



STERILIZATION OF SAMPLING BOTTLES PROCEDURE

I. OBJECTIVE

This procedure clearly defines the process in sterilizing the sampling bottles used in collecting water sample.

II. SCOPE

This covers the procedure in sterilizing sampling bottles.

III. RESPONSIBILITY AND RESOURCES

Responsible person is the Laboratory Technician.

IV. DEFINITION OF TERMS

DECHLORINATING AGENT – chlorine neutralizer

V. REFERENCE DOCUMENTS

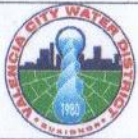
Standard Methods for the Examination of Water and Wastewater, 23rd Edition

VI. RECORDS GENERATED

None

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PROCEDURES MANUAL

STERILIZATION OF SAMPLING BOTTLES PROCEDURE

VII. PROCEDURE DETAILS AND FLOW

| No. | Process Flow | Description of Activity | Guidelines/Criteria/Policy | Responsibility Person | Retained Information |
|-----|--|---|--|-----------------------|----------------------|
| 01 | <pre> graph TD START([START]) --> WASH[Wash bottles and dry] </pre> | 1.1 Sampling bottles must be washed with soap, rinsed with distilled water then dried. | Used sampling bottles must be disinfected first before washing. | Laboratory Technician | |
| 02 | <pre> graph TD WASH --> ADD[Add 3% sodium thiosulfate to each bottle] </pre> | 2.1 0.1mL of 3% sodium thiosulfate must be added as dechlorinating agent for chlorinated water samples. | Dechlorinating agent is required for chlorinated water samples to neutralize any residual halogen and prevent bactericidal action from continuing during transit of samples. | Laboratory Technician | |
| 03 | <pre> graph TD ADD --> STERILIZE[Sterilize bottles at 121°C for 15 minutes] </pre> | 3.1 Bottles should be wrapped in brown paper individually and placed in a tray for sterilization. | Bottle caps should not be closed tightly or loosely, just enough so added ... will not evaporate/spill, and pressure from sterilizer will not break bottles. | Laboratory Technician | |
| 04 | <pre> graph TD STERILIZE --> STORE[Store sterile bottles in a clean environment] STORE --> END([END]) </pre> | 4.1 After sterilizing, bottles should be cooled then stored, tightly capped, in a clean environment until needed. | Bottles must be tightly capped to prevent contamination. | Laboratory Technician | |

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