



T & T LABORATORY (SARAWAK) SDN. BHD. (683270-M)

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Specimen Submission Guidelines (Microbiology/Chemistry Tests)

General Guidelines

- 1) To avoid contamination, please **PACK** and **LABEL SAMPLES INDIVIDUALLY** in a **LEAK PROOF** and **STERILE** container/bag, i.e. whirl pack bag or sterile bottle. Local clients can obtain sterile bottles for water samples from our laboratory. Food and beverage samples should be submitted in its original packaging.
- 2) It is **COMPULSORY** to label each sample with **SPECIMEN IDENTIFICATION, SPECIMEN TYPE** and **DATE OF COLLECTION**. Please use permanent marker or self-adhesive sticker.
- 3) Rubber band or strong adhesive tapes are **RECOMMENDED** instead of **STAPLES** as they may puncture the packing material resulting in contamination of samples.
- 4) Please fill in the Analysis Requisition Form **PROPERLY** and **CLEARLY**. Failure to do so may cause sample to be unprocessed.
- 5) For perishable samples, please pack samples in Styrofoam box with sufficient ice packs to maintain temperature at 4°C. The Styrofoam box should be packed into another box to prevent damage. Make sure the samples packed retain its original shape or size.
- 6) If courier service is engaged, total transit time should not exceed the maximum of 48 hours. Thus, it is best **NOT** to courier on Fridays or before the long weekends and holidays. **SUFFICIENT** coolant should be packed in along with the samples to last through the transit time.
- 7) A minimum 100 g or 500 ml of specimen is required to run one test. If more than **ONE TEST** is requested, **PLEASE SUBMIT** sample size in accordance to the number of tests. Example, a sample size of 500 g is required if 5 tests are requested.