

Layman's Guide
to
Food and Water-Borne
Disease
Outbreak Response



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Reference Laboratory Staff

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INTRODUCTION

This guide is a simplified version of the "Manual of Procedures for the Surveillance and Outbreak Investigation of Food and Water-borne Disease" which focuses on outbreak response and is intended for use by lay persons. It describes the roles that lay persons may take in an outbreak investigation recognizing the fact that lay persons generally represent consumers who are usually the first to suspect the occurrence of a foodborne disease outbreak. Consumers are also one of the major stakeholders in food safety. In order to assist consumers, this guide listed the contact details of pertinent government agencies from which consumers can request assistance in cases of suspected outbreaks. It also provide guidelines on how to properly collect specimens from patients and suspected food or water vehicles to allow identification of microbial agents causing the outbreak. Identification and subtyping of microbial causes of food-borne disease outbreaks is very important because while epidemiology can implicate vehicles and guide appropriate public health action, laboratory evidence can clinch the findings. Identification of the same microorganism subtype from a suspected food or water source with the human specimen may incriminate the food as the responsible vehicle for the outbreak. For in-depth information on outbreak investigation, one may get in touch with the agencies referred to in the Manual.

This lay guide focuses on the microbial agents of food and water-borne diseases and does not cover other causes of food contamination such as chemicals and toxins.

Why is it important for lay persons to understand food and water-borne disease outbreaks?



It is important that lay persons understand food and water-borne disease outbreaks because they are an important cause of morbidity and mortality in humans. Likewise, lay persons should also understand the role they may play in response to a food and water-borne disease outbreak because they can significantly contribute to a better investigation of such an occurrence.

Why is it important for lay persons to recognize their role in food and water-borne disease outbreak response?

When a health authority in an area (usually the municipal health officer) is able to identify an outbreak, he initiates proceedings to set up an outbreak response group known as Epidemic Investigation and Control Team (EICT). The EICT then coordinates all activities that are conducted during the outbreak investigation.



However, it is often the case that an increase in the occurrence of a disease (suspected outbreak) above the expected or baseline level comes to the attention of lay persons before it reaches the health authorities. It is likewise acknowledged that in the Philippines, it is a reality that quite a significant number of localities are not within immediate reach of health authorities. Thus, lay persons can significantly contribute in the recognition and reporting of a possible outbreak when properly educated about it. Further, their assistance may prove to be invaluable in the collection of appropriate specimens from patients and the suspected food or water source.



What is an Outbreak?

An outbreak is defined as "the occurrence of cases of a disease (illness) above the expected or baseline level, usually over a given period of time, in a geographic area or facility, or in a specific population group."

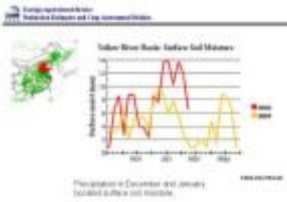


What is a food-borne or water-borne disease outbreak?

A food-borne disease outbreak is defined as an incident in which two or more persons experience a similar illness after ingestion of a common food or water in the past 4 weeks.



How do you determine if an outbreak could be in progress?



You should verify that a suspected outbreak is indeed a real outbreak. Before you can decide whether an outbreak exists (i.e., whether the observed number of cases exceeds the expected number), you must first

determine the expected number of cases for the area in the given time frame. You can compare the current number of cases with the number from the previous few weeks or months, or from a comparable period during the previous few years. The sources of these data vary:

- For a notifiable disease (one that, by law, must be reported), you can use health department surveillance records
- Local sources such as hospital discharge records, death (mortality) records, and cancer or birth defect registries
- If local data are not available, you can make estimates using data from neighboring localities or national data, or you might consider conducting a telephone survey of physicians to determine whether they have seen more cases of the disease than usual. You could even conduct a survey of people in the community to establish the background level of disease.

An increase in the current number of reported cases may not necessarily indicate an outbreak. In areas with sudden changes in population size, such as resort areas, college towns, and migrant farming areas, changes in the number of reported cases may simply reflect changes in the size of the population.

Where do you report cases of possible
food- and water-borne disease
outbreak?



You can report cases of a possible food- and water-borne disease outbreak to the following authorities:

1. Municipal Health Officer (MHO) who can activate an investigating team referred to as Epidemic Investigation and Control Team (EICT)
2. City Epidemiology Surveillance Units (CESU)
3. Provincial Epidemiology Surveillance Units (PESU)
4. Regional Epidemiology Surveillance Units (RESU)



The following are the contact details of the Centers for Health Development (CHD), where one can get information from RESUs, PESUs, and CESUs in the country:



Region	CHD Office Address	Contact Number/e-Mail
I	CHD- Ilocos, Parian, San Fernando, La Union	072-242-4592 chd_ilocos@yahoo.com
II	CHD-Cagayan Valley, Carig, Tuguegarao City	078-844-6523 dohreg@yahoo.com
	PHO-Isabela	078-622-2395 c_aumentado@yahoo.com
	PHO-Nueva Vizcaya	078-805-7955 jan_tugadi20042yahoo.com
CAR	CHD-CAR, GH Cmpd., Baguio City	074-444-5255 jalcalamd@yahoo.com
III	CHD-Central Luzon, Maimpis, San Fernando, Pampanga	045-861-3427 mo1kata@yahoo.com
	PHO-Tarlac	045-982-1872 cecille_0930@yahoo.com
	PHO-Nueva Ecija	044-463-8289
NCR	CHD-NCR, Welfareville Cmpd., Addition Hills, Mandaluyong City	02-535-4529 anthonysan-juan@yahoo.com
	MHO-Malabon	02-281-3429 drbillyg@isp.com
	CHO-Quezon City	02-926-4237 irenegrafil@yahoo.com
	CHO-Valenzuela City	02-445-2759 drmapue@yahoo.co.uk
	CHO-Makati City	02-899-8916
IV-A	CHD-CALABARZON, QMMC Cmpd., Project 4, Quezon City	02-912-9985 her-minia_leyva@yahoo.com
	PHO-Cavite	046-419-0123 dugong_kabite@yahoo.com
	PHO-Quezon City	0917-850-5038 nimrodv_ph@yahoo.com
IV-B	CHD-MIMAROPA, QMMC Cmpd., Project 4, Quezon City	02-912-9951 drtetcastillo@yahoo.com
V	CHD-Bicol, Legazpi City, Albay	052-824-0371 audaluro@yahoo.com
	MHO-Buhi Camarines Sur	0918-559-7533 docbatoy@yahoo.com
VI	CHD-Western Visayas, Manduriao, Iloilo City	033-321-2158 resu6_doh@yahoo.com



