

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St./ 11 rue, Laurier  
Place du Portage, Phase III  
Core 0A1 / Noyau 0A1  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Environmental Swabbing Kits	
<b>Solicitation No. - N° de l'invitation</b> 39903-130205/A	<b>Date</b> 2012-09-27
<b>Client Reference No. - N° de référence du client</b> 39903-130205	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PV-939-61279	
<b>File No. - N° de dossier</b> pv939.39903-130205	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-11-07</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Quinn, Laurie	<b>Buyer Id - Id de l'acheteur</b> pv939
<b>Telephone No. - N° de téléphone</b> (819) 956-3824 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3814
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Scientific, Medical and Photographic Division / Division de  
l'équipement scientifique, des produits photographiques et  
pharmaceutiques  
11 Laurier St./ 11 rue, Laurier  
6B1, Place du Portage  
Gatineau, Québec K1A 0S5

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>     <b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>     <b>Signature</b>     <b>Date</b>	

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Solicitation No. - N° de l'invitation

39903-130205/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pv939

Client Ref. No. - N° de réf. du client

39903-130205

File No. - N° du dossier

pv93939903-130205

CCC No./N° CCC - FMS No/ N° VME

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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Requirement

The Canadian Food Inspection Agency (CFIA) has a requirement for the supply and delivery of Environmental Swabbing Kits to be delivered to multiple CFIA locations across Canada on an as and when required basis in accordance with the requirement at Annex "A". These Environmental Swabbing Kits will be used by CFIA Inspectors to swab surfaces (either food contact or non-food contact surfaces) in manufacturing establishments in order to determine the potential risk of the manufactured foods being contaminated with pathogens, such as *Listeria monocytogenes*.

The Contractor will be responsible for assembling and shipping the required number of Environmental Swabbing Kits in accordance with Annex "A" to designated locations across Canada.

#### 2.1 Option to extend

This requirement includes the option to extend the Contract for two (2) additional one (1) year extension periods.

### 3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2012-07-11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days  
Insert: ninety (90) days

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications of 2003 referenced above is replaced by:

Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to provide such a list within the required time frame will render the bid non-responsive. Bidders must always submit the list of directors before contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications of 2003 referenced above is replaced by:

The Bidder must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid, and must also provide Canada, when requested, with the corresponding Consent Forms. The Bidder will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any contract arising from this bid solicitation.

## **2. Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

## **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a

proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary " will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### **4. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario, Canada.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

### **PART 3 - BID PREPARATION INSTRUCTIONS**

#### **1. Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I:        Technical Bid (three (3) copies)  
Section II:       Financial Bid (one (1) copy)  
Section III:      Certifications (one (1) copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement.

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and

- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

## 1.1 Section I: Technical Bid

In their technical bid, bidders must explain and demonstrate how they propose to meet the requirement and they will carry out the Work.

Bidders must include in their technical bid hard copies of all the literature, brochures and technical documentation that may be required to support their bid and facilitate evaluation.

The following applies to the requirement and bidders must provide the following information in their bid where applicable:

## 1.2 Contractor's Contact Information

Contact information of the person responsible for :

General enquiries

Delivery follow-up

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

E-mail address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 1.2 Section II: Financial Bid

Bidders must submit their financial bid in Canadian funds and must provide the information that is required in Annex B. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, as applicable.

Bidders must submit their total firm price Delivered Duty Paid (DDP) destination Incoterms 2000; Canadian customs duties and excise taxes included, as applicable; and GST or HST excluded, if applicable.

When preparing their financial bid, bidders should review Part 6, the Basis of Payment and clause 1.2, Financial Evaluation, of Part 4. Bidders must to submit pricing in accordance with Attachment 1 to Part 4, Financial Evaluation.

## 1.3 Section III: Certifications

Bidders must submit the certifications required under Part 5.

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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **1.1 Technical Evaluation**

Bidders must complete all sections of the bid solicitation in accordance with Part 3 Bid Preparation Instructions and submit the required number of signed copies indicating acceptance of all the terms and conditions herein.

Bidders submitting a bid must meet all technical criteria defined in the Statement of Work at Annex A.

##### **1.1.1 Mandatory Technical Criteria**

MTC1. The Bidder must provide documentation to describe the proposed items it will include in the Environmental Swabbing Kit in accordance with Section 3 of Annex "A" Statement of Work.

MTC2. The Bidder must demonstrate that they are capable of producing at least 2000 Kits annually by providing information on their annual capacity for production (e.g. Similar kits).

MTC3. The Bidder must provide a recent\* certified statement of quality control signed by the Bidder's Quality Control Officer and /or Operator, describing the quality control methods implemented to ensure sterility of the Environmental Swabbing Kit contents.

\* recent is defined as within six (6) months of bid closing.

#### **1.2 Financial Evaluation**

Bids will be evaluated with the methodology outlined in Attachment 1 to Part 4.  
SACC Manual Clause A0220T(2007-05-25), Evaluation of Price

### **2. Basis of Selection**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price for the Environmental Swabbing Kits will be recommended for award of a contract.



## Attachment 1 to Part 4 – Financial Evaluation

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each Tier specified below its quoted all inclusive firm price to supply and deliver the Environmental Swabbing Kits in accordance with the Requirement at Annex “A”.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future purchase of the goods described in the bid solicitation will be consistent with this data.

