



FOOD SAFETY LAB / MILK QUALITY  
IMPROVEMENT PROGRAM

*Standard Operating Procedure*



Title: **FSL Isolate Designation, ID Assignment**

SOP #: **2.5**

Version: **02**

Revision Date: **04/21/2020**

Effective Date: **05/11/2020**

Author: **Esther Fortes, Sherry Roof**

Approved by:

## **FSL Isolate Designation and ID Assignment**

**FILE NAME: 2.5-FSL ID assignment.docx**



## TABLE OF CONTENTS

1.	INTRODUCTION	3
	Purpose	
	Scope	
	Definitions	
	Safety	
2.	MATERIALS	4
3.	PROCEDURE	5
4.	TROUBLESHOOTING	7
5.	REFERENCES	8
6.	METHOD REVIEWS & CHANGES	9



## SECTION 1 INTRODUCTION

### 1.1 Purpose

The purpose of this document is to set forth standard guidelines for assigning FSL numbers to lab isolates.

### 1.2 Scope

This SOP applies to the Food Safety Lab and the MQIP lab.

### 1.3 Definitions

A list of terms that are pertinent to the protocol and may not be intuitive to the reader.

### 1.4 Safety



## **SECTION 2      MATERIALS**

Notebook  
Computer



## SECTION 3 PROCEDURES

### 3.1. FSL ID Number Assignment:

FSL isolate designations are assigned to staff and students freezing strains for permanent addition to the FSL isolate collection, which is maintained at  $-80^{\circ}\text{C}$ . The FSL isolate numbers are assigned by either the PI or person in charge of the  $-80^{\circ}\text{C}$  freezer organization. Designations consist of the first letter of an individual's last name and a pre-determined number.

**3.1.3. Example:** Joe Schmoe's FSL isolate designation will be S7. The first isolate that Joe assigns a number to will be assigned FSL S7-0001. Joe's isolates will all have S7 designations regardless of the project they are associated with until Joe reaches FSL S7- 9999. At that time, he will receive a new designation due to database constraints.

There is a list of current FSL isolate designations posted on the -80C freezers that is periodically updated.

**3.1.1.2.** In general, whenever a new isolate or strain enters the lab or is created within the lab, it should be given an FSL ID number. For clarification purposes, the following is a list of specific examples of isolates or strains that need to be given FSL numbers:

- An isolate is received from an external source.
- A new isolate is recovered from a sample or enrichment.
- *E. coli* containing a plasmid constructed with an insert or deletion or reporter gene.
- *Listeria* containing a plasmid constructed with an insert or deletion or reporter gene.
- *Listeria* mutants.

**Do not re-assign existing FSL isolates with a new FSL number once you begin working with it (i.e. 10403S is FSL X1-001...forever).**

**3.1.3.** All FSL numbers must be recorded in your lab notebook with the following information:

- 3.1.2.1. Isolate number
- 3.1.2.2. Original ID
- 3.1.2.3. Genus and species
- 3.1.2.4. Where the isolate was received from.

**3.1.3.** All FSL numbers must be entered in the Food Microbe Database

- 3.1.3.1. Enter as much information as is available.



- 3.1.3.2. As more information becomes available about an isolate (i.e. sequencing results) update the database entry.



## SECTION 4

## TROUBLESHOOTING

- 1) Contact Martin with any issues encountered while entering information into the Food Microbe Tracker Database.
- 2) In cases where isolates are found to be non-viable or misidentified after assigning an FSL number, discard the glycerol stock, inactivate the entry in Food Microbe Tracker, make a notation in your notebook, and retire the number. DO NOT reassign this number for future isolates; it's OK to have gaps in numbering.



**SECTION 5**

**REFERENCES**

**SECTION 6**

**METHOD VERSION & CHANGES**

<b>VERSION</b>	<b>DATE</b>	<b>EDITOR</b>	<b>COMMENTS</b>
Version 1	06/27/2016		Original SOP
Version 2	04/21/2020	Ser15	Formatted to new SOP template, added information