Region	CHD Office Address	Contact Number/e-Mail
VII	CHD-Central Visayas, Osmeña Blvd., Cebu City	032-418-7629 rennancce@yahoo.com
	CHO-Cebu City	032-232-6848 ilya91663@yahoo.com
VIII	CHD-Estern Visayas, Government Center, Cadahug, Palo, Leyte	053-323-5515 nbbautistajr@yahoo.com
	CHO-Calbayog City	055-209-3460
	MHO-Motiong, West Samar	055-325-7684 epidoc_sheila@yahoo.com
IX	CHD-Western Mindanao, Upper Calarian, Zamboanga City	062-983-0933 resunueve@yahoo.com
X	CHD-Northern Mindanao, Carmen, Cagayan de Oro City	088-350-4322 dmmmd_459@yahoo.com
	CHO-Cagayan de Oro City	088-272-1189 ambuman_419@yahoo.com
XI	CHD-Southern Mindanao, J.P. Laurel Ave., Bajada, Davao City	082-305-1909 rpenera@yahoo.com
XII	CHD-Central Mindanao, Government Center, Cotabato City	064-421-4583 vingno_md@yahoo.com
	PHO-Sultan Kudarat	0927-352-5181 rantenor@itech.com
ARMM	CHD-ARMM, Government Center, Cotabato City	064-421-6842 resu_armm@yahoo.com
CARAGA	CHD-CARAGA, Pizarro St., cor. Narra Rd. Butuan City	085-342-5208 loc 102 gernamayay@yahoo.com
DOH Central	National Epidemiology Center, SLH Cmpd., Sta Cruz, Manila	743-8301, Local 1900-1907 nec_doh@yahoo.com

You can likewise report suspected outbreak to the DOH - Regional Field Offices. Their contact details are listed below:

DOH - Regional Field Offices Telephone And Fax Numbers



REGION		TEL. NO.	FAX NO.
Region 1	Center for Health	(072)242-47-78	(072)242-53-15
	Development for Ilocos	(072)242-47-78	(072)242-47-74
	San Fernando City 2500 La Union (Northern Luzon)	(072)242-47-73	
Region 2	Center for Health Dev't.	(078)844-17-48	(078)844-43-68
	for Cagayan Valley	(078)446-17-48	(078)846-72-40
	3500 Tuguegarao, Cagayan	(078)844-37-89	(078)846-72-30
		(078)844-70-97 (BFAD)	
Region 3	Center for Health Dev't.	(045)961-38-02	(045)961-38-60
	for Central Luzon, Maimpis		(045)961-35-808*
	2000 San Fernando Pampanga	(045)961-38-44 (045)961-20-99 BFAD	



REGION		TEL. NO.	FAX NO.
Region 4	Center for Health Dev't.	912-99-85	913-08-64
A	for Southern Tagalog	913-45-27	913-46-54
	Quirino Mem'l. Med'l. Center	913-46-54	913-08-57
	J.P Rizal St. cor. P. Tuazon	913-47-04	
	1109 Project 4, Quezon City	913-08-57	
		Licensing	
Region 4	Center for Health Dev't.	631-93-55	
B	MIMAROPA	631-17-15	
Region 5	Center for Health Dev't.	(052)824-09-98	(052)245-52-47
	for Bicol	(052)483-06-92	(052)483-03-72
	4500 Legaspi City	(052)483-06-91	(052)247-76-44
		(052)483-08-40 loc.521(BFAD)	
Region 6	Center for Health Dev't.	(033)321-21-58	(033)321-10-36
	for Western Visayas	(033)335-03-67	(033)321-02-04
	5000 Iloilo City		
Region 7	Center for Health Dev't.	(032)418-76-34	(032)254-10-80
	for Central Visayas	BFAD	(032)253-63-55
	6000 Cebu City	(032)253-45-80	
		(032)254-01-08	
		(032)564-25-65 satellite lab.	



REGION		TEL. NO.	FAX NO.
Region 8	Center for Health Dev't. for Eastern Visayas	(053)323-50-44 (053)323-50-69	(053)323-50-69
Region 9	6500 Tacloban City Center for Health Dev't. for Western Mindanao 7000 Zamboanga City	(053)323-30-56 (053)323-55-15 (062)991-19-95 (062)991-13-13	(053)323-61-96 BFAD (062)991-33-80
Region 10	Center for Health Dev't. for Northern Mindanao 9000 Carmen, Cagayan de Oro City P.o. Box 159	(088) or (08822) (+) Tel.No 858-40-01 727-400	(+) Tel.No 858-71-30 854-40-02
Region 11	Center for Health Dev't. for Southern Mindanao 8000 Davao City	(082)227-39-76 (082)227-59-03 (082)226-24-93 (082)305-19-02 telefax	(082)221-63-20 (082)224-30-11* (082)221-63-20 (082)227-44-22



REGION		TEL. NO.	FAX NO.
Region 12	Center for Health Dev't. for Central Min- danao 9600 Cotabato City	(062)421-45-83 (062)421-23-73 (062)421-74-36	(062)421-21-96 (062)421-45-83 (062)421-23-73
CAR	Center for Health Dev't. for Cordillera 2600 Baguio City	(074)442-80-96 (074)442-80-97 (074)442-75-91 (074)442-80-98	(074)442-75-91 (074)442-48- 58 telefax
ARMM	Center for Health Dev't. for ARMM 9600 Cotabato City	(064)421-68-42 (064)421-12-27	(064)421-39-88 (064)421-68-42
CARAGA	Center for Health Dev't. for CARAGA Pizarro St. cor. Narra Rd., 8600 Butuan City	(085)342-75-12	(085)342-76- 34 (085)342-75-12 (085)342-52- 08 trunk line BFAD#7 (085)225-29- 70
NCR	Center for Health Dev't. for Metro Manila Welfareville Com- pound Addition Hills, 1501 Mandaluyong City	718-30-98 535-46-95 535-46-04	

What can you do in case the MHO or CESU/ PESU/RESU can not immediately arrive at the place of a possible FWBD outbreak?



When the MHO or CESU/ PESU/RESU can not immediately arrive at the place of a possible FWBD outbreak, you can assist in the initial investigation of the possible FWBD outbreak by participating in its initial laboratory

investigation . You can do this by guiding and prompting persons who developed similar illness after ingestion of a common food or water to submit their stool specimen for microbial analysis.



While the study of the disease, its distribution and the factors affecting its distribution can help identify vehicles* of an outbreak and guide appropriate public health action, laboratory evidence can clinch the findings.

Environmental and laboratory studies often help explain why an outbreak occurred and may be very important in some settings. For example, in an investigation of an outbreak of shigellosis among swimmers in the Mississippi River, a local sewage plant was identified as the cause of the outbreak.

For patients with diarrhea, stool specimens can be collected. Described below are the general steps to be followed in the collection, storage, and transport of stool specimen for microbial analysis.

* inanimate intermediary (e.g. food) in the indirect transmission of an agent that carries the disease-causing agent from a reservoir to a susceptible host

The following are the Guidelines in Specimen Collection, Storage, and Transport of stool specimens.

Specimen Collection and storage:



1. Collect stool within 2 days from date of onset. Stool specimen volume should be as big as the size of an adult's thumb; if diarrheic/ watery stool, submit at least 5 ml or 1 teaspoon of stool.
2. Place specimen in a dry, clean, sealed and leak-proof container.
3. Label specimen properly with the *name of the patient and date of collection*. The information on the label must be legible and should match in the information written on the Request Form.
4. While awaiting transport, specimen may be stored in a refrigerator (4-8 °C).

Stool Specimen Transport



1. Wrap the container with the stool sample with cotton. Place in a zip-locked plastic bag.
2. Place the Request Form in a separate plastic bag to prevent it from being contaminated.
3. Transport specimen using an ice box ice packs inside to maintain cold temperature. Put laboratory request form and specimen in upright position in between the ice packs.

