RENTAL PROGRAM

RENTAL PERIOD ___________

*RETURN DATE ___________

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
# TABLE OF CONTENTS

**CHAIN OF CUSTODY**  
*How to fill out the form*  

**PINOCCHIO SAMPLING**  
*Important Reminders*  
*Media Handling*  
*Equipment Reference*  
*Sampling Procedure*  

**SHIPPING INSTRUCTIONS**  
*Important Reminders*
# Chain of Custody Instructions

**Don’t Forget to Fill Out All Fields**

## Sampling Equipment

<table>
<thead>
<tr>
<th>Sampler Type</th>
<th>Sampler Serial No.</th>
<th>Flowmeter Serial No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pinocchio (KPSI)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Aseptic Procedures

- Always use clean gloves
- Use ≥70% Isopropanol for cleaning
- Only use lint-free wipes
- Use personal protective equipment

## Sampling Equipment

**Total Air Volume Required = 1,000 L**

- **Pinocchio**
  - Flow rate required = 100 LPM
  - Max pressure at sampling outlet = 60 PSI

## Analysis Types

**Analysis type must be chosen for each sample**

- **BASIC (B)** - Total Plate Count (TPC) ALL BLINDS ARE BASIC
- **VALUE (V)** - TPC + 2 Gram stains
- **PRO (P)** - TPC + total Gram stain

## Sample Information

<table>
<thead>
<tr>
<th>ID</th>
<th>Collection Date</th>
<th>Sample Description / Location</th>
<th>Analysis Type (B, V, P)</th>
<th>Gas Type (Ar, N2, O2, etc.)</th>
<th>Flow Rate (LPM)</th>
<th>Sample Time (min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1/1/2018</td>
<td>Sterility Blank (Required per ISO 8573-7)</td>
<td>B</td>
<td>B</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>1</td>
<td>1/1/2018</td>
<td>Air Knife – Before Blind – #1</td>
<td>B</td>
<td>V</td>
<td>P</td>
<td>N/A</td>
</tr>
<tr>
<td>2</td>
<td>1/1/2018</td>
<td>Air Knife – #1</td>
<td>B</td>
<td>V</td>
<td>P</td>
<td>Air</td>
</tr>
<tr>
<td>3</td>
<td>1/1/2018</td>
<td>Air Knife – After Blind – #3</td>
<td>B</td>
<td>V</td>
<td>P</td>
<td>N/A</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>B</td>
<td>V</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>B</td>
<td>V</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td>B</td>
<td>V</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td>B</td>
<td>V</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td>B</td>
<td>V</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td>B</td>
<td>V</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td>B</td>
<td>V</td>
<td>P</td>
<td></td>
</tr>
</tbody>
</table>

## Technician Acknowledgment

Submital of this microbiological sample authorizes Trace Analytics, LLC to provide services. If purchase order number is required by your company, please provide with sample. I attest that all information provided on this chain of custody is truthful and accurate to the best of my knowledge.

**Technician Signature**

**Printed Name**

**Technician Contact Phone Number**

**Month**  **Day**  **Year**

**Please Note - Microbiological Sample Information**

For Trace Use Only:

- Samples will be held for 7 days after final analyses.
- Ship samples in included box when returning the microbial sample.

**Receiving I.D.**

**Receiver’s Initials**

www.AirCheckLab.com
PINOCCHIO SUPER II (KX00) SAMPLING INSTRUCTIONS

Microbial Impaction Sampler for Compressed Air & Gas Monitoring

- **Fast sampling time** - Collects more than 1000 liters of air/gas in just a few minutes
- **Easy-to-use** - Compact size allows use in limited space. Simple operation enables many operations to more accurately report air/gas quality and minimize false positives from operators. The unit can be easily and aseptically connected to the desired points of sample.
- **Durable construction** - 99% of the SAS units sold since 1979 in North America are still in use today

Thank you for choosing Trace for your compressed air testing. If you have any questions or concerns, contact us at 512-263-0000 x3.
IMPORTANT REMINDERS

✓ **Return the Pinocchio Sampler on time!**
   If you rented the KX00 Pinocchio Sampler, your rental is on a per-day basis. Please refer to your purchase order for the number of days you are scheduled to have the sampler. If additional days are required, contact Trace for availability. The KX00 is set on a strict delivery rotation with other clients, and so must be returned on time. Failure to return the sampler on time will result in additional penalty fees.

