

**Drinking Water Microbiology (Method SM9223 20th Ed.)
Monitoring Sample - County Use Only**

Owner _____ Owner Phone _____

Address _____ Address Line 2/Sampling Location _____

Collected by (Environmental Code) _____ County _____

Date Collected ___/___/___ Time Collected ___:___AM ___:___PM

Chlorine Free _____ Total _____

Type of System: Private Public

System: Residential Commercial Industrial

FOR LAB USE ONLY

_____ Total Coliform and E. Coli Absent

_____ Total Coliform Present

_____ Total Coliform and E. Coli Present

Analyst Initial _____ Verification Initial _____

Lab Sample ID _____

Comments: _____

**Place Barcode Label
Here.**

**Drinking Water Microbiology (Method SM9223 20th Ed.) For County
Environmental Staff Monitoring Sample, REQ 427 Instructions**

Purpose

To document information concerning collection, testing, and reporting of results for Drinking Water Microbiology - Monitoring Samples. Samples are to be collected and submitted by trained environmentalist.

Instructions

1. Fill in each blank completely with Owner Name, Owner Phone, Address (including street, city, and zip)
2. Address line 2/ Sampling Location (i.e., “faucet at well” or “outside faucet on north side of home”)
3. Collected by (Environmental name or environmentalist code which is your unique alpha numeric code.)
4. County of sampling location
5. Fill in the date and time the sample was collected.
6. Record the chlorine residual if chlorinated system.
7. Specify the type of system you are sampling.

If you are sampling for a well certification or a private well check:

TYPE OF SYSTEM: **PRIVATE** PUBLIC

SYSTEM SERVES: **RESIDENTIAL** COMMERCIAL INDUSTRIAL

If you are sampling a customer of a public water supply check: ***

TYPE OF SYSTEM: PRIVATE **PUBLIC**

SYSTEM SERVES: **RESIDENTIAL** COMMERCIAL INDUSTRIAL

8. You may use 427cards revised May 2006 or later.
9. Submitters do not write below the FOR LAB USE ONLY line. This space is for laboratory reporting of results in the event electronic/printed reports are not available. An approved analyst and verification (peer reviewer) initial are required for result reports using this form.

***If you receive a complaint from a customer of a public water supply, please refer them to the Bureau of Public Water Supply at 601-576-7518. Those complaints will be handled by regional engineering staff assigned to the county in question. County environmental staff may be contacted to assist if a water supply engineer is unavailable.

BARCODE LABEL AND SAMPLE SUBMISSION INSTRUCTIONS

1. Collect sample and fill out 427 card in accordance with the instructions.
2. Counties are provided with barcode labels that specify the county clinic or environmental office. **Please call the Bureau of Public Water Supply to order more barcode labels before the supply is exhausted.**
3. The label marked “B” should be placed on the sample **bottle**.
4. The label marked “F” should be placed on the 427 **form** in the box in the lower right hand corner.
5. Remove the labels from left to right across the page. The barcode number will be the same for the B and F label associated with one sample.
6. Retain the yellow copy for your records.
7. **Make sure the number below the barcode on the bottle matches the number below the barcode on the 427 form. If they do not match the lab will reject the sample.**
8. Repeat this process for each sample collected.
9. Place sample(s) in the 2, 6 or 12 pack boxes that are provided to the county office by the MSDH Public Health Lab.
10. Sample slips may be placed in the top of the box. You are not required to wrap your slip around the bottle and secure with a rubber band.
11. Seal box and affix custody seals if available at the county health department.
12. Apply MS Public Health Laboratory mailing label, Form 477 to the box
13. Submit samples through the county health department for pick up by courier.
14. **If the county is lacking any supplies (cards, boxes, bottles, custody seals), notify the Public Health Laboratory at 601-576-7582 to order them.**
15. Results will be mailed to the address associated with the clinic or office specified on the barcode label.
16. **DO NOT USE THE 425 CARDS FOR PRIVATE WATER SAMPLES OR WELL CERTIFICATIONS.** These cards should only be used by public water supplies.

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 test results will be mailed to the submitter and a copy made for lab records.

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

- White copy –Records and Data Entry office will file by lab sample identification number and store for 1 year. Forms are then signed over to the Environmental Microbiology laboratory for storage for 4 years. Storage total of 5 years or until the EPA on site survey report response is submitted and certification is extended, whichever is longer.
- Yellow copy – Retained by submitter

Retention Period

The laboratory retains forms in accordance with laboratory policy EQ4-14 Environmental Document Storage. Systems are notified prior to record disposal.