Clinical specimens from suspected foodborne outbreaks should be submitted to the nearest Municipal/District/Provincial/Regional laboratory:

Watery - 30 minutes from the time of passage
Formed - within the day

The specimen must be accompanied by the following information about the patient: name, age, sex, date collected, symptoms experienced and duration of symptoms.

Likewise, you can assist in collecting appropriate sample from the suspected food or water source of the outbreak and submitting them to appropriate institutions for testing. It must be recognized, however, that the available laboratory tests may not be able to identify the microbial cause of food and water-borne disease in some occasions due to limitations in existing technology.

Described below are the information about the proper collection methods, storage and transportation for possible sources of FWBD and the appropriate institutions where you can submit the different types of collected samples. Please refer to the Manual of Procedures for the Surveillance, Outbreak Investigation and Response to Microbial Agents of Food and Waterborne Disease for detailed and technical procedures of outbreak investigation. In case of uncertainty on the procedure of proper specimen collection, you may call up the pertinent government agency for additional information.



Food sampling

Food sampling for laboratory analysis is necessary to determine microbial or chemical contamination. Examples of food samples which may be appropriate for collection and testing include the following:

- ingredients used to prepare incriminated foods
- leftover foods from a suspect meal
- foods from a menu that has been incriminated epidemiologically
- foods known to be associated with the pathogen in question
- foods in an environment which may have permitted the survival or growth of micro-organisms



If a packaged food item is suspected of being involved in an outbreak, it is particularly important to collect unopened packages of that food from the same lot, if available. This can help determine whether the food was contaminated prior to receipt at the site of preparation. If there are no foods left from a suspect meal, samples of items that were prepared subsequently but in a similar manner may be collected instead, although findings from these tests must be interpreted carefully. If ingredients and raw items are still available they should also be sampled. Storage areas should be checked for items that may have been overlooked. Even food retrieved from garbage containers may provide information useful in an investigation.



The protocol for the collection of all samples for food testing is as follows:

- Use aseptic sampling techniques if collecting samples for microbiological analysis.



*Aseptic Technique:

- Wash hands before and after collecting samples
- Wear gloves during sample collection. Do not handle specimens with bare hands
- Use sterile containers. (Sterile sample containers includes: Plastic bags, Whirlpack or Zip-lock (500 mL container) and Plastic jars with screw caps (250 mL container)
- Use sterile utensils, tongs, spatula, spoons, etc.
- Do not handle or touch the inside of the container.



- Complete the Sample Collection Protocol Form (see Annex A)
- Follow the proper chain of custody procedures in order to maintain the integrity of the sample from collection to analysis. This requires sealing the sample at the time of collection, writing in the correct date, time and condition of sample and obtaining the appropriate signatures as indicated in the chain of custody section on the Sample Collection Form whenever the samples change hands.

The general methods for Collection of Food Samples (processed and unprocessed) are shown in Table 1.

Table 1. General Methods for Collection of Specimens and Samples

Specimen or Sample	Quantity	Method of Collection	Transport and Shipment
Animal carcass or raw meat, poultry	200 grams	Aseptically cut portions of meat from different parts of the carcass. Put in sterile plastic bag or jar.	Label. Pack refrigerant around container (do not freeze or use dry ice). Insulate chilled foods with absorbent materials, pack in double containers. Enclose identifying information.
Food, solid	200 grams	With sterile implement, cut or pick up food and aseptically transfer it into sterile plastic bags or wide-mouth jars. Take sample from several sites if food cannot be mixed.	As above
Food, liquid	200 ml	Mix or shake. With sterile implement, ladle or pipette, transfer food into container.	As above
Food, frozen	200 grams	Small volumes of frozen foods are sent intact. For large volumes of food, such as 5 gallons of frozen eggs, drill from the top at one side of a container diagonally through center to the bottom of container, at opposite side, repeat from one side of container until sufficient materials is obtained. Use a sterile, large diameter bit for this type of sample. If the tools mentioned above are not available, the whole container may be submitted as specimen.	Keep frozen, ship in insulated boxes.
Food, dry	200 grams	As above, but use sterile hollow tubes instead of drills.	Ship in protected containers. Enclose identifying information.

The various kinds of foods (processed and unprocessed) suspected to be vehicles of infection may be submitted to the agency that has jurisdiction on the food involved (see Table 2 below) accompanied by a filled-up Foodborne Outbreak Template (*Annex B*).



Table 2. Food Agencies and their Jurisdiction Over Commercial Food Products.



Category	Laboratory
<i>PROCESSED FOOD</i>	BFAD
<i>UNPROCESSED FOODS:</i>	
Unslaughtered livestock, , poultry, animal feeds and feed ingredients	Laboratory Services Division, Bureau of Animal Industry or its regional laboratories
Fresh, chilled, frozen, local and imported unprocessed meat and meat products	National Meat Inspection Service MIS central & satellites
Unprocessed Plants/ Vegetables	Bureau of Plant Industry
Unprocessed fish and other fish products	Bureau of Fish and Aquatic Resources
Raw milk, unprocessed dairy products	National Dairy Authority
Water	National Reference Laboratory for Water-East Avenue Medical Center and accredited water testing laboratories

A. PROCESSED FOODS



Processed foods suspected to be a source of a FWBD may be submitted to the Bureau of Food and Drugs (BFAD) laboratory and other DOH designated laboratories (please see list below) for testing. The person who submits the sample is requested to fill up the request for Microbiological Analysis (Collected & complaint sample forms)(Annex C & D) For Complaint samples, if person affected was examined by a physician, a Medical Certificate/Report is also required for submission to support/help the investigation. BFAD laboratory and other DOH designated laboratories shall perform microbiologic tests on the suspected sample submitted. Details of food sample collection for samples to be submitted to BFAD laboratories and DOH designated laboratories are likewise described below.

Bureau of Food and Drugs	Office	Telephone Number
FCC, Alabang, Muntinlupa City	Office of the Director	02-807-0721 ; Fax No. 02-807-0751
	Legal Information & Compliance Division	02-807-8386; 02-842-4592
	Laboratory Services Division	02-842-4625
	Policy Planning and Advocacy Division	02-8425606
	Product Services Division	02-807-0700; 02-842-4538
	Public Assistance Information and Compliance Section	02-8070700
	Regulation Division I	02-807-8275; 02-807-0725
	Regulation Division II	02-807-0701; 02-807-2843



List of laboratories recognized by BFAD as per [BC 06 s. 2005](#) amended by [BC 09 s. 2006](#)



NAME OF LABORATORY	ADDRESS/ CONTACT NO.	TYPE OF ANALYSIS
BIOTECH - Central Analytical Services Laboratories (CASL)	UPLB College Los Baños, Laguna Telefax: (049) 536-0587	FOOD <ul style="list-style-type: none"> o Proximate o Carbohydrates o Minerals o Water o Fats and Oils o Amino Acid <ul style="list-style-type: none"> o GC & HPLC Analices
BIOTECH - Philippine National Collection of Microorganisms (PNCM)	UPLB College Los Baños, Laguna Tel. No. (049) 536-2884 Fax No.: (049) 536-2721	MICROBIOLOGICAL <ul style="list-style-type: none"> o Food o Water o Wide range of analyses offered
First Analytical Services & Technical Cooperative (FAST)	62 20 th Avenue Cubao, Quezon City Tel. No. 913-0241 Fax No. 913-8848	FOOD <ul style="list-style-type: none"> o Proximate o Fats and Oils o GC Analyses MICROBIOLOGICAL <ul style="list-style-type: none"> o Food o Water o Wide range of analyses offered



