

## **US Environmental Protection Agency Office of Pesticide Programs**

Office of Pesticide Programs Microbiology Laboratory Environmental Science Center, Ft. Meade, MD

**Standard Operating Procedure for Media and Reagents Preparation and Quality Evaluation** 

SOP Number: MB-10-05

Date Revised: 06-09-15

SOP No. MB-10-05 Date Revised 06-09-15 Page 1 of 13

SOP Number	MB-10-05	
Title	Media and Reagents Preparation and Quality Evaluation	
Scope	Describes the procedures used to log-in, prepare, and evaluate the quality of media and reagents used in microbiological assays by the Microbiology Laboratory Branch (MLB).	
Application	For use in the quality evaluation of media and reagents used by MLB.	

	Approval	Date	
SOP Developer:			
			-
	Print Name:		-
SOP Reviewer			
	Print Name:		_
Quality Assurance Unit			
			-
	Print Name:		-
Branch Chief			
			-
	Print Name:		-

Date SOP issued:	
Controlled copy number:	
Date SOP withdrawn:	

SOP No. MB-10-05 Date Revised 06-09-15 Page 2 of 13

## TABLE OF CONTENTS

Con	<u>Contents</u>		
1.	DEFINITIONS	3	
2.	HEALTH AND SAFETY	3	
3.	PERSONNEL QUALIFICATIONS AND TRAINING	3	
4.	INSTRUMENT CALIBRATION	3	
5.	SAMPLE HANDLING AND STORAGE	3	
6.	QUALITY CONTROL	3	
7.	INTERFERENCES	3	
8.	NON-CONFORMING DATA	4	
9.	DATA MANAGEMENT	4	
10.	CAUTIONS	4	
11.	SPECIAL APPARATUS AND MATERIALS	4	
12.	PROCEDURE AND ANALYSIS	4	
13.	DATA ANALYSIS/CALCULATIONS	10	
14.	FORMS AND DATA SHEETS	10	
15.	REFERENCES	10	

SOP No. MB-10-05 Date Revised 06-09-15 Page 3 of 13

1.	Definitions	Additional abbreviations/definitions are provided in the text.		
		<ol> <li>General growth media = Media which support the growth of a broad range of organisms and are used for the general cultivation and maintenance of microorganisms. General growth media are non- selective. Examples include nutrient agar (NA) and tryptic soy agar (TSA).</li> </ol>		
		2. Selective media = Media that permit the growth of one type of bacterium while inhibiting the growth of other types. Selective media facilitate the isolation of a desired species. Examples include mannitol salt agar and cetrimide agar.		
		3. CFU = Colony forming unit.		
2.	Health and Safety	Follow procedures specified in SOP MB-01, Laboratory Biosafety. The Study Director and/or lead analyst should consult the Safety Data Sheet for specific hazards associated with chemicals.		
3.	Personnel Qualifications and Training	Refer to SOP ADM-04, OPP Microbiology Laboratory Training.		
4.	Instrument Calibration	Refer to SOP QC-13 (autoclaves), EQ-01 (pH meters), EQ-02 (thermometers), EQ-03 (weigh balances), and EQ-08 (Oxford automatic dispenser) for details on method and frequency of calibration.		
5.	Sample Handling and Storage	Not applicable		
6.	Quality Control	1. Document the required information on the appropriate forms (see section 14).		
		2. Process re-usable glassware in Miele or Lancer dishwashers and check glassware for detergent residues as noted in SOP QC-03, Glass Washing and Detergent Residues Test.		
		3. Use de-ionized water to prepare media. Water must meet the quality indicators noted in SOP-QC-01, Quality Assurance of Purified Water.		
7.	Interferences	1. Discard media if a media preparation number or sterilization batch number is illegible or missing and cannot be determined from the Media/Reagent Preparation Sheet or the Daily Sterilization Record Information Log Form (see section 14 and QC-13, respectively).		
		2. Inspect all pre-sterilized laboratory supplies upon receipt for damage or torn packaging; discard if supplies are damaged.		
		3. Initiate routine sterility checks of pre-sterilized items if contamination in a test is due to pre-sterilized items.		

