample, except the 64-ounce can. Aseptically remove a minimum of 8 ounces of product from each of the 64-ounce cans for each sample.

Refer to the list of histamine-forming species as a guideline. For additional information on histamine forming species see Table #3-2 "Potential Vertebrate Species Related Hazards" in the FDA "Fish and Fisheries Products Hazards & Controls Guidance" Chapter 3.

### Battered/Breaded Shrimp

For battered/breaded shrimp excluding fully cooked battered/breaded shrimp, collect 5 samples per lot. The minimum sample size is 8 ounces.

If the CSOs/CSIs are present during the battered/breaded processing and are collecting samples on-line, the CSOs/CSIs may take shrimp samples prior to being battered/breaded. However, it is imperative to indicate that the shrimp samples are “raw breaded shrimp” on the submitted USDC Analytical Laboratory Services Information Form (Company, Product, and Sample Information).

### Raw Shrimp

For raw, fresh or frozen shrimp, collect 5 samples per lot. The minimum sample size is 8 ounces.

### Aquacultured Products

Any aquacultured products should be collected for veterinary drug testing. Collect 5 samples per lot. The minimum sample size is 8 ounces.

## **E. Sample Collection**

In order to obtain samples representative of the lot, remember to randomly sample. Whenever possible, if collecting samples on-line, collect samples during the course of production time, i.e. every half hour or every hour. If collecting samples in-storage, collect samples from different pallets and pallet locations.

Whenever practicable and the package size allows, collect the required number of samples and minimum sample sizes as intact pre-packaged products. Label each sample and store the sample as appropriate until it is shipped to the laboratory for analyses (See F. Labeling Sample Containers).

Under certain conditions, pre-packaged products may not be available, or the package size does not warrant intact shipment of the samples to the laboratory. Then the required number of samples and minimum sample sizes must be aseptically collected from “on-line” or aseptically removed from the larger packages (See D. Sample Numbers and Sample Sizes).

When collecting the sample “on-line”, pre-label the sterile containers (See F. Labeling Sample Containers). If “on-line” personnel are present, request that they place the sample from the line into the sterile container without touching the inside of the container. On completion of filling, the sterile container should be closed and stored as appropriate. Continue collecting the samples until all requirements for the product are met according to D. Sample Numbers and Sample Sizes. If product material is not available before packaging, or if the packages are too large to be drawn as intact samples, the CSOs/CSIs must collect the required number of samples aseptically. Randomly collect the required number of larger packages from their storage area and move them to a clean location, such as the QC lab. Place the package upon a previously cleaned and sanitized counter top. The package surfaces to be opened should be wiped with an alcohol wipe to remove surface contamination. Carefully open the cleaned area of the package with a sterile knife or sterile scissors, or if present, the package zipper lock. After opening, some product forms may be poured directly into the open, sterile, pre-labeled container. If the product size or form

does not allow pouring, the pieces must be removed with sterile gloves, sterile forceps, sterile tongs, or sterile scoops. Care should be taken to avoid the product from touching the outside of the container or non-sterile handling equipment. After filling the collection container, promptly seal it to avoid contamination.

Change gloves and/or re-sterilize cutting instruments and collecting equipment between each sample being collected. Store the collected samples at appropriate temperatures until shipment to the laboratory, and return the opened packages to the processing line or responsible company person.

## F. Labeling Sample Containers

Labels should be filled out prior to sampling with the following information:

- a. Company name.
- b. Product lot number.
- c. Sample number.
- d. Date.
- e. Name(s) of individual collecting samples.

If the samples remain in the original packaging, affix a label to it. Place the original package with affixed label into another sealable plastic bag. If the samples are placed into other sterile containers with the exception of “write-on” sterile plastic bags, i.e. whirlpack bags, affix labels to containers.

If sample containers are “write-on” sterile plastic bags, this information is written directly on the bags without using labels.

## G. Information Form

The individual collecting samples must **completely** fill out the National Seafood Inspection Lab Sample Information Form regarding company, product, and sample information. Please use **blue pen** so that the original information form can be distinguished from copies. It is recommended that you make copies of the completed form for your files and for the company contact’s files. A copy of the completed form must be sent to the NSIL prior to sample shipment. (Fax: 228-762-7144 or email to [NSIL.Sample.Custodian@noaa.gov](mailto:NSIL.Sample.Custodian@noaa.gov), [Johnathan.Likens@noaa.gov](mailto:Johnathan.Likens@noaa.gov), or [Stephen.Bell@noaa.gov](mailto:Stephen.Bell@noaa.gov)). Place the original completed form in a sealable plastic bag and forward it to the laboratory along with samples. The information form should provide the following information relevant to each lot:

### Company Information

Company’s Full Name: Write the company’s **full** name as indicated in the USDC Participants List for Firms, Facilities and Products. If not in the list, enter the company’s **full** name so that it can appear correctly on the official letter, envelope, and copy of analytical results. Include endings such as Company, Corporation, Inc., Ltd., etc.