NAME OF LABORATORY	ADDRESS/ CONTACT NO.	TYPE OF ANALYSIS
Intertek Testing Services, Inc.	2 nd Floor ITS Building 2310 Pasong Tamo Ext. Makati City Tel. No. 819-5841 to 48 Fax No. 817-2994	FOOD <ul style="list-style-type: none"> o Proximate o Iodine in Salt o Minerals o Food Additives (Nitrates/ Nitrites, Benzoic/Sorbic Acid, Sulfates/ Sulfites) o Fat/Water Soluble Vitamins (HPLC) o Heavy metals (AAS) MICROBIOLOGICAL <ul style="list-style-type: none"> o Food (except pathogenic) o Water
Lipa Quality Control Center	5 th Floor, Sra Maria Bldg. P. Torres St. cor. CM Rector Avenue, Lipa City Tel. No. (043) 756-6220 to 22	FOOD <ul style="list-style-type: none"> o Proximate



NAME OF LABORATORY	ADDRESS/ CONTACT NO.	TYPE OF ANALYSIS
Philippine Institute of Pure and Applied Chemistry (PIPAC)	Ateneo de Manila University Campus Loyola Heights, QC	FOOD & PHARMACEUTICALS* <ul style="list-style-type: none"> o Spectroscopy (IR, NMR, MS, AA, UV-Vis) o Chromatography (GC, HPLC, TLC, IC) o Acid-base/Redox Titrimetry o Kjeldahl N-analysis o Fluorometry o Electrochemical techniques o Gas Chromatography/ Mass Spectrometry



NAME OF LABORATORY	ADDRESS/ CONTACT NO.	TYPE OF ANALYSIS
Progressive Laboratories	149 Dangay Street Project 7, Quezon City Tel. No. 371-3936; 411-2620; 411-2592 Fax No. 373-6444	FOOD o Proximate o Aflatoxin o Mineral Analysis (UV-Vis Spectrophotometry and AAS) MICROBIOLOGICAL o Total Plate Count o Yeast and Mold o <i>E.coli</i> /coliform o Rapid <i>E. Coli</i> /coliform o <i>Salmonella</i> o Sterility o Potability PHARMACEUTICAL (Vitamins and Antibiotics)



NAME OF LABORATORY	ADDRESS/ CONTACT NO.	TYPE OF ANALYSIS
<p>Sentro sa Pagsusuri, Pagsasanay at Pangasiwang Pang- Agham at Teknolohiya Corp (SENTROTEK)</p>	<p>208-B Pilar St. Mandaluyong City Tel. No. 721-6500 721-9699 718-3514 Fax No. (063) 721- 0739</p>	<p>FOOD</p> <ul style="list-style-type: none"> o Complete nutri- tional analysis and food labeling o Vitamins & Minerals o Fatty Acids o Heavy Metals & Residues Testing o Analysis of Drink- ing Water o Water Activity <p>MICROBIOLOGICAL</p> <ul style="list-style-type: none"> o Potability of Drink- ing Water <p>PHARMACEUTI- CALS</p> <ul style="list-style-type: none"> o Vitamins, Minerals & Antibiotics o Organic Volatile Impurities o Amino Acids o Identification Tests o Dissolution Testing/Profiles



NAME OF LABORATORY	ADDRESS/ CONTACT NO.	TYPE OF ANALYSIS
SGS Phils. Inc.	2 nd Floor, Alegria Building 2229 Chino Roces Ave. Makati City Tel. No. 817-6231; 817-5656 Fax No. 818-2971; 815-0952	FOOD o Analysis of agri-food commodities, products and chemicals o Pesticide residues testing o Nutritional analysis and labelling MICROBIOLOGICAL o Bacteriological analysis of food and other consumer products o Water and Waste Analysis PHARMACEUTICALS o Antibiotic formulations and residue testing



GOVERNMENT COUNTERPART LABORATORIES



NAME OF LABORATORY	ADDRESS/ CONTACT NO.	TYPE OF ANALYSIS
Food and Nutrition Research Institute	DOST Compound Gen. A. Santos Avenue Bicutan, Taguig Tel. No. 837-6149; 837-8113 Fax. No. 837-3164	<p>FOOD</p> <ul style="list-style-type: none"> o Proximate o Water Activity o Vitamin A & Betacarotene (HPLC) o Iron, Calcium, Zinc, Sodium, Potassium (AAS) o Iodine in Salt (Titration) o Fatty Acids, Cholesterol (GC) <p>MICROBIOLOGICAL</p> <ul style="list-style-type: none"> o Food <ul style="list-style-type: none"> § Aerobic Plate Count § Total Coliform § Mold & Yeast § <i>Salmonella</i> § <i>Staphylococcus aureus</i> o Water <ul style="list-style-type: none"> § Heterotrophic Plate Count § Total Coliform Count § <i>E. Coli</i> count



NAME OF LABORATORY	ADDRESS/ CONTACT NO.	TYPE OF ANALYSIS
Industrial Technology Development Institute (ITDI) - Standards & Testing Division Microbiology Laboratory	DOST Compound, Gen. Santos Ave. Bicutan, Taguig, MM Tel. No. 837-2071 ext. 2197 Fax No. 837-0032	MICROBIOLOGICAL o Food o Water * wide range of analyses offered (except sterility tests for pharmaceuticals)
Food Development Center (FDC)	FTI Complex Taguig, Metro Manila Tel. No.: 838-4561: 838-4715	FOOD MICROBIOLOGICAL
Natural Science Research Institute (NSRI)	UP Campus, Diliman Quezon City Tel. No. 920-7730 (MRSL) 920-7731 (RASL)	FOOD MICROBIOLOGICAL
National Dairy Authority (NDA)	NDA Bldg., BAI Compound, Visayas Ave. 1100 Diliman Quezon City Tel. No. 926-0733 to 36 TeleFax. No. 926-8847	MICROBIOLOGICAL and FAT TESTING OF MILK PRODUCTS

Food Sample Collection

1. Samples for microbiological analysis are to be collected following aseptic techniques.



- Wash hands before and after collecting sample(s)
- Wear gloves during sample collection. Do not handle specimens with bare hands
- Use sterile containers. (Sterile sample containers includes: Plastic bags, Whirlpack or Zip- lock [500 mL container] and Plastic jars with screw caps [250 mL container])
- Make sure container covers are tight to prevent leakage.
- Use sterile utensils, tongs, spatula, spoons, etc.
- Do not handle or touch the inside of the container.
- Try not to use Whirlpack bags or zip- lock type bags for liquids which can leak and spill easily.
- Whirlpack bags or zip- lock type bags may be used for solid foods, such as dry milk, meat, etc
- Collect a sufficient amount of sample, at 200g or 200 mL, for bottled water, at least 250 mL (about one glassful in amount).
- Do not fill sample containers more than three quarters full.
- Packaged foods should be taken to the laboratory in original containers.

