

USDA Food Safety and Inspection Service  
U.S. DEPARTMENT OF AGRICULTURE



### Scheduling and Submission of RLM and IVT Samples to FSIS Laboratories

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Supervisory Microbiologist

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### RLM/IVT Scheduling



- Pre-collection Planning for timely shipping of supplies
- Reduced Receipt of Sample to Result Time
- Sample/Result Integrity

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### Sample Scheduling

- Office of Planning, Analysis, and Risk Management (OPARM) generates a prioritized list of establishments that could be scheduled for Food Safety Assessments (FSAs).
  - Based on several factors (see Directive 5100.4)



- This list of establishments is sent to the appropriate district for review.

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### Sample Scheduling

- The “Preliminary” Schedule is distributed approximately 6 weeks prior to each sampling month.
- There is a two-week window to request changes to the preliminary schedule.
- Changes requested before distribution of the final schedule are accommodated.
- The “Final” RLM schedules are then distributed.
- After distribution of the “Final” RLM schedules, requests for changes should be made only as a last resort.

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### Final RLM Schedule

ID	Client	Brand	Supplier	Business	City	State	Site	Units	Startweek	Laboratory
00	0040	4402	M2040-P20401	Goodheart Bread Specialty Foods	San Antonio, TX	0	0	2	12/15/19	Boston
00	0010	0020	M0100-P01010	Comptingham Meats LLC	Indian, PA	0	V	1	12/15/19	Boston
00	0000	7000	M2000-P7000	Kelle Chikamason Inc.	Albany, VT	0	V	1	12/15/19	Boston
00	0000	1100	M0000-P0000-0000	Zingales's Inc.	Eastonville, VT	0	0	2	12/15/19	Boston
00	0000	00	M0000-P0000	Palmer Agriculture, Inc.	Lake City, GA	0	0	2	12/15/19	Boston
00	0000	0001	M2000-P0000-0001	Hardwood Custom Meats, Inc.	Proctor, NH	0	V	1	12/17/19	Boston
00	0000	0401	M0000-P0401	F&B Brands	Philadelphia, PA	0	V	1	12/17/19	Boston
00	0010	100	M1000-P1000	Melrose Farms Inc.	Chatham, GA	0	0	2	12/17/19	Boston
00	0000	0000	M2000-P0000	Arusha Inc.	Oak Park, IL	0	0	2	12/15/19	Milwaukee
00	0000	2100	M1000-P0000	CTI Foods LLC	Columbiana, OH	0	0	2	12/15/19	Milwaukee
00	0000	010000	M0000-P010000	Horvath's - The Community Food Network	Warren, OH, MO	0	0	2	12/15/19	Milwaukee
00	0000	10007	M0000-P0000	Cuba Foods LLC	Indianapolis, IN	0	0	2	12/15/19	Milwaukee
00	0010	0701	M2000-P0000-0701	Wayne Paper LLC	Orange, NJ	0	0	2	12/15/19	Milwaukee
00	0000	10007	M0000-P0000-0000	The Kitchen Inc.	Storring Heights, MI	0	0	2	12/17/19	Milwaukee
10	0007	0100700	M0007-P10007	Lambton Meat Company	Jackson, WY	0	V	1	12/15/19	Wheaton
00	0010	010000	M0010-P0000	Lamp Glass	Flint, MI, MI	0	V	1	12/15/19	Wheaton
00	0007	0000	M0000-P0000	Southfield Poultry Meats Corp.	Warren, OH, MO	0	0	2	12/15/19	Wheaton
00	0000	0001	M0000-P0000	Onion Valley Farms	Chatham, OH, CA	0	0	2	12/15/19	Wheaton
10	0007	0007	M0000-P0000	PI USA Meat Specialty Acquisition Corp.	Knox, WA	0	0	2	12/15/19	Wheaton
00	0010	010000	M0010-P0000	Flour Creek Meats - Coney Foods	Stone Mountain, GA	0	0	2	12/15/19	Wheaton
00	0000	1000	M0000-P0000-0000	Apex Spices LLC	Colton, CA	0	0	2	12/17/19	Wheaton

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### Scheduling a Collection Date

A specific RLM collection date must be arranged a minimum of two weeks in advance of the week of collection indicated on the “Final” schedule.



