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|  <p>LABORATOIRE MÉDICAL GUINÉO-ALLEMAND</p> | <p>SOP Water collection for analysis (potable) by client</p> | <p>LGA-2.1.1.20^{en}-POS</p> |
| <p>Version III 21.9.2017</p> | <p>Approuvé par Dr. Bah</p> | |
| <p>Emetteur LGA</p> | <p>Auteur/s SR</p> | <p>Révision</p> |
| | <p>Persons concerned : collectors, client, technician LGA</p> | <p>Pap/Num</p> |

Objectiv

This SOP is to provide best practice in water sampling for the client performing sampling him-self and for the lab LGA performing analysis to provide reliable results.

Procedures

1. Sample/s has to come along with the form « Chain of Custody »; this form is provided by LGA*. This form should be filled in from the sample collector, carrier and receptor, assuring right identification of sampling point and conformity of the sample.
2. Samples have to be collected into clean (primary) containers which are
 - sterile if microbiological testing is to perform (can be furnished by LGA)
 - made on polypropylene for chemical and physical analysis
 - labeled corresponding to the form “Chain of Custody” to assure identification of different samples.
3. Samples have to be sent in the primary containers : do not decant in other containers.
4. Sampling on taps :
5. the tap has to be disinfected:
 - if on metallic taps :sterilize with a lighter ;
 - if it's a plastic tap disinfect well with a clean tissue moistened with alcohol of about 70% (if not available even a high degree Whisky/Gin will do ☺),
 - after disinfection open wide the tap to make water running for about half to one minute,
 - open the flask and fill in the water and close immediately at the time the container is filled up – this is to prevent contamination of environment.
6. After measuring T° at the moment of collection keep the sample in cold chain condition (2° - 8° but do not freeze)
If there is no thermometer at hand estimation of T° will do: note e.g. “fresh”, “lukewarm”, “warm”
7. Transportation to the Lab should be done within 1 – 2 days with the samples always under cooled condition (5 – 8 C°) never **freeze** the samples.

Note : The maintain of samples under cooled conditions is important to allow good and reliable results in **microbiology**.

Documentation

1. Form « Chain of Custody » for identification/demand of sample analysis.
A sample without its form can't be correctly analysed

Quality Control

1. All analysis go along with internal Quality Control measures.
2. The client/collector and LGA accordingly operate to this SOP.
3. If other labs intervene in analysis, these Labs are all certified by ISO

* This form may be downloaded at LGA web.site (www.LGA-guinee.com), furnished by mail and the client prints out or LGA provides the form in hardware on demand.