

**USDA, AMS, S&T, Monitoring Programs Division, Microbiological Data Program  
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**ACTIVE SOPs**

**ADMINISTRATIVE PROCEDURES** (Sampling and Laboratory)

MPO-ADMIN	Administrative Procedures for the Microbiological Data Program and Pesticide Data Program (Rev. 2, 10/03/2011 Effective 01/01/2012)
	<ul style="list-style-type: none"><li>• Attachment 1. MPO Designated Federal Records Centers</li><li>• Attachment 2. Standard Form SF-135 Template</li><li>• Attachment 3. Example SF-135 for Routine Data Packages</li><li>• Attachment 4. Example SF-135 for Method Validation Data Packages</li><li>• Attachment 5. Example SF-135 for Supporting Documentation</li><li>• Attachment 6. Example SF-135 for Sampling Documentation</li><li>• Attachment 7. Instructions for Assembly and Packaging of Record Boxes</li><li>• Attachment 8. Form GSA-49, Requisition/Procurement Request for Equipment Supplies or Services</li><li>• Attachment 9. Equipment Inventory</li><li>• Attachment 10. Form AD-112, Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property</li><li>• Attachment 11. Form AD-107, Report of Transfer or Other Disposition or Construction of Property</li></ul>

**SAMPLING**

MDP-SAMP-PROC-1	Sampling Plans and Documentation (Rev. 03, 4/29/09)
MDP-SAMP-PROC-2	Sampling Procedures on Site (Rev. 04, 8/31/09)
	<ul style="list-style-type: none"><li>• Attachment 1. Standard Form SF-135 Template</li><li>• Attachment 2. Example SF-135 for Routine Data Packages</li><li>• Attachment 3. MPO Designated Federal Records Centers</li></ul>
MDP-SAMP-PROC-3	Packing and Shipment of Samples (Rev. 03, 4/29/09)
MDP-SAMP-PROC-4	Sample Information Forms and Chain of Custody (Rev. 03, 4/29/09)
MDP-SAMP-PROC-5	Sampling Procedures during National or Regional Emergency Events (Original, 4/29/09)
MDP-SAMP-GLOSSARY	Glossary of Sampling Terms (Original, 4/29/09)

**LABORATORY OPERATIONS**

MDP-LABOP-02	Sample Receipt, Elution, Pre-enrichment and DNA Extraction (Rev. 18, 09/01/11)
	<ul style="list-style-type: none"><li>• MDP-LABOP-02 Appendix A – Cantaloupe (Original, 07/01/10)</li><li>• MDP-LABOP-02 Appendix B – Cilantro (Original, 07/01/10)</li><li>• MDP-LABOP-02 Appendix C – Hot Pepper (Original, 07/01/10)</li><li>• MDP-LABOP-02 Appendix D – Lettuce (V1, 09/01/11)</li><li>• MDP-LABOP-02 Appendix E – Spinach (V1, 09/01/11)</li><li>• MDP-LABOP-02 Appendix F – Sprouts (Original, 07/01/10)</li><li>• MDP-LABOP-02 Appendix G – Tomatoes (V2, 09/01/11)</li><li>• Attachment 1, In-Laboratory Sampling Guidance (Original, 09/01/11)</li></ul>
MDP-LABOP-03	Microbiological Media and Reagents (Rev. 4, 09/01/11)
MDP-LABOP-08	Procedure for Testing and Maintaining Control Strains (Rev. 4, 4/01/09)

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**LABORATORY OPERATIONS continued**

**SHIPPING**

MDP-SHIP-03	Procedures for Packaging, Shipping and Archiving Microbiological Cultures (Rev. 5, 09/01/11) <ul style="list-style-type: none"><li>• Attachment 1. Shipment Destinations, Contacts and Schedules</li><li>• Attachment 2. MDP Participating Laboratories Addresses and Contact Staff for Shipment of Cultures</li><li>• Attachment 3. Flowcharts of Shipments</li><li>• Attachment 4. MDP Shipping Form</li></ul>
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**ANALYTICAL METHODS**

MDP-MTH-04	Detection of <i>Salmonella</i> in Fresh Produce by BAX <sup>®</sup> PCR (Rev. 5, 7/1/10)
MDP-MTH-06	Isolation and Identification of <i>Escherichia coli</i> O157:H7 by Immunomagnetic Separation (IMS) and Cultural Methods (Rev. 7, 09/01/11)
MDP-MTH-09	Detection of <i>Salmonella</i> Using VIDAS <sup>®</sup> Method (Rev. 1, 09/25/09)
MDP-MTH-10	Isolation and Identification of <i>Salmonella</i> Using Cultural Methods (Rev. 4, 09/01/11)
MDP-MTH-11	Real-time PCR Detection of Shiga-toxin Producing <i>Escherichia coli</i> (STEC), Serotype O157 and non-O157 in Fresh Produce and Food with non-O157 Isolation and Identification (Rev. 1, 09/01/11)
MDP-MTH-12	BAX <sup>®</sup> System Real-time PCR Assay for <i>Escherichia coli</i> O157:H7 in Fresh Produce (Rev. 1, 09/01/11)

**DATA HANDLING AND REPORTING**

MDP-DATA-01	Data Entry, Record Keeping and Results Reporting (Rev. 11, 09/01/11) <ul style="list-style-type: none"><li>• Form 001. PulseNet Upload Form (8/2011)</li><li>• Attachment 1. Positive Results Notification Form (8/2011)</li><li>• Attachment 2. MPO Contact Information</li><li>• Attachment 3. PulseNet Quick Reference Guide</li></ul>
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**QUALITY ASSURANCE**

