

Tape DME Collection/Shipping Guidelines



Method: Direct microscopic exam to identify and quantitate fungi, skin cells, pollen, and insects.

Collection:

Bio-Tape slides are available from U.S. Micro-Solutions, call 724-853-4047.

Bio-Tape:

1. Select a sampling area where mold is visible.
 - ▲ *Sampling sites include solid surfaces such as walls, concrete, HVAC systems, wood.*
 - ▲ *Avoid collecting excessive debris and/or fungi. Samples that are too thick are difficult to analyze.*
2. Remove the Bio-Tape slide from the mailer.
 - ▲ *Gloves should be worn to avoid transferring contaminants from hands.*
3. Record the Sample Number on the slide.
4. Peel off the protective liner labeled "Peel" from the slide to expose the adhesive.
 - ▲ *Use the centering line to orient the adhesive over the desired sampling location.*
5. Place the slide with the adhesive side down on the sampling surface.
6. Gently press down to ensure adequate contact is made.
7. Carefully remove the slide from the surface and place it back in the plastic slide mailer with the label facing up.
 - ▲ *Do not replace the plastic "Peel" liner.*

Transparent Tape:

Bio-Tape slides are preferable to transparent tape. Bio-Tape aids the user in orienting the tape during sampling and allows the laboratory analyst to easily locate the center of the sample. Each slide has a unique serial number for traceability and is packed in a plastic slide mailer to prevent cross-contamination and breakage.

1. A 1x1 or 1x2 inch piece of tape is adequate.
 - ▲ *Use Crystal Clear tape only. DO NOT use frosted tape or packing tape.*
2. Hold the tape by the edges only.
3. Press adhesive side of the tape gently onto sampling surface.
 - ▲ *DO NOT rub back and forth.*
4. Pull tape slowly from the surface.
5. Apply the tape to a clean microscope slide with the adhesive side down.
 - ▲ *Tape should not be wrinkled, overlapped, or torn.*
 - ▲ *Do not wrap the tape completely around the microscope slide*
6. Record the Sample Number on the slide.

Shipping:

1. Clearly label each sample with a Sample Number and complete the Chain of Custody (COC).
2. Place the slides in a box with sufficient packing material to prevent damage, along with the completed COC form.
 - ▲ *Package tape samples with care. The laboratory cannot analyze cracked or shattered samples.*
3. Ship samples at ambient temperature Monday through Friday. Shipments on Fridays must be sent via Priority Overnight Saturday Delivery.