



PROCEDURES MANUAL

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PROPER SAMPLING AND HANDLING OF WATER PROCEDURE

I. OBJECTIVE

This procedure clearly defines the process in collecting water samples for microbiological analysis.

II. SCOPE

This covers the sampling procedure in collecting samples for microbiological analysis, specifically for drinking water.

III. RESPONSIBILITY AND RESOURCES

Responsible person is the laboratory sampler.

IV. DEFINITION OF TERMS

SAMPLE – a portion or representative of the material being collected

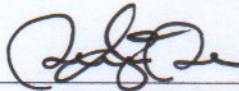
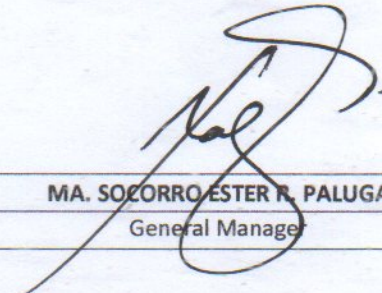
SAMPLING – collection of a portion of material small enough in volume to be transported conveniently and yet large enough for analytical purposes

V. REFERENCE DOCUMENTS

Philippine National Standards for Drinking Water 2017
Standard Methods for the Examination of Water and Wastewater, 23rd Edition

VI. RECORDS GENERATED

Request for Analysis of Water Form, Chain of Custody Logbook

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VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsibility Person	Retained Information
01	<pre> graph TD Start([START]) --> Log[/Log Data on Request Form/] Log --> Clean[Remove any attachments and clean the tap; check chlorine residual] Clean --> Decision{Chlorine residual within standard limit?} Decision -- No --> Contact[Contact assigned pump tender] Contact --> Decision Decision -- Yes --> Collect[Collect sample] Collect --> End([END]) </pre>	1.1 Sampling data should be logged in the request for analysis form	The following data must be logged in the request form: name of sample collector, date and time of sampling, sampling address, sampling point and source of water supply	Laboratory Sampler	Request for Analysis of Water Form
02		2.1 Attachments on the tap must be removed 2.2 Wipe the outlet using a clean cloth and/or disinfect with alcohol/Sodium hypochlorite. 2.3 Check chlorine residual	Faucet used for collecting sample must be the same faucet used frequently or for drinking (except for bathroom faucets).	Laboratory Sampler	
03		3.1 Turn on tap and let water flow for 1 to 2 minutes. 3.2 Fill sterilized sampling bottle with water up to the neck of the bottle (approximately 100 mL). 3.3 Label properly and place in a cooler.	Chlorine residual during the time collection must be within the standard limit. Samples must be submitted to the laboratory within 6 hours from time of collection.	Laboratory Sampler	Chain of Custody Logbook

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