SOP No. MB-10-05 Date Revised 06-09-15 Page 4 of 13

8.	Non- conforming Data	Management of non-conforming data will be specified in the standard test method; procedures will be consistent with SOP ADM-07, Non- Conformance Reports.				
9.	Data Management	Data will be archived consistent with SOP ADM-03, Records and Archives.				
10.	Cautions	1. Do not use products past the manufacturer's recommended expiration date.				
		2. Use volumetric glassware as indicated on Media Preparation Sheets.				
		3. Allow hot autoclaved media to equilibrate for a minimum of 30 minutes prior to plating or addition of heat-sensitive additives. If using a water bath, ensure the temperature of the water bath is set to 45-50°C or as appropriate for the media.				
		4. Reassessment of the sterility of media and reagents not used in a timely manner after preparation and/or after storage for more than one month is strongly recommended prior to use. See guidance in section 12.6.				
11.	Special	1. Water baths				
	Apparatus and Materials	2. Inoculating loops				
water lais		3. Cultures of <i>Pseudomonas aeruginosa</i> (ATCC #15442), <i>Staphylococcus aureus</i> (ATCC #6538), <i>Salmonella enterica</i> (ATCC #10708), <i>Mycobacterium bovis</i> (BCG) (ATCC #35743), and <i>Mycobacterium terrae</i> (ATCC #15755).				
<ul> <li>4. Spore suspension of <i>Bacillus subtilis</i> (ATCC #19659); a corpreparation of spores can be purchased. One source for the preparation is Presque Isle Cultures, 3804 West Lake Rd., 8191, Erie PA 16505. In addition, a <i>B. subtilis</i> spore suspendent of in-house.</li> </ul>						
		5. Spore suspension of <i>Clostridium difficile</i> (ATCC #43598) prepared inhouse.				
		6. Any additional microbes used in the laboratory.				
	<ol> <li>Pre-sterilized filtration unit with pore size of 0.2 μm or 0.45 μm a Nalgene Analytical Filter Units.</li> </ol>					
12.	Procedure and Analysis	1. Utilize approved media preparation sheets. Approved media preparation sheets are archived on the G-drive.				
		2. Select appropriate media preparation sheet and the required volume.				
12.	1 Preparation of Media and Reagents	a. Assign a media preparation number for all media, reagents, and carriers prepared in the laboratory. Enter this number into the Media/Reagent Preparation Log Form and the Media/Reagent				

SOP No. MB-10-05 Date Revised 06-09-15 Page 5 of 13

	Preparation Sheet (see section 14). The media preparation number consists of two parts:
	i. The first seven digits represent the date the medium or reagent was prepared: P-MMDDYY where P=Prepared, MM=month, DD=day and YY=the last two digits of the calendar year.
	<ul> <li>ii. The suffix, where the digits after the dash act as a counter for the number of preparations made on the same date. For example, the first preparation made on January 8, 2015 would have the media preparation number P-010815-01. The next item prepared on that same day would have a suffix of -02; the third preparation made on that same day would have a suffix of -03, etc.</li> </ul>
b.	Label each preparation of media or reagent clearly with the name of the preparation and the media preparation number.
c.	Strictly follow the specific directions for preparation of media and reagents as listed on the Preparation/Modifications/Notes section of the Media/Reagent Preparation Sheet.
d.	Complete all fields on the media preparation sheet with the appropriate information for that section. If a section is not applicable to the item being prepared, place N/A (not applicable) in that section.
e.	Instructions for sterilization of media and reagents as listed on the Media/Reagent Preparation Sheet.
	i. Refer to QC-13 for generation of sterilization batch number for media and reagents that require autoclaving.
	<ul> <li>Record the sterilization batch number in the Sterilization section on the Media/Reagent Preparation Sheet (see section 14).</li> </ul>
	iii. For media and reagents that are filter sterilized, record the sterilization mechanism in the <i>Sterilization</i> section on the Media/Reagent Preparation Sheet.
	iv. For media and reagents that do not require sterilization, record N/A in the <i>Sterilization</i> section on the Media/Reagent Preparation Sheet.
f.	After autoclaving, record the pH of the media or reagent at room temperature (20°C to 25°C) unless otherwise specified on the Media/Reagent Preparation Sheet. When the pH reading is stable, record the final pH on the sheet with the temperature in the <i>Final</i>

