

Bottled Water or Ice Microbiology

Sample Type: **BOTTLED WATER** Source Water Product Water (1 subset per form) **ICE** Ice (two sample bottles) Monitoring Sample? Yes No

Name of Company: _____ Permit Number: _____

Sampling Location: _____ Sample Container Size: _____

Collected by: _____ Source Water: Date Collected __/__/__ Time Collected __:__:__AM__:__PM

Product Water: Date Bottled __/__/__ Product Water Only: Product Name and Lot #/Production# _____

Analysis Requested:

- Presence/Absence (SM9223) (Bottled Water Source Water or Ice)
- MPN (SM9223) (Bottled Water Product Water) * Product water sample requires 10 subsets, one subset per form 411

Comments: _____

FOR LAB USE ONLY

Laboratory Results: _____

Analyst Initial ____ Verification Initial ____

Comments _____

Place Barcode Label
Here.

Bottled Water or Ice Microbiology, Requisition 411 Instructions**Purpose**

To document information concerning collection, testing, and reporting of results for Bottled Water Source and Product Samples and Ice Samples which are submitted to the MS Public Health Laboratory for analysis. Bottled Water Microbiology samples are submitted by trained Environmentalists or Bottled Water/Ice Company designees. Form # 411 is available only by direct request to the Environmental Microbiology Laboratory.

Instructions

1. Mark the box corresponding to the sample type being submitted:
BOTTLED WATER Source Water,
BOTTLED WATER Product Water, or ICE.
2. Mark if Monitoring Sample: Yes or No
Monitoring samples are collected by MSDH Environmentalists.
Submissions by private companies are **not** monitoring samples.
3. Fill each blank completely:
 - 3.1 Name of Company
 - 3.2 Permit Number: assigned by MSDH Bottled Water Division
 - 3.3 Sampling Location: Location where sample is collected
 - 3.4 Sample Container Size: oz, 100 ml, etc. as needed
 - 3.5 Collected by: Name of sample collector
 - 3.6 Source Water: Date Collected - record sample collection date for source only
 - 3.7 Time Collected: enter time of collection **am/pm required**
 - 3.8 Product Water: Date Bottled: record date **bottled** for product only
 - 3.9 Product Water ONLY: Product Name and Lot #/Production #:
The product name and a unique identifier Lot number or Production number for the day's production. For example, enter the mo, day, year, 111510 Do not use the container lot number which identifies the container.
4. Mark box for appropriate analysis requested:
 - 4.1 Presence/Absence (SM9223) Bottled Water Source Water or Ice
 - 4.2 MPN (SM 9223) Bottled Water Product Water
5. Comments: Comments may be added by the submitter as necessary

6. Affix matching barcode labels provided by the laboratory to each sample container and corresponding submission form according to BARCODE LABEL INSRUCTIONS on page 4.

FOR LAB USE ONLY:

7. The laboratory analyst will record in the following fields:
 - 7.1 Laboratory Results: Results will be entered directly on the form in the event the LIMS is not available.
 - 7.2 Analyst Initial: Initial of the approved analyst providing analysis results
 - 7.3 Verification Initial: Initial of the peer reviewer/supervisor confirming analysis results
 - 7.4 Comments: may be added as applicable

Samples will be rejected if Form 411 is incomplete or if sample does not meet laboratory acceptance criteria.

Sample Types

1. Bottled Water samples will be received in the Laboratory for testing during regular business hours

1.1 Source water testing: Presence/Absence analysis (for total coliform/E.coli) Samples must be received within 30 hrs of collection. Transport unrefrigerated.

1.2 Product water testing: MPN analysis by Quantitray for total coliform Transport unrefrigerated

1.2.1 Submit sample in retail container (unit package.) Hold or transport under the same ambient conditions as those found in the plant /retail operation.

Ten product containers (subsets/analytical units) comprise one sample for regulatory purposes. A form 411 must be completed for each subset. A fee is charged per container (subset/analytical unit.)

1.2.2 When retail container is 1 gallon or larger, submit sample in laboratory supplied 100 ml water sample collection vessels (as primary container of product) collected as a representative sample from a batch or continuous production run. Fill to slightly above the

100 ml line. Samples which are overfilled, above the curve in the neck of the bottle, or under-filled, below the 100 ml line will be rejected. **Ten vessels (subsets) comprise one sample for regulatory purposes. A form 411 must be completed for each subset.** A fee is charged per container (subset/analytical unit.)

- 2. Ice** samples must be received in a laboratory provided 100 ml water sample collection vessel for Presence/Absence analysis. At least **two bottles are required** for Ice samples to allow for melting of ice. Please place the “X” barcode label on the second sample container. Samples must be received within 30 hrs of collection. Transport unrefrigerated.

Office Mechanics and Filing

Laboratory Information Management System (LIMS) generated reports will be mailed to the submitter. When a LIMS generated report is not available the original lab slip with test results will be mailed to the submitter and a copy will be made for the lab record.

After data entry, the completed submission form will be filed in the following manner:

- White copy: PHL Records and Data Entry will file by date collected and store for 1 year. Forms are then signed over to the Environmental Microbiology laboratory for storage.
- Yellow copy - Environmental Microbiology Lab file according to submitter.

Retention Period

All forms are maintained according to EQ4-14, Environmental Document Storage. Submitters are notified before records are destroyed.

BARCODE LABEL INSTRUCTIONS

1. Collect sample and fill out Form 411 for each sample, or subsample for bottled water product container, in accordance with the instructions.
2. Barcode labels which specify the company name and permit number are provided by the laboratory.
3. The label marked “**B**” should be placed on the sample **bottle**.
4. The label marked “**F**” should be placed on the **form** 411 in the box in the lower right hand corner.
5. The label marked “**X**” may be kept for your records. This will allow us to look up the sample in case you have questions or there is a problem. Ice submitters should apply the “X” to the required second sample bottle.
6. Remove the labels from left to right across the page. You will notice the bottom barcode number should be the same for the B, F and X label associated with one sample.
7. Make sure the number below the barcode on the bottle matches the number below the barcode on Form 411. If they do not match the lab will reject the sample.
8. Place labeled samples in shipping box.
9. Repeat this process for each sample you have collected.
10. Place submission form(s) on top of samples in the box.
11. Seal the box and apply MS Public Health Laboratory mailing label, Form 477 to the box.
12. Apply a custody seal across the top seam of the box and apply a second custody seal across the bottom seam of the box. Tape over the custody seals with clear tape.
13. Ship as required. The US Postal Service cannot deliver overnight to the laboratory. Samples may be submitted through the local county health department for no additional charge. You may log samples in the county log books to verify that you have submitted samples to the health department.
14. **DO NOT leave samples to be boxed by county personnel.** You are responsible for packaging all your samples.
15. **Form 411 and barcode labels are available only directly from the laboratory. Please call to order more barcode labels before you have exhausted your supply.** If the county health department is lacking any supplies (boxes, bottles, mailing labels and custody seals), notify the MS Public Health Laboratory at 601-576-7582 to order them.
16. Results will be mailed to the company address associated with the barcode label.