	PERIOD	Firm All-Inclusive Price per Kit	Volumetric Data (estimated)	Total (in Cdn \$)
		A	B	C= A x B
<b>1</b>	<b>Contract Period (one year)</b>			
1a	Tier 1 (1 to 50 kits)		400 kits	
1b	Tier 2 (51 to 250 kits)		1200 kits	
1c	Tier 3 (251+ kits)		400 kits	
Total Contract Period:				
<b>2</b>	<b>Option Year 1</b>			
2a	Tier 1 (1 to 50 kits)		400 kits	
2b	Tier 2 (51 to 250 kits)		1200 kits	
2c	Tier 3 (251+ kits)		400 kits	
Total Option Year 1:				
<b>3</b>	<b>Option Year 2</b>			
3a	Tier 1 (1 to 50 kits)		400 kits	
3b	Tier 2 (51 to 250 kits)		1200 kits	
3c	Tier 3 (251+ kits)		400 kits	
Total Optional Year 2:				
<b>4</b>	<b>Evaluated Price (GST/HST excluded):</b> \$ _____ (i.e., sum of: Total Contract Period 1 + Total Option Year 1 + Total Option Year 2 )			

The Total Evaluated Price = Total Evaluated Price for Contract Period + Total Evaluated Price for Option Year 1 + Total Evaluated Price for Option Year 2.

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 1. Code of Conduct Certifications - Certifications Required Precedent to Contract Award

1.1 Bidders should provide, with their bids or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.

The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

### 1.2 Federal Contractors Program - Certification

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

(a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

(b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

(c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

(d) ( ) is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. Has not been declared an ineligible contractor by HRSDC.)

Further information on the FCP is available on the HRSDC Web site.

[Http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml](http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml)

## **PART 6 - RESULTING CONTRACT CLAUSES**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Requirement**

The Canadian Food Inspection Agency (CFIA) has a requirement for the supply and delivery of Environmental Swabbing Kits to be delivered to multiple CFIA locations across Canada on an as and when required basis in accordance with the requirement at Annex "A". These Environmental Swabbing Kits will be used by CFIA Inspectors to swab surfaces (either food contact or non-food contact surfaces) in manufacturing establishments in order to determine the potential risk of the manufactured foods being contaminated with pathogens, such as *Listeria monocytogenes*.

The Contractor will be responsible for assembling and shipping the required number of Environmental Swabbing Kits in accordance with Annex "A" to designated locations across Canada.

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

2010A (2012-07-16) General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### 4. Requisition on Contract (ROC)

- (a) **Purpose of ROC:** Goods to be provided under the Contract on as an-and-when-requested basis will be ordered by Canada using a Requisition on Contract ("ROC").
- (b) **Process for Issuing a ROC:**
  - 1. Authorized ROCs against this Contract will be made using a duly completed form identified in Annex C by methods such as facsimile and electronic mail.
  - 2. A ROC will be prepared by the Project Authority and sent to the Contractor.
  - 3. The ROC will be processed in accordance with and contain the information listed in Annex A. The ROC will also include the basis of payment as specified in the Contract
- (d) **Authority to Issue a ROC:** Any ROC with a value less than or equal to \$40,000.00 (including GST/HST) may be issued by the Project Authority. Any ROC with a value greater than this amount must be issued directly by the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Project Authority's authority to issue ROCs at any time.
- (e) **Contents of a ROC:** The ROC must contain the following information, if applicable:
  - (i) a ROC number;
  - (ii) the details of any financial coding to be used;
  - (iii) quantity and description of goods being ordered;
  - (vi) the delivery date(s);
  - (viii) the specific delivery location;
  - (x) the firm unit price payable to the Contractor and
- (f) **Charges for Goods under a ROC:** The Contractor must not charge Canada anything more than the price set out in the ROC unless Canada has issued a ROC amendment authorizing the increased expenditure. Canada will not pay the Contractor for any design changes, modifications

or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before being incorporated into the Work.

(g) **Delivery response time for a ROC - Tier 1 (1-50)**

Delivery ordered through a ROC is required within 5 business days from receipt of an approved ROC. Shipping is Delivery Duty Paid (DDP) Destination Incoterms 2000, in accordance with Article 14 of this Contract. The Destination will be identified in the ROC.

(h) **Delivery response time for a ROC - Tier 2 (51-250) and 3 (251+)**

Delivery ordered through a ROC is required within 10 business days from receipt of an approved ROC. Shipping is Delivery Duty Paid (DDP) Destination Incoterms 2000, in accordance with Article 14 of this Contract. The Destination will be identified in the ROC.

**5. Term of Contract**

**5.1 Period of the Contract**

The period for issuing a Requisition on Contract against the Contract is for a period of one year *from the date of contract award*.

**5.2 Extension of the Contract**

If the Contract is authorized for use beyond the initial period, the Contractor offers to extend its bid for up to two (2) additional one (1) year periods, under the same conditions and at the rates or prices specified in the Contract.

The Contractor will be advised of the decision to authorize the use of the Contract for an extended period by the Contracting Authority ten (10) days before the expiry date of the Contract. A contract amendment will be issued by the Contracting Authority.

**6. Authorities**

**6.1 Contracting Authority**

The Contracting Authority for the Contract is:  
 Laurie Quinn  
 Public Works and Government Services Canada  
 Acquisitions Branch  
 Commercial Consumer Products Directorate  
 11 Laurier Street, 6A2, Phase III  
 Place du Portage, Hull, Quebec, K1A 0S5  
 Telephone: (819) 956-3824  
 Facsimile: (819) 956-3814  
 E-mail address: laurie.quinn@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

## 6.2 Project Authority (to be filled in only at contract award)

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
 Telephone: (\_\_\_\_) \_\_\_\_\_  
 Facsimile: (\_\_\_\_) \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

The Project Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## 6.3 Contractor's Representative (to be filled in only at contract award)

The telephone number of the person responsible for:

### General enquiries

Name: \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 Facsimile No. \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

### Delivery Follow-up

Name: \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 Facsimile No. \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

## 7. Identified Users

The Identified User authorized to make ROC's against the Contract is:  
 The Canadian Food Inspection Agency, Food Laboratory Program, Food Safety Science Directorate.

