

Instructions for Handling Test Materials and Recording Results

Test Materials - Chemistry

Receipt and Storage

- On receipt of the test material, record the date and store as appropriate

Storage temperature	Sample(s)
Room temperature (20±5°C) in a dry, insect free storage area.	1, 2, 5, 8, 13
Refrigerated (2 to 8°C)	9
Frozen (<-20°C)	14

- The test material(s) should be analysed in accordance with the deadlines shown on the website: <https://portal.lgcstandards.com>

Sample Details

- The chemistry test materials provided represent commercially available animal feeds, which may or may not contain all the target analytes at quantifiable levels. All analytes will be provided at a quantifiable level during a 12 month period.
- Samples should be analysed by the routine method(s) used by your laboratory.
- Participants may submit results for some or all of the parameters requested.
- All test materials are supplied in a ready-to-use format.
- Test materials may have settled during transit. Please ensure test materials are thoroughly mixed prior to any sub-sampling or any analysis is performed.
- Results should be corrected for recovery and blank, if appropriate, and if this is the normal practice in the laboratory. If the sample is diluted as part of the analytical process, such dilutions should be corrected for.

Reporting Results

Full details regarding reporting units and sample format are available in the current AFPS Scheme Description.

- Unless otherwise specified all results should be reported on the test materials as it has been provided (i.e. results are not to be expressed on a dry basis).
- To ensure results are returned in a comparable format the following Test Materials must be provided as specified:

Sample (s)	Analyte	Additional information
1, 9, 13, 14	Protein (crude)	Nitrogen x 6.25
1	PPD (Pepsin Protein Digestibility)	As soluble protein as a % of the total protein.

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Test Materials-Microbiology

Receipt and Storage

- On receipt of the test material, store refrigerated at 2-8°C until ready to test.

Test material details

- The test material is provided as a simulated animal feed sample, which may or may not contain the target organism(s) at a range of inoculum levels.
- The test material is pre-weighed to 10g or 25g dependent upon sample type.
- Occasionally test materials contain high numbers of the target organisms, therefore it may be necessary to perform dilutions.
- Further guidance is available in the AFPS Scheme Description.

Test material analysis

- Test the entire sample; do not sub-divide prior to dilution.
- For **presence/absence** tests, dilute the 25g sample with your chosen diluent or enrichment broth, according to your usual laboratory procedure.
- For **enumeration** tests, dilute the 10g sample initially by 1 in 10 using your chosen diluent e.g. adding 90ml of diluent to 10g sample. Further dilutions may be required, remember to take all dilutions into account when calculating the levels in the original 10g sample.
- Mix the test material thoroughly under aseptic conditions.
- Leave the test material to resuscitate at room temperature for a minimum of 60 minutes, but no longer than 90 minutes.
- Immediately before testing, mix the resuscitated sample thoroughly and then test for the target organism(s) using your routine laboratory methods.

General Information

- All AFPS test materials should be treated like routine laboratory samples and all normal quality control procedures should be adopted.

Recording Results

- All results should be submitted using PORTAL.
- Please go to <https://portal.lgcstandards.com>
- Login using your Lab ID, username and password.
- A PORTAL user guide can be downloaded from the help section.

Precautions

- Microbiological test materials contain viable microorganisms and must therefore be handled and disposed of in accordance with local and national regulations
- All test materials are supplied on the understanding that the purchaser has suitably competent and qualified personnel to handle them safely.
- Test materials must only be opened in a laboratory by qualified personnel.
- Refer to the Safety Data Sheet for information on the safe handling and disposal of the test materials.

If you need any help at all please do not hesitate to contact our support team using the details below or your local LGC representative.

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