YOUR AIRCHECK™ NOTEBOOK
for AirCheck™ Kit KX00PR

RENTAL PROGRAM

RENTAL PERIOD 1 Day  *RETURN DATE  10/28/2020

A Pre-Paid Return Label is included (optional)
*Call for pick up no later than the above return date to avoid additional rental fees

TRAINING VIDEOS AVAILABLE ONLINE: AIRCHECKLAB.COM

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BEFORE YOU BEGIN

- Watch the training videos at AirCheckLab.com
- Remove box marked “plates” and unpack cooler.
- Store sealed package of plates between 39 - 77°F until ready to use.
- Freeze ice packs upon receipt (must be frozen for return shipment).
- CAUTION: plates arrive in unlocked position. Carefully open package.
- Do not open Sterility Blank. Keep the blank with the other plates at all times. Return to Trace with sampling media.
- Refer to email for date that kit must be returned to Trace.
PREP AIR/GAS LINE

1. Regulate air flow to 60 PSI or less to ensure safe sampling. Pressure over 60 PSI will damage the sampler.

2. Use accessory package to prepare your air/gas line. The accessory package includes quick disconnects, ball valve, pressure gauge, nut driver clamps, and barbs.
   * Items in accessory pack are not used to assemble kit.

PERSONAL PROTECTIVE EQUIPMENT

Ensure clean sampling technique with the following aseptic procedures.

- Always wear goggles around aerosols.
- Spray Isopropynol alcohol to clean equipment.
- Use alcohol wipes to clean hands and equipment.
  * Use wipes to clean gloved hands before each sample.
- Wear gloves at all times. Replace with clean gloves if contaminated.
- Always wear a protective lab coat.

CONTAMINATION
1. Remove the red and clear PROTECTIVE CAPS from Pinocchio before assembling the equipment.

2. Position the STAINLESS STEEL BASE in front of the operator.

3. Connect PRESSURE GAUGE to top of central block. Push firmly until you feel a click.

4. Connect the AIR INLET CONNECTION to the back of the central block.

5. Connect the AIR OUTLET CONNECTION on top of the central block.

6. Slide the small TRIANGULAR STAINLESS-STEEL SUPPORT on the front of the central block to support the flowmeter.
7. Connect the **AIR FLOW METER** connection to the front of the central block.

8. Slide the 2 **FUNNEL SUPPORTS** onto the base.

9. Position the **FUNNEL** on the **FUNNEL SUPPORTS** and connect to the **AIR OUTLET**

10. Connect the sanitized 3 foot braided tubing provided from your air/gas line to the **AIR INLET CONNECTION BARB**. Use the clamps and nut driver from the accessories bag for a more secure fit.
**STERILITY BLANK**

ISO 8573-7 requires sterility blank to accompany media from start to finish. This is a control to ensure no outside contamination affects the samples.

1. Do not remove from the provided sterile bag.

2. Bring sterility blank to each sampling location.

3. Return to Trace in the cooler with other samples.

**BEFORE AND AFTER BLINDS**

ISO 8573-7 requires before and after blinds at each Point of Use location. –Refer to your data sheet for number of samples and blinds purchased–

1. Unscrew contact plate housing from collar.

2. Place contact plate onto housing clips with the agar facing out. Remove contact plate lid and place on clean surface face down. Do not touch inside of plate or lid.

3. Without delay, screw contact plate housing back into collar, gently. Too much force can result in the plate falling off the clips.

⚠️ No air/gas should flow during blinds
BEFORE AND AFTER BLINDS

4 Start timer for 10 seconds. No air/gas is tested during blinds, so there will be no dimples on the contact plate.

5 Unscrew contact plate housing, immediately and carefully place lid on plate, avoid touching any exposed portion of contact plate, remove plate from funnel.

6 Carefully set contact plate lid onto base and rotate until locked.

LOCK AND PARAFILM PLATES

7 Use a permanent marker to label base of contact plate.

8 Remove a single strip of parafilm from its paper backing. Stretch to wrap around side rim of plate, securing lid and base together.

AFTER BLIND(S):

THIS PROCESS SHALL BE REPEATED WITH ANOTHER PLATE AFTER SAMPLING AIR/GAS PER ISO 8573-7
**ESTABLISHING CORRECT FLOWRATE**

1. Verify knobs D, D1, D2 are completely closed (turn clockwise)
2. Open control valve at sampling points (maximum 60psi)
3. Open D1 completely (turn counterclockwise)
4. Slowly open D. The flowmeter will measure flowrate. Adjust to read 100 LPM
5. Close D1 completely. Your flowrate is established for this point-of-use. DO NOT ADJUST AGAIN.
6. Change or disinfect gloves and allow to dry.
7. Using alcohol wipes provided, clean the inside of the plate housing and funnel. Wait 2-5 seconds to dry.

**UNABLE TO OBTAIN 100 LPM?**

Calculate new sampling time:

\[
\frac{1000 \text{ Liters}}{\text{Your flowrate (LPM)}} = \text{New Sample Time (Min)}
\]

**SAMPLING INSTRUCTIONS**

1. Unscrew the contact plate housing from the end of the funnel (H). Place a labeled contact plate onto housing clips. Remove lid of contact plate and place on clean surface face down. Do not touch inside of exposed plate or lid.
2. Immediately screw contact plate housing back into funnel, gently.
3. Set timer for 10 minutes to achieve 1000L total volume of air at 100 LPM.
4. Follow Figure 3: Open D2 completely (turn counter-clockwise). Start timer. D1 MUST REMAIN CLOSED!
5. When the timer goes off, completely CLOSE control valve at sampling point.
6. Unscrew contact plate housing, immediately place lid on plate, remove plate from funnel.
**SAMPLING INSTRUCTIONS**

7 **Figure 4:**
Examine plate for dimples. If no dimples are present, then air/gas did not impact the contact plate. Review steps from Figure 1-2 and repeat air/gas sampling.