## 8. Payment

### 8.1 Basis of Payment - Firm Price - Individual Requisition on Contracts

In consideration of the Contractor satisfactorily completing all of its obligations under the Requisition on Contract (ROC), the Contractor will be paid the firm prices in accordance with the Basis of Payment in Annex B, as specified in the Contract. Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

## 8.2 Limitation of Expenditure - Cumulative Total of all Requisition on Contracts

1. Canada's total liability to the Contractor under the Contract for all authorized Requisition on Contracts (ROCs), inclusive of any revisions, must not exceed the sum of \$ (to be added at Contract award). Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - (a) when it is 75 percent committed, or
  - (b) four (4) months before the contract expiry date, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

## 8.3 Minimum Limitation of Expenditure

1. "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and "Minimum Contract Value" means \$50,000.00.
2. Canada's obligation under the Contract is to request goods in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to supply the goods described in the Contract. Canada's maximum liability for goods supplied under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request goods in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the goods requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

## 9. Periodic Usage Report - Contract with Requisition on Contract (ROC)

The Contractor must compile and maintain records on its provision of work to the federal government under authorized Requisition on Contracts issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If work is not provided during a given period, the Contractor must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

### Reporting Requirement- Details

A detailed and current record of all authorized work must be kept for each contract with a Requisition on Contract process. This record must contain:

For each authorized ROC:

- (i) the authorized ROC number or ROC revision number(s);
- (ii) a title or a brief description of each authorized ROC;
- (iii) the total estimated cost specified in the authorized ROC of each work, GST or HST extra;
- (iv) the start and completion date for each authorized ROC; and
- (v) the active status of each authorized ROC, as applicable.

For all authorized ROC:

- (i) the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized ROCs; and
- (ii) the total amount, GST or HST extra, expended to date against all authorized ROCs.

## 10. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.



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**11. Certifications**

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

**12. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario, Canada.

**13. Priority of Documents**

If there is a discrepancy between the wordings of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) 2010A (2012-07-16) General Conditions - Goods (Medium Complexity);
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (e) Annex C, Requisition on Contract (ROC) Sample;
- (f) Annex D, Periodic Usage Report;
- (g) Annex E, Environmental Sampling for the Detection of Microorganisms;
- (h) the Contractor's bid dated \_\_\_\_\_ (insert date of bid).

**14. Shipping Instructions - Delivery at Destination**

1. Goods must be consigned to the destination specified in the Contract and delivered:

Delivered Duty Paid (DDP) Destination, Incoterms 2000 for shipments from a commercial contractor.

2. The Contractor will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.
3. The Contractor must have the ability to respond to occasional emergency deliveries at short notice.

## ANNEX A STATEMENT OF WORK

### 1. Background

The Canadian Food Inspection Agency (CFIA) has a requirement for the supply and delivery of Inspection Kits to be delivered to multiple CFIA locations across Canada on an as and when required basis in accordance with the requirement at Annex "A". These Inspection Kits will be used by CFIA Inspectors to swab surfaces (either food contact or non-food contact surfaces) in manufacturing establishments in order to determine the potential risk of the manufactured foods being contaminated with pathogens, such as *Listeria monocytogenes*.

### 2. Anticipated Quantity of Kits

CFIA estimates the following minimum annual usage of kits:

Meat Program: 1200 kits (minimum)  
 Dairy Program: 180 kits (minimum)  
 Egg Program: 450 kits (minimum)  
 Fish Program: 130 kits (minimum)  
 Total: 2000 kits (minimum)

It is estimated that Kits will be delivered across Canada as follow:

West (BC, AB, SK, and MB): 29% of orders  
 Ontario : 27% of orders  
 Quebec: 35% of orders  
 Atlantic (NS, NB, PEI, NFLD): 9% of orders

Tier 1: 1-50 (20% of orders)  
 Tier 2: 51-250 (60% of orders)  
 Tier 3: 251+ (20% of orders)

CFIA expects that the majority of orders will be in Tier 2, as defined above.

The inclusion of estimates in this document does not represent a commitment by Canada that Canada's future purchase of the goods described in the Statement of Work will be consistent with this data.

### 3. Kit Contents

The Environmental Swabbing Kits must include:

<u>Item</u>	<u>Quantity</u>	<u>Description</u>
1	1	Package insert detailing detailing kit contents, neutralizing broth ingredients, and supplier address and phone number in both French and English.

