

Summary Checklist

Detailed information on each of the steps below can be found further on in this document.

1. Plan how many samples you need to take (see *Sampling*, page 7).
2. Order your Sampling Kits (from www.microbelabs.com.au/sampling-kits/ or agents).
3. The idea is to keep the samples as cold as possible after sampling. Ideally, take an esky containing some ice bricks with you when you sample (see *How to Prepare Samples*).
4. For soil, compost and other solid materials, fill the supplied sampling bags to within a couple of cm from the top. For liquids, only three-quarters fill the sampling jars to prevent damage when freezing (see *How to Prepare Samples*).
5. For roots, collect sub-samples in the field into the disposable sampling bags before washing later. Only 10 mL of roots are needed for the final sample sent into the lab so it is not necessary to collect large quantities (see *How to Prepare Samples*).
6. For roots, wash off as much soil as possible in the disposable root sampling bags before placing a 10 mL sample of roots into the supplied vials, and refrigerate (do not freeze) root samples before sending to the lab (see *How to Prepare Samples*).
7. Consult Table 2 for how to treat your samples after sampling. For samples that need freezing, freeze at -18°C for at least 24 hours before sending to the lab. The freezer compartment of a domestic refrigerator should achieve this.
8. Freeze the supplied ice packs along with your samples.
9. Complete and print an Order Form on your PC or mobile device (download from www.microbelabs.com.au/order-forms/). Manual order forms are acceptable but incur an admin fee.
10. Place samples into the supplied large zip-lock bag along with the frozen ice packs. Place the zip-lock bag into the insulated bag and seal it (see *Posting your samples*). Don't put documents into the zip-lock or insulated bags as they can be damaged.
11. Place the insulated bag, the completed order form and the included Certificate of Accreditation into the supplied Express Post satchel. Sign the declaration on the front of the satchel and complete your contact details on the back.
12. Post the Express Post satchel in the yellow Express Post boxes, or lodge over the counter at a post office (see *Posting your samples*, page 11). Post no later than Wednesday to avoid weekend delays. If using a courier advise that delivery hours are from 9.30am.