




CALAMBA WATER DISTRICT					
TITLE: WATER SAMPLING PROCESS					
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1.0 PURPOSE

- 1.1 This documented information aims to provide the instruction for receiving, collection, handling, storage, transport and disposal of water sample for microbiological examination.
- 1.2 CWD shall implement production and service provision under controlled conditions. Controlled conditions shall include, as applicable:
 - a) the availability of documented information that defines:
 - 1) the characteristics of the products to be produced, the services to be provided, or the activities to be performed;
 - 2) the results to be achieved;
 - b) the availability and use of suitable monitoring and measuring resources;
 - c) the implantation of monitoring and measurement activities at appropriate stages to verify that criteria for control of processes or outputs, and acceptance criteria for products and services, have been met;
 - d) the use of suitable infrastructure and environment for the operation of processes;
 - e) the appointment of competent persons, including any required qualification;
 - f) the validation, and periodic revalidation, of the ability to achieve planned results of the processes for production and service provision, where the resulting output cannot be verified by subsequent monitoring or measurement;
 - g) the implementation of actions to prevent human error;
 - h) the implementation of release, delivery and post-delivery activities.
- 1.3 To use suitable means to identify outputs when it is necessary to ensure the conformity of products and services.
- 1.4 To identify the status of outputs with respect to monitoring and measurement requirements throughout production and service provision.
- 1.5 To control the unique identification of the outputs when traceability is a requirement, and shall retain the documented information necessary to enable traceability.

2.0 SCOPE


- 2.1 This procedure applies to all water samples collected by the sampler and those submitted in the Laboratory.

3.0 RESPONSIBILITY

- 3.1 Head of Laboratory shall manage the administrative and technical operations of the laboratory.
- 3.2 Supervisor will recommend standards or action for regulatory programs.
- 3.3 Analyst directs the collection and storage of samples, summarizes data and prepares report from the results.

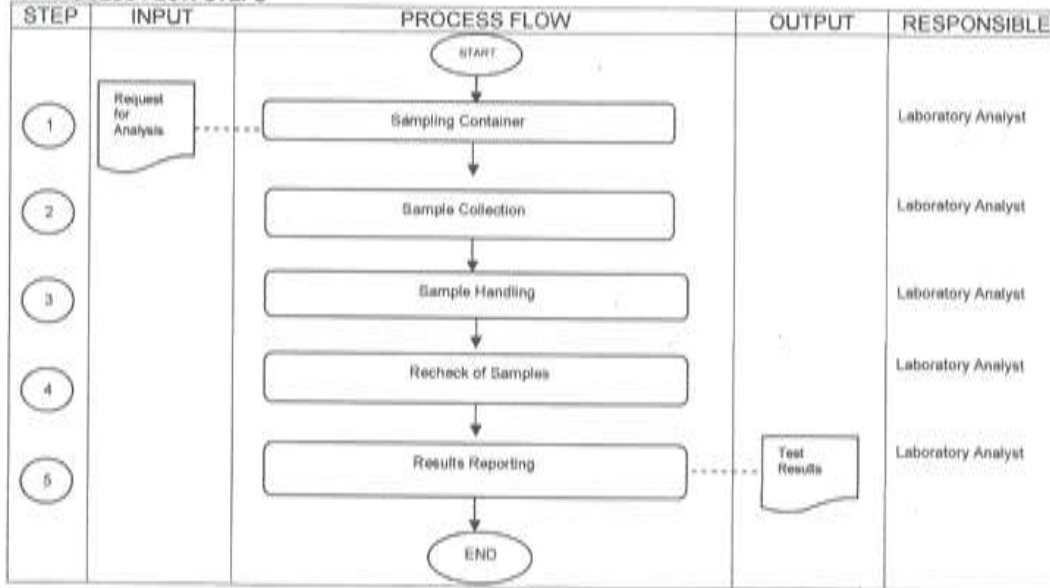
4.0 DEFINITION OF TERMS

- 4.1 Sample – portion or representation of the item to be analyzed.

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5.0 PROCESS FLOW STEPS



6.0 PROCESS DETAILS

6.1 Sampling Container

6.1.1 Sterilized bottles sent out from the laboratory should be kept unopened and away from contamination until it is required for filling.

6.2 Sample Collection

6.2.1 Tap or pump outlet

- (a) Remove from the tap any attachments that may cause splashing. Clean and disinfect the tap with a cotton ball in 70% ethanol
- (b) Flush the lines for 2 minutes to clean the service lines. Restrict flow to avoid splashing
- (c) Unscrew the cap completely without removing the paper cover, fill the sampling bottle and leave an ample space from the neck to maintain air space. Replace the cover immediately.


6.2.2 Lake, Stream, River or Shallow Well

- (a) Unscrew the cap completely without removing the paper cover, hold the bottle near its base and submerge in to a depth one foot below the surface
- (b) Collect the sample by sweep of arm with the mouth of the bottle facing slightly upwards or towards the current. Replace the cover immediately.