Company's Location Address: Enter the company's **location** address as written in the USDC Participants List for Firms, Facilities, and Products. If not in the list, write the company's physical location address.

Company Contact's Full Name (☐): The company contact should be the company's designated individual to receive the official letter and copy of analytical results. Place a check mark next to the appropriate title (Dr., Mr., Mrs., or Ms.). Write the company contact's **full** name so that his or her name can appear correctly on the official letter and envelope. Make sure the name is spelled correctly and written legibly.

Company Contact's Title: Enter the company contact's title so that it can appear correctly on the official letter and envelope.

Company Contact's Telephone Number: Enter the company contact's telephone number. If there is an extension, please include it.

Company Contact's Fax Number: Enter the company contact's fax number.

Company Contact's email address: Enter the company contact's email address. Laboratory results will be sent to this email address unless otherwise indicated on the form.

Full Name and Signature of Company's Representative Acknowledging Samples Collected for Analyses: Enter the **full** name of company's representative acknowledging that samples were collected for analyses. Have the company's representative sign his or her name acknowledging that samples were collected for analyses. The company's representative may or may not be the same as the company's contact.

## Product/Sample Information

Product State (☐): Place a check mark next to the appropriate product state (fresh, frozen, shelf-stable, or other).

Product Group (☐): Place a check mark next to the appropriate product group (ready-to-eat, histamine producer, battered/breaded shrimp, or raw shrimp).

Product's Full Description: Enter the product's full description, i.e. ready-to-eat smoked mackerel fillets, raw yellowfin tuna steaks, batter-dipped precooked shrimp, raw peeled and deveined IQF 60/100 shrimp.

Country of Origin: Enter the country of origin. For example, if the product is raw shrimp originally from Indonesia, then processed as raw breaded shrimp, the country of origin will be Indonesia and not the United States.

Product Of: Enter the country where product is from. For example, if the product is raw shrimp originally from Indonesia, then processed as raw breaded shrimp, the “product of” will be the United States and not Indonesia. In other words, the “product of” is the country where the final product is processed.

Product Packaging (☐): Place a check mark next to the appropriate packaging (bag, box, can, jar, shrimp ring, vacuum pack, or other).

Ingredient Statement: Enter the ingredients as written on the primary package. In lieu of writing out the ingredients, attach a copy of label to the back of the information form. If there is not an ingredient statement, write N/A for not applicable.

Pack Date (mm/dd/yy): Enter the pack date, i.e. 10/01/12.

Expiration Date (mm/dd/yy): Enter the expiration date, i.e. 10/01/13, as it appears on the master cases or primary packages. If it does not appear on either, write N/A for not applicable.

Lot Number: Enter the lot number. It is important the lot number can trace back the product in case the submitted samples fail analyses.

Sample Date (mm/dd/yy): Enter the sample date, i.e. 11/01/06.

Sampled (☐): Place a check mark next to the appropriate sampling location.

Sample Temperature: Enter the sample temperature taken during sampling (°F). If the product is frozen solid, then write “FS”.

Sample Size (Number) (☐): Place a check mark next to the appropriate number of samples taken. Make sure the number of samples coincides with Sample Numbers and Sample Sizes and the Table entitled “USDC Analytical Laboratory Services Sampling Program and Analyses”. If the number of samples does not coincide contact the laboratory prior to shipment.

Sample Unit: Enter the weight of the sample size in ounces.

Name of CSO’s/CSI’s Immediate Supervisor: Enter the name of your immediate supervisor. If a submitted sample fails analyses, it is the laboratory’s responsibility to contact the supervisor in order that he can take appropriate action.

Immediate Supervisor’s Telephone/email address: Enter your immediate supervisor’s telephone and email address. If a submitted sample fails analyses, it is the laboratory’s responsibility to contact the supervisor via telephone and to forward analytical results via fax or email in order that he can take appropriate action.

Full Name of CSO/CSI Collecting Samples: Enter your **full** name.

CSO's/CSI's Telephone/email address: Enter your telephone and email address.

Signature of CSO/CSI Collecting Samples: Sign your **full** name.

21. Comments: If you have any additional comments regarding the submitted samples, enter your comments here. If you need additional space, write your comments on the back of the information form.

