

DAIRY WATER MICROBIOLOGY

☐ Well (SM9223)

☐ Sweet Water (SM9221B)

☐ Glycol (SM9221B)

Name or Permit Number of Farm/Dairy: _____

Collecting Environmentalist: _____

Collection Date: _____ Collection Time: _____ ☐ AM or ☐ PM

Comments: _____

FOR LAB USE ONLY

Temperature Received: _____ ° C

Date/Time Tested: _____

Lab Test Results: _____

Analyst Initial _____ Verification Initial _____

Lab Sample ID _____

Place Barcode Label
Here.

Dairy Water Microbiology, Requisition 146 Instructions**Purpose**

To document information concerning collection, testing, and reporting of results for Dairy Water Samples submitted for analysis. Dairy Water Microbiology samples are submitted by trained Milk Environmentalists. Dairy Water includes sweetwater samples, glycol samples and well samples from farms as well as plants. Form 146 is available only by direct request to the Environment Microbiology Laboratory.

Instructions

1. Mark the box corresponding to the test being requested:
Well (SM9223), Sweetwater (SM 9221B) or Glycol (SM 9221B)
Well sample may be farm or plant well water
2. Fill each blank completely, please PRINT:
 - Name or Permit Number of Farm/Dairy: Please use name as listed on permit
 - Collecting Environmentalist
 - Collection Date
 - Collection time (**am/pm required**)
3. Comments: may be added as applicable.
If from a barn, write 'barn' on comment line.
PLEASE NOTE: If you are collecting the sample for another environmentalist, write “Report to _____” (enter the environmentalist name), on the comment line.
4. Farm samples currently-do not have a barcode label. Barcode labels are provided by the laboratory for Plant wells, Sweetwater and Glycol samples. Affix barcode labels provided by the laboratory according to barcode directions. See below.
5. For Lab Use Only: A trained laboratory analyst will record in the following fields in the event the Laboratory Information Management System (LIMS) is not available:
 - Temperature Received: temp. sample received in lab.
 - Date/Time Tested: record date and time test initiated in lab
 - Lab Test Results: Results will be entered directly on the form.
 - Analyst Initial: Certified analyst who performed and resulted the test

- Verification Initial: Certified peer reviewer who reviewed results and quality control.

6. Lab Sample ID: identification tracking number assigned by lab

Samples will be rejected if Form 146 is incomplete or barcode labels do not match.

Sample Types

Wells: SM 9223 Presence/Absence test

Sweetwater and Glycol: SM 9221B MPN

Please contact the Laboratory before shipping Sweetwater and/or Glycol samples so the lab can prepare materials for testing.

- Samples will be received by the laboratory on Monday thru Thursday.
- Collect sample in laboratory supplied water sample collection vessel
Sample volume 105 ± 2.5 mls (100 ml fill line)
- Samples must be received in the lab within 30 hours of collection on Monday thru Thursday.
- Samples require refrigeration and a temperature control of the same size vessel. Temperature required is 0-4.4°C. Ship in protective plastic bag on ice in blue milk boxes by MSDH contracted courier. Samples may also be delivered by Milk Environmentalist.

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 a copy of the original lab slip with results will be mailed to the submitter. A copy will be made for the lab record.

Following data entry, Form 146 will be filed in the following manner:

- White copy: PHL Records and Data 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 Laboratory file according to submitter.

Retention Period

Laboratory records are maintained according to EQ4-14, Environmental Document Storage.

**BARCODE LABEL INSTRUCTIONS FOR PLANT
SAMPLES Barcode labels are not available for farm samples.**

1. Collect sample and fill out 146 card for each sample 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 146 **form** in the box in the lower right hand corner.
5. You may keep the label marked "**X**" for your records or the label may be destroyed. This will allow us to look up the sample in case you have questions or there is a problem. **DO NOT USE THE LABEL MARKED X ON ANY SAMPLE.**
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(s) matches the number below the barcode on the 146 form. If they do not match the lab will reject the sample.
8. Repeat this process for each sample you have collected.
9. Ship samples as required.
10. **Form 146 and Plant barcode labels are available only directly from the laboratory. Please call to order more Plant barcode labels before you have exhausted your supply.**
11. Results will be mailed to the "Collecting Environmentalist" indicated on the form or if applicable to the "Report to" environmentalist indicated on the comment line.

If you have questions or problems, please contact Environmental QA Officer at 601-576-7582.