2. Labels

- Write clearly with waterproof marker or ballpoint pen.
- Clearly write the name of the product, date, time, and name of the person who collected the sample on the label.
- Place the sample label on the container or plastic bag.



3. Transportation

- Use dry ice, if available from the Lab, for ice cream or frozen food samples. If dry ice is not available, prompt delivery is key to not compromising frozen samples or use plain ice but ensure that package of food does not get mixed with melting ice.
- Place the sample with pre- frozen ice packs in an insulated cooler.



4. Delivery

- Notify the DOH designated Laboratory prior to obtaining samples related to foodborne illness complaints (see laboratory contact numbers).
- Transport foodborne illness complaint samples to the Lab immediately.
- Upon arrival at the laboratory, bring samples to the receiving area where they will be assigned a lab number.
- Laboratory personnel will take the temperature of the sample(s), upon their receipt by the laboratory.
- Samples will be placed immediately into the lab refrigerator once removed from the insulated cooler.
- Samples must be clearly labeled, identified, and numbered before being placed in the refrigerator.
- If samples are not delivered in the Laboratory immediately, it should be kept in an appropriate storage condition.



5. Sampling Equipments:

1. Sterile sample containers

Plastic bags, Whirlpack or Zip- lock
(500 mL container)

Plastic jars with screw caps (250 mL container)



2. Sterile and wrapped sample collection implements

Spoons, ladles, scoops, spatulas, tongs

3. Supporting equipment

Waterproof marker, sample forms, thermometer

4. Sterilizing and Sanitizing Agents

Alcohol wipes

5. Refrigerants

Ice packs, insulated containers

6. Clothing

Laboratory coat, head caps, disposable plastic
gloves

Unprocessed Foods

B. UNPROCESSED FOODS

The various kinds of unprocessed foods suspected to be vehicles of infection may be submitted to the agency that has jurisdiction on the food involved (see Table 2 below) accompanied by a filled-up Foodborne Outbreak Template (*Annex B*).



1. Unslaughtered livestock, poultry, animal feeds and feed ingredients



Unslaughtered livestock, poultry, animal feeds and feed ingredients suspected to be a source of a FWBD outbreak may be submitted to the Bureau of Animal Industry (BAI) laboratory and to BAI Regional Laboratories also referred to as Regional Animal Disease Diagnostic Laboratories (RADDL). BAI central office and laboratory may be reached at the following contact numbers:

Bureau of Animal Industry	Consumer Assistance	920-3906
Visayas Avenue, Q. C.	Head, Bacteriology Lab	928-2177
	Assistant Head	920-0429
	Chief, Animal Health division	928-2743 928-2836

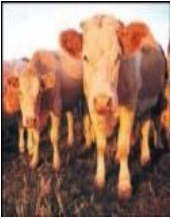


The contact details of RADDL are shown below:



Re- gion	Brgy.	Address	Office Tel. No.	Office Fax No.
I	Tebag	Tebag, Sta. Barbara, Pangasinan	(075) 523-3928	(075) 523 - 3928
II	San Gabriel	Nursery Comp. San Gabriel Tuguegarao, Cagayan	(078) 844 - 3101	(078) 846 - 4834
III	St. Niño	Capitol Compound San Fernando, Pampanga	(045) 961-2934	(045) 961 - 2934
IV	Marauoy	Marauoy, Lipa City, Batangas	(043) 312 - 0411	
V	Cabangan	Cabangan, Camalig Albay	(052) 826-0147	(052) 826 - 0147
VI	Parola St.	Fort San Pedro, Iloilo City	(033) 336-9737	(033) 337 - 0939
VII	Guadalupe	M.Velez St., Cebu City	(032) 254-4005	(032) 254 - 4005
VIII	Diit	Brgy. Diit, Tacloban City	(053) 325-7805	(053) 325 - 7805
IX	Tumaga	RADDL, Tumaga, Zamboanga City	(062) 992-4165	(062) 992 - 4165
X	Brgy. 27	A. Luna St., Cagayan de Oro City	(088) 856-2753 to 55	(088) 856 - 2753
XI	San Gabriel	San Gabriel, Mintal Davao City		
XII		Sinsuat Ave., Cotabato City	(064) 421-5402	(064) 421 - 3789
CARA GA	Taguibo	Capitol Site, Butuan City	(085) 342-0457	(085) 342 - 7445
CAR	Guisad	BDF Compound, Sto. Tomas Rd., Baguio City	(074) 445-4973	(074) 444 - 9872
ARMM	Simuay	Brgy. Simuay, Sultan Kudarat, Maguindanao	(064) 421 - 1234	(064) 421 - 1234
PAHC	Vasra	Visayas Avenue, Diliman Quezon	(02) 928 - 2177	(02) 920 - 0429

1.1. Specimen collection procedures for laboratory usage



- Specimen should be taken from living or recently dead animals by a qualified and authorized person.
- Samples should be taken from the affected site as early as possible following the onset of clinical signs.
- Collect samples from clinical cases and in contact animals. It should be obtained from the edge of lesions and include some macroscopically normal tissues.
- Samples are collected as aseptically as possible and before any antibiotic treatment has commenced.
- In case of housed poultry flocks, environmental samples, specimens such as litter and dust or drag or boot swabs from floor surfaces can be collected.
- For smaller animal species, it may be preferable to submit a representative number of sick or recently sick animal to the laboratory.
- In case of feedstuffs, collect duplicate samples not less than 250-500grams from random-sampled unopened bags. Each sample must be properly labeled according to the tag attached to the feed containers where it was taken.
- Sample must be submitted individually in separate containers or screw-capped jars that are clearly marked indicating the tissue enclosed, animal identification and the date of collection.
- 1 liter of water sample from water source used for animal drink should be aseptically collected and tested on the day of submission.



- 1.2 A copy of BAI complaint sheet is found in Annex E. This form may be used in submitting specimens to the BAI central office and regional offices.

1.3 Specimen transport procedures



- Packages should be kept cool and accompanied by adequate information.
- If transportation to the laboratory is delayed, samples should be refrigerated at 4°C and not frozen.

1.4 Designated laboratory to perform tests

- Philippine Animal Health Center
- Regional Animal Disease Diagnostic Laboratories (RADDL) Regions 2,3,4,7,8,9,10,11,12

1.5 Types of test to perform

- Conventional culture method
- Conventional biochemical screening and identification method
- Biochemical screening and identification using Analytical Profile Index (API)
- Planned Future Tests (Serology, Elisa, FA, PCR)

1.6 Turnaround time for test results

- 1 week upon the receipt of samples

1.7 Recording of test results

- Log book
- Soft and hard copies

1.8 Reporting of test results

- Issuance of laboratory results shall be within 1 week upon the receipt of samples
- Laboratory results will not be issued by phone
- Results can be obtained in the Laboratory Diagnostic Investigation and Evaluation Section (LaDIES)

1.9 Procedures for unused specimens disposal

- Holding time of samples for legal purposes is 3 months.
- Unused specimens are disinfected by autoclaving.
- Unused specimen may also be incinerated.

