1.0 PURPOSE
The purpose of this SOP is to establish fixed procedures to be followed while sampling the plant environment for (pathogen(s)). Environmental sampling is performed in order to have a written record of the presence of any detected pathogens, to verify sanitation procedures, and to allow for proper corrective action to be taken for any sites found positive for (pathogen(s)).

2.0 SCOPE
This SOP applies to _______________. ____________ performs swabbing in the plant. If __________ is not available, _______________ performs environmental swabbing.

3.0 SAFETY & ENVIRONMENTAL CONSIDERATIONS
Appropriate protective clothing/gear should be worn throughout testing including: lab coat, hair net, plant boots/shoe covers, gloves.
Previous GMP training (within the last two years) and Illness & Injury training is mandatory.

4.0 FREQUENCY
Samples for (pathogen(s)) are taken (how often).

5.0 RESPONSIBILITY
- **TASK**
  Environmental sampling will be performed according to the procedure described in section 6.0 for predetermined sites. Any changes or additions of sites will be noted on the environmental sampling notes sheet and kept on record.
- **VERIFICATION**
  ________ will review the sampling sheet and ensure that all samples were taken. ________ will note any changes to the sampling plan on the environmental sampling notes sheet and all records will be kept on file in ___________________.
- **PAPERWORK REVIEW**
  Copies of the environmental sampling note sheet and plant map changes should be filed with each sampling. These copies, as well as the results of the testing, will be kept in ___________________.
6.0 PROCEDURE

6.1 Label bags with sample site ID, date, and sampler’s initials and prepare shipping cooler if samples are to be sent out for analysis. [If sampling for more than one pathogen, differentiate the bags in some way].

6.2 Wear a clean lab coat, wash hands, wear clean boots/foot covers and hair nets.

6.3 Keep sampling sheets and site map close to record any changes in equipment location while swabbing.

6.4 When you are ready to swab hold sampling bags by the bottom and shake or flick swabbing sponge to the top of the bag, facilitating easy removal.

6.5 Remove gloves from pouch one at a time, touching only the top tab of the glove.

6.6 Holding bag with sponge at top remove seal and open bag. Remove sponge with gloved hand, being careful not to touch the inside of bag.

6.7 Swab the site corresponding to the site ID on the sample bag.
   6.7.1 Follow sampling instructions associated with the site ID.
   6.7.2 Return sponge to bag and fold at least two times to secure tightly and fold ends in to finish.
   6.7.3 Remove and dispose of gloves.
   6.7.4 Follow this procedure throughout the remaining samples.
      6.7.4.1 If any information on bag is not legible, re-label immediately.
      6.7.4.2 If you swab the incorrect area/surface, drop sponge, or contaminate in any way, re-sample with new bag sample and re-label.
      6.7.4.3 Note any deviations or observations in the corresponding comment section.

6.8 Place completed sampling bags in cooler. They should remain at 39ºF/4ºC or less until processed by the testing laboratory. Ship to testing laboratory the same day as swabbing is performed.

6.9 While environmental swabs are being performed, notes on any changes should be taken on the “Environmental Sampling Note Sheet”. Location changes should be indicated on the plant map as well. Note sheet and plant map should be sent with completed swabs to testing laboratory and kept as plant records.

7.0 ATTACHMENT/DOCUMENTATION
   Environmental Sampling Note Sheet
   Sample Site ID Chart

8.0 SIGNATURES AND APPROVALS

<table>
<thead>
<tr>
<th>Role</th>
<th>Name and Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>