2.	12	Sterile nitrile gloves, long cuff (9-11 inches), size : XL, individually packaged. The gloves must be packaged in such a way that they can be removed from the package and placed on one's hand without compromising sterility of the glove. The gloves must be packed flat in the packaging.
3.	10	Sterile cellulose sponge-sticks with quick release handle, pre-moistened with 10ml sterile D/E (Dey/Engley) neutralizing broth containing; Basal Medium Tryptone 5.0g Yeast Extract 2.5g Dextrose 10.0g Sodium thioglycollate 1.0g Sodium thiosulfate ( $\text{Na}_2\text{S}_2\text{O}_3$ ) 6.0g Sodium bisulfite ( $\text{NaHSO}_3$ ) 2.5g Polysorbate (Tween <sup>TM</sup> ) 80 5.0g Lecithin (soy bean) 7.0g Bromcresol Purple 0.02g Distilled water 1.0L PH $7.6 \pm 0.2$ at $25^\circ\text{C}$ The environmental sampling sponges must be made of biocide-free cellulose to ensure microorganism viability is preserved.
4.	10	Sterile whirl pac sampling bags measuring $6 (\pm 1) \times 9 (\pm 1)$ inches
5.	1	Insulated container, interior dimensions measuring $6 (\pm 1) \times 6 (\pm 1) \times 8 (\pm 1)$ inches to minimize the amount of space which needs to be temperature controlled during transit.
6.	2	Hard case 6 oz freezer packs.
7.	1	Large cardboard shipping box measuring $12 (\pm 1) \times 9 (\pm 1) \times 13 (\pm 1)$ inches.
8.	1	Silica gel pack.
9.	1	Small cardboard shipping box measuring $9.5 (\pm 1) \times 8.5 (\pm 1) \times 11.5 (\pm 1)$ inches.

#### 4. Assembly and Shipping of Environmental Swabbing Kits

The Contractor must assemble and ship the Environmental Swabbing Kits to the CFIA location indicated in the Requisition on Contract.

The Environmental Swabbing Kits must be prepared such that the insulated container is inside the smaller cardboard box. All contents except for the sponge-sticks must be placed inside the insulated container. The smaller cardboard box must be placed inside the larger cardboard box along with the sponge-sticks. The larger box represents one fully assembled Environmental Swabbing Kit.

The Environmental Swabbing Kits must have a minimum expiry date of one year after delivery. The expiry date must be indicated visibly on the larger box.

## **5. Quality Control**

Canada may, at its discretion, request that the Contractor demonstrate that the sponges have been tested for inhibitory properties against the targeted bacteria by using the method of Libras and Rose, 1989 (11.5) or another acceptable method, as described in Section 6 of MFLP-41, *Environmental Sampling for the Detection of Microorganisms*, July 2010, attached hereto at Annex "E".

Solicitation No. - N° de l'invitation

39903-130205/A

Client Ref. No. - N° de réf. du client

39903-130205

Amd. No. - N° de la modif.

File No. - N° du dossier

pv93939903-130205

Buyer ID - Id de l'acheteur

pv939

CCC No./N° CCC - FMS No/ N° VME

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## ANNEX B

### BASIS OF PAYMENT

The Contractor will be paid in accordance with the following. Pricing is all-inclusive including shipping, GST/HST extra, if applicable and customs duties are included.

#### Contract Period

Tier	Price
1	\$
2	\$
3	\$

#### Option Year 1

Tier	Price
1	\$
2	\$
3	\$

#### Option Year 2

Tier	Price
1	\$
2	\$
3	\$

**ANNEX "C" - REQUISITION ON CONTRACT**

(Note: Will be applicable during the contract period)

<b>REQUISITION ON CONTRACT (ROC) SAMPLE</b>	
<b>1. CONDITIONS</b>	
ALL INVOICES, SHIPPING BILLS, AND PACKING SLIPS MUST SHOW THE FOLLOWING AGREEMENT REFERENCE NUMBERS:	
CONTRACT NUMBER :	ROC NUMBER :
<b>TO:</b>  Contractor: Address:	<b>DELIVERY DATE:</b>  <b>BALANCE LEFT ON CONTRACT PRIOR TO THIS ROC (GST/HST included):</b>  <b>VALUE OF THIS REQUISITION ON CONTRACT (ROC) (GST/HST included):</b>  <b>BALANCE REMAINING ON THE CONTRACT (GST/HST included):</b>

<b>2. REQUIREMENT</b>				
<b>2.1 FOR THE SUPPLY OF EQUIPMENT, :</b> The Contractor shall be paid firm unit prices in Canadian dollars, DDP Delivered Duty Paid (destination) Incoterms 2000, with the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be included.				
Item #	Item Description	Quantity	Firm Unit Price (as per Contract)	Total
				\$
				\$
				\$
				\$
<b>Total cost of items</b>				\$
<b>Rush Shipping cost</b>				\$
<b>GST/HST</b>				\$
<b>Total cost including GST/HST</b>				\$
<b>DELIVERY DESTINATION(S) Delivery Duty Paid (destination) Incoterms 2000:</b>				
The Contractor shall not charge Canada for any costs exceeding this total price.				
<b>3. APPROVALS</b>				
<b>Project/Technical Authority:</b>		<b>Administrative Authority (Procurement):</b>		<b>Contracting Authority at PWGSC (For any ROC over \$40,000):</b>
<b>Name:</b>		<b>Name:</b>		<b>Name:</b>
<b>Signature:</b>		<b>Signature:</b>		<b>Signature:</b>
<b>Date:</b>		<b>Date:</b>		<b>Date:</b>

## ANNEX D

### PERIODIC USAGE REPORT

Instructions for submission of Requisition on Contracts usage data. The Contractor must e-mail the information identified below in an electronic spreadsheet in the format below, to the Contracting Authority identified herein.

The report must include as a minimum the following:

- The contract number for which the data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The start date and end date for the contract;
- Item description;
- Quantity ordered, Unit price;
- Value of individual ROCs; and
- The total spend per reporting period by CFIA.