SOP No. MB-10-05 Date Revised 06-09-15 Page 6 of 13

		pH Af	ter Autoclaving section.
	g.		rd the batch of media if the pH falls outside of the desired as specified on the Media/Reagent Preparation Sheet.
	h.	the wa pourin	g a water bath to equilibrate media, record the temperature of the bath at the time the media is used (e.g., just prior to g in plates) (see section 14). The temperature recorded must adjustments by the correction factor for the thermometer ied.
12.2 Storage, Shelf Life and Inspection of Media and Reagents	the bott	-	d shelf life requirements for the media or reagent are listed at ne Media/Reagent Preparation Sheet. See Attachment 1 for tions.
12.3 Media Performance Assessment	use, <b>pr</b> use of t studies	eferably the med	rformance verification of media prior to or concurrently with v with the organism that corresponds to the anticipated ium. Media controls used in neutralization confirmation assays may also be used in place of specific media sts.
	a.	standa for per researce that pr	<u>e Preparation</u> : Use appropriate daily culture, test culture or rdized spore suspension for the purpose of inoculating media rformance assessment. For media prepared for use in ch projects, stock cultures or test cultures generated for use in roject may be used for media performance. Refer to the nt procedures for culture preparation.
	b.	plates 7H11)	ation and Incubation of Solid Media: For solid media in or tubes (e.g., tryptic soy agar, nutrient agar, Middlebrook , use 6-8 plates to assess media performance. Spread plate, licate, 3-4 serial ten-fold dilutions of the test microbe.
		i.	Target counts of 30-300 CFU/plate are desirable and should result from at least one of the plated dilutions – this dilution will serve as the basis for determining media performance. The dilutions should result in plate counts which are too numerous to count (TNTC) through extinction or near extinction levels.
		ii.	For solid media in tubes (e.g., nutrient agar slants, Middlebrook 7H11 slants), inoculate a minimum of 2 tubes per batch with an undiluted culture of the test microbe.
		iii.	For <u>selective</u> media in plates or tubes (e.g., mannitol salt agar, cetrimide agar), streak (for plates) or stab (for tubes) inoculate a minimum of 2 tubes or plates with an undiluted

SOP No. MB-10-05 Date Revised 06-09-15 Page 7 of 13

			aulture of the appropriate target areasing (in the second		
			culture of the appropriate target organism (i.e., the organism the media is designed to identify). Perform an isolation streak on selective media in plates to aid in the assessment of the medium's reaction and organism's colony characteristics.		
		iv.	For <u>selective</u> liquid media (e.g., reinforced clostridial media (RCM), Middlebrook 7H9 broth with 15% glycerol (MADC)), inoculate a minimum of 2 tubes with an undiluted culture of the appropriate organism.		
		v.	See Attachment 2 for detailed instructions.		
	c.	(e.g., ] broth) in dup	lation and Incubation of Liquid Media: For liquid media letheen broth, nutrient broth, Modified Proskauer Beck , evaluate 6-8 tubes for performance testing. Inoculate tubes blicate with 0.1 mL aliquots of 3-4 serial ten-fold dilutions of propriate culture.		
		i.	Verify CFU/tube by spread plating in duplicate on the appropriate medium. See Attachment 2 for detailed instructions.		
	d.	Frequ	Frequency of Media Performance		
		i.	For the following commonly used media – TSA, R2A, tryptic soy broth (TSB), letheen broth – conduct a media performance assessment for every lot of dehydrated medium or every 6 months, whichever comes first.		
		ii.	For all other media, conduct a media performance assessment for each in-house preparation of media.		
12.4 Performance Results for Solid Media	a.	and C	erate the colonies per plate, determine the average CFU/plate FU/mL of diluted inoculum, and assess the colony nology.		
		i.	Use whole numbers for the average CFU/plate and CFU/mL, round up when necessary.		
	b.		d findings on the Performance and Sterility Assessment of a in Plates form (see section 14).		
	c.	-	wth occurs and exhibits typical morphology, record a "+". If owth is apparent, record a "0".		
	d.	• •	bical growth is observed (not the test microbe), record as minant.		
	e.		inoculum titer is significantly below the target of 30-300 then either the media performance is unsatisfactory or the		

