



Hygienically Clean Hospitality – Sample Submittal Procedures

Please use the instructions below to begin submitting samples for testing. You must pass sample testing two months in a row to qualify for the Hygienically Clean inspection. Upon inspecting the facility, the inspector will select the third and final samples to be submitted for textile testing.

We look forward to working with you throughout the certification process. All Samples should be pulled from the end of the line as if they were being sent to your customers. (Properly dried and cooled prior to bagging.)

Process for submitting samples for microbiological testing

Please use the Chain of Custody forms for TRSA approved laboratories to submit samples for microbiological testing. **Addresses and instructions for the approved labs can be found on page two of this document.** Please select EMSL or Accugen Laboratories to process your hospitality samples.

Please remember to submit the chain of custody form along with your samples for testing.

Using the Chain of Custody form, you'll need to submit two pieces for sample testing marking one test piece for USP 62 and one for RODAC. (1st test)

Upon passing the tests, you'll submit two items for testing using the form marking both test pieces for the RODAC plate test. (2nd test)

Please submit the samples selected by the inspector using the form marking one test piece for USP 62 and one for RODAC. (3rd test)

Remember to rotate your samples so that different Hospitality textiles are submitted for microbiological testing during the precertification process.

Use the pre-inspection period to compile your quality assurance manual based on Section 5 of the Hygienically Clean Hospitality Standard.

After you're certified, you'll need to submit two items per quarter for sample testing (per program). Please mail your samples to one of the test labs listed on page two of this document.

Test Labs:

ACCUGEN LABORATORIES, INC.

ATTN: Tehseen Naqvi
2121 West Army Trail Road,
Addison, IL 60101

EMSL Analytical, Inc.

ATTN: Jason Dobranic
5950 Fairbanks North Houston Rd,
Houston, TX 77040

IG MicroMed Environmental, Inc.

190-12860 Clarke Place, Richmond, B.C. V6V-2H1.
Tel: (604)-279-0666; Fax: (604)-279-0663 info@igmicromed.com

Submittal Procedures:

- Place the item in a **NEW** air-tight plastic bag (i.e., Ziploc Bag)
- Please label the bag: **Name the item you selected (Sheet, Bath Towel, etc.)**
- Remember to include the following information on label:
 - Name of laundry
 - Location of laundry (number and street, city, state, zip code)
 - Name of contact person for this facility
 - Contact phone number and e-mail
 - Date of production
 - Textile description
- Items should be mailed using an overnight or two-day delivery service.
- Remember to include the chain of custody form in the box.

Please inform the Certifications Manager when you send samples for testing. Be certain to identify which lab you send your items to so that we may contact them if needed. Don't hesitate to contact the Certification Manager if you have any questions using the information below.