Contract	(Insert Contract #)	Start Date of Contract (DD/MM/YYYY)	End Date of Contract (DD/MM/YYYY)
Total Value to Date (\$)	Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)
ROC Number	Item Description	Firm Unit Price, Quantity Ordered	Date of Delivery / Value of Order (not including GST/HST, if applicable)

Department	Total Number of all ROCs during reporting period	Total Number of all ROCs to date.	Total Dollar Value (\$) of all ROCs during reporting period.	Total Dollar Value (\$\$) of all ROCs to date



Government  
of Canada

Gouvernement  
du Canada

Laboratory Procedure

MFLP-41  
July 2010

**HEALTH PRODUCTS AND FOOD BRANCH  
OTTAWA**

**ENVIRONMENTAL SAMPLING FOR THE  
DETECTION OF MICROORGANISMS**

**micro\_methods\_committee@hc-sc.gc.ca**

**1. APPLICATION**

This procedure is applicable to the sampling of the environment for microorganisms in food establishments in support of compliance activities relative to Section 7 of the Food and Drugs Act, and Health Canada policies such as the Policy on *Listeria monocytogenes* in ready-to-eat (RTE) Food and the Canadian Food Inspection Agency Directives (CFIA) and guidelines. This environmental sampling procedure applies to both food contact surfaces (FCS) and non-food contact surfaces (NFCS) in a food manufacturing plant. It describes the procedures to be used for the collection and handling of environmental samples for microbiological assessment. This revised procedure replaces MFLP-41A and MFLP-41B dated September 1992 and July 2006, respectively.

**2. PRINCIPLE**

With a well designed sampling plan, analysis of environmental samples will aid in demonstrating whether there is adequate control over good manufacturing practices and if the sanitization process is adequate. Environmental sampling is an important tool to verify if there is a need for additional pathogen control measures, provides information over time for trend analysis, and provides some measure of confidence that products being manufactured are made under sanitary conditions. If a quantitative method is used, it is essential that microbiological analysis be initiated as soon as possible after sampling in order to avoid any loss due to die-off of viable microorganisms.

**3. BACKGROUND**

Environmental sampling for the detection of microorganisms was first used by the Health Canada during the 1970s to investigate *Salmonella* contamination in milk powder plants. It can be used to determine the presence of pathogens, as well as indicator microorganisms (e.g., coliforms) on equipment, food contact and non-food contact surfaces. It is now recognized that bacteria can grow on food contact surfaces and may form biofilms which may be very difficult to remove during routine cleaning operations.

Microbiological results of environmental sampling can be used by inspectors to document deviations from good manufacturing practices, for enforcement purposes and as a tool to



demonstrate where corrective measures are needed. It is important that an appropriate standardized technique be used by government and industry across the country to maintain uniformity.

#### 4. BEFORE SAMPLING

4.1 Before commencing the environmental sampling, the person responsible should take the following steps:

- a) Draw a process flow chart and plant traffic pattern;
- b) Determine target organism(s)
- c) Identify the critical control points;
- d) Determine sampling objectives (e.g., FCS or NFCS)
- e) Arrange for sterile equipment and material as required.
- f) Identify the sampling material and record according to sampling sites (e.g., label, each sample that is taken with the date, site sampled, FCS / NFCS).
- g) Identify other hazards associated with the sampling area.

4.2 Aerobic colony counts and other indicator microorganisms (e.g., faecal coliforms) can be used to assess overall sanitation.

If information is needed regarding cleaning and sanitation, it is recommended that samples be taken immediately before production, just after cleaning and sanitation have been completed.

If information is needed regarding the microbiological environmental conditions during production, it is recommended that samples be taken during production. Consult with the appropriate regulatory program guidelines from the CFIA, provinces, etc. for specific instructions that may apply.

#### 5. MATERIALS

Requirements will vary depending on the method of sampling, the target organism(s) and the analytical method(s) which will be employed. For specific microbial media requirements, refer to the Compendium of Analytical Methods, Annex G (11.4).

##### 5.1 Sterile material may be purchased or prepared by laboratory personnel

Commercially available environment sampling kits for food establishments or in-house kits may also be used. Sterile material in the kit must be assembled using aseptic technique. The kit should include swabs, sterile gloves, neutralizing buffer, marker, ice packs, and sealable plastic bags (e.g., Whirl-pak™).

**NOTE:** Sterile gloves must not come into contact with sanitizing agents before use. It is recommended to wash or sanitize hands prior to opening the sampling kit. Sterile gloves should be replaced as often as necessary.

Non-sterile equipment used for sampling should be sanitized before sample collection (e.g., cooler, sampling boxes, ice packs).

## **5.2 Surface Treatment for Chemical Disinfectants**

If sampling is to be carried out on surfaces previously subjected to chemical germicide treatment, appropriate neutralizers must be incorporated into the medium. Neutralizing media are commercially available.

See Appendix 2 for a list of media, neutralizers, and the compounds which they neutralize, as well as the reference for each neutralizer.

Industry must consult with the appropriate regulatory program (e.g., CFIA or other government agencies) to determine if there are commodity specific requirements that may impact upon the choice of neutralizer used.

## **6. PREPARATION OF BACTERIAL CARRIERS**

**NOTE** It is recommended that each lot of bacterial carriers (sponges, swatches, swabs) be tested for inhibitory properties against the targeted bacteria by using the method of Libras and Rose, 1989 (11.5) or another acceptable method. If kits are purchased from commercial suppliers, information from the company should be obtained.

As described below, the bacterial carrier of choice is usually a sponge. Occasionally, a smaller carrier such as a cotton tipped swab may be required to access small crevices.

### **6.1 Sponges**

6.1.1 Put sterile sponge(s) (approx. 4 cm by 8 cm) in a sterile container containing 10 to 15 mL of Neutralizing Buffer or other buffered rinse solution as appropriate to completely moisten each sponge. Autoclave at 121 °C for 15 min.