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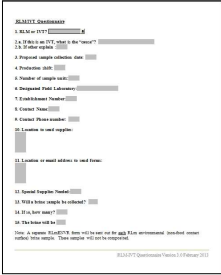
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### RLm/IVT Questionnaire

- This is a drop down menu with 3 possibilities: RLM, IVT-Listeria or IVT-Salmonella.
- a. The possibilities in this drop down menu are:
  - Lm Positive in RTEPROD\_RISK, RTEPROD\_BAND
  - Salmonella Positive in RTEPROD\_RISK, RTEPROD\_BAND
  - District Directed
  - Other
 b. This is an expandable text box used only if "other" is selected in 2a.
- Type in a proposed collection date. Based on available capacity and Rmns that have already been scheduled, the lab may ask for an alternative date.
- Production shift(s)- Insure that the lab is clear on when the samples will be delivered.
- Number of units – refer to Directives 10.240.5 and 10.300.1.
- For RLMs choose the designated lab based on the Rlm Schedule. For IVTs, leave blank. The lab will be assigned by OPARM.



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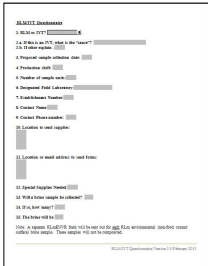
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### RLm/IVT Questionnaire

- Establishment number being sampled (Beware of transportation errors)
- Contact name of the EIAO primarily responsible for the sampling.
- Phone number where at which the EIAO can be most easily reached, probably a cell phone number.
- Mailing address to send supplies. Can be home, office or plant. (Pre-moistened swabs must be stored under refrigeration)
- Forms can be sent to a different location than sampling supplies. If you enter an email address, electronic forms will be sent via email.
- Special supplies or requests such as a specific size glove, extra shipping containers, etc.. (Please fill this in, if special supplies are not needed, then respond with "NA" or "no")
- Used to determine what brine supplies are needed for food contact brine, RLMCONT or environmental, RLMENVR.



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### RLm/IVT Scheduling

Submit an email request with a proposed sampling date AND the "RLM-IVT Questionnaire" to the "FSIS - RLM Sample Scheduling" mailbox found in the Outlook Global Address Book.

- For IVTs, use the "FSIS – IVT Sample Scheduling" mailbox.
- This email should be sent at least 2 weeks in advance of the proposed collection date.
- In the subject line, type RLM or IVT, the establishment number and assigned laboratory.



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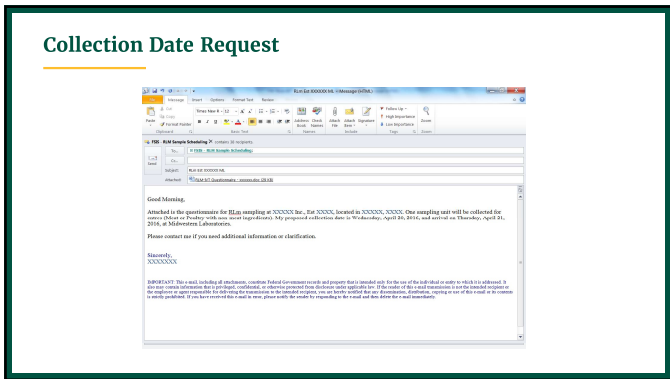
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**Scheduling a Collection Date**

The receiving laboratory will respond by accepting the proposed or asking for an alternative collection date.

- Those who schedule early will have best success getting preferred collection date
  - Constrained by lab capacity
  - Capacity decreases as each week progresses
- The earlier a proposed collection date is submitted, the more likely it will be accepted.
- Supplies are sent AFTER the laboratory acknowledges that a specific collection date is acceptable.
- If problems with supplies, etc... arise after scheduling, they can best be resolved by sending your inquiry back to the "FSIS - RLM Sample Scheduling" mailbox.

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**RLM Scheduling**

- When ever possible, collect samples early in the week.
- Target the early week sample collections when the plant is located locally, and travel is not an issue.
- Encourage the collection of routine monitoring samples early in the week.