6.2.3 Dug wells and similar sources

- (a) With a piece of string, attach a stone of suitable size to the sampling bottle

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- (b) Take a 20-cm length of clean string rolled around the stick and tie on bottle to string. Unscrew the cap completely without removing the paper cover
- (c) Lower the bottle weighed by the stone into the well, unwinding the string slowly. Do not allow the bottle to touch the sides of the well
- (d) Once the bottle is judged to be filled, rewind around the stick to bring put the bottle. Replace the cover immediately.

6.3 Sample Handling

6.3.1 Receiving of samples

- a) Secure sterilized sampling bottles from the Laboratory by paying the deposit fee. The information about the samples shall be recorded in the Request for Water Analysis Form. Submit the request form to the laboratory personnel.
- b) Submit the water sample (at least 100 ml volume of sample) with label indicating the following information:
 - Place / Location
 - Source
 - Date and Time of Sampling
 - Sender

Samples shall be accepted only on Mondays and Tuesdays: 8- 12 NN and 1-3 PM
- c) Pay the analysis fee at the cashier then submit the O.R. to the Laboratory personnel

6.3.2 Water sample(s) shall be sent at once so as to reach the laboratory preferably within 6 hours from the time of collection. If not possible the use of ice coolers for storage of water samples during transport to the laboratory is recommended. The time elapsed between collections and processing should in no case exceed 24 hours.

6.3.3 Water samples not contained in CWD sterilized sampling bottles shall not be accepted. Any deviation observed from the submitted sample shall be recorded in the Request for Analysis Form and communicated to the client.


6.3.4 Preservation


The CWD shall preserve the outputs during production and service provision, to the extent necessary to ensure conformity to requirements.

NOTE: Preservation can include identification, handling, contamination control, packaging, storage, transmission or transportation, and protection.

6.4 Recheck of Samples

- 6.4.1 If any treated sample confirms the presence of coliform bacteria, repeat samples shall be taken the following sampling schedule.
- 6.4.2 The Operators of the pump station shall be notified of positive potable water samples so that remedial action may be taken.
- 6.4.3 Additional treated water samples may be required following a confirmed positive potable water sample.
- 6.4.4 Control of changes
 - 6.4.4.1 The CWD shall review and control for production and service provision, to the extent necessary to ensure continuing conformity with the requirements.
 - 6.4.4.2 The CWD shall retain documented information describing the results of the review of changes, the person(s) authorizing the change, and any necessary actions arising from the review.

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6.5 Control of nonconforming outputs

- 6.5.1 The CWD shall ensure that outputs that do not conform to their requirements are identified and controlled to prevent their unintended use or delivery.
- 6.5.2 The CWD shall take appropriate action based on the nature of the conformity and its effect on the conformity of products and services. This shall also apply on the nonconforming products and services detected after delivery of the products, during or after the provisions of services.
- 6.5.3 The CWD shall deal with nonconforming outputs in one or more the following ways:
- correction;
 - segregation, containment, return or suspension of provision of products and services;
 - informing the customer;
 - obtaining authorization for acceptance under concession.
- Conformity to the requirements shall be verified when nonconforming outputs are corrected.

6.6 Identification and traceability

- 6.6.1 The CWD shall use suitable means to identify outputs when it is necessary to ensure the conformity of products and services.
- 6.6.2 The CWD shall identify the status of outputs with respect to monitoring and measurement requirements throughout production and service provision.
- 6.6.3 The CWD shall control the unique identification of the outputs when traceability is a requirement, and shall retain the documented information necessary to enable traceability.

6.7 Results Reporting

- 6.7.1 All results shall be recorded and reported to the City Health Office and Local Water Utilities Administration.
- 6.7.2 The CWD shall retain documented information on the release of products and services. The documented information shall include:
- evidence of conformity with the acceptance criteria;
 - traceability to the person(s) authorizing the release.

6.8 Release of products and services


- 6.8.1 The CWD shall implement planned arrangements, at appropriate stages, to verify that the product and service requirements have been met.
- 6.8.2 The release of products and services to the customers shall not proceed until the planned arrangements have been satisfactorily completed, unless otherwise approved by relevant authority and, as applicable, by the customer.

7.0 RECORDS RETENTION

- 7.1 Active Retention – indefinite retention period for current or active documents for both electronic and hardcopy Master Copy.
- 7.2 Inactive/Archival Retention – shall be kept for active three (3) years or may request for an extension as deemed necessary (hardcopy); for electronic/soft file; it shall be kept in a separate folder named "Obsolete Master Copy/Original".

8.0 REFERENCE

- 8.1 ISO 9001:2015 QMS Standard
- 8.2 Philippine National Standards for Drinking Water 2007
- 8.3 Standard Methods for the Examination of Water and Wastewater

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9.0 ATTACHMENTS


9.1 Request for Water Analysis Form

10.0 DISTRIBUTION LIST

Note 1: Select Relevant Recipient to Appear in below List.

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