Alternatively, individually packaged sterile sponges, pre-moistened with neutralizing buffer, are commercially available. Sponges and neutralizing buffer can also be purchased separately and used together at the time of sampling.

Do not use sponges or neutralizing buffer past the expiry date.

### **6.2 Swabs**

6.2.1 Swabs of approximately 2 cm with the head firmly attached to an applicator stick 12 to 15 cm long may be used. Swabs made of calcium alginate fibres are soluble in aqueous solutions containing 1% sodium hexametaphosphate (or alternatively, sodium glycerophosphate, sodium citrate, or 1% of any mixture of these) allowing the release of

the captured organisms. Pre-sterilized swabs in various transport media are commercially available.

6.2.2 For sterile dry swabs, prepare screw-capped plastic vials containing 20 mL of sterile Neutralizing Buffer or any other buffered rinse solution which contains neutralizers that has been autoclaved at 121°C for 15 min. The sterile swab is placed in the neutralizing buffer prior to sampling.

Also, prepare screw-capped tubes of sterile transport media that has been autoclaved at 121°C for 15 min. After swabbing the environmental surface, the swab is placed in this media for transport.

6.3 Keep bacterial carriers refrigerated (2-8 °C) until needed.

## 7. PROCEDURE

The microbiological examination of a food processing environment requires the selection of the appropriate methods to sample the environment. Some of these include: the swab method, the use of contact plates, and air sampling.

While the swab method is preferred, contact plates may also be used to detect both indicator microorganisms as well as pathogens. The type of swab used (e.g., swatches, sponges or cotton swabs, etc.), depends upon the nature of the surface to be sampled and material available. Sterile sponges are widely used; occasionally a smaller carrier such as a cotton swab may be required to access small crevices.

It is also very important that personnel doing the environmental sampling have a good knowledge of hygienic practices and aseptic techniques. See Appendix 1 for hygiene and clothing requirements. The environmental sampling should be conducted in a counter flow manner. Unless specified otherwise, start in the finished product areas of a plant, and then proceed to the potentially contaminated processing areas, and the raw product storage and receiving areas.

Environmental samples must be refrigerated (2-8 °C) when received by the laboratory and analysed as soon as possible.

**NOTE** If using a method from the Compendium of Analytical Methods, it is recommended that the “Application Section” be reviewed before use to determine the method’s applicability to the food or environmental sample in question. Applicability of methods to new matrices requires validation as outlined in the Compendium of Analytical Methods.

### 7.1 Sampling sites

Sampling sites depend upon the purpose of the sampling. Examples of sampling sites include, but are not limited to:

Food Contact Surfaces: (A food contact surface (FCS) is any surface or object that comes into contact with the RTE product)

- Chill brines
- Containers
- Racks for transportation
- Conveyor belts
- Slicers, dicers, shredders, blenders, etc.
- Table and equipment used to assemble/package product

- Packaging equipment
- Hand tools, gloves, aprons, etc.
- Metal surfaces with gaps (bad welding, etc.)
- Food residue sites and other hard to clean areas

Non-Food Contact Surfaces: (A non-food contact surface (NFCS) is any surface or object that does not come into contact with the RTE product)

- Drains and aerosols
- Standing water
- Cracks in floors and walls
- Smokehouses
- Floors in heavily-trafficked areas
- Tires on fork-lift trucks
- Food and wheel baths that are not in "good shape"
- High-pressure hoses
- Cleaning tools (mops, squeegees, brushes, etc.)
- Trash cans
- Under-side of conveyor belts
- Hollow rollers
- Roller guards, bearings, etc.
- Chill tanks
- Refrigerators, cold rooms
- Ice makers
- Overhead pipes
- Drip pans
- Wet insulation
- Maintenance tools, dust from construction, air filtration

## **7.2 Qualitative (presence/absence) Sampling**

Larger swabs (e.g., sponges) are preferred for walls and floors which are larger than 1m<sup>2</sup>. Use swabs or cotton-tips for hard to sample crevices, and sponges for equipment and small food contact surfaces (up to 30 cm by 30 cm or 900 cm<sup>2</sup>).

### **7.2.1 Horizontal and vertical surfaces**

For sampling horizontal surfaces, such as floors, tables, etc., and vertical surfaces, such as walls, sterile gloves may be used to hold the swab / sponge. It is recommended to use sterile forceps to manipulate the sponge or to use sponge material with an attached handle, (e.g., sponge on a stick) which is available commercially. Wearing sterile gloves, aseptically open the envelope containing the sterile forceps, and ensure that the tip of the instrument does not become contaminated when it is removed from the envelope.

