TRACE Analytics LLC

AIRCHECK™ KIT

KX00-FR INSTRUCTIONS

MICROBIOLOGICAL TESTING - FUNNEL ONLY

BEFORE YOU BEGIN

START HERE VIDEO
https://bit.ly/2rIn4at

- ☐ 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 set up. 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.

KIT ASSEMBLY - FLOWMETER

1. Remove the clear protective caps from FLOWMETER before assembling the equipment.
2. Attach one end of TUBING to point of use.
3. Attach the other end of TUBING to D1 regulator.
4. Attach FLOWMETER to D2 Regulator.
5. Make sure D1 and D2 are closed.
6. Use the clamps and nut driver from the accessories bag for a more secure fit on both ends of the TUBING

ESTABLISHING CORRECT FLOWRATE

1 Ensure both regulators (D1 and D2) are fully closed.

2 Open air flow from point of use. Open D1 all the way. Adjust D2 regulator until flowrate on the flowmeter is 100 LPM.

3 PSI must remain under 60 psi. If you cannot achieve 100 LPM, see equation below.

4 Close D1 all the way. Do not touch D2 - this will ensure your flowrate of 100 LPM when Funnel is attached.

UNABLE TO OBTAIN 100 LPM?
Calculate new sampling time:

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

ASSEMBLE KIT - FUNNEL

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

2. Attach TUBING to PINOCCHIO FUNNEL. Be careful not to adjust D2 during this process.

4. Set PINOCCHIO FUNNEL down on a flat surface.

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.

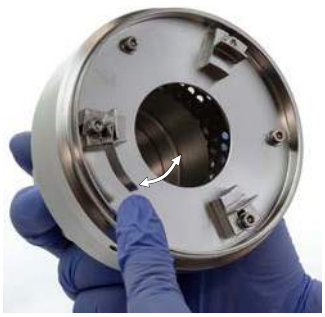
8 Remove a single strip of parafilm from its paper backing. Stretch to wrap around side rim of plate, securing lid and base together.

AFTER BLIND(S):
THIS PROCESS SHALL BE REPEATED WITH ANOTHER PLATE AFTER SAMPLING AIR/GAS PER ISO 8573-7

TROUBLESHOOTING

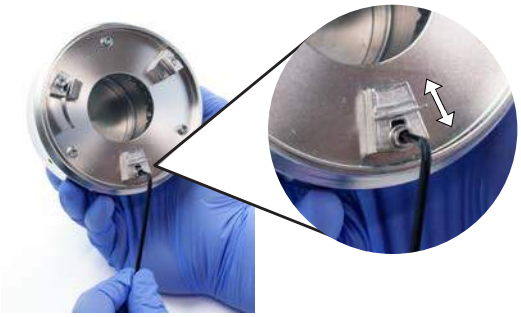
Contact Plate Doesn't Sit Properly in the Pinnochio Base

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.



SAMPLING INSTRUCTIONS

1. Unscrew the contact plate housing from the end of the FUNNEL. 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. Open D1 entirely to being air flow. Do not adjust D2 as it is set to provide 100 LPM. Start timer.
5. When the timer goes off, completely CLOSE D1.
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.

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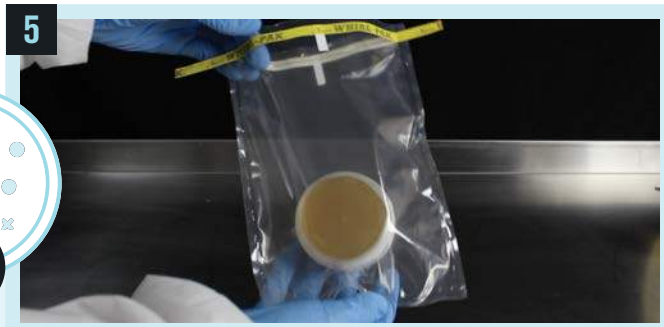


Don't forget to complete an "After Blind" see pages 11-14.

ANAEROBIC SAMPLING*

*Only applicable for anaerobic analysis

1. Sample compressed air/gas normally, lock the plates, but DO NOT SEAL WITH PARAFILM.
2. Place locked contact plate(s) side by side in the plastic pouch labeled “BD GasPak EZ Pouch System”. 1-4 contact plates can fit per single pouch. **Do not stack the plates.**
3. Make sure all air/gas samples are taken BEFORE proceeding to the next steps.
4. 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.
5. 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.
6. Expel excess air from the plastic pouch. Seal immediately, using the press lock on the bag. Once bag is sealed, DO NOT RE-OPEN.
7. 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.