SOP No. MB-10-05 Date Revised 06-09-15 Page 8 of 13

			starting inoculum was substandard; media performance assessment			
			should be repeated. For <u>selective</u> media, verify the performance per the appropriate media reactions (e.g. agar turning fluorescent green for cetrimide agar) or colony characteristics, see corresponding method SOPs MB-05 and MB-07. Complete the form (see section 14) under the "Performance Assessment" caption by checking either Satisfactory or Unsatisfactory per the observations.			
		f.	For media in tubes, record the presence or absence of growth on the Performance and Sterility Assessment of Media in Tubes form (see section 14).			
		g.	For <u>plates</u> , enumerate the colonies per plate, determine the average CFU/plate and CFU/mL of diluted inoculum, and assess the colony morphology (refer to SOP MB-05, MB-07, MB-15, or MB-28 for colony characteristics). Record findings on the Performance and Sterility Assessment of Media in Plates form (see section 14).			
		h.	For <u>tubes</u> , record the presence or absence of growth. Record findings on the Performance and Sterility Assessment of Media in Tubes form (see section 14).			
Re	12.5 Performance Results Liquid Media		Record findings on the Performance and Sterility Assessment of Liquid Media form (see section 14).			
M			For each tube, record a "+"if growth is observed (indicated by turbidity or growth) or a "0" if growth is not observed.			
		c.	If atypical growth is observed (not the test microbe), record as contaminant.			
			Following incubation, assess the performance of each medium and record observations on the Performance and Sterility Assessment of Media in Tubes form (see section 14). Read plate counts to determine the CFU/tube.			
		e.	Performance is judged to be satisfactory when at least one of the two tubes in a dilution set that received a sufficiently low challenge (1-50 CFU/tube) of the test microbe shows growth. The number of CFUs delivered to each tube in a set is based on the corresponding averaged plate counts for that dilution. All tubes in dilution sets receiving greater than the targeted challenge should show growth as well. Based on this criterion under the "Performance Assessment" caption on the form, check either Satisfactory or Unsatisfactory.			
12.6 Sto Ve	erility erification of	-	terility on a minimum of 2% of each preparation of solid and liquid			
So	olid and	a. Place plates or tubes of media, for use with organisms other than				

SOP No. MB-10-05 Date Revised 06-09-15 Page 9 of 13

Liquid Media		<i>M. bovis</i> (BCG), in a 36±1°C incubator for 3-10 days.
	b.	Incubate solid and liquid media used for the growth of <i>M. bovis</i> (BCG) at $36\pm1^{\circ}$ C for 17-21 days.
	c.	Following incubation if no growth on solid media or in liquid media is observed, record a "0" (satisfactory). If growth is observed, record a "+" (unsatisfactory) on the appropriate Performance and Sterility Assessment form (see section 14). On each form, fill in "Sterility Assessment" by indicating either Satisfactory or Unsatisfactory per the observations.
	d.	For solid media, a satisfactory result for sterility is typically based on no microbial growth observed in the plates or tubes following incubation. Although infrequent, an occasional bacterial or fungal colony may appear on the surface of the agar; in these instances, examine the remaining plates of the preparation in question prior to use to determine the extent of the contamination, and perform an additional sterility assessment. If any growth is observed in the second assessment, discard the medium.
12.7 Sterility Verification of	a.	If a reagent is dispensed into multiple bottles, evaluate at least one bottle per preparation for sterility.
Reagents (not used to support microbial	b.	Use a pre-sterilized 0.45 $\mu$ m or 0.2 $\mu$ m filter unit and aseptically filter approximately 2% of the volume from one bottle of reagent.
growth)	с.	Do not place anything such as a pipette into the reagent bottle.
	d.	Aseptically transfer the filter to a TSA, TSA with 5% sheep's blood (TSAB), or NA plate, incubate for 3-10 days at $36\pm1^{\circ}$ C, and assess filter for presence of microbial growth.
	e.	For reagents that are dispensed in tubes, as eptically filter the number of tubes that represents approximately 2% of the total volume prepared through one pre-sterilized 0.45 $\mu$ m or 0.2 $\mu$ m filter unit, plate the filter on TSA, TSAB, or NA and incubate for 3-10 days at 36±1°C.
	f.	For example, suppose 1 L of dilution water is prepared in 9 mL aliquots. 2% of 1 L is 20 mL; therefore filter the contents of 3 tubes (27 mL).
	g.	Following incubation of filter, if no growth is observed, record a "0" (satisfactory). If growth is observed, record a "+" (unsatisfactory). Record the assay results and observations on the Sterility Verification for Reagents form (see section 14).
12.8 Sterility of Carriers	a.	For stainless steel and porcelain carriers or other small carriers (e.g., $5 \times 5 \times 1$ mm glass coupons), place one carrier per autoclaved

