

FM1541 Food & Water Chain of Custody Form	Microbiological Diagnostic Unit Public Health Laboratory Department of Microbiology & Immunology, The University of Melbourne (APA) Level 1, The Peter Doherty Institute for Infection and Immunity, 792 Elizabeth Street, Melbourne, VIC 3000 Ph (03) 8344 5713 Fax (03) 8344 7833 Email mdu-general@unimelb.edu.au Director: Prof. Benjamin Howden, MBBS, FRACP, FRCPA, PhD, 206527 QB				

Request Form(s) must accompany this Chain of Custody Form. Write unique ID(s) of request form(s) below.

Submitting Reference Numbers (if any)						
PHESS No.	Outbreak Name:	DH/LPHU Outbreak No.	Submitter's Reference No.	Other Reference:	Request Form ID(s)	
MDU Laboratory Use Only						
MDU Lab Numbers:	MDU Delivery No.	MDU COC No.	MDU Case No:			
Authority under which sample collected						
Public Health & Wellbeing Regs 2019	☐	Food Act (s23) - Complete reverse side	☐	Other (Provide details)	☐	
Reason for Sampling						
Food Poisoning Incident	☐	Outbreak Investigation	☐	Consumer Complaint	☐	Compliance
Health Risk	☐	Follow-up	☐	Other (specify)	☐	
Details of Person collecting (ie initially securing prior to sealing) Specimen/Sample and starting the Chain of Custody#						
Organisation	Phone	Fax	Name (printed)	Number	Signature	Date & Time
# Unless sample always remains in an individual's physical possession or sight the outer container must be sealed, and, The seal must be tamper proof or tamper evident and bear initials or other mark of the person sealing it.						
Details of how item sealed and by whom ie after collecting. [sealing makes it tamper proof or tamper evident. If more than 1 seal, provide details on the back, item by item]						
Sealed Y/N	Nature of Seal	Initialled Y/N	Seal identifiers	Name & Signature of person who sealed	Date & Time Sealed	
Chain of Custody [to be completed by each person taking or relinquishing custody, including to and from storage]						
Organisation	Ph	Collection/Delivery/ Storage (C/D/S) Events			Collection / Delivery / Storage Address	Name (printed)
		C/D/S	Date	Time		Relinquishing/ Accepting Signature
		D				
		C/D/S				
		C/D/S				
		C/D/S				
		C/D/S				
		C/D/S				
		Delivered			MDU PHL	
Submitting Authority [organization/authority authorising submission of test]						
Who from submitting authority authorised this test?						
Delivery Description (by MDU) [by MDU. If insufficient space use FM1718. Also check if any details listed on back of form]						
Number of Containers	Sealed Y/N	Seal Tamper Y/N	Seal initialled Y/N	Photo Y/N	Photo Reference	
Description, include comment on condition on arrival with respect to temperature ie. on ice, or Room Temperature						
FM118 used? Y / N						
Accepted by (MDU PHL Staff Member)						
Name	Signature			Date	Time	

FM1541
Food & Water
Chain of Custody Form
Food Act Details

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Complete This Section for Food obtained under Food Act s23 (tick boxes which apply)

1. Is the sampler an authorized officer under the Act?(s4, Definitions) (must be Yes)	☐
2. Has the person in charge been advised of the intention to submit for analysis? (s23(1)) (must be Yes)	☐
3. Under the Act, is this sample	
- Food (S4A), (must be Yes)	☐
- may it be unsafe (S4D),	☐
- may it be unsuitable (S4E).	☐
4. Is the sample collected separate or severable objects? (s23(4))	If yes, go to 9. ☐
5. Does a prescribed food standard e.g. Food Standard Code Standard 1.6.1 Clause 5 prescribe in relation to this food, as, for microbiological analysis, an authorized officer "shall not divide that sample into several parts" [Food Standard Code Standard 1.6.1 Clause 3(2)(a)], nor unseal it. If yes go to 8 and specify	☐
6. Has the sample been divided into 3 parts? (s23(2))	If yes, go to 10. ☐
7. Was the sample not divided because (s23(3))	
- in opinion of authorized officer, division would render the sample unsuitable or insufficient.	☐
- division would affect or impair composition or quality and make unsuitable (s23(3)(a))	☐
- division would furnish parts insufficient for analysis (s23(3)(b))	☐
- division would render the sample in any other ways unsuitable, and if yes, specify why: (s23(3)(c))	☐
..... Go to 10.	
8. Butter	Butter made from unpasteurised milk and/or unpasteurised milk products ☐
Cheese	Soft and semi-soft cheese (moisture content >39% with pH>5.0) ☐
	All raw milk cheese (cheese made from milk not pasteurized or thermised) ☐
	Raw milk unripened cheeses (moisture content >50% with pH>5.0) ☐
	Other (specify): ☐
Milk	Dried milk ☐
	Unpasteurised milk ☐
Meat/Meat Products	Packaged cooked cured/salted meat ☐
	Packaged heat and treated meat paste and packaged heat treated pâté ☐
	Fermented, comminuted meat which has not been cooked ☐
Seafood	Cooked crustacean ☐
	Raw crustacea ☐
	Ready-to-eat processed finfish, other than fully retorted finfish ☐
	Molluscs, other than scallops ☐
	Molluscs that have undergone processing other than depuration ☐
Infant Food	Powdered infant formula ☐
	Powdered infant formula with added lactic acid producing cultures ☐
Spices	Pepper, paprika and cinnamon ☐
Coconut	Dried, chipped, dessicated coconut ☐
Cocoa	Cocoa powder ☐
Cultured seeds	Cultured seeds and grains (bean sprouts, alfalfa, etc) ☐
Egg	Pasteurised egg products ☐
Water/Ice	Mineral water ☐
	Packaged water ☐
	Packaged ice ☐
	Go to 10. ☐
9. For separate or severable objects, has the sample been divided into 3 lots? (s23(4))	Go to 10. ☐
If no, why not?	
10. Has each part or lot been labeled and sealed? If no, why not (s23(4))	☐
Has one part or lot been left with the person in charge and one retained (s23(2)(a, b & d) ?	☐
If no, why not	