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### Supplies

Double check the supplies as soon as they are received  
Sampling Supplies distributed per unit

- 20 – Seal/Label Packets
- 5 - Billable Stamps
- 1 - Hand Sanitizer
- 1 - Marker
- 1 - Small Tub
- 1 - Trash Bag
- 20 - Pre-moistened Swabs: D/E (Dey-Engley) Broth
- 5 - 2 Gal, 18X20 Zip Lock Bag
- 20 - 6x12 Bags
- 20- 1 Gal, 8x12 Zip Lock Bags
- 20 – Sterile Gloves, Pair

\*\*Please indicate on the questionnaire and in the scheduling email if the establishment is Kosher and special Pre-Moistened swabs will be provided\*\*

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### RLm Unit

Each unit consists of :

- 5 product samples
- 10 food contact swab samples
- 5 non-contact, environmental swab samples

For RLms the maximum number of units per plant is:  
V = 1 units, S = 2 units, L = 3 units

For IVTs collect 1 unit per production line, up to a maximum of 5 units per plant.

Refer to Directives 10.240.5 (RLms) and 10,300.1 (IVTs)

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### Brine Supplies

Please return all brine sampling supplies along with your samples



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### RLm Project Codes

**RLMPROD\_C\_XX**

- Routine Risk-based *Listeria* monocytogenes sent to the XX Laboratory
  - XX = WL, ML or EL
- Product Composite
  - 5 RLM product samples per 1 RLMPROD\_C form
    - Each product receives a unique seal/label number
    - Products are composited by the lab
  - 1 RLMPROD\_C form per unit

**RLMCONT\_XX**

- Contact (Food contact surfaces)
  - 10 contact swabs or brine sample submitted
    - Each swab receives a unique seal/label number
  - 1 sample per RLMCONT form
  - 10 RLMCONT forms per unit

**RLMENVC\_XX**

- Environmental (Non-food contact surface) Composite
  - 5 swab samples submitted
    - Each swab receives a unique seal/label number
    - These swabs are composited by the lab
  - 1 RLMENVC form per unit

**RLMENVR\_XX**

- Environmental Brine
  - NOT composited
  - Can be used instead of a contact swab

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### RLm Units

- RLm Units**
  - Each unit will have **20 Samples and 12 Forms**
    - 5 product samples (composited by the lab)
      - 1 RLMPROD\_C form for the product samples (with 5 unique seal/label numbers)
    - 10 Food Contact swabs
      - 10 RLMCONT forms (each with 1 seal/label number)
    - 5 Environmental swabs (composited by the lab)
      - 1 RLMENVC form (with 5 unique seal/label numbers)

**\*\*Each form receives 1 laboratory result in LIMS Direct\*\***

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### IVT Project Codes

**INTPROD\_LM\_XX**

- Intensified Product for *Listeria* monocytogenes sent to the XX Laboratory
  - XX = WL, ML or EL
- 5 product samples submitted
  - Each product receives a unique seal/label number
  - Samples are NOT composited
- 1 sample per INTPROD form
- 5 INTPROD forms per unit

**INTCONT\_LM\_XX**

- Intensified Contact swab (Food contact surfaces)
  - 10 contact swabs or brine samples submitted
    - Each swab receives a unique seal/label number
  - 1 sample per INTCONT form
  - 10 INTCONT forms per unit

**INTENV\_LM\_XX**

- Intensified Environmental (Non-food contact surface)
  - 5 swab samples submitted
    - Each swab receives a unique seal/label number
  - 1 sample per INTENV form
  - 5 INTENV forms per unit

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### IVT (Lm) Unit

- **Lm IVT Units**
  - Each unit will have **20 Samples and 20 Forms**
    - 5 product samples
      - 5 INTPROD forms for the product samples (each with a unique seal/label number)
    - 10 Food Contact swabs
      - 10 INTCONT forms (each with a unique seal/label number)
    - 5 Environmental swabs
      - 5 INTENV from (each with a unique seal/label number)

\*\*\* Each form receives 1 laboratory result in LIMS Direct \*\*\*

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### IVT - Salmonella

- **Sal IVT Units**
  - Each unit will have **18 Samples and 18 Forms**
    - 5 product samples
      - 5 INTPROD forms for the product samples (each with a unique seal/label number)
    - 5 Food Contact swabs
      - 5 INTCONT forms (each with a unique seal/label number)
    - 8 Environmental swabs
      - 8 INTENV from (each with a unique seal/label number)

\*\*\* Each form receives 1 laboratory result in LIMS Direct \*\*\*

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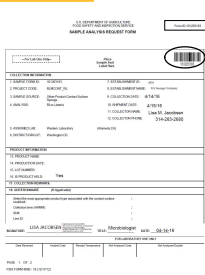
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### PHIS Form



Each form has a unique number and bar code.

