1. BIOLOGICAL INDICATORS (BI) [Spore Strips and Vials]:

   a. Sample Rejection:

      Rejection criteria is designed to ensure the provision of valid and timely results. Samples are rejected for the following reasons:
      - Leaking/broken vial
      - Frozen vial
      - No control vial or spore strip received
      - Vial or spore strip expired
      - Glassine envelope damaged
      - Lot # or expiry date on test(s) and control do not match
      - Chemical process indicator on test vial unchanged
      - Chemical indicator on control vial indicates it has undergone sterilization
      - Sample received more than 5 days after collection
      - No access number on BI vials/spore strips

   b. Requisitions:

      Provide the following information:
      - Access number
      - Facility name, address and phone number including area code.
      - Date and time test was run, including AM or PM
      - Name and daytime contact phone number (including area code) of sample collector
      - Lot number/expiry of control (Control and test must be the same lot/expiry)
      - Name/model number of unit
      - Sterilizer type
      - Sterilization cycle (temperature °C and time in minutes)

   Special Notes Regarding Biological Indicator Requisitions:

      Follow the instructions provided on the reverse side of the Biological Indicator Requisition for completing all relevant information regarding the packaging, labelling and submission of Biological Indicators

   c. Ordering Supplies:

      - First time submitters should contact the Environmental Laboratory to obtain an Access number and other pertinent information
        - Calgary  403-944-1215, press “5”
        - Edmonton  780-407-8925, press “4”

      - Test kits must be pre-paid based on the current price list. Receipts are provided
      - Test kits can be ordered from the Laboratory by contacting:
        - Calgary Business Office  403-944-4613
        - Edmonton Distribution Centre  780-407-8971