

Marlow Fen Waterworks - Sampling Manual

Revision C | Effective 6 May 2027

1. Sites and sample containers

Marlow Fen Waterworks is a fictional utility serving a small basin settlement. This manual covers routine monitoring at its treatment outlet and distribution taps. It does not set clinical or household advice.

Routine outlet samples are taken at tap MF-02. The old yard tap MF-01 is used for equipment rinsing only. The sampler checks the engraved tap identifier before opening a sterile bottle.

The standard bacteriology bottle has a capacity of 250 millilitres. Samplers use a sealed sterile bottle for each routine sample. A reused bottle is not acceptable even when it has been rinsed.

The sampling round begins each Monday at 07:40. A substitute sampler signs the same route sheet as the usual sampler. The route sheet records the actual collection time of every bottle.

The sampling manual's control code is MFW-SAMP-C. Copies with a different final letter must be checked with the waterworks supervisor before use. A superseded copy is marked archived on its front page.

This manual does not list a target lead concentration for the outlet. It gives the collection and transport method. Analytical limits appear in a separate laboratory specification.

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2. Transport, temperature and rejected bottles

Routine bacteriology bottles must reach the receiving laboratory within six hours after collection. The collection timestamp starts the six-hour period. Arrival at the courier depot is not arrival at the receiving laboratory.

Transport boxes are maintained between 2 and 8 degrees Celsius. The sampler records the box temperature when the first bottle is packed and when the last bottle is removed. The temperature record accompanies the route sheet.

If a bottle's seal is broken before collection, the sampler discards that bottle and takes a fresh sterile bottle. If the seal remains intact until collection, the sampler may use it after checking its expiry label.

The receiving laboratory rejects a bottle with an unreadable collection timestamp. The courier cannot reconstruct the time from a departure manifest. The waterworks supervisor arranges a new sample when a bottle is rejected.

The routine courier collects from the dispatch desk at 10:20. This timetable does not extend the six-hour laboratory-arrival limit. A late round uses the supervisor's documented alternative transport arrangement.

Coolant packs stay outside the inner sample tray. The sampler prevents loose ice from contacting bottle labels. A wet label is replaced only before collection, while the bottle remains unopened.

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3. Records and exceptional visits

Completed sampling route sheets are retained for 18 months after the final sample listed on the sheet was collected. This retention period is measured from that collection event. Laboratory result reports follow their own retention schedule.

A routine sample cannot be taken from a household kitchen tap under this manual. Exceptional household visits require a separately authorised visit sheet. They do not replace the routine outlet sample at MF-02.

A spill inside a transport box is recorded with incident prefix MFW-SP. The supervisor signs the cleanup record before the box returns to service. Empty dispatch trays do not need a spill record.

The sampler uses a black waterproof pen on bottle labels. Pencil marks are not accepted. On the route sheet, a correction is initialled so the original entry remains legible.

The supervisor checks equipment expiry labels on the first working day of each month. Replacement supplies are ordered through the stores desk. The stores catalogue includes gloves and bottles, but its unit prices are not given here.

The public noticeboard displays the date of the latest routine round. It does not display residents' addresses or substitute samplers' personal telephone numbers. Queries about sample handling go to the waterworks office.