Form ID: 101203183



101203183

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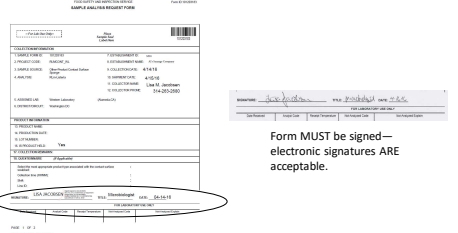
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### PHIS Form



Form MUST be signed—  
electronic signatures ARE  
acceptable.

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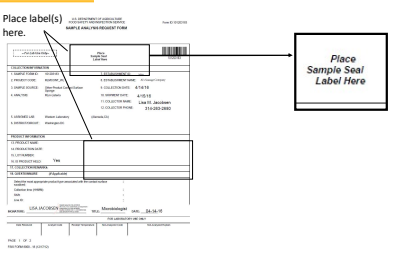
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### PHIS Form

Place label(s) here.



Place  
Sample Seal  
Label Here

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### Placing Seal on PHIS form



INCORRECT

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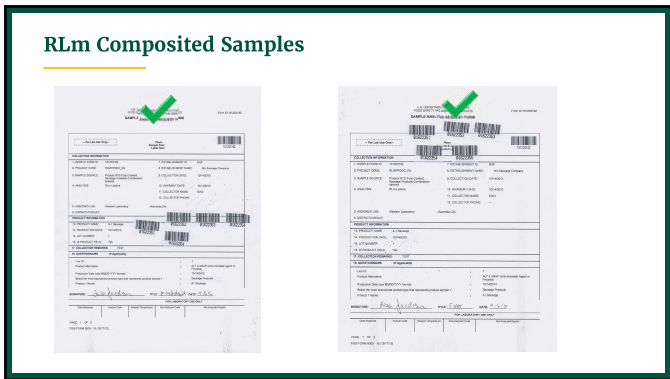
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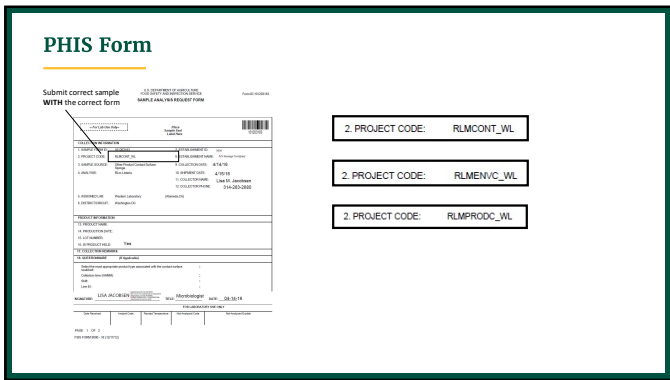
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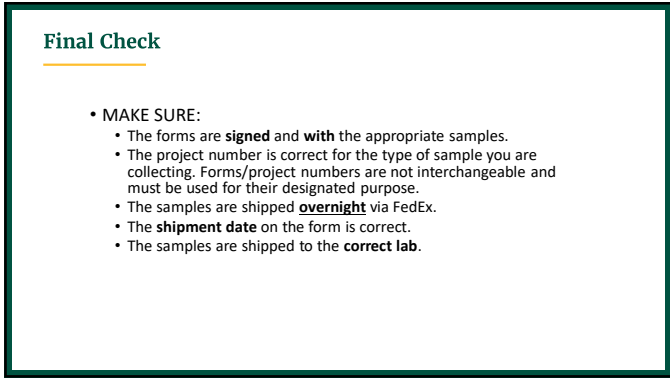
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**Proper use of Container Seals, Identification labels and bar codes**  
**FSIS Form 7355-2A and 2B (06/15/2001)**



- Affixed to forms, samples and shipping containers
- Each sheet has a unique set of bar codes and numbers
- Follow FSIS Directive 7355.1

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**Bar Coded Labels**

A bar-coded label from FSIS Form 7355-2 must be placed on each sample and the corresponding form 8000-18 with which the sample is submitted.



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**Bar Coded Labels**

Please DON'T do...