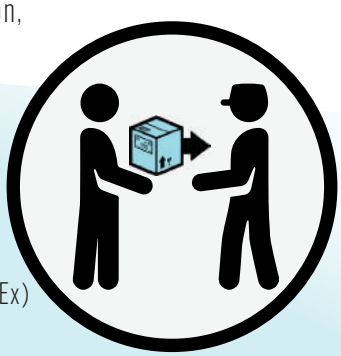
To see further details on packaging, watch the videos in the AirCheck Academy

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

Microbial AirCheck™ DataSheet

TRACE Analytics LLC
15768 Hamilton Pool Road
Austin, Texas 78738
800-AIR-1024 or 512-263-0000 • Fax: 512-263-0002
E-mail: ServiceTeam@AirCheckLab.com

DS-MICRO-01

1 Contact Information - Review and correct if necessary — Please Fill out Completely ⊘Wrong ⊘Wrong ⊘Wrong ●Correct

Customer ID 8000 (Primary) | Customer Name Trace Analytics (E-mail) | Country USA | Phone (512) 263-0000

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

Sampled For | Spec: ISO 8573-7:2003E

Remind to sample again: ○ Annual ○ Monthly ○ Quarterly ○ Semi-Annual ◉ Other | PO Number: TEST

RUSH REQUESTED $150 extra, Initial Here: ____ *By initialing, I am authorizing RUSH Reporting following Analysis for an add'l $150 per report.* ***CALL CUSTOMER SERVICE @ 800-247-1024, Ext. 4 TO SCHEDULE.***

3 Sampling Equipment

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

Sampler Serial No: | Calibration Date:

Flowmeter Serial No: | Calibration Due:

4 Sampling Media

Plate/Swab Lot No:

Plate/Swab Exp. Date:

5 EXPEDITED ANALYSIS — *Standard ISO incubation is 10 days, mark below to expedite analysis*

○ 5-Day Incubation (3 Days at 33°C, 2 Days at 25°C) ○ Custom Incubation* (* Days at 33°C:_____, * Days at 25°C:_____)

ANALYSIS TYPES — *Analysis type must be chosen for each sample*

B Basic - Total Plate Count(TPC) (* ALL BLANDS ARE BASIC) P Pro - Total Plate Count + - Gram stain

MICROBIAL IDENTIFICATION: Genus and Species — Add-on available for Bacteria, Yeast, and Mold

To add microbial identification, contact Customer Service. 800-247-1024 or ServiceTeam@aircheckLab.com

5b Microbial Analyses Ordered: Basic: Value: Pro: Sterility: Blind: To order more analyses, contact Customer Service @ 800-247-1024, Ext. 4

6 Sample Information

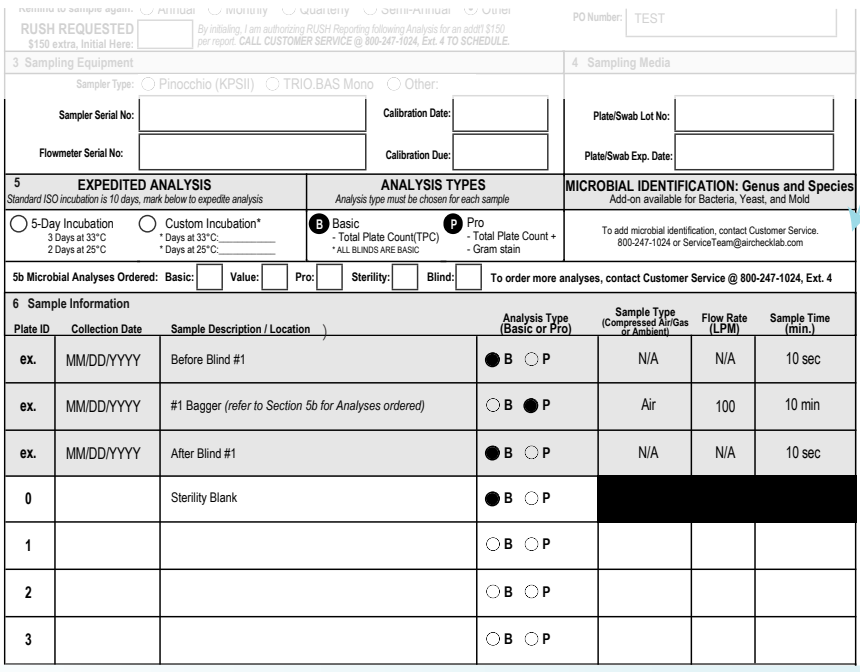
Plate ID	Collection Date	Sample Description / Location	Analysis Type (Basic or Pro)	Sample Type (Compressed Air/Gas or Ambient)	Flow Rate (LPM)	Sample Time (min.)
ex.	MM/DD/YYYY	Before Blind #1	● B ○ P	N/A	N/A	10 sec

