



# IMS Laboratory

3250 Old Farm Lane, Suite 1  
Walled Lake, Michigan 48390  
248.669.2280 – Fax 248.669.1412  
www.imslaboratory.com

## SHIPPING GUIDELINES

### Chain of Custody

- **Fill out both pages – sample identification AND price list – of the current IMS Chain of Custody form, version 11.0, updated 5/05.**
- *The Chain of Custody must be filled out in its entirety for the samples to be acceptable and in order to receive a complete laboratory report.*

### Labeling Samples

- **Label samples exactly as they appear on the Chain of Custody.** Use permanent ink and print legibly.
- Include the following information on EACH SAMPLE: company name, client name, sampling date, and sample location.
  - Plates – label on underside (side containing media) around edge, keeping writing to a minimum so any colonies growing on the plate can be viewed from underneath if necessary for identification
  - Air-O-Cells & Micro-Fives – label individual cassettes
  - Tapes & Slides – label slides and place in individual zippered bags, empty petri dishes, or slide transport cases

### Plates & Agar Media

- All plates should be sealed around entire outer edge with Parafilm or tape. Parafilm is applied by pressing one end to the edge of the dish and stretching the remainder of the film around the circumference.
- Plates should be wrapped in bubble wrap, Styrofoam peanuts, or other suitable packing material and shipped in a box or padded envelope. Multiple plates should ship in boxes only.
- ***Never store agar plates or swabs in the freezer.*** It will destroy the agar and your sample. Agar plates and swabs may generally be stored at room temperature or in the refrigerator.

### Slides & BioTape

- **Use only crystal clear tape (not frosted) for sampling,** and in lengths not longer than the slide.
- Do not fold tape edges under slide.
- Write only on end of slide, not under/around sample area.



# IMS Laboratory

3250 Old Farm Lane, Suite 1  
Walled Lake, Michigan 48390  
248.669.2280 – Fax 248.669.1412  
www.imslaboratory.com

## SAMPLE TURN-AROUND TIMES

Samples will be analyzed as follows:

Viables → 6 – 9 days from sample date

Swabs → 6 – 9 days from date plated on agar

Spore Traps → 1 – 2 days from date received  
Air-O-Cells, Micro-Fives  
\*rush spore traps must be received by noon for them  
to be analyzed and reported within 24 hours of receipt

Slides/Tape Lifts → 1 – 2 days from date received

*Please note:* When IMS receives a Chain of Custody with both non-viable and viable samples, results are reported according to the time frame for the *viable* samples in the shipment.

Reports/results are sent within 24 hours of analysis.