SOP No. MB-10-05 Date Revised 06-09-15 Page 10 of 13

		preparation into a 10 mL tube of Fluid Th	ioglycollate Medium			
	(FTM) or Letheen Broth (LB) and incubate for 3-10 days at $36\pm1^{\circ}$ C.					
	b.	b. For glass slide carriers, place one carrier per autoclaved batch into a 20 mL tube of FTM or LB and incubate for 3-10 days at 36±1°C.				
	c.	Following incubation, if no growth is observed record a "+" on the ap the assay results and observations on the S Official Carriers form (see section 14).	propriate form. Record			
13. Data Analysis/ Calculations	1. Verify that the amounts of ingredients specified in the recipe are accurate. For example, if 2 L of FTM are made, the prep sheet should accurately reflect the calculation of 29.8 g for 1 liter multiplied by 2: $29.8 \times 2 = 59.6$ g dehydrated medium required to prepare 2 liters of FTM.					
		culate the percent difference due to evapora claving. The percent difference is determined	-			
	Perc	ent Difference = 100% - [(Measured Volu	me/Target Value) $\times$ 100]			
14. Forms and Data	1. Atta	chment 1: Storage and Inspection of Media	and Reagents			
Sheets	2. Attachment 2: Inoculation and Incubation of Solid and Liquid Media					
		Sheets. Test sheets are stored separately f owing file names:	rom the SOP under the			
	Media/Reagent Preparation Log Form		MB-10-05_F1.docx			
	Blank	Media/Reagent Preparation Sheet	MB-10-05_F2.xlsx			
	Water	Bath Temperature Record	MB-10-05_F3.docx			
		nance and Sterility Assessment of Solid in Plates	MB-10-05_F4.xlsx			
	Performance and Sterility Assessment of Liquid MB-10-05_F5.xlsx and Solid Media in Tubes		MB-10-05_F5.xlsx			
	Sterilit	y Verification of Reagents	MB-10-05_F6.xlsx			
	Sterilit	y Verification of Official Carriers	MB-10-05_F7.xlsx			
15. References	<ol> <li>Official Methods of Analysis. Revised 2013. 18<sup>th</sup> Ed., AOAC INTERNATIONAL, Gaithersburg, MD, (Methods 955.14, 955.15, 964.02, 961.02, and 966.04).</li> </ol>					
		cial Methods of Analysis. Revised 2012. ERNATIONAL, Gaithersburg, MD, (Meth				