8 **Figure 5:**
Lock, label, and parafilm plates. Put into provided sterile bag.*

*If sampling for anaerobes, do not seal plates with parafilm, see page 18.

Don’t forget to complete an “After Blind” see pages 11-14.

**TROUBLESHOOTING**

Contact Plate Doesn’t Sit Properly in the Pinocchio Base

A
Bend the thin rectangular clip backward or forward to add tension against the contact plate. Retest the contact plate fit. Clean the base with alcohol before sampling.

B
If option A does not suffice, use an allen wrench to adjust ONE of the three adjustable clips.

Place the closed plate onto the Pinocchio base. Adjust ONE of the clips slowly until there is tension against the contact plate. Tighten the clip using the allen wrench. Clean the base with alcohol before sampling.
ANAEROBIC SAMPLING*

*Only applicable for anaerobic analysis

Sample compressed air/gas normally, lock the plates, but DO NOT SEAL WITH PARAFILM.

Place locked contact plate(s) side by side in the plastic pouch labeled “BD GasPak EZ Pouch System”. 1-6 contact plates can fit per single pouch. **Do not stack the plates.**

Make sure all air/gas samples are taken BEFORE proceeding to the next steps.

Tear open the foil sachet labeled “BD GasPak EZ Anaerobe Pouch System with Indicator” at tear-nick indicated. Remove the paper sachet from within. Ignore the pill attached to the sachet.

Immediately place the paper sachet in the plastic BD GasPak pouch. **Note: the paper sachet will become warm to the touch on exposure to air, this is normal.**

Expel excess air from the plastic pouch. Seal immediately, using the press lock on the bag. Once bag is sealed, **DO NOT RE-OPEN.**

Lay pouch flat in the insulated cooler and ship back to Trace Analytics.

PACKAGING

Instructions for packing up microbial samples after sampling is complete.

1. Pack all plates into provided sterile bag. Close the bag.

2. Wrap the sampled plates and the sterility blank in bubble wrap.

3. Remove the 3 ice packs from the bag. Surround the plates with the frozen packs. Use bubble wrap in between to protect the samples.

4. Place plates and freezer packs into the provided cooler. Ensure a snug fit, and add bubble wrap as needed.

5. Place cooler in the small box. Slide the data sheet into the clear plastic pouch on the box.

To see further details on packaging, watch the videos in the AirCheck Academy
Samples must be packed with FROZEN ice packs and delivered by next day* to avoid microbial growth during shipment.

- Plates MUST be returned by next day* delivery.
  If shipping samples on Friday, contact Trace Analytics at 512-263-0000 x3 to arrange for a next morning SATURDAY** delivery label and to schedule personnel to receive the samples.

- If you hand off shipment to your shipping department or another person, make sure they do not delay the shipment.

** Next Day (UPS) or Priority Overnight (FedEx)  |  ** Early AM (UPS) or First Overnight (FedEx)

### CHAIN OF CUSTODY

⚠️ To avoid reporting delays, fill out all required sections

To order more analyses, contact Customer Service at 800-247-1024 ext 3.

<table>
<thead>
<tr>
<th>EXPEDITED ANALYSIS</th>
<th>ANALYSIS TYPES</th>
<th>INDICATOR ORGANISM IDENTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Day Incubation</td>
<td>Basic (B)</td>
<td>L. monocytogenes</td>
</tr>
<tr>
<td>1 Day Incubation</td>
<td>Total Plate Count (TPC)</td>
<td>E. coli O157</td>
</tr>
<tr>
<td>2 Days at 35°C</td>
<td>Plates w/ Gram stain</td>
<td></td>
</tr>
<tr>
<td>2 Days at 30°C</td>
<td>Plates w/ Listeria</td>
<td></td>
</tr>
<tr>
<td>2 Days at 25°C</td>
<td>Plates w/ Enterobacterales</td>
<td></td>
</tr>
<tr>
<td>3 Days at 30°C</td>
<td>Plates w/ Salmonella / Shigella</td>
<td></td>
</tr>
</tbody>
</table>

- 5 Day Incubation for 10 day analysis
- 3 Day Incubation for 5 day analysis
- Rapid Incubation for 2 day analysis

Look at your equipment to complete this section. Serial #s are located on white stickers attached to sides of media and equipment.
**CHAIN OF CUSTODY**

**EXPEDIENT ANALYSIS**

BLINDS – before & after example. Blinds are noted as “B” for Basic Analysis. Since no compressed air/gas contact with blinds, gas type and flow rate is noted as 10 seconds.

The sterility blank gives confidence to both the customer and testing lab that there is not a contamination variable associated with the plate manufacturer, shipment, sampling, or testing lab procedures.

**SAMPLE(s) – test example.** Reference Section 5 for analysis purchased (B-Basic, or P-Pro). Analysis type must match Analysis Ordered.

**INDICATOR ID ADD ON – chromogenic identification.** Mark the indicator organism to test for in the squares provided. Only applicable for PRO PACKAGES within 7 days after report is received.

Don’t forget to sign and date

**CHAIN OF CUSTODY**

Get certified or access additional training at the AirCheck™ Academy: