TRACE Analytics LLC
the compressed air testing experts

the AirCheck™ Lab

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**

15768 Hamilton Pool Rd. Austin, TX 78738 | ServiceTeam@aircheckLab.com | (p) 1.800.247.1024 | (f) 512.263.0002

TRACE Analytics LLC

AIRCHECK™ KIT

KX00 INSTRUCTIONS

MICROBIOLOGICAL TESTING

BEFORE YOU BEGIN

START HERE VIDEO https://bit.ly/3gy9rlW

- ☐ 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

Quick connects provided for easy connection

Use **pressure gauge** to check outlet pressure

Use **barb** & **ball valve** to control flow at sampling outlet

Clamps and **driver** provided for securing tubing

PERSONAL PROTECTIVE EQUIPMENT

Ensure clean sampling technique with the following aseptic procedures.

Always wear goggles around aerosols.

Spray Isopropynol alcohol to clean equipment

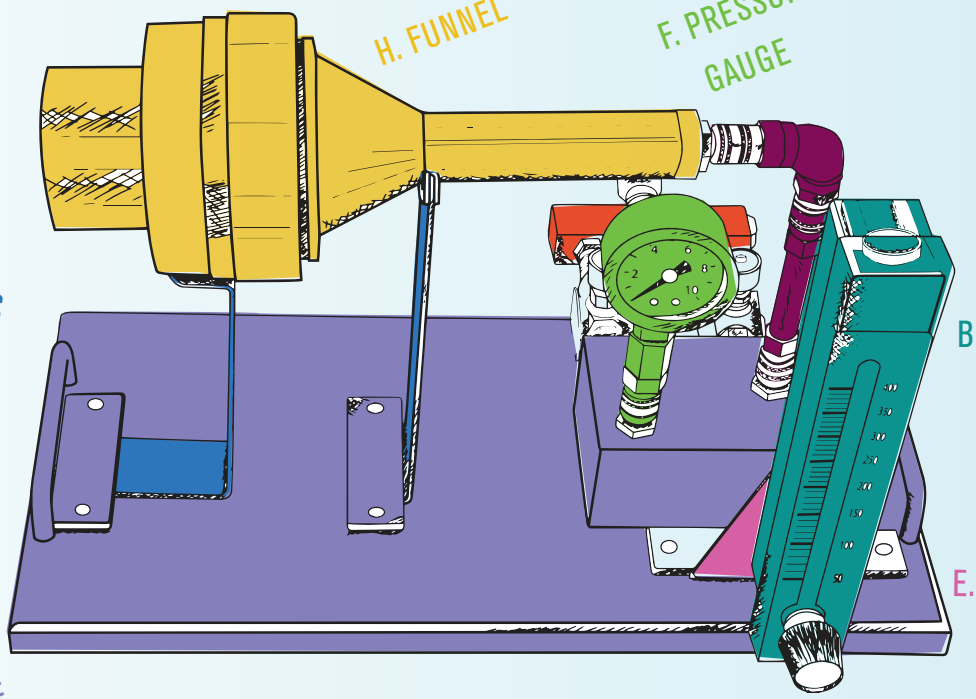
Use alcohol wipes to clean hands and equipment

*Use wipes to clean gloved hands before each sample.

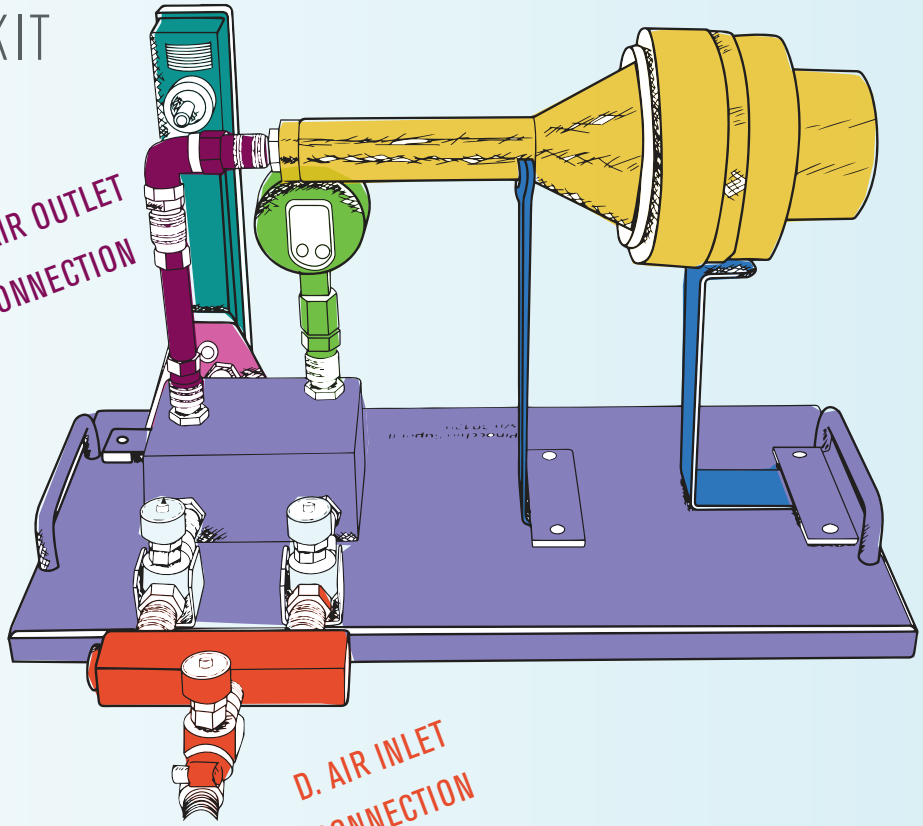
Wear gloves at all times. Replace with clean gloves if contaminated.

Always wear a protective lab coat.

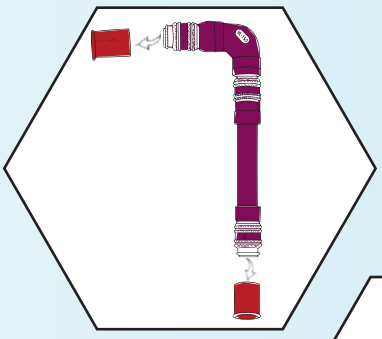
ASSEMBLE KIT



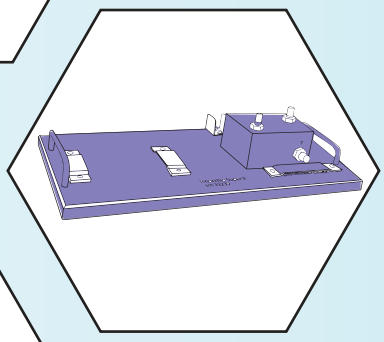
ASSEMBLE KIT



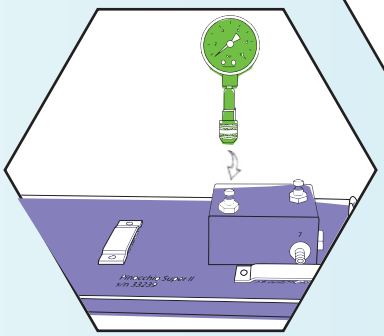
ASSEMBLE KIT



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

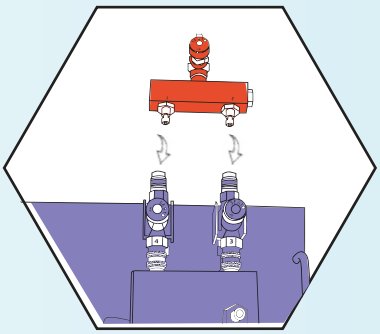


2. Position the STAINLESS STEEL BASE in front of the operator.

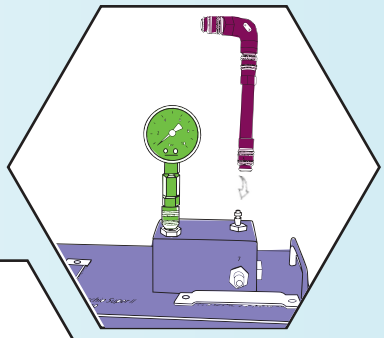


3. Connect PRESSURE GAUGE to top of central block. Push firmly until you feel a click.

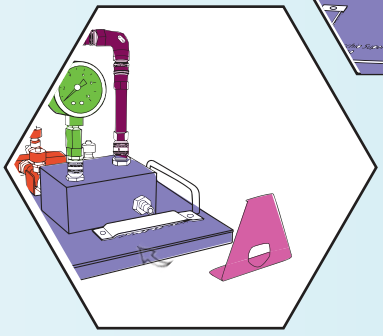
ASSEMBLE KIT



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



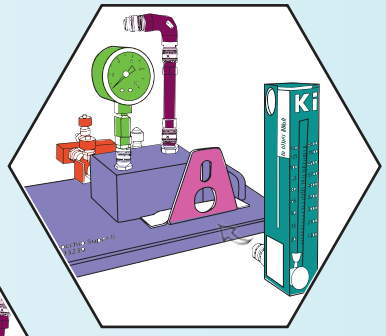
5. Connect the AIR OUTLET CONNECTION on top of the central block.

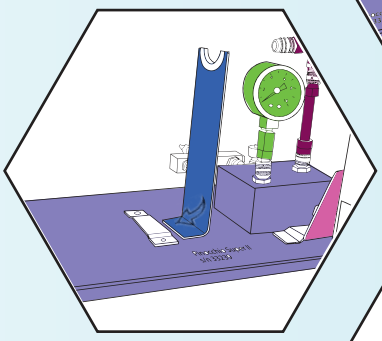


6. Slide the small TRIANGULAR STAINLESS-STEEL SUPPORT on the front of the central block to support the flowmeter.

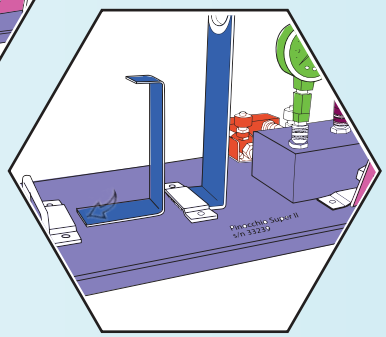
ASSEMBLE KIT

7. Connect the AIR FLOW METER connection to the front of the central block.



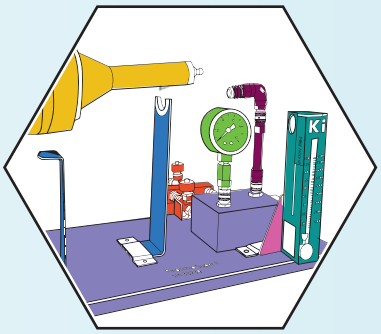


8. Slide the 2 FUNNEL SUPPORTS onto the base.

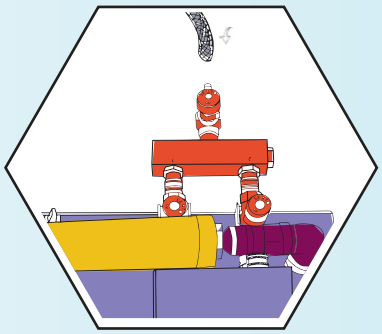


ASSEMBLE KIT

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

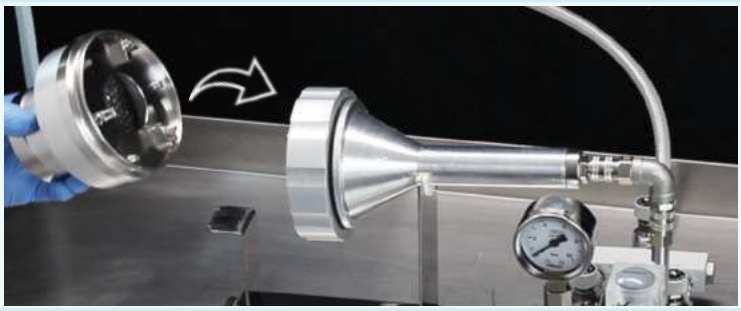
BEFORE AND AFTER BLINDS

⚠ No air/gas is tested during 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.



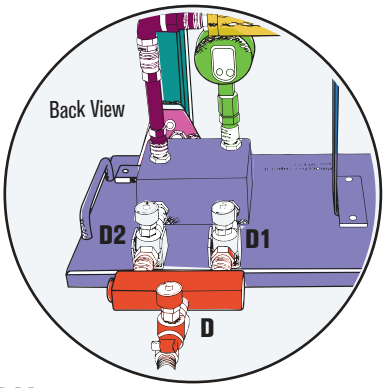
LOCK AND PARAFILM PLATES

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



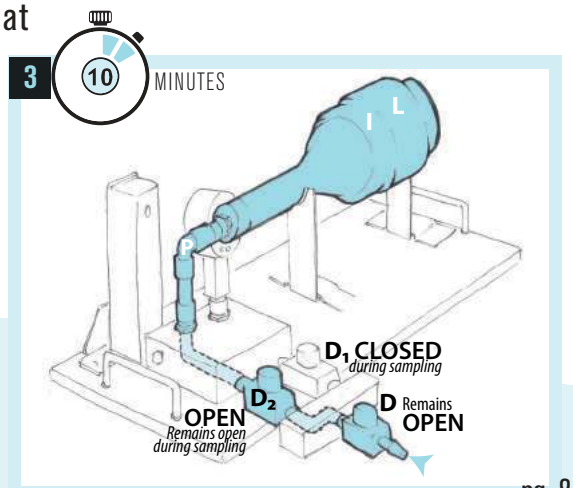
1. Verify knobs D, D1, D2 are completely closed (turn clockwise)
2. Open control valve at sampling points (maximum 60psi)
3. Open D1 completely (turn counterclockwise)
4. Slowly open D. The flowmeter will measure flowrate. Adjust to read 100 LPM
5. Close D1 completely. Your flowrate is established for 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:

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

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

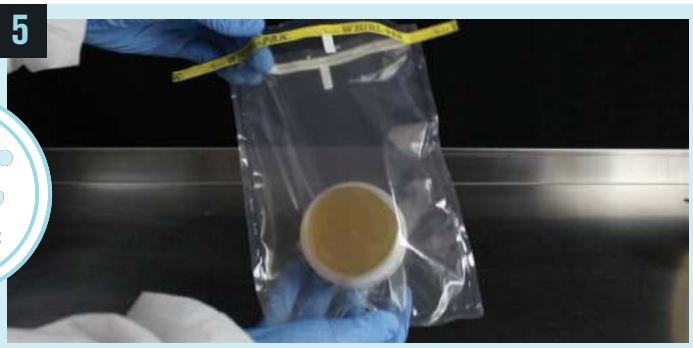
7 Figure 4:
Examine plate for dimples. If no dimples are present, then air/gas did not impact the contact plate. Review steps from Figure 1-2 and repeat air/gas sampling.

4

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.

5



Don't forget to complete an "After Blind" see pages 11-14.

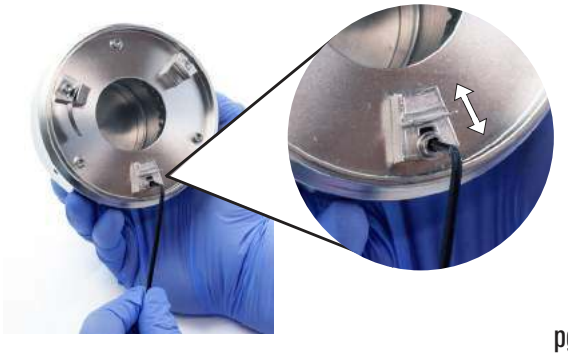
TROUBLESHOOTING

Contact Plate Doesn't Sit Properly in the Pinnochio 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.

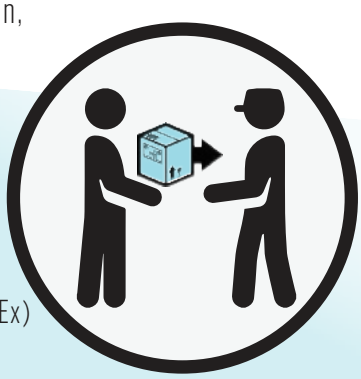
To see further details on packaging, watch the videos in the AirCheck Academy

SHIPPING

CRITICAL FINAL STEP

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.



TO AVOID RETESTING:
Hand off provided instructions to your shipping department.

* 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

TRACE Analytics LLC
15768 Hamilton Pool Road Austin, TX 78738
800-AIR-1024 ext 3 or 512-263-0000 ext 3
Email: ServiceTeam@AirCheckLab.com

Microbial AirCheck ✓ Chain of Custody

1. Contact Information - review and correct if necessary

Customer ID: **Customer Name:** **Country:**

Contact: **Email:** **Phone:**

If an additional contact needs to receive a copy of this report, please have your Primary Contact call Trace Analytics at 800-247-1024 or email ServiceTeam@AirCheckLab.com

2. Instructions to Laboratory

PROJECT or CLIENT NAME: **PO Number**

Send a reminder to sample again: ○ Annual ○ Monthly ○ Quarterly ○ Semi-Annual ○ Other

RUSH REPORT REQUESTED, $150 extra, Intial Here: By initialing, I understand that I am authorizing RUSH REPORTING following 10-day Analysis for an addt'l $150 per report. CALL CUSTOMER SERVICE TO SCHEDULE

3. Sampling Equipment	4. Sampling Media
Sampler Type: ☐ Pinocchio (KPSII) ☐ TRIO.BAS Mono ☐ Other:	**Plate Lot No:**
Sampler Serial No:	**Plate Expiration Date:**
Flowmeter Serial No:	

5. Sample Types

EXPEDITED ANALYSIS	ANALYSIS TYPES	INDICATOR ORGANISM IDENTIFICATION
Standard incubation is **10 days**, mark below for expedited analysis.	Analysis type must be chosen for each sample	Add on available for PRO package only
☐ **5 Day Incubation** 3 Days at 33°C 2 Days at 25°C ☐ **Custom Incubation*** *Days at 33°C:_____ Days at 25°C:_____	B BASIC (B) - Total Plate Count (TPC) P Pro (P) - TPC + Gram stain * ALL BLINDS ARE BASIC	**L** - *Listeria* **E** - *E. coli 0157* **EC** - Coliform **CA** - *Candida* **SS** - *Salmonella / Shigella* To add on organism identification, contact Customer Service

Microbial Analyses Ordered: Basic: Pro: Blind: To order more analyses, contact Customer Service @ 800-247-1024 ext 3

6. Sample Information

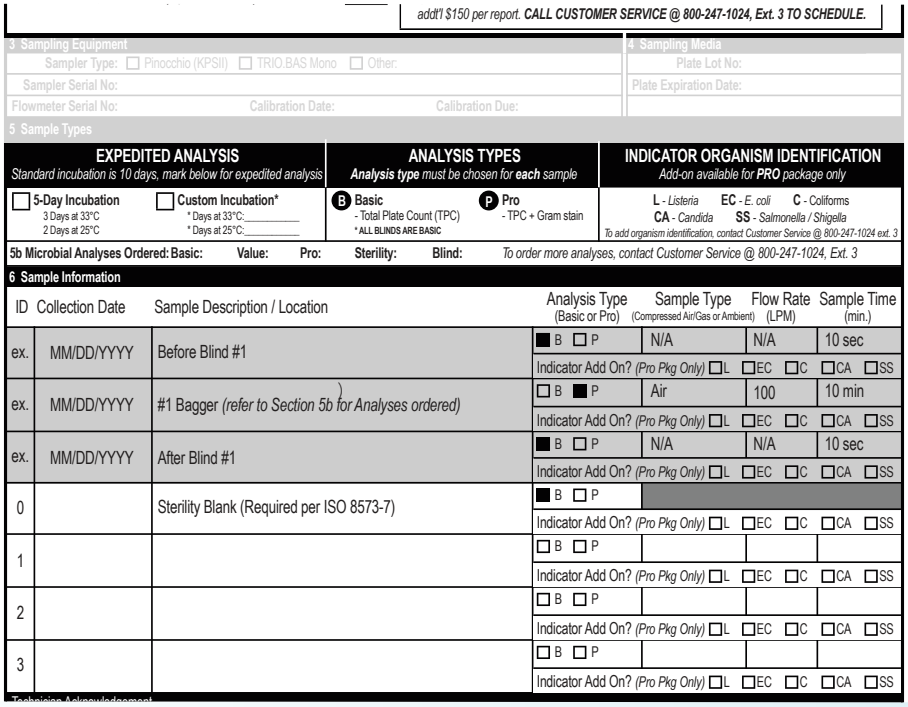
ID	Collection Date	Sample Description/Location	Analysis Type (Basic or Pro)	Sample Type (Compressed Air/Gas or Ambient)	Flow Rate (LPM)	Sample Time (min.)
ex.	MM/DD/YY	Sterility Blank (required per ISO 8573-7	■ B ☐ P			

New additional contacts must be approved by the primary account holder

Authorization for 10-day RUSH Reporting: Lab notification & additional payment authorization required

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



addt'l $150 per report. **CALL CUSTOMER SERVICE @ 800-247-1024, Ext. 3 TO SCHEDULE.**

3 Sampling Equipment

Sampler Type: ☐ Pinocchio (KPSII) ☐ TRIO.BAS Mono ☐ Other:

Sampler Serial No:

Flowmeter Serial No: Calibration Date: Calibration Due:

4 Sampling Media

Plate Lot No:

Plate Expiration Date:

5 Sample Types

EXPEDITED ANALYSIS	ANALYSIS TYPES	INDICATOR ORGANISM IDENTIFICATION
Standard incubation is 10 days, mark below for expedited analysis	***Analysis type** must be chosen for **each** sample*	*Add-on available for **PRO** package only*
☐ **5-Day Incubation** 3 Days at 33°C, 2 Days at 25°C; ☐ **Custom Incubation*** * Days at 33°C:_____ * Days at 25°C:_____	(B) **Basic** - Total Plate Count (TPC) * ALL BLINDS ARE BASIC; (P) **Pro** - TPC + Gram stain	**L** - *Listeria* **EC** - *E. coli* **C** - Coliforms **CA** - *Candida* **SS** - *Salmonella / Shigella* *To add organism identification, contact Customer Service @ 800-247-1024 ext. 3*

5b Microbial Analyses Ordered: Basic: Value: Pro: Sterility: Blind: *To order more analyses, contact Customer Service @ 800-247-1024, Ext. 3*

6 Sample Information

ID	Collection Date	Sample Description / Location	Analysis Type (Basic or Pro)	Sample Type (Compressed Air/Gas or Ambient)	Flow Rate (LPM)	Sample Time (min.)
ex.	MM/DD/YYYY	Before Blind #1	■ B ☐ P	N/A	N/A	10 sec
			Indicator Add On? *(Pro Pkg Only)* ☐L ☐EC ☐C ☐CA ☐SS			
ex.	MM/DD/YYYY	#1 Bagger *(refer to Section 5b for Analyses ordered)*	☐ B ■ P	Air	100	10 min
			Indicator Add On? *(Pro Pkg Only)* ☐L ☐EC ☐C ☐CA ☐SS			
ex.	MM/DD/YYYY	After Blind #1	■ B ☐ P	N/A	N/A	10 sec
			Indicator Add On? *(Pro Pkg Only)* ☐L ☐EC ☐C ☐CA ☐SS			
0		Sterility Blank (Required per ISO 8573-7)	■ B ☐ P			
			Indicator Add On? *(Pro Pkg Only)* ☐L ☐EC ☐C ☐CA ☐SS			
1			☐ B ☐ P			
			Indicator Add On? *(Pro Pkg Only)* ☐L ☐EC ☐C ☐CA ☐SS			
2			☐ B ☐ P			
			Indicator Add On? *(Pro Pkg Only)* ☐L ☐EC ☐C ☐CA ☐SS			
3			☐ B ☐ P			
			Indicator Add On? *(Pro Pkg Only)* ☐L ☐EC ☐C ☐CA ☐SS			

Technician Acknowledgement

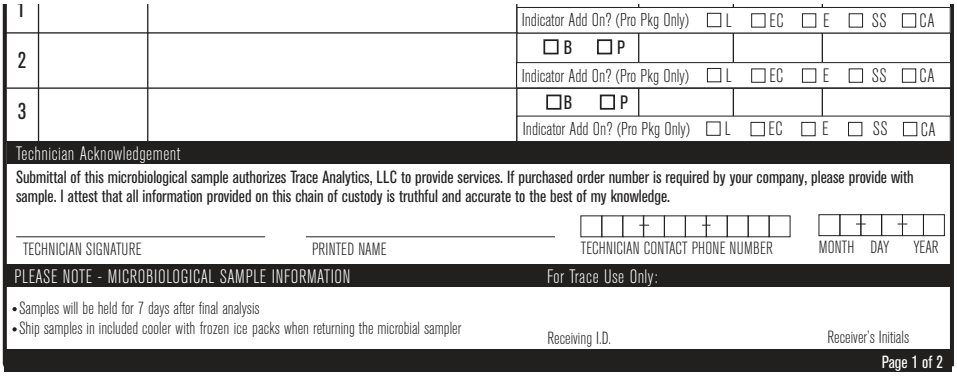
BLINDS – before & after example. Blinds are noted as "B" for Basic Analysis. Since no compressed air/gas contact with blinds, gas type and flow rate is noted as 10 seconds.

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

CHAIN OF CUSTODY



1			Indicator Add On? (Pro Pkg Only) ☐L ☐EC ☐E ☐SS ☐CA			
2			☐B ☐P			
			Indicator Add On? (Pro Pkg Only) ☐L ☐EC ☐E ☐SS ☐CA			
3			☐B ☐P			
			Indicator Add On? (Pro Pkg Only) ☐L ☐EC ☐E ☐SS ☐CA			

Technician Acknowledgement

Submittal of this microbiological sample authorizes Trace Analytics, LLC to provide services. If purchased 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

- Samples will be held for 7 days after final analysis
- Ship samples in included cooler with frozen ice packs when returning the microbial sampler

For Trace Use Only:

Receiving I.D. Receiver's Initials

Page 1 of 2

Don't forget to sign and date

Get certified or access additional training at the AirCheck™ Academy:
www.aircheckLab.com/aircheck-academy/compressed-air-in-manufacturing/