REQUEST FORM
ENVIRONMENTAL SAMPLES, SWABS AND EQUIPMENT (EV)

Microbiological Diagnostic Unit – Public Health Laboratory
Department of Microbiology & Immunology, The University of Melbourne (APA)
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Director: Prof. Benjamin Howden, MBBS, FRACP, FRCPA, PhD, 206527 QB

Reference Nos.

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<th>Delivery No.</th>
<th>COC No.</th>
<th>Request Form No.</th>
<th>Submitter’s Reference No.</th>
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Referring authority / address for report

Name (Person)……………………………………………… (Organisation)……………………………………………………
Postal Address ………………………………………………………………………………………………………………………
Postcode ………………………………………………… Phone No.…………………………………………………… Fax No.……
Copy to: Name ……………………………………………………………………………………………………………………… Post Address …

Submitter (if not as above)

Name …………………………………………… Organisation ……………………………………………… Phone no. …

Department of Health (DH) coordinated Investigations

DH O/B Name:…………………………………………………………………… DH O/B No.:………………………………
NIDS number:………………………………………… Other:……………………………………………………
cc to ……………………………………………………………………………………………………………………………… 

Details of Investigations

Premises investigated/setting ………………………………………………………………………………………….. Postcode …
Reason for testing: □ Survey □ O/B Investigation □ Compliance □ Consumer complaint □ Other ……..
□ Follow Up (state circumstances)

Request

TEST(s) REQUESTED e.g. Salmonella characterisation ………………………………………………………………………

Signed (Requestor) ………………………………………………… Date ……………………………………………

Comments

For Chain of Custody only:

Does Chain of Custody apply to this request? □ Yes □ No  If Yes, please refer to explanations and complete the section below.

Is this submission made under Chain of custody? □ Yes □ No
If Yes, has MDU form FM 979 been completed? □ Yes □ No
Chain of custody is necessary whenever legal action may follow under any Act, especially in food or water borne outbreaks. It refers to the ability to trace possession from time of collection, and handling of sample or specimen through transport, storage, analysis and final disposition.

Does this submission have more than 1 sealed item? □ Yes □ No
If Yes, has MDU form FM 1718 been completed? □ Yes □ No
When there is a need for individual specimen or sample security and there is more than one individual container, details of each seal should be provided to ensure any evidence of tampering can be ruled out.

(Please complete Specimen details on the next page)
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<th>Your ID/ref no.</th>
<th>Sample Type (1)</th>
<th>Description and location (2)</th>
<th>Date and time collected</th>
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(1) S=Swab; E=Equipment; V=Animal derived sample; O=Other (Specify eg Environmental samples)

For all samples specify exact sampling location

(2) Comments on why these particular samples were chosen are helpful to analysis