2. Meat and Meat Products

Meat and meat products suspected to be a source of a FWBD outbreak may be submitted to the National Meat Inspection Section (NMIS) laboratory and NMIS Satellite Meat Laboratories. The NMIS is located at the Visayas Ave., Quezon City. Its Chief, Laboratory Services Division may be reached at telephone number 924-3119 loc 28 and 924-3119 loc 28,29,30; consumers' assistance desk 924-3119 loc 14 or 921-4473 loc 14; Manager - 925-6138; Assistant Port Manager - 283-1181. The contact details of the NMIS Satellite Meat Laboratories are shown.





NMIS Meat Satellite Laboratories



Region	Location	Contact No
I	Brgy Anonas, Urdaneta City, Pangasinan	(075)568-6233
II	Cagayan	(078)844-5343
III	Regional Government Center, Bo Maimpis, San Fernando, Pampanga	(045)860-5073
IV-A	Brgy Maraouy, Lipa City, Batangas	(043)757-3181
VII	Department of Agriculture, M Velez St, Cebu City	(032)2554-4565
IX	Sevilla Apartment, FS Pajares San Jose District, Pagadian City	(062)214-4731
X	Zone II, Cugman SH Complex, Cagayan De Oro City	(088)273-3498
XI	Department of Agriculture, Father Selga St, Davao City 8000	(082)224-2737
NCR	3 rd Flr, ATI Bldg, Elliptical Rd, Diliman, Quezon City	(02)927-4050 02-927-2658

Sampling Procedures

2.1 Labeling requirements



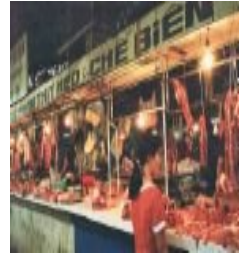
The immediate container shall be marked with the following minimum mandatory information:

- Name of the product
- Net quantity
- Name and address of the manufacturer, packer/distributor and country of origin
- Establishment accreditation number
- Date of preparation or production
- Consume before date
- Lot identification
- Inspection Stamp
- Safe handling instruction
- Other information: The words "For export to the Philippines" should also be marked on the box

2.2. Collection

In order to obtain the required representative sample from meat and meat products the following procedures shall be applied:

1. Check the production date or product code;
2. Randomly collect samples.
3. Cut Five Hundred (500) grams of meat samples.
The cutting implement should be sterilized with the use of 70% alcohol before and after cutting each sample;
4. For packed or canned meat products, one small pack or can shall represent one sample unit;
5. Each cut sample should be placed in sterile plastic bag, sealed and properly labeled.
6. All samples collected should be properly identified as to the name of the owner/dealer and source or origin for traceability purposes.



2.3. Packaging

- a. Samples should be individually placed in sterile plastic bags or bottles and sealed with complete label for identification.
- b. Packaging material shall be hygienic and strong to protect the product for any physical damage.

2.4. Transport



- a. The samples shall be transported in an insulated box and maintained at temperature of less than 5°C.
- b. Samples shall be brought to the NMIS laboratory within the following period:
 1. Six (6) hours for samples transported in cooler box with ice refrigerant
 2. 24 hours for frozen samples transported in a freezer van

2.5. Laboratory Procedures

A. Submission and Receiving

1. The person who collected the sample should fill in the DA NMIS Laboratory Request Form (Annex F-H) in duplicate copies.
2. The said request shall be recommended for laboratory analyses by the Head of DA NMIS Laboratory Services Division.

B. Storage

1. One-half of the sample collected shall be used for the analysis.
2. The other half shall be stored as legal sample for a period of 6 months. Where there are legal questions involved, the legal sample shall be stored for a period of one year.



3. Fruits and vegetables

Fruits and vegetables suspected to be a source of a FWBD outbreak may be submitted to the Bureau of Plant Industries (BPI) laboratory. BPI is located at 692 San Andres St., Malate, Manila with telephone number 9260733; 926-0733 to 35 loc 213 (Administrator's Office); 926-0733 loc 204 (laboratory).



3.1 Fill out Request Order Form (see Annex I)

3.2 Types of specimen to be collected

- Fruits and Vegetables
- Fresh and Minimally Processed



Example of food samples which maybe appropriate for collection and testing:

- Ingredients used to prepare the suspect meal
- Leftover foods from a suspect meal
- Suspected food from the menu
- Foods known to be associated with pathogen
- Food in an environment which may have permitted the growth of the microorganism
- Unopened packages if available

3.3 Raw Material Requirement:

- One (1) kilogram

3.4 Transport of Sample

Samples will be packed in polyethylene bags and stored in the freezer of the vehicle from the sampling site to the laboratory



4. Fresh, chilled, & frozen fish and aquaculture products

Fresh, chilled, & frozen fish and aquaculture products suspected to be a source of a FWBD outbreak may be submitted to the Bureau of Fisheries and Aquatic Resources (BFAR) designated laboratories (see list below). BFAR Central Office is located at PCA Bldg., Elliptical Road corner M. Marcos Avenue, Q.C. with telephone number 525-7857 (Director's Office) and 524-0708 (laboratory Division).



Bureau of Fisheries and Aquatic Resources-
designated laboratories



Re- gion	Address	Telephone Number	Fax Number	Services of- fered by the laboratory
NCR	Fisheries Product Test- ing Laboratory Section 860 Quezon Ave, Q.C.	(02) 372- 5050	(02) 372- 5059	Microbiologi- cal Analysis, Freshness Test, Forma- lin, Heavy Metals
4 A	2nd Floor, ICC Bldg., NIA Complex EDSA, Dili- man, Q.C.	(02) 527- 0718	(02) 926- 8616 (02) 925 -7235	Microbiologi- cal analysis, Fish Health
6	MH del Pilar St., Molo, Iloilo City	(033) 336- 9878	(033) 336- 9432	Freshness test; Formalin; Red tide; Microbiologi- cal Analysis



Re- gion	Address	Telephone Number	Fax Number	Services of- fered by the laboratory
7	Arellano Blvd., Cebu City	(032) 256- 2775	(032) 256- 2776 (032) 256- 2773	Histamine; Microbiologi- cal Freshness test; Formalin, Cyanide; fish health, heavy metals (lead, Cadmium, Mercury), Red Tide
9	RT Lim Kawa- Kawa, Zambo- anga City	(062) 991- 8192	(062) 993- 2046	Histamine, Cyanide, Fish Health, Fresh- ness Test, Microbiologi- cal Analysis
11	Uyanguren St., Davao City	(082) 224- 5085	(082) 225-1727	Fish Health, Heavy metals (lead, mer- cury, cad- mium) Hista- mine, Fresh- ness test, Microbiologi- cal Analysis
12	General San- tos City	(083) 421- 9367	(083) 552- 9332 (083) 552-1328	Histamine, Freshness test, Microbi- ological analy- sis

4.1 Type of Specimen to Collect

The sample should be representative of the lot. Contamination during collection and before examination shall be avoided.

The product types to collect shall include the following:

1) Fresh Chilled Fishery Products



- a) Tuna & tuna-like fishes (Scombroid species)
- b) lapu-lapu; grouper, snapper, parrot fish, barracuda, etc.