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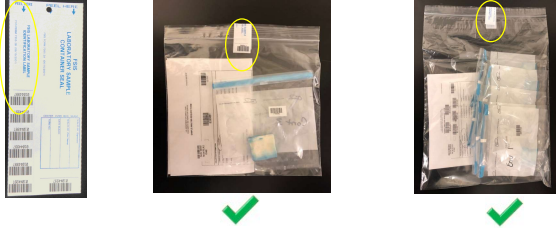
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### Sample Identification Label

The Identification Label (FSIS Form 7355-2B) is affixed over the opening of the bag containing both the sample(s) and the paperwork.



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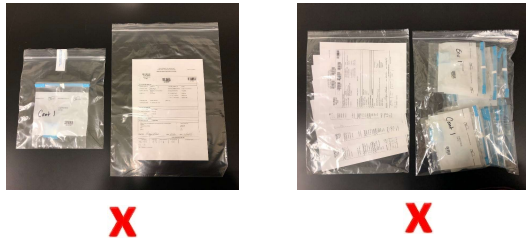
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### Incorrect Packing and use of identification label and packaging



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### Shipping RLM Products



If the 5 product samples won't fit in one box, **after the form has been completed**, make enough photocopies so that a copy can be included in each box used to ship products. Write the copy number (e.g., copy 1 of 2, copy 2 of 2, etc.) on each. The **original** copy of the form must be included in one of those boxes.

Use a separate set of bar coded labels (FSIS form 7355 A/B) for each individual sample collected. **Each one pound sample may consist of multiple product packages. If so, all packages corresponding to each sample will have the same bar code number.** Each of the 5 one pound samples will get a different bar code.

Place a corresponding bar coded label from each of the five product samples in designated space or in Product information block.

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### Packaging and Shipping Product Samples

= One 1-pound Sample  
The packages in this ONE sample receive the same label number

= One 1-pound Sample  
The packages in this ONE sample receive the same label number but it is different than the label number from the first sample.

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### Shipping Containers

Shipping containers come from the lab with the top and bottom sealed with tamper evident tape.

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### Packing the Sample

Pack

- Adsorptive pad
- Gel pack
- Cardboard
- Zip-lock bags containing samples and paperwork
- Foam plug
- Close shipper and seal with 7355-2A

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### FSIS Directive 7355.1

- Shipping containers with self sticking closures should have the inner flap closed. The bar coded seal should be placed across the inner flap of the box parallel to the edge of the closed flap, as shown. The outer flap should then be closed over the seal.
- Boxes without self-sticking closures should be sealed across the outer flaps as shown. The outside flaps should then be fastened shut with clear packaging tape.
- Placement of Container Seal on box without self-sticking closures.



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### Shipping Samples

- Use billable stamps and ship overnight via contract carrier.
- Ship the same day of collection for samples collected first shift.
- For samples collected after last FedEx pick up, refrigerate samples overnight and ship first thing the following day.
- Pack with freshly frozen gel pack the day of FedEx pick up.



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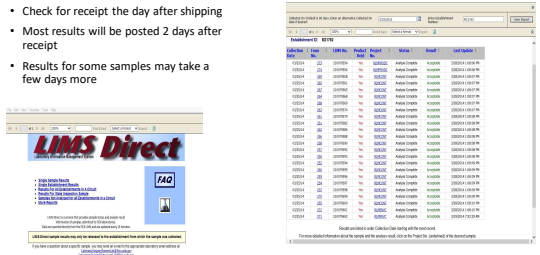
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### LIMS-Direct

- Check for receipt the day after shipping
- Most results will be posted 2 days after receipt
- Results for some samples may take a few days more



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**Contact Information**

<p><b>Eastern Lab</b>            950 College Station Rd.            Athens, GA 30605  <b>Terry Campbell</b>  <a href="mailto:terry.campbell@usda.gov">terry.campbell@usda.gov</a>            (706) 546-3561</p>	<p><b>Midwestern Lab</b>            4300 Goodfellow Blvd.            Bldg 105D            St. Louis, MO 63120  <b>Brittney Gaines</b>  <a href="mailto:brittney.gaines@usda.gov">brittney.gaines@usda.gov</a>            (314) 263-2680</p>
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**Western Lab**  
 Western Annex Bldg  
 800 Buchanan St.  
 Albany, CA  
 (510) 982-4944

WGS Results: **Laboratory Inquiry-Eastern Lab@fsis.usda.gov**

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**Questions**

Questions?

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