



## FOOD SAMPLE COLLECTION AND SUBMISSION INSTRUCTIONS

- Fill in the **PathWest Food Hygiene Laboratory Food Request Form [F] (Form [MFHW001](#))** with the following information:
  - Company Name, Address and Contact Details
  - Date Sampled and Sampled By/Signed
  - Purchase Order No. (if applicable)
  - Additional Sample Comments
  - Purpose of Analysis (select one):
    - Food Complaint
    - Food Poisoning
    - Routine Monitoring
    - Other Tests (select tests or specify tests required in the space provided)
  - Sender's No. (your sample reference number, if applicable)
  - Food Type (description of food sample)
  - Brand
  - Date of Manufacture and Use by Date
  - Temperature (°C)
- Please provide a minimum of 200 gram sample. The food samples should be sent in an insulated transport container with chilled ice bricks and submitted to the laboratory within 24 hours of collection.
- For Food Poisoning and Food Complaint, complete the Incident Report on page 2 of the request form.
- For Shelf-life Testing, a separate request form and food sample must be provided for the initial analysis and each of the subsequent tests.
- For routine testing of ready-to-eat food samples, the following tests will be performed unless requested otherwise:
  - Total Plate Count
  - Escherichia coli* Count
  - Coagulase Positive *Staphylococci* Count
  - Salmonella* Detection
  - Listeria monocytogenes* Detection

**NOTE: Please specify any additional tests required by ticking the appropriate box or writing in the "Other Tests" section of the request form, e.g. Coliforms, *Escherichia coli* O157:H7, Shiga-toxin producing *Escherichia coli*, *Vibrio parahaemolyticus*, and Antibiotic Assay.**
- The following food sampling equipment is supplied by PathWest and can be requested by completing the **PathWest FHL Supply Order Form (Form [MFHW118](#))** and sending the completed form to the laboratory by email: [foods.pathwest@health.wa.gov.au](mailto:foods.pathwest@health.wa.gov.au) or fax: (08) 9381 7139:
  - Whirlpak bags - large 35cm or stand-up 20cm
  - Sterile spatulas (5pcs/pack)
  - Insulated transport containers and ice bricks
- Deliver the food samples by 3:00 pm, Monday - Friday to:  
**PathWest Food Hygiene Laboratory  
Level 2, J Block, QEII Medical Centre, Hospital Avenue, Nedlands 6009**
- For any queries, please contact:
  - Rebecca Wake**  
Phone: (08) 6457 2165
  - Food Hygiene Laboratory**  
Email: [foods.pathwest@health.wa.gov.au](mailto:foods.pathwest@health.wa.gov.au)  
Phone: (08) 6457 2169