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



PO Number: TEST

RUSH REQUESTED $150 extra, Initial Here: ____ By initialing, I am authorizing RUSH Reporting following Analysis for an addt'l $150 per report. CALL CUSTOMER SERVICE @ 800-247-1024, Ext. 4 TO SCHEDULE.

3 Sampling Equipment — 4 Sampling Media

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

Sampler Serial No: | Calibration Date: | Plate/Swab Lot No:

Flowmeter Serial No: | Calibration Due: | Plate/Swab Exp. Date:

5 EXPEDITED ANALYSIS — *Standard ISO incubation is 10 days, mark below to expedite analysis*

◯ 5-Day Incubation (3 Days at 33°C, 2 Days at 25°C) ◯ Custom Incubation* (* Days at 33°C:_____ * Days at 25°C:_____)

ANALYSIS TYPES — *Analysis type must be chosen for each sample*

B Basic - Total Plate Count(TPC) (* ALL BLINDS ARE BASIC) P Pro - Total Plate Count + - Gram stain

MICROBIAL IDENTIFICATION: Genus and Species — Add-on available for Bacteria, Yeast, and Mold

To add microbial identification, contact Customer Service. 800-247-1024 or ServiceTeam@aircheckIab.com

5b Microbial Analyses Ordered: Basic: ☐ Value: ☐ Pro: ☐ Sterility: ☐ Blind: ☐ To order more analyses, contact Customer Service @ 800-247-1024, Ext. 4

6 Sample Information

Plate 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
ex.	MM/DD/YYYY	#1 Bagger *(refer to Section 5b for Analyses ordered)*	○ B ● P	Air	100	10 min
ex.	MM/DD/YYYY	After Blind #1	● B ○ P	N/A	N/A	10 sec
0		Sterility Blank	● B ○ P			
1			○ B ○ P			
2			○ B ○ P			
3			○ B ○ P			

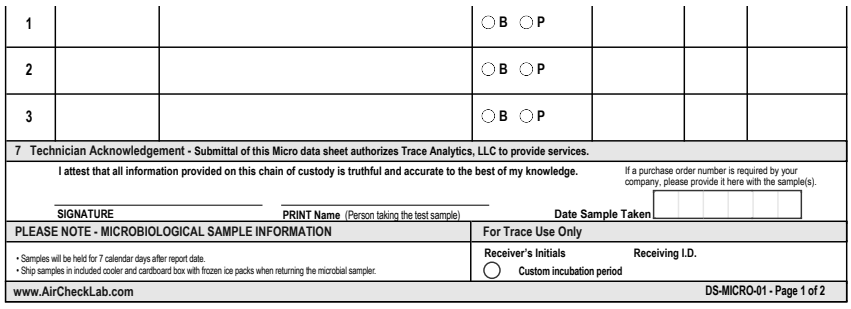
MICROBE ID ADD ON – phenotypic identification. Microbial identification to genus/species is now available. If your plates have growth, your customer service rep will let you know that micro ID is available for add-on.

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.

CHAIN OF CUSTODY



1			○ B ○ P			
2			○ B ○ P			
3			○ B ○ P			

7 Technician Acknowledgement - Submittal of this Micro data sheet authorizes Trace Analytics, LLC to provide services.

I attest that all information provided on this chain of custody is truthful and accurate to the best of my knowledge.

If a purchase order number is required by your company, please provide it here with the sample(s).

SIGNATURE _____ PRINT Name (Person taking the test sample) _____ Date Sample Taken ☐☐☐☐☐☐

PLEASE NOTE - MICROBIOLOGICAL SAMPLE INFORMATION

- Samples will be held for 7 calendar days after report date.
- Ship samples in included cooler and cardboard box with frozen ice packs when returning the microbial sampler.

For Trace Use Only

Receiver's Initials _____ Receiving I.D. _____

◯ Custom incubation period

www.AirCheckLab.com DS-MICRO-01 - Page 1 of 2

Don't forget to sign and date

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