2) Frozen Fishery Products

- a) Tuna and tuna loins
- b) Octopus
- c) Aquaculture products (milkfish, Shrimps, tilapia)



3) Canned Tuna & Sardines

4) Bottled Fish Paste Products (Anchovy Paste)



5) Pasteurized/ bottled salted shrimp paste

6) Other processed fishery / aquaculture products (eg. smoked, dried, marinated, etc.)



4.2 Raw Material Requirement: 1.0 to 1.5 Kg of specimen for testing.

4.3 Handling of samples from site to the laboratory

1. Fish and Aquaculture products will be taken from site to be submitted to the BFAR designated laboratory accompanied by BFAR sample collection form (*Annex J*).
2. Newly harvested fish and aquaculture products will be packed in polyethylene bags and placed in styro-pore boxes with ice, and maintained at 0 to 4 degrees Celsius during transport.

5. Raw Milk

Raw milk suspected to be a source of a FWBD outbreak may be submitted to the National Dairy Authority (NDA) Laboratory and all BFAD accredited laboratories (Please see list under the Section on Processed Foods). The NDA is located at the NDA Bldg., BAI Compd., Visayas Ave., Diliman, Quezon City with telephone number 926-0733 to 35 loc 213 (Administrator's Office) or loc 204 (Laboratory).



Specimen collection procedure

One hundred mL samples of raw milk are to be collected aseptically according to the following procedures:

1. Aseptic Sampling Techniques

Particular care should be taken when collecting samples for microbiological analysis to avoid contamination of bacteria. The technique of collecting samples without introducing contaminant bacteria and keeping sterile surfaces free of bacteria is called "aseptic" technique.

2. Equipment and media

- a. Stainless steel dipper - long enough to adequately and thoroughly agitate the milk inside its container
- b. 70% alcohol - ethanol or methylated spirits
- c. Clean, disposable tissues or wipes
- d. Sterile sample container (Sterile sample containers includes: Plastic bags, Whirlpack or Zip- lock [500 mL container] and Plastic jars with screw caps [250 mL container])
- e. Cooler - maintained at $5 \pm 2^{\circ}\text{C}$



3. Method

- a. Label the sample container with the supplier's number or code, date of collection, and any other required information.
- b. Stir the milk thoroughly with the stainless steel dipper, which has first been sanitized by wiping with a tissue soaked in 70% alcohol and allowed to air dry.
- c. Prior to taking the sample, remove the lid of the sterile sample container, taking care not to touch the lip of the container or the inside of the container lid. Do not leave the sample container open for longer than necessary when adding the sample.




- d. Remove a small amount of milk and gently pour it into the sample container without touching or contaminating the inner surface of the sample container or lid.
 - e. Replace the lid tightly and immediately place the sample container into a container with ice/water mixture or place it in the refrigerator.
 - f. Dispatch the samples to the designated laboratory on the same day of sampling in an ice-box or other thermal container filled with an ice/water mixture.
 - Please see Annex K for request form to be used
4. Specimen transport procedures

Guidelines on the collection, transport and storage of samples prior to testing in the laboratory:

Instructions

- a. Label all samples clearly and indelibly.
- b. Collect all samples aseptically, unless it is stated specifically that samples are required for chemical testing only.
- c. If it is permitted to add a preservative to samples, this will be specified in the description of the analytical method by which the samples are to be tested.

- d. Particular attention should be given to maintaining the temperatures specified for transport and storage of samples.
- e. Check cold rooms and refrigerators regularly to ensure that they maintain samples at the temperature of $5 \pm 2^{\circ}\text{C}$, without freezing.
- f. If an insulated box or other container is used to transport or store samples, freeze-bricks, crushed ice or a mixture of ice and water will be required to maintain samples at $5 \pm 2^{\circ}\text{C}$ 
- g. Protect samples from contamination with ice or water by choice of suitable sample bottles and good design of sample containers.
- h. It is recommended to include a "pilot" sample of product (or water) with each batch of samples to monitor the temperature of microbiological samples. Shake any sample before its temperature is measured.
- i. Wherever possible, measure and record the temperature of pilot samples both at the time of collection and upon receipt at the laboratory. This will aid the design and maintenance of good transport systems.
- j. Deliver all samples to the testing laboratory promptly, and test all samples within 24 hours of sampling (unless samples have been added with preservative).

6. Water source

Water from water sources suspected to be a source of a FWBD outbreak may be submitted to the National Reference Laboratory For Environmental And Occupational Health Toxicology And Micronutrient Assay (East Avenue Medical Center). NRL-EAMC is located at the East Ave., Diliman, Quezon City with the following contact numbers:

- Bacteriology Department - (02)433-06-73;
- Head, NRL-EAMC
East Avenue Medical Center, East Avenue,
Diliman, Quezon City
Tel. Nos.: (02)435-71-36 / (02)433-06-73 / (02)928-06-11 loc. 601;



- Chemist In-Charge
East Avenue Medical Center, East
Avenue, Diliman, Quezon City
Tel. Nos.: (02)435-71-36 / (02)433-06-73 / (02)928-06-11 loc. 601

6.1 Methods Of Water Sample Collection Including Preparation Of Sampling Bottle

A. PREPARATION OF SAMPLING BOTTLES:

For bacteriological samples, the use of 120 ml capacity sterilized bottles, preferably wide-mouthed and of resistant glass is recommended. Before sterilization, cover tops and necks of sample bottles with aluminum foil or heavy Kraft paper.

Sterilization procedure for sampling bottles for ground water:

1. Equipments

- Stove
- Sterilizer / Kettle for boiling

2. Chemicals: Not applicable

3. Glassware:

Specimen bottles with cover

- must be glass, wide-mouth bottles
- must have a capacity of 100 ml
- must be heat resistant.
- must be clear/transparent

4. Procedure:

- Wash the specimen bottles thoroughly with suitable detergents.
- Rinse well with tap water to remove traces of residual washing compounds.
- Arrange the specimen bottles in the sterilizer with water and boil (approximately 100° C) and continue boiling until 10 minutes.
- Drain to remove all the water inside the bottles.
- Cover the specimen bottles immediately to avoid contamination.
- Remove the cover when ready for water sample collection.



B. COLLECTION OF WATER SAMPLE

1. The tap should be cleaned and free from attachments and fully opened with water allowed to run to waste for a sufficient time to permit the flushing/clearing of the service lines. Flaming is not necessary. Taps with a history of previous contamination may be disinfected with hypochlorite solution (NaOCl 100 mg/L). No samples shall be taken from leaking taps.
2. Sterilized glass bottles, provided with either ground glass stoppers or plastic screw caps, should be used for collection of samples. A paper or thin aluminum foil cover should protect both the stopper and neck of the bottle. For waters that have been chlorinated, bottles containing 0.1 mL of a 3% solution of Sodium Thiosulfate for every 100 mL of water sample should be used.



The bottles should be kept unopened until it is ready for filling. It should be filled without rinsing and ample space (at least 2.5 cm) must be left for mixing samples. The stopper or cap should be replaced with a protective cover for additional protection.

Sampling methods for bacteriological testing

An appropriate collection form should accompany all samples (*Annex L*). When water samples are collected for analysis, care should be taken to ensure that there is no external contamination of the samples. Unless valid samples are collected, the results of the subsequent analysis may be misleading.