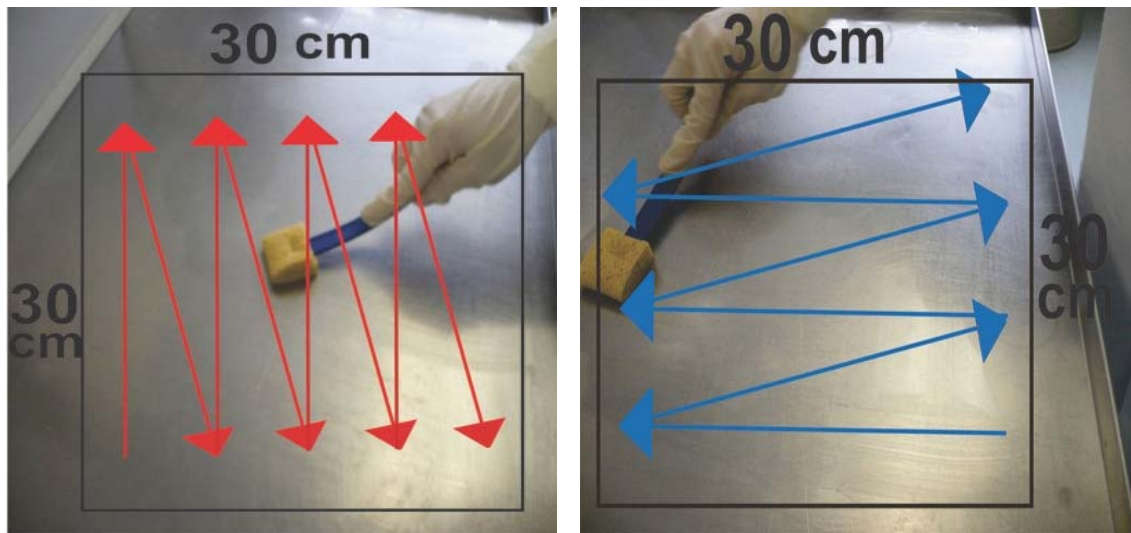
### **7.2.2 Inside large equipment**

Very seldom would sampling have to be done from inside large equipment. However, if sampling has to be done from inside large pieces of equipment (e.g., milk drier), dress entirely in clean clothing: head cover, facial hair cover (if needed), disposable overalls and overshoes.

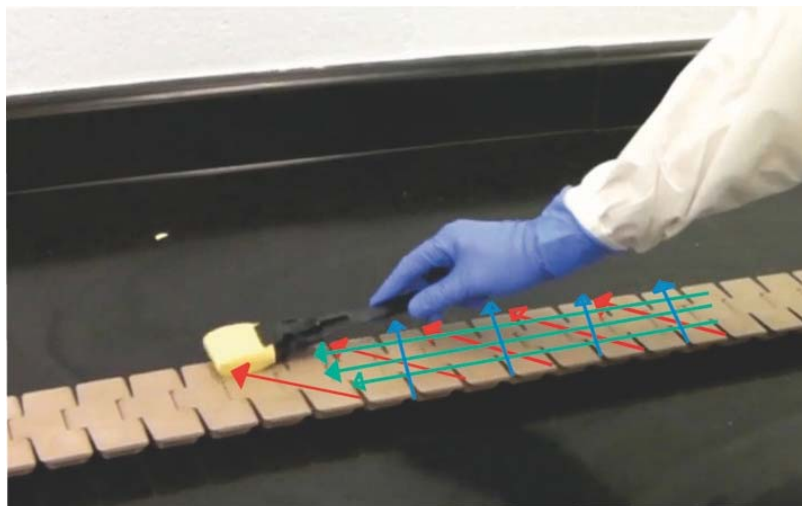
<b>NOTE:</b> Never bring non-sterile material inside clean equipment.
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Residual diluents' should not be present in the container(s) containing the swabs. Aseptically remove a swab, using appropriate precautions in order to avoid contaminating either the container or other swabs. Squeeze excess liquid from the sponge/swab prior to collecting the environmental sample.

Wipe or swab the area to be sampled with firm and even pressure. Wipe or swab the surface area up and down until the whole target surface is covered, then turnover the wipe or swab and wipe the surface area from left to right until the whole target surface is covered. For surfaces which are difficult to wipe or swab because of their contour, it may not be possible to wipe or swab a defined area using this procedure.



In the case of an irregular surface such as a conveyor belt, wipe or swab the area to be sampled with firm and even pressure. Wipe or swab the surface area up and down until the whole target surface is covered, then turn over the swab or wipe the surface area from left to right until the whole target surface is covered. Turn over the swab or sponge once again and wipe or swab the surface area in a diagonal pattern. This allows the sampling of every plane of the surface that will likely come into contact with the food.



Place the swab back into its sterile container and pack the container in a sealable bag such as a Whirl-pak™ bag. Disinfect the sampling area and any areas that were touched during sampling using a procedure in accordance with the establishment's procedures. Dispose of gloves used in the sampling procedure before the next sample site, to insure contaminants are not carried over. Once all of the swabs are collected, pack the individual bags into a larger sealable bag. Place an ice-pack at the bottom of the cooler. Cover the ice-pack with paper packing material so that the swabs are not touching the ice-pack, and then place the samples on top. Place more paper packing material on top of the sample and place one more ice-pack on top of the paper. The sample can now be shipped to the laboratory.

### **7.3 Quantitative (enumeration) sampling**

Contact plates used to quantify microorganisms may be utilized as appropriate. Refer to the Compendium of Analytical Methods for suitable contact plate methodology. Alternate methods to quantify microorganisms may be considered if validation data is reviewed by the Microbiological Methods Committee (MMC) and approved for use in regulatory testing.

### **7.4 Sampling of dried material (e.g., scrapings, sweepings, etc.)**

Put on sterile gloves. Take a sample at each site selected using appropriate sterile equipment (spoons, forceps, etc.) and insert into sterile containers, such as cups, Whirlpak™, jars, etc.

If sufficient sample is available, the quantity collected should be close to the amount used in the analytical method that detects the target microorganism in the finished product.

## **8. Transportation of samples**

Samples should be kept at refrigeration temperatures and brought to the laboratory as soon as possible. This is usually accomplished using clean and sanitized coolers with clean and sanitized ice packs. An adequate number of ice packs should be used to ensure proper refrigeration temperature is maintained, (e.g., 0 to 10°C). A check should be made, using a thermometer, to verify the internal cooler temperature when the cooler arrives at the laboratory. Do not freeze.

