

## *Instructions for Handling Test Materials and Recording Results*

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### Receipt and Storage

- On receipt of the test material, record the date and store refrigerated at 2-8°C until ready to test.
- Results should be submitted before the deadline shown on the website:  
<https://portal.lgcstandards.com>

### Sample Details HY01, HY02, HY03, HY06 & HY07

- The sample consists of a sterile square plastic plate with a lid, and a lyophilised tablet containing the microorganisms in a plastic tube.
- The samples may contain a number of different microorganisms. There is no need to report all parameters; you only need to perform and report results for tests that you would routinely carry out in your laboratory.
- Dilutions may be required.

### Sample Details HY05

- The sample consists of two lyophilised tablets containing the microorganisms, each in a plastic tube.

### Sample Details HY08

- The sample consists of 2x dry swabs.
- The samples may or may not contain the SARS/CoV-2 genome.

### Sample Details HY09

- The sample consists of a dry pre-inoculated membrane filter in a sterile petri dish.
- The sample may contain a number of different microorganisms.

### Sample Details HY10 & 11

- The sample consists of a 10ml diluent, and a lyophilised tablet containing the microorganisms in a plastic tube.
- The samples may contain a number of different microorganisms. There is no need to report all parameters; you only need to perform and report results for tests that you would routinely carry out in your laboratory.

Dilutions may be required

### Sample preparation HY01 & HY02

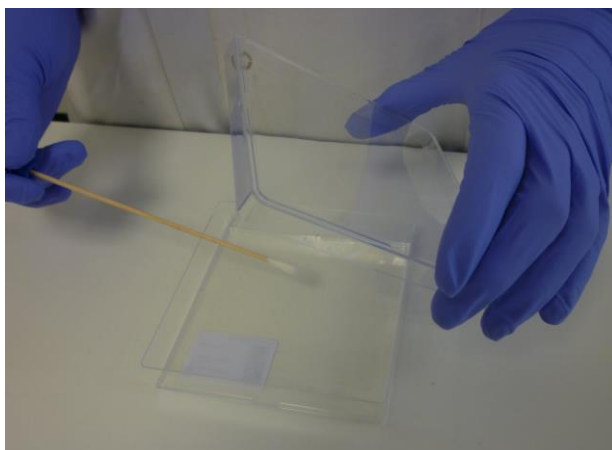
- Carefully remove all items from the bag.
- Resuscitate the tablet by adding it to 5ml of suitable microbiological diluent such as maximum recovery diluent and leave for 30-60 minutes.
- Mix the sample thoroughly immediately before the next step.
- Remove the top lid of the square plastic plate and discard. Using a sterile pipette, pipette **200µl** onto the surface of the plate.
- Using a sterile spreader, spread the inoculum over the surface of the plate and allow to dry for 15-30mins.
- For sample **HY01** please also analyse a 200µl aliquot of the inoculum (serial dilutions may be required) and report results in the 'direct count' analyte as cfu/200 µl.
- For sample **HY02** please also analyse a 200µl aliquot of the inoculum and report results in the 'direct testing' analyte as 'detected' or 'not detected' in 200µl.

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### Sample HY01 Swab Analysis

- Prepare your chosen volume of diluent.
- Use a sterile swab to swab the entire surface of the plate as indicated by the photograph below.



- Place the swab in the diluent in order to transfer the microorganisms from the swab.
- Leave this diluent at room temperature for between 30 and 60 minutes.
- Enumerate the diluent for the target organisms using your usual method.
- On this occasion an alternative surface has been used, participants reporting results as per cm<sup>2</sup> should treat the plate as 100cm<sup>2</sup> and calculate the results accordingly
- For enumeration results, results can be reported either per entire plate surface or per cm<sup>2</sup>, please ensure you select the correct unit when submitting your results in PORTAL.

### Sample HY02 swab analysis

- Prepare 10ml of a primary diluent; this should be non-selective such as maximum recovery diluent.
- Swab the entire surface of the plate with the swab and then transfer the swab to the primary diluent.
- Leave the inoculated primary diluent at room temperature for between 30 and 60 minutes.
- Transfer 5ml of the primary diluent to the enrichment broth required for each pathogen under test.
- Test for the target pathogens using your usual method.

### Sample preparation HY03, HY06 & HY07

- Carefully remove all items from the bag.
- Resuscitate the tablet by adding it to 5ml of suitable microbiological diluent such as maximum recovery diluent and leave for 30-60 minutes.
- Mix the sample thoroughly immediately before the next step.
- Remove the top lid of the square plastic plate and discard. Using a sterile pipette, pipette **50µl** onto the surface of the plate.
- Using a sterile spreader, spread the inoculum over a small area (of the approximate diameter of a standard 55mm contact plate) in the centre of the plate only and allow to dry for 15-30mins. The sample is now ready for analysis.

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### **Samples HY03, HY06 & HY07 – Contact plate method**

- Apply your contact plate in the approximate centre of the plate surface where the inoculum has been allowed to dry according to your routine laboratory practice, ensuring that the entire contact plate comes into contact with the surface.
- Apply contact plate to the centre of the plate once only.
- Incubate the contact plate and enumerate the number of colonies.
- Report results per contact plate or per cm<sup>2</sup>.

### **Sample HY05 – ATP**

- Prepare two 10ml aliquots of sterile water in appropriate containers.
- Add the lyophilised tablet labelled 'Sample A' to one of the containers, and 'Sample B' to the other.
- Leave both samples at room temperature for 30-60 minutes.
- Immediately before testing invert the sample 5 times.
- Test both samples using your routine method for ATP.
- Using the drop down list in PORTAL select the sample with the highest level of ATP.
- **When entering your results please also enter the type of equipment used in the comments section.**

### **Sample preparation HY08**

Allow samples to equilibrate to room temperature before testing.

### **Sample testing**

- Each sample is a simulated liquid swab rinsate sample.
- Mix samples thoroughly.
- Process the test materials using your routine testing method following the manufacturer's recommended instructions for liquid QC samples.
- Using the drop down list in PORTAL select the sample containing the target genome.

### **Sample HY09 – Simulated active air**

- Place one of the pre-spiked membrane filter on your routine non-selective agar used for total viable count.
- Place the second pre-spiked membrane filter on your routine selective agar used for yeast and mould.
- Incubate according to your routine methods.

### **Sample HY10 & 11 – Swab rinsate sample**

- Add lyophilised tablet to 10ml diluent and leave at room temperature for 30-60 minutes.
- Mix thoroughly before Processing HY10 according to your routine testing methods, or adding 2.5ml of HY11 to your enrichment broths according to your routine methods.

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- Rinsate samples represent a 'neat' sample and any dilutions prepared should be taken into account when calculating final results.

### **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.

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.

Tel: +44(0)161 762 2500

Email: [ptcustomerservices@lgcgroup.com](mailto:ptcustomerservices@lgcgroup.com)

### **Precautions**

- Test materials contain viable micro-organisms and 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.