✓ **Don’t forget to send your Chain of Custody back with your sample!**
   The chain of custody is essential for proper analysis and reporting, and must accompany all samples submitted to the laboratory. Please be sure to fill out all fields, including: PO Number, Sampler and Flowmeter Serial Numbers, Plate Lot Number, Plate Expiration Date, Collection Dates, Sample Description, Analysis Type, Gas Type, Flow Rate, Sample Time, and Technician Contact Details.

✓ **Label and Parafilm Your Plates!**
   Each sample must be properly labeled with sample ID exactly as written on the chain of custody to prevent misidentification. Labeling is most legible when done with a fine-tipped permanent marker on the underside of the plate. Parafilm must be used to wrap each plate to ensure plates do not become contaminated.
MEDIA HANDLING REMINDERS

To ensure the validity and integrity of your agar plates, please follow these instructions:

UPON RECEIPT

1. Keep the 10 pack of plates sealed in their plastic bags until ready to sample.

2. Store plates in the dark at 36-77°F in their original bags. Do not freeze or overheat plates.

WHEN SAMPLING

1. CAUTION: Plates are provided in the unlocked position. When opening the plastic bags, plates may fall out and open, rendering them contaminated and unusable.

2. When you begin sampling, don’t forget remove the lid from the plate, and place the plate in the sampler.

3. When you’re finished sampling, be sure to return the lid to the plate and lock it by twisting the base and the lid of the plate into the locked position. Plates can be easily unlocked by untwisting.

4. Don’t forget mark each plate with a Sample ID# on the underside of the plate.
PROCEDURES

Technician Notes:

- Refer to your purchase order in regard to quantity of blinds requested at time of order.
- Two blinds (before and after) for each point, and a single sterility blank: ISO 8573-7 compressed air/gas sampling procedures requires two blind/control samples; one before the compressed air/gas sample and one after. A sterility blank is also required.
- Sterility Blank: ISO 8573-7 requires an agarose plate that travels with you from receipt of equipment to shipment to testing lab. This plate should never be opened. Simply lock and parafilm the plate and return to the testing lab with your regular samples.
- Pinocchio Super II Compressed Air Sampler is validated at 100 liters/min (lpm) for 10 minutes of use.
- Familiarize yourself with the provided timer before taking samples.

1. **Personal Protective Equipment**

   1.1. Don personal protective equipment that includes: lab coat, gloves, face mask, hair net if needed, and safety goggles if working with aerosolized disinfectants.

   1.2. Once gloves are put on, refrain from touching your face or other areas not pertaining to the Pinocchio equipment and/or media plates.

   1.3. Throughout testing make sure TSA plates remain in the upright position to avoid lids falling off.

2. **Prepping the Air/Gas Line**

   2.1. Verification and adjustment of tested gas must never exceed 60 psi. Technicians may find it helpful to use our accessories bag: quick disconnects, clamps, barbs, ball valve, and pressure gauge.

   2.2. Do not use pressure over 60 psi as it will damage the sampler.
3. **Assembling the Pinocchio Super II Compressed Air Sampler**

3.1. Remove protective caps from Pinocchio before operating the equipment.
3.2. Position the stainless-steel base (A) in front of the operator.
3.3. Connect the pressure gauge (F) on top of the central block.
3.4. Connect the air inlet connection (D) on the back of the central block.
3.5. Connect the air outlet connection (P) on the top of the central block.
3.6. Slide the small triangular stainless-steel support (E) on the front of the central block to support the flowmeter.
3.7. Connect the air flow meter connection (B) on the front of the central block.
3.8. Slide the funnel support (M) onto the base.
3.9. Position the funnel (H) on its support and connect it to the air outlet (P).
3.10. Connect the sterilized 3ft braided tubing provided to your air/gas line and the air inlet connection barb (D). Use the clamps and nut driver from the accessories bag for a more secure fit.