## **9. Analysis**

Analyse upon receipt following the appropriate methodology for the organism(s) of concern. Refer to the Compendium of Analytical Methods for a list of methods. The appropriate regulatory agency (e.g., CFIA, provincial authority, etc.) should also be consulted for specific method requirements.

## **10. Record Keeping**

It is recommended that all sampling activities including sampling site and corresponding results of analysis be recorded for trend analysis.

## 11. References

- 11.1 American Public Health Association. 2001. Compendium of Methods for the Microbiological Examination of Foods; Fourth Edition. F.P. Downes and K. Ito (eds.). American Public Health Association Inc., 1015 Fifteenth Street, Washington, D.C. 20005.
- 11.2 Daley, E.F., Pagotto, F. and J.M Farber. 1995. The inhibitory properties of various sponges on *Listeria* spp. Lett. Appl. Microbiol. 20, 195-198.
- 11.3 Difco Laboratories. 1998. Difco Manual, Dehydrated Culture Media and Reagents for Microbiology; Eleventh Edition. Difco Laboratories Inc., Detroit, Michigan 48232.
- 11.4 Health Canada *Compendium of Analytical Methods*, Volumes 1,2, and 3, including Appendix G and L. <http://www.hc-sc.gc.ca/fn-an/res-rech/analy-meth/microbio/index-eng.php>
- 11.5 Libras, C. M. and Rose, B. E. 1989. Antibacterial Properties of Retail Sponges. J. Food Protect. **52**(1):49-50.

## **APPENDIX 1**

Personnel performing environmental sampling could act as vectors or be perceived as being vectors in the transmission of pathogens into the plant environment. The following protocol highlights sampling procedures that personnel should follow.

If more than one plant is to be visited during the same day, an adequate number of coveralls must be brought along so that a clean pair is worn in each plant. All inspection gear to be used in a subsequent plant visit must be sanitized before visiting the next plant.

### **1. Personal Hygiene and Health Requirements**

Personnel doing environmental sampling are expected to follow principles of good personal hygiene. This includes keeping hands, fingernails, hair, beard and clothing (including shoes and boots) scrupulously clean. All jewellery, such as watches, rings, earrings, bracelets, tie clips, etc., must be removed prior to entering the processing area of a plant.

Personnel doing environmental sampling must not carry out sampling when suffering from a cold, flu, etc., or if afflicted with skin infections, or gastro-intestinal illness.

### **2. Equipment**

#### **2.1 General**

Inspection clothes, footwear and other equipment are potential vectors of contamination. Personnel doing environmental sampling must place special emphasis on the adequacy and cleanliness of their inspection gear before bringing it into the plant.

#### **2.2 Outer wear**

##### **2.2.1 Coveralls**

Disposable coveralls are preferred; if not available, laundered, individually wrapped coveralls (preferably white) are acceptable. Pockets should be below the waist line only and deep enough to hold flashlights, spatulas, pens, etc. Only snap buttons, zippers or velcro bands should be used for "buttoning".

##### **2.2.2 Hair nets, beard and moustache snood**

These should be disposable, preferably white and individually wrapped.

##### **2.2.3 Footwear**

Personnel doing environmental sampling should wear steel toed rubber safety boots with a slip resistant sole (preferably white).

Use of disposable footwear is acceptable, as long as it does not present a safety hazard. Re-usable stretchy rubber overshoes are also acceptable.

#### **2.3 Hard hats**

Hard hats in addition to hair nets should always be worn.



### **3. Personal conduct**

#### **3.1 During environmental sampling**

- a) Use foot baths and other precautionary measures the plant may have in place.
- b) Wash hands after breaks, after use of washrooms, after lunch, at end of sampling and any time during sampling when a potential source of cross-contamination (i.e., drains, dismantled equipment, etc.) has been touched.
- c) Only proper tools should be used during sampling (e.g., do not use pens, pencils, etc., to \*\*examine drains or dismantle equipment, since this could be a potential vector for cross-contamination).

#### **3.2 After environmental sampling**

- a) Place coveralls, shoes, hats, etc., back into bags or containers to avoid contamination of briefcases, vehicle, etc.
- b) Discard disposable equipment at the plant in proper garbage receptacles.

## APPENDIX 2

### Neutralizers of sanitisers for media

Media	Neutralizers	Compounds Neutralized	Ref.
Bacto D/E Neutralizing Agar (Dey and Engley Agar)	Sodium thioglycollate Sodium thiosulphate Sodium bisulfite Lecithin (soybean) Tween 80	Quaternary ammonium, phenols, iodine, chlorine, mercurials (Merthiolate), formaldehyde, gluteraldehyde	APHA (11.1) Difco (11.3)
0.1% peptone water	For surfaces containing fatty materials 0.5% Tergitol Anionic 7 0.5-1.0% Tween 80	Phenols	APHA (11.1)
Lethen Broth/Agar	Lecithin Tween 80	Quaternary ammonium, phenols, formalin, hexachlorophene, ethanol	Difco (11.3)
Bacto Neutralizing Buffer	Monopotassium phosphate, sodium thiosulfate, aryl sulfonate complex	Chlorine and quaternary ammonium	Difco (11.3)
Bacto Microbial Content Test Agar	Lecithin Tween 80	Quaternary ammonium, phenols, formalin, hexachlorophene, ethanol	Difco (11.3)

**Note:** Other manufacturers may offer Neutralizing buffer or media; it is the responsibility of the laboratory to verify the composition of the media, and to ascertain that the media is appropriated for the intended use.