

Drinking Water Fluoride

NAME OF WATER SYSTEM _____

PWS ID # _____ TYPE OF SAMPLE SPLIT OTHER

ENTRY POINT/WELL _____

COUNTY _____

COLLECTED BY _____

DATE COLLECTED ____/____/____

FIELD RESULTS _____ MG/L

[Optimal Range 0.7-1.3 Optimal Level 0.8]

COMMENTS _____

MSDH RESULTS _____ MG/L
(LAB USE ONLY)

Mississippi State Department of Health FORM 428, revised April, 2008

Place Barcode Label
Here.

Drinking Water Fluoride, REQ428 Instructions

To document information concerning collection, testing, and reporting of results for Drinking Water Fluoride Samples. Samples are to be collected and submitted by sample collectors trained by the Bureau of Public Water Supply.

Instructions

When Barcode labels are not provided:

When a barcode label is not provided the submitter must affix identification to the sample bottle that matches information on the sample request form.

The date and sampling location are sufficient identification.

Barcode labels are not available for private sample submissions. Do not use a drinking water microbiology barcode on fluoride samples.

In the event of special sampling due to a complaint or problem when the sample is taken from a "special" location, do not use a barcode label. Affix matching identification to the sample bottle and request form.

Reports will be sent to the County Health Department/Clinic location entered on the form at County_____

Barcode labels are provided to systems with entry points designated by the Bureau of Water Supply. Please do not use barcode labels for a designated entry point for a sample from a different sampling location.

1. Collect your sample and fill out the blue 428 card COMPLETELY. **The Entry Point/Well: should match the entry point description on the barcode label.** See number 4.
2. Record your field results in the Field Results box on the card.
3. The sample should be marked split unless you are instructed to do otherwise.
4. Each sheet of barcode labels corresponds to an entry point (well/treatment plant) on your system. The label contains the PWS ID and name of the system. Below the PWS ID you will find the code for the entry point and the description or location of that entry point (i.e., **TF105- ON HWY 3**). This entry point description is also found in the black box in the upper right hand corner of the sheet of labels. For example:

**0820014- CITY OF YAZOO CITY
TF 105-0NHWY3**

5. The label marked "B" should be placed on your sample **bottle**.
6. The label marked "F" should be placed on your 428 **form** in the box in the

- lower right hand comer.
7. Remove the labels from left to right across the page. You will notice the barcode number should be the same for the B and F label.
 8. It is a good idea to write this barcode number on the yellow copy of your 428 card and retain this card for your records. This will allow us to look up the sample in case you have made errors in recording information on the card.
 9. **Make sure the number below the barcode on the form matches the number below the barcode on the bottle. Samples will be rejected if barcodes do not match. Please call the Bureau of Public Water Supply to order more barcode labels before you have exhausted your supply.**
 10. Repeat this process for each sample you have collected.
 11. Place your sample(s) in the 2, 6 or 12 pack boxes that are provided by MSDH through your county health department.
 12. 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.
 13. Seal box and affix custody seals available at the county health department.
 14. Apply MS Public Health Laboratory mailing label, Form 477 to the box.
 15. Submit your samples to your county health department. Do not forget to log them in the county log books.
 16. **DO NOT leave samples to be boxed by county personnel.** You are responsible for packaging all your samples. If the county is lacking any supplies, notify the Bureau of Public Water Supply (BPWS) at 601-576-7518 and we will get them ordered.

**IF YOU HAVE ANY QUESTIONS OR RUN INTO ANY PROBLEMS,
NOTIFY THE BPWS IMMEDIATELY AT 601-576-7518.**

Office Mechanics and Filing

Lab 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: PHL Records and Data Entry will file forms by county and store for 1 year.
Forms are then signed over to the Environmental Inorganic Chemistry laboratory.
Yellow copy: Retained by submitter

Retention Period

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