

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 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 in case they need to be frozen (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 (page 5) for how to treat your samples after sampling. For samples that need to be frozen, 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 ice pack along with your samples.
9. Complete the online order form at microbelabs.com.au/order-form/. **Print a copy of the PDF attached to the email you receive and send it with your samples. This is important for biosecurity and so we know that the samples are yours.** A batch fee applies otherwise.
10. Place samples into the large zip-lock bag along with the frozen ice pack. Place the zip-lock bag into the insulated bag and seal it (see *Posting your samples*). Keep documents outside the insulated bag to prevent them being damaged.
11. Place the insulated bag, **a copy of your order form** and the Certificate of Accreditation into the supplied Express Post satchel and seal it. 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.