MDP-QA-02	Proficiency Test Samples (Rev. 4, 10/01/10)
MDP-QA-03	Quality Assurance (QA) Controls (Rev. 7, 10/01/10) <ul style="list-style-type: none"><li>• Attachment 1. Current QA Control Strain Information</li><li>• Attachment 2. QC Control Failure Reporting Form</li></ul>

**ARCHIVED SOPs**

MDP-ADMIN-01	Facilities (Rev. 02, <i>Archived 10/01/09</i> )
MDP-ADMIN-02	Personnel and Organization (Rev. 02, <i>Archived 10/01/09</i> )
MDP-ADMIN-03	Training/Personnel Records (Rev. 01, <i>Archived 10/01/09</i> )
MDP-ADMIN-04	Laboratory Equipment (Rev. 02, <i>Archived 10/01/09</i> )
MDP-ADMIN-05	Safety (Rev. 02, <i>Archived 10/01/09</i> )
MDP-ADMIN-06A	USDA/AMS Quality Assurance Unit (QAU) (Rev. 02, <i>Archived 10/01/09</i> )
MDP-ADMIN-06B	Laboratory Quality Assurance Unit (QAU) (Rev. 02, <i>Archived 10/01/09</i> )
MDP-ADMIN-07	Preparation and Maintenance of Standard Operating Procedures (SOPs) (Rev. 03, <i>Archived 10/01/09</i> )

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MDP-DATA-02	Data Storage and Archival (Rev. 03, <i>Archived 10/01/09</i> ) <ul style="list-style-type: none"><li>• Attachment 1. MDP Designated Federal Records Centers</li><li>• Attachment 2. Standard Form (SF)-135 (template)</li><li>• Attachment 3. SF-135 Example for Routine Data Package Records</li><li>• Attachment 4. SF-135 Example for Supporting Documentation</li><li>• Attachment 5. Instructions for Assembly and Packaging of Record Boxes</li></ul>
MDP-LABOP-01	Infrared (IR) Thermometer Use (Rev. 01, <i>Archived 05/08/09</i> )
MDP-LABOP-04	Shipping Microbiological Cultures (Original, <i>Archived 08/15/03</i> )
MDP-LABOP-05	Sample Receipt and Wash Procedure for Celery (Rev. 1, <i>Archived 08/15/03</i> )
MDP-LABOP-06	Sample Receipt and Elution Procedure for Cantaloupe (Original, <i>Archived 08/15/03</i> ) <ul style="list-style-type: none"><li>• Attachment 1. Fabrication of the California Cantaloupe Shaker Adapter</li></ul>
MDP-LABOP-07	Maintenance of Salmonella and E. coli Positive Control Cultures with GFP Plasmid (Original, <i>Archived 5/15/04</i> ) <ul style="list-style-type: none"><li>• Attachment 1. Heart Infusion Agar with 40 ug/mL Kanamycin (example form)</li><li>• Attachment 2. Kanamycin Stock Solution @ 500 mg/mL (example form)</li></ul>
MDP-MTH-01	<i>Escherichia coli</i> MPN Method (Rev. 05, 01/01/06) Archived 5/01/07 <ul style="list-style-type: none"><li>• Attachment 1. mPCR Validation Protocol</li></ul>
MDP-MTH-01A	Enumeration of <i>Escherichia coli</i> in Produce Samples by TEMPO® EC ( <i>E. coli</i> ) System (Original Version, <i>Archived 04/01/09</i> )
MDP-MTH-01B	Enumeration of Coliform Bacteria in Produce Samples by TEMPO® CC (Coliform Count) System (Original, <i>Archived 01/01/09</i> )
MDP-MTH-01C	Enumeration of Total Viable Count (TVC) in Produce Samples by the TEMPO® TVC System (Original, <i>Archived 01/01/09</i> )
MDP-MTH-02	<i>Salmonella</i> VIDAS® Method (Rev. 03, <i>Archived 02/09/09</i> )
MDP-MTH-03	<i>Salmonella</i> Cultural Method (Rev. 02, <i>Archived 02/01/05</i> )
MDP-MTH-03A	Isolation and Identification of <i>Salmonella</i> from Fresh Produce (Rev. 01, <i>Archived 02/17/09</i> )
MDP-MTH-05	Detection of <i>Escherichia coli</i> O157:H7 in Fresh Produce by BAX® PCR (Rev. 3, <i>Archived 6/30/10</i> )
MDP-MTH-07	Detection of Pathogenic <i>E. coli</i> in Fresh Produce by Multiplex PCR (mPCR) and Cultural Isolation and Identification (Rev. 5, <i>Archived 5/12/11</i> )
MDP-MTH-08	Determination of <i>Shigella</i> spp In Fresh Produce by Real-time Polymerase Chain Reaction (rtPCR) and Cultural Isolation and Identification (Rev. 01, <i>Archived 01/01/09</i> )

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MDP-SHIP-01	Procedures for Packaging and Shipping Microbiological Cultures (Original, <i>Archived 07/15/04</i> )
MDP-SHIP-02	MDP Microbiological Cultures Shipping Instructions (Original, <i>Archived 07/15/04</i> )
MDP-QA-01	Equipment Calibration, Performance Verification, and Maintenance (Rev. 02, <i>Archived 10/01/09</i> )