4. **Taking Before Blind Samples (See Technician Notes):**

4.1. Before each sample: Change gloves or disinfect current gloves with alcohol and allow to dry. See Note 9.1.
4.2. Unscrew the contact plate housing (L) from the collar (I).
4.3. Using the alcohol wipes provided, wipe down the inside of the plate housing and the inside of the collar. Wait 2-5 seconds until the area is dry.
4.4. Place a labeled media plate onto the housing clips (inside L). Remove the lid of the contact plate and place on a clean surface face down. Do not touch the inside of the plate or the inside of the plate's lid.
4.5. Immediately screw the contact plate housing (L) back into the collar (I), gently. Too much force can result in the plate falling off the clips.
4.6. Start the timer for 30 seconds. No air/gas is tested during blinds.
4.7. Unscrew the contact plate housing (L), immediately and carefully place the lid on the plate, avoid touching any exposed portion of the contact plate, and then remove the plate from funnel.
4.8. Carefully set the contact plate lid onto the base and rotate until locked. Remove a single strip of parafilm from its paper backing and stretch it to wrap around the side rim of the plate, securing the lid and base together.
4.9. Use a permanent marker to label the plate number on the base of the contact plate.
4.10. Fill out the Chain of Custody form to reflect labeled plate description.
4.11. Place sealed/labeled contact plate in the provided sterile bag. Up to 8 sealed plates can fit in a single sterile bag provided.
5. **Taking Test Samples (Do not exceed 60psi air/gas pressure):**

5.1. Verify knobs D, D1, D2 are completely closed (clockwise turn).
5.2. Completely open (counterclockwise turn) the knob on the flowmeter, if a knob is present.
5.3. Open your air/gas line (maximum 60psi).
5.4. Open (counterclockwise turn) D1 completely.
5.5. Slowly open D, the flowmeter will begin to measure your flowrate. When you’ve reached 100L/min, close D1. Your flowrate is now established for this point of use, do not adjust D again.
   5.5.1. **Total Volume Air Tested Calculation:**
   
   \[
   \text{Flowrate (lpm) x Time (min)} = \text{Total Volume Air Tested (liters)}
   \]
5.6. Now you’re ready to take a sample from your compressed air/gas.
5.7. Before each sample: Change gloves or disinfect current gloves with alcohol and allow to dry. See Note 9.1.
5.8. Unscrew the contact plate housing (L) from the collar (I).
5.9. Using the alcohol wipes provided, wipe down the inside of the plate housing and the inside of the collar. Wait 2-5 seconds until the area is dry.
5.10. Place a labeled media plate onto the housing clips (inside L). Remove the lid of the contact plate and place on a clean surface face down.
5.11. Immediately screw the contact plate housing (L) back into the collar (I), gently. Too much force can result in the plate falling off the clips.
5.12. Set the timer for 10 minutes; which is required to achieve 1000L total volume of air at 100lpm.
5.13. Open D2 (counterclockwise) completely. D2 allows the measured air/gas to directly enter the Pinocchio funnel. Start timer.
5.14. When the timer goes off, completely close D2.
5.15. Unscrew the contact plate housing (L), immediately and carefully place the lid on the plate, avoid touching any exposed portion of the contact plate, and then remove the plate from funnel.
5.16. Carefully set the contact plate lid onto the base and rotate until locked. Remove a single strip of parafilm from its paper backing and stretch it to wrap around the side rim of the plate, securing the lid and base together.
5.17. Use a permanent marker to label the plate number on the base of the contact plate.
5.18. Fill out the Chain of Custody form to reflect labeled plate description.
5.19. Place sealed and labeled contact plate in the provided sterile bag.
5.20. Up to 8 sealed plates can fit in a single sterile bag provided.

6. **Taking After Blind Samples**

6.1. Before each sample: Change gloves or disinfect current gloves with alcohol and allow to dry. See Note 9.1.

6.2. Unscrew the contact plate housing (L) from the collar (I).

6.3. Using the alcohol wipes provided, wipe down the inside of the plate housing and the inside of the collar. Wait 2-5 seconds until the area is dry.

6.4. Place a labeled media plate onto the housing clips (inside L). Remove the lid of the contact plate and place on a clean surface face down. Do not touch the inside of the plate or the inside of the plate’s lid.

6.5. Immediately screw the contact plate housing (L) back into the collar (I), gently. Too much force can result in the plate falling off the clips.

6.6. Start the timer for 10 seconds. No air/gas is tested during blinds.

6.7. Unscrew the contact plate housing (L), immediately and carefully place the lid on the plate, avoid touching any exposed portion of the contact plate, and then remove the plate from funnel.

6.8. Carefully set the contact plate lid onto the base and rotate until locked. Remove a single strip of parafilm from its paper backing and stretch it to wrap around the side rim of the plate, securing the lid and base together.

6.9. Use a permanent marker to label the plate number on the base of the contact plate.

6.10. Fill out the Chain of Custody form to reflect labeled plate description.

6.11. Place sealed/labeled contact plate in the provided sterile bag. Up to 8 sealed plates can fit in a single sterile bag provided.

6.12. Each new Point of Use location tested needs to have the flowrate measured and adjusted prior to taking a compressed air/gas sample.

6.13. New Point of Use sample points will require, new sterile tubing or the tubing to be disinfected with 70% alcohol and dried (See Note 8.2).

6.14. ISO8573-7 requires before and after blinds at each Point of Use location.
7. **Before You Finish**

7.1. Sterility Blank: A single locked and UNOPENED plate should travel with the technician to all sites. At the conclusion of all sampling, the plate should be taped/parafilmed. Please label as “SB,” and place in the sterile bag. 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.

7.2. Packing Your Plates: Tightly closed sterile bags containing the contact plates are then placed in the bottom of the provided insulated cooler with frozen ice packs placed gently on top. The sealed cooler is then placed in the shipping box.

8. **Changing Point of Use Locations**

8.1. Each new Point of Use location tested needs to have the flowrate measured and adjusted prior to taking a compressed air/gas sample.

8.2. New Point of Use sample points will require new sterile tubing or the tubing to be disinfected with 70% alcohol and dried.

8.2.1. Direct a stream of 70% or greater isopropanol alcohol inside the tubing.

8.2.2. Insert plugs onto the ends of tubing.

8.2.3. Move tubing back and forth to rinse internal surfaces completely.

8.2.4. Remove the plugs and expel the isopropanol alcohol into a suitable container.

8.2.5. With both ends facing downward, allow the isopropanol alcohol to evaporate.

8.3. ISO 8573-7 requires before and after blinds at each Point of Use location.

9. **Notes**

9.1. Clean the following items with alcohol before and after each use to eliminate cross-contamination: gloved hands, inside of contact plate housing (L), and collar (I). Cross contamination is a leading cause of erroneous CFUs and retesting requests.

9.2. See above instructions for proper cleaning of sterile tubing (8.2).
SHIPPING INSTRUCTIONS

For Samples Collected Monday through Thursday

If you received 1 single Next Day shipping label:

- The equipment and samples will be returned together.
- Pack all plates back into insulated cooler with frozen ice packs and then insert cooler into the sample return box.
- Include Chain of Custody with samples and keep a copy for your records.
- We recommend shipping the plates the same day as they are collected. If not possible, the plates must be refrigerated (not frozen) and shipped the next day.
- Return samples and kit together using the Next Day shipping label.

If you received a return label AND the sample return box has a Next Day label attached:

- The samples will be returned separately from the equipment.
- Pack all plates back into insulated cooler with frozen ice packs and then insert cooler into the small return box.
- Include Chain of Custody with samples and keep a copy for your records.
- Samples must be returned to the lab via Next Day delivery.
- We recommend shipping the plates the same day as they are collected. If not possible, the plates must be refrigerated (not frozen) and shipped the next day.
- Sampling equipment will ship separately using the label provided.

IMPORTANT – FOR SAMPLES COLLECTED ON FRIDAY

- Samples MUST be shipped using a Next Day SATURDAY delivery label
  - Early AM (UPS) or First Overnight (FedEx)
- Contact Trace for a new shipping label, additional cost will apply.
GET TRAINING DOCUMENTATION

Visit the AirCheck Academy to test your compressed air knowledge and receive certificates of completion for ISO 8573, Sampling for PWO, and Sampling for Micro. Also check out our instructional videos and webinars on all things compressed air.

Contact us to get set up with a login and password. You'll get full access to all content in the academy, as well as all exams.

serviceteam@airchecklab.com | 512-263-0000 x3