 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION</p> <p>SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</p>	<p>Document No: HUB.PRE.SOP.2 Effective Date: 01-August 2022 Revision Date: New</p>
<p>Water Testing SOP</p>	<p>Revised By: MDaskis Approved By: NRoss Reason for Revision: New</p>

OBJECTIVE:

To ensure clarity and reproducibility of sampling for water testing quality.

SCOPE:

This SOP is used by the HUB Quality Assurance or designate.

DEFINITIONS:


Chain of Custody Form: The form that a third-party laboratory will provide (often online at company website) to request the identity of the sample, location sample taken (Source of sample), date and time of sampling. The other information required will be the tests that are requested. Typically for water sampling, the regional district, city, or the B.C. government will have the required testing to show safety of the drinking water or potable water source.

PROCEDURE:

1. The Chain of Custody Form and Lab Results are kept and maintained in the Microbiology Lab Result Binder
2. It is advisable to complete the chain of custody (COC) form, enclose the original COC in an envelope and tuck into the insulated box with the water sample. Retain a copy for the files as well as indicate on the copy, the name of the person or courier company taking the sample, the date and time picked up or shipped.

Sampling Protocol:

3. Obtain a closed sterile sample bag from the QA office.
4. Run water from tap for two minutes before sampling. Ensure to wear gloves to prevent potential contamination from hands or fingers when retrieving the sample.
5. Tear off the bag seal, open the bag without touching the inside, and hold the bag under the tap.
6. Sample from the cold water. Fill to 2/3rds full (about 200 mLs) and close bag using the wire tabs, then turn off tap.
7. **Label the bag with sample location and date.** Complete third-party Microbiological Testing Company chain of custody form with sampling date, location, and desired tests (Water Quality Package).
8. The Laboratory may have provided a sampling protocol in their resources page on the website. If not the Laboratory, the local health department or regional district may provide their preferred methodology for sampling.
9. If not sending the sample directly to the Laboratory, place the sample in the Lab refrigerator until just prior to the courier pickup or when the sample is sent or taken to the third-party Microbiological Testing Company.
10. Put the sample, ice pack and completed COC Form in a Styrofoam cooler box for transport and send to third-party Microbiological Testing Company for testing. Place a couple of pieces of brown paper or bubble wrap around the sample pouch to prevent freezing from the ice pack and to protect from rupture. Tape the paper or bubble wrap edges to each other. Do not tape the wrap to the sample.

 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION</p> <p>SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</p>	<p>Document No: HUB.PRE.SOP.2 Effective Date: 01-August 2022 Revision Date: New</p>
<p>Water Testing SOP</p>	<p>Revised By: MDaskis Approved By: NRoss Reason for Revision: New</p>

Evaluating the results:

11. When the results are received, compare the individual tests with the requirements of the Drinking water or Potable water standards.
12. The Laboratory may also provide the requirements and reference the source of the requirements, such as the Local District or BC Water Quality Regulations.
13. If a result indicates a positive water testing result, it is critical that the reason for the positive test become confirmed.
14. Some possible reasons can include sampling error, testing error, 3-compartment sink water tap, piping system, thus check the source, particularly if a rural ground source. Contacting the Laboratory or the local Health Authority can also provide reasons for the test results.

DEVIATION PROCEDURES:

Conduct a second water sampling and testing if positive result is received.

1. Discard the bag or sample if the bag inside or the water is contaminated by hand, chemical or other materials during the sampling procedure.
2. Conduct a third (3) water sampling test to ensure error has been corrected.

RELATED DOCUMENTS:

HUB.PRE.REC.136 Chain of Custody Form (Laboratory Specific)
HUB PRE.REC.152 Sampling Map of Testing (Identifying locations and what tests conducted)
HUB.PRE.REF.11 Water Sampling Method

REVIEW:

This procedure should be reviewed annually or as regulations change.