West Virginia Department of Health and Human Resources

MANUAL OF ENVIRONMENTAL HEALTH PROCEDURES

I. Collection and Transfer of Samples Using Jeb Sampling Tubes

A. Collect finished milk and/or milk product samples as scheduled. Each county health department depending upon the State Hygienic Laboratory for milk laboratory services will be furnished a sampling schedule identifying the processor-distributor and the products to be sampled by size and type container.

A health department having its own milk laboratory will be responsible for collecting and examining semi-annually at least four samples of milk and milk products in each size and type container processed by a plant located within its jurisdictional area. A sampling schedule will be furnished for their guidance in collecting samples from all other distributors serving their county.

1. Complete form SM-100, Milk Receipt Form, at the time of collection (see memo Milk 1-’74).
2. Upon completion of the entire sampling schedule for the current collection date, return to your office or laboratory and in a clean working area make the "Jeb Sample" transfer.
3. A product temperature check must be made at each collection point (distributor). Said product is not to be used as an official sample.
4. All samples must be properly refrigerated from the moment they are collected by you. A large insulated cooler or two with ice or other refrigerants are generally needed for routine sample collection in the field. Samples must be maintained at a temperature of $32^\circ$ – $40^\circ$ F until received at laboratory for examination.

B. Sampling Technique

1. First number the labels of the “Jeb Sampling" tubes.
2. Tape and “flag” identify one tube as the temperature control sample. This is the first sample checked upon receipt at laboratory. This sample should be taken from the first carton of milk or milk product transferred. (Collect sample from said carton for bacteriological examination first).
3. Procedures for transferring to Jeb tubes:
   a. Agitate by inverting each container 25 times. Do not agitate too rapidly or foam problem may develop.
   b. Wipe top of carton with cotton or paper towel saturated with 100 ppm chlorine solution, then aseptically open the milk container.
c. Insert the “Jeb” snorkel tube into and maintain it below the liquid level in container.

d. Break the vacuum by pressing on the rubber grommet located toward the tip end away from the base of the main tube. Make sure that your fingers do not protrude into product or foam.

e. Remove tube from container, bend snorkel down, and tape or band securely to vial.

f. Buttermilk samples must be shipped in the 20 ml volume Jeb tubes; other cultured products, e.g., cottage cheese, sour cream, yogurt, or any product alleged to be sterile, e.g., half and half, whipping cream, are to be shipped in the original container (tape lid securely to container to prevent leakage, spillage).

4. Procedure for sampling dispenser milk or milk products, pasteurized, using Whirl-Pak bags or single service aseptic vials:

   a. Mark-identify sample (bag or vial) by number using “fade proof” marking pen. Labels or tape have not proven satisfactory.

   b. Bag or vial must not be more than two-thirds full, 10-20 cc’s adequate in vial (do not overfill). Fold tabs on Whirl-Pak bags and twirl (do not twist tabs).

II. Packaging of Samples Within the Shipping Case

Those counties shipping milk into the State Hygienic Laboratory for examination will be provided “trans-temp” shipping containers for this purpose. These containers are designed to operate with the use of two special controllant canisters. However, you are to use the shipping unit with only one freezing controllant; the space provided for the second controllant is to be used for the milk and milk product being shipped in the original containers since one coolant canister, according to the supplier, will provide adequate cooling PROVIDED these units are properly frozen.

A. Prepare controllant canister unit by storing at 0°F for a minimum of 24 hours prior to using.

B. A plastic or Styrofoam rack will be provided in each unit for storing the 10 ml Jeb sample tubes upright.

C. The 20 ml Jeb samples will have to be placed in a horizontal position.

D. Samples in the original containers must be placed in the side section opposite the refrigerant.

E. Place laboratory history forms HL-12P-74 on top.

F. Packing material should be placed in all empty spaces and on top to prevent breakage or rupture.

G. Strap shipping container to assure a locked seal.

H. Use special shipping labels provided.

I. Special delivery services must be used.
III. Laboratory History Form HL-12P-74 (Pasteurized)

A. Completion

1. Use a separate history form for each processor.
2. Number the products listed on the history form to correspond with the Jeb sample tube.
3. Fully identify the product, e.g., homo milk, skim, 2% skim, chocolate flavored milk, lowfat chocolate flavored milk, large curd cottage cheese, half and half.
4. List the type and size container, e.g., ½ pt. paper, gallon plastic, ½ gallon glass, qt. paper. Any enforcement notice issued by this department will be for a specific size and type unit for each product.
5. List the processing plant name and address and plant code. There are several instances where two or more plants have the same name, so the plant code is a critical must in posting laboratory results.
6. Record time products were collected in the field from each distributor.
7. Record temperature of product at time of collection (see number I.A.2 above).
8. Record product shelf life code or expiration date (industry insists that we obtain and furnish them this information).

B. Distribution

1. All certified milk laboratories examining pasteurized milk and milk products are to submit to this office two copies of all bacteriological analyses of finished fluid milk and milk products on the day the results are determined.
2. Bacteriological reports are NOT to be sent to milk processing plants. This office assumes full responsibility for distributing laboratory report results to the respective milk processors.
3. Local health departments have the primary responsibility for all raw milk (producer diaries); therefore, laboratory results relating thereto need not be submitted to this office with one exception: We still need your cooperation in completing and submitting, routinely and punctually, form SM-103, Abnormal Milk (see memo Milk 5-'74).

C. Enforcement

1. Counties may keep their own ledger records on processed milk and milk products; however, the central ledger maintained by this office will be the official grading records upon which official action will be taken. Permit suspension or similar enforcement action as related to milk processors and distributors is the responsibility of the State Department of Health.
2. Counties will be notified of any suspension order requiring product removal from sales outlets, distribution trucks, etc., located in their area. The local health department is responsible for seeing that said product is not sold or offered for sale in their jurisdictional area during the period of suspension.

3. This office may request special recheck sample(s) of milk or milk products from your area if a problem occurs. If you determine that there is a quality problem, call it to the attention of this office.

References
SM-100, Dairy Product Sample Receipt Form

History
Supplants Milk 1-'72, Milk 8-'73, Milk 9-'74, and Milk 10-'74

Attachments