

INSTRUCTIONS FOR COLLECTION, HANDLING, STORAGE & TRANSPORT OF WATER SAMPLE FOR MICROBIOLOGICAL EXAMINATION

1. Sterilized bottles sent out from the laboratory should be kept unopened and away from contamination until it is required for filing.
2. To collect a sample from the tap or pump outlet:
 - a) Clean the tap. Remove from the tap any attachments that may cause splashing and using a clean cloth, wipe the outlet in order to remove dirt.
 - b) Turn on the tap or let at maximum flow rate and let the water flow for 1 to 2 minutes to clean the service lines.
 - c) Restrict flow to avoid splashing.
 - d) Untie the string around the paper covering of the bottle.
 - e) Unscrew the cap completely without removing the paper cover.
 - f) Lift the cover without exposing the inside to dust and wind.
 - g) Fill the bottle with water without rinsing at least 100 ml only, allowing air space.
 - h) Stopper immediately and fixed the paper covering in place with the string.
3. When collecting from lake, stream, river or shallow well:
 - a) Remove the cover by the technique describe in 2d, e and f.
 - b) Hold the bottle near its base and submerge in to a depth one foot below the surface.
 - c) Collect sample by sweep of arm with the mouth of the bottle facing slightly upwards or towards the current.
 - d) Stopper immediately and fix the paper covering in place with the string.
4. If samples are to be taken from dug wells and similar sources:
 - a) With a piece of string, attach a stone of suitable size of the sampling bottle.
 - b) Take a 20 cm length of clean string rolled around the stick and tie on bottle to string. Open the bottle as describe in 2d, e and f.
 - 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 the string around the stick to bring up the bottle.
 - e) Stopper immediately and fix the paper in place with string.
5. Fill up completely the request forms and submit it with the sample.
6. Bottles shall be identified properly. Attach a label to the body of the sample bottle(s) indicating the name of collector and requesting person, source of sampling, date and time of collection.
7. Water sample(s) shall be sent at once so as to reach the laboratory preferably within 6 hours from the time of collection. If samples cannot reach the laboratory within the period, the use of ice cooler during the transport to the laboratory is recommended. The time lapsing between the collections and processing should not exceed 24 hours.
8. Submission of samples for Microbiological Examination:

Monday to Wednesday	8:00 am to 2:00 pm
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9. Results are ready for release after five (5) working days.



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REQUEST FOR ANALYSIS OF WATER

Sample Collected by: _____

Date and Time Collected	Source	Classification/ Purpose	Treatment	Address of Sampling Point

Analysis

- Bacteriological
 - Physical and Chemical
- Parameters to be examined:

Sender information:

Name: _____

Designation: _____

Address: _____

Tel No./ Fax: _____

Email add: _____

Send report thru:

- Fax
- Pick-up
- E-mail

Signature of person or representative
Requesting examination

For the Laboratory Only

Lab. Accession No.: _____

Received by : _____

Date and Time : _____

Laboratory No. : _____

Amount Paid & O.R # _____