SOP No. MB-10-05 Date Revised 06-09-15 Page 11 of 13

Attachment 1. Storage and Inspection of Media and Reagents

Media Type	Storage	Inspection
Liquid Media in Tubes with Morton Closures	Store at room temperature for up to 2 months in plastic bags.	Prior to use, inspect liquid media in tubes with Morton Closures stored longer than one month.
		Check the fluid level in approximately 5% per batch and/or per rack of media to be used in testing to determine if more than 5% of the fluid has evaporated.
		If less than 5% of the solution has evaporated, the media can be used; otherwise discard the media.
Liquid Media in Screw- Capped Tubes or Bottles	Store for up to 3 months (tightly capped).	Prior to use, inspect liquid media in tubes with screw caps stored longer than two months.
		Check the fluid level in approximately 5% per batch and/or per rack of media to be used in testing to determine if more than 5% of the fluid has evaporated.
		If less than 5% of the solution has evaporated, the media can be used; otherwise discard the media.
Reagents	If not labile or harmed by long storage periods, use for up to one year from the date of preparation. If a recommended shelf life is known, use within that time. Do not use commercially prepared reagents beyond the manufacturer's expiration date.	Prior to use, inspect reagents for any sign of contamination and discard appropriately if necessary.
		For dilution blanks, determine if more than 2% of the fluid level has evaporated. If more than 2% of the fluid has evaporated, adjust the volume in each tube prior to use or prepare a new batch as necessary.

## SOP No. MB-10-05 Date Revised 06-09-15 Page 12 of 13

Media Type	Storage	Inspection
Solid Media in Plates	Store in plastic bags at 2-5°C or at room temperature, agar-side up. Puncture the plastic bags in a few areas to allow air exchange and to reduce excessive condensation.	Prior to use, look for evidence of contamination, uneven filling or bubbles on the surface of agar, color changes, hemolysis and signs of dehydration such as shrinking, cracking and loss of volume. Discard any defective plates.
	Store both selective and non-selective media for up to 3 months.	
Solid Media in Tubes	Store both selective and non-selective media at 2-5°C for up to 3 months.	Prior to use, look for evidence of contamination, uneven filling, color changes, hemolysis and signs of dehydration such as shrinking, cracking and loss of volume. Discard any defective tubes.
Commercially Purchased Media (Plates)	Do not use commercially prepared media beyond the manufacturer's expiration date.	Prior to use, look for evidence of contamination, uneven filling, color changes, hemolysis and signs of dehydration such as shrinking, cracking and loss of volume. Discard any defective media tubes or plates.

## SOP No. MB-10-05 Date Revised 06-09-15 Page 13 of 13

Attachment 2. Inoculation and Incubation of Solid and Liquid Media

Test Microbe	Inoculation of Solid and Liquid Media	Incubation of Solid and Liquid Media
S. aureus, P. aeruginosa, S. enterica and B. subtilis	Inoculate tubes and/or plates with 0.1 mL of the $10^{-5}$ to $10^{-7}$ dilutions. The dilutions plated assume an initial titer of approximately $10^{8}$ to $10^{9}$ CFU/mL.	Incubate plates and/or tubes at 36±1°C for 24-48 h.
C. difficile	Inoculate tubes of selective liquid media with an undiluted culture of <i>C. difficile</i> .	Incubate at 36±1°C for 24 h under anaerobic conditions (e.g. Gas-Pak anaerobic environment generation system or anaerobic chamber incubator).
M. bovis (BCG)	Inoculate tubes and plates with 0.1 mL of the 10 <sup>-2</sup> , 10 <sup>-3</sup> , 10 <sup>-4</sup> and 10 <sup>-5</sup> dilutions of the standardized culture. The dilutions plated assume an initial culture titer of 10 <sup>7</sup> CFU/mL of standardized culture.	Incubate plates at 36±1°C for 17-21 days. Incubate tubes at 36±1°C for up to 30 days.
	<i>Note</i> : The lowest dilution $(10^{-2} \text{ and } 10^{-3})$ will likely show CFU levels which are TNTC.	
M. terrae	Inoculate tubes of selective liquid media with an undiluted culture of <i>M. terrae</i> .	Incubate tubes of selective liquid media at 150 rpm and 36±1°C for 7-10 days.
	Inoculate plates with 0.1 mL of the $10^{-4}$ , $10^{-5}$ and $10^{-6}$ dilutions of the test culture. The dilutions plated assume an initial titer of approximately $10^7$ to $10^8$ CFU/mL.	Incubate plates at 36±1°C for 17-21 days.