## H. Packing Samples and Shipping Containers

If the product is canned (shelf-stable) or is in a dry condition, take no particular precaution to avoid temperatures above 40°F (4.4°C). However, pack samples so that the samples are not damaged.

If Cooked Ready-To-Eat product is perishable and fresh or thawed, cool samples to 32-38°F (0-3.3°C) and transport them in a protective insulated container. Pack samples with layers of frozen gel packs in sufficient quantity to maintain the product at a temperature not to exceed 38°F (3.3°C) for the duration of transportation to the lab. Any excess space should be filled so that the samples and gel packs cannot shift and separate from one another. Crunched up newspaper is recommended for filling up excess space because it is a good insulator and will help keep samples cold. The container must be marked "**Perishable Product**" and shipped the same day of collection. Perishable products that are not frozen must be shipped on Monday or Tuesday to arrive at NSIL no later than Wednesday morning.

If Histamine Producers are perishable and fresh or thawed, freeze samples to state -20 to 0°F (-28.9 to -17.8°C) and transport them in a protective insulated container. Pack the samples with layers of frozen gel packs or dry ice in sufficient quantity to maintain the product at a temperature not to exceed 0°F (-17.8°C) for the duration of transportation to the lab. Any excess space should be filled so that the samples and gel packs cannot shift and separate from one another. Crunched up newspaper is recommended for filling up excess space because it is a good insulator and will help keep samples cold. The container should be marked "**Perishable, Frozen Product**".

If the product is perishable and frozen, maintain samples in the frozen state -20 to 0°F (-28.9 to -17.8°C) and transport them in a protective insulated container. Pack the samples with layers of frozen gel packs or dry ice in sufficient quantity to maintain the product at a temperature not to exceed 0°F (-17.8°C) for the duration of transportation to the lab. Any excess space should be filled so that the samples and gel packs cannot shift and separate from one another. Crunched up newspaper is recommended for filling up excess space because it is a good insulator and will help keep samples cold. The container should be marked "**Perishable, Frozen Product**".

If a lot inspection office or a company ships packages with dry ice, ensure that whoever signs the shipping document has completed the DOT Hazardous Shipper Training and has a copy of his or her current training certificate. Use dry ice as the refrigerant if the time spent in transport may lead to thawing. Any excess space should be filled so that the samples and dry ice cannot shift and separate from one another. Crunched up newspaper is recommended for filling up excess space because it is a good insulator and will help keep samples cold. Dry ice weighing approximately ½ the sample weight is sufficient for this purpose provided the container is insulated with 1 ½-2 inches of a foam-type material, and is tightly sealed. The container should be marked “**Perishable, Frozen Product**”.

If the container is to be shipped to the laboratory by a common carrier, i.e. UPS, it is imperative to send it “Priority Overnight Next Day Air Early AM and indicate the total number of packages and weight on the label. Also, if dry ice is used, the words “dry ice” and weight of dry ice must be declared on package and label.

Make sure to weigh the container and to round it to the nearest pound. In order to avoid excessive shipping charges, DO NOT estimate the weight or ship a container without indicating the actual weight.

Include the sample information form in a sealable plastic bag to keep it from becoming wet and illegible. Include any reusable supplies inside the shipping container on top of samples.

## **I. Sealing Shipping Containers**

Seal the container with a tape that will assure the temperature control of the contents and disclose any tampering. Identify the seal with date, sample number, and mark of the collecting CSO/CSI.

## **J. Shipping, Transporting, or Delivering Samples**

It is imperative that prior to shipping, transporting, or delivering samples, an individual must confirm that the laboratory can receive samples on a given day. Collected samples can be received Monday – Thursday during normal business hours. Perishable, refrigerated samples must be shipped on Monday or Tuesday so that the laboratory analysis can begin on Wednesday. Frozen samples may be shipped as late as Wednesday. Do not ship samples on Thursday or Friday without clearing this with NSIL.

Do not send any samples until the laboratory has been notified by phone, e-mail, or fax. Contact the Sample Custodian by e-mail at [NSIL.Sample.Custodian@noaa.gov](mailto:NSIL.Sample.Custodian@noaa.gov), fax at (228) 762-7144 or phone at (228) 762-7402. If no answer, leave a message including your name, telephone number, type of product being shipped, and the company name. This will prevent unnecessary time and expense for receiving and disposing of incorrect samples.



All perishable products whether refrigerated or frozen must be shipped priority overnight for arrival the next morning. Obtain overnight carrier account information from your regional office.

Keep containers in the proper temperature environment until shipping to the laboratory and then ship as rapidly as possible to the following address:

ATTN: Sample Custodian

National Seafood Inspection  
Laboratory 3209 Frederic Street  
Pascagoula, MS 39567