Water can be divided into three basic types for the purpose of sampling:

1. Water from a tap in a distribution system or from a fixed pump outlet, etc.
2. Water from a watercourse (river, lake, etc.) or a tank
3. Water from a dug well, etc., where sampling is more difficult than from an open watercourse.

1. Sampling from a tap or pump outlet

- A. Clean the tap

Remove from the tap any attachments that may cause splashing. Using a clean cloth, wipe the outlet to remove any dirt.



B. Open the tap

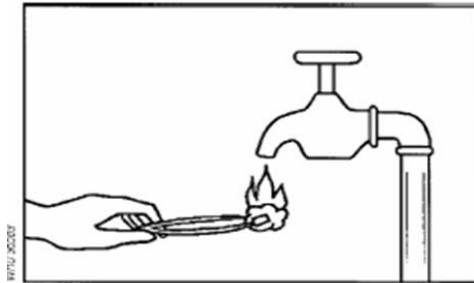
Turn on the tap at maximum flow and let the water run for 1-2 minutes.

Note: Some investigators do not continue to stages C and D but take the sample at this stage; in this case, the tap should not be adjusted or turned off, but left to run at maximum flow. The results obtained in this way will provide information on the quality of the water as consumed. If the procedure is continued to stages C and D, however, the results represent the quality of the water excluding contamination by the tap.



C. Sterilize the tap

Sterilize the tap for a minute with the flame from a gas burner, cigarette lighter, or an ignited alcohol-soaked cotton-wool swab. For plastic tap, sterilize with cotton swab soaked in Chlorox or 100 mg/L sodium hypochlorite solutions



D. Open the tap before Sampling

Carefully turn on the tap and allow the water to flow for 1-2 minutes at a medium flow rate. Do not adjust the flow after it has been set.

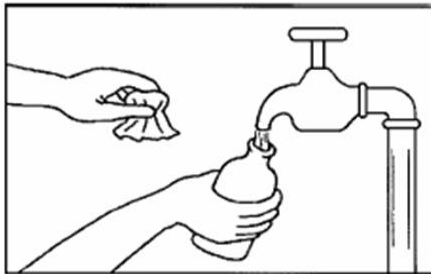


E. Open the sterilized bottle

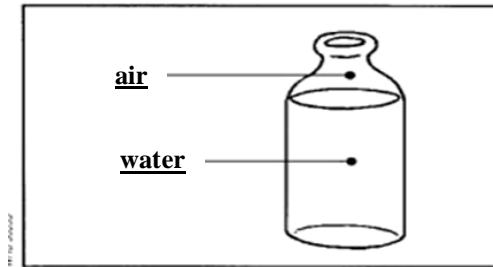
Take out a bottle and carefully unscrew the cap or pull out the stopper.

*F. Fill the bottle*

While holding the cap and with the protective cover facing downwards (to prevent entry of dust, which may contaminate the sample), immediately hold the bottle under the water jet, and fill.



A small air space should be left to make shaking before analysis easier.



G. Stopper or cap the bottle

Place the stopper in the bottle or screw on the cap and fix the brown paper protective cover in place with the string. A small air space should be left to make shaking before analysis easier.

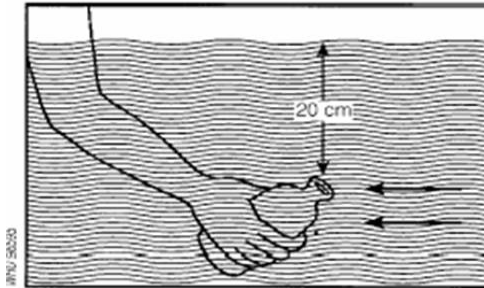


2. Sampling from a watercourse or reservoir

A. Open the sterilized bottle as described in section.1.

B. Fill the bottle

Holding the bottle by the lower part, submerge it to a depth of about 20cm, with the mouth facing slightly upwards. If there is a current, the bottle mouth should face towards the current. The bottle should then be capped or stoppered as described previously.



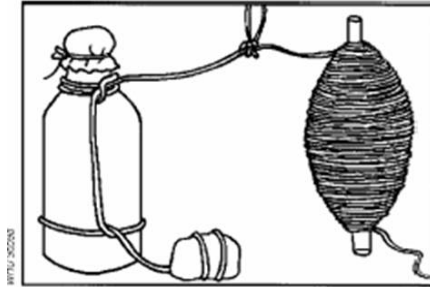
3. Sampling from dug wells and similar sources

A. Prepare the bottle

With a piece of string, attach a clean weight to the sampling bottle.

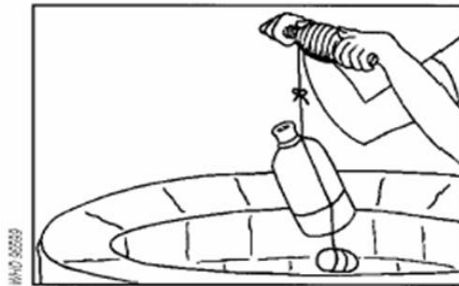
B. Attach the bottle to the String

Take a 20-m length of clean string rolled around a stick and tie it to the bottle string. Open the bottle as described in section 1.



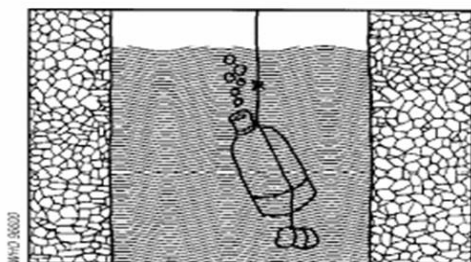
C. Lower the bottle

Lower the bottle, weighed down by the weight, into the well, unwinding the string slowly. Do not allow the bottle to touch the sides of the well.



D. Fill the bottle

Immerse the bottle completely in the water and lower it well below the surface without hitting the bottom or disturbing any sediment.

*E. Raise the bottle**C. Forms to Fill Up:*

Refer to *Annex L* (Request Form)

D. Specimen/Sample Handling, Transport and Storage

The bacteriological analysis of water samples collected should be initiated promptly after collection to avoid unpredictable changes.

If samples cannot be processed within six (6) hours after collection, the use of ice coolers for storage of water samples during transport to the laboratory is recommended. The time elapsed between collection and processing should in no case exceed 24 hours. The time and temperature of storage of all samples should be considered in the interpretation of data.

E. Designated Laboratory to Perform the Tests:

- *National Reference Laboratory-EAMC*
- *Accredited Water Laboratories Nationwide: Regional/Provincial/District Level (Please refer to List of Accredited Water Laboratories by BHFS-DOH)*



NAME OF WATER TESTING LAB.	ADDRESS	OWNER	CLASS	ACCR. NO.
CAR				
<u>BENGUET</u>				
STO. NIÑO HOSPITAL OF PHILEX MINING CORPORATION	Padcal, Tuba, Benguet	Philex Mining Corporation	HB	129
BAGUIO WATER DISTRICT LABORATORY	Military Cut Off Road, Baguio City	Baguio Water District	FS	131
PUBLIC HEALTH LABORATORY	T. Alonso St., Baguio City	Baguio Health Department	FS	001
<u>MT. PROVINCE</u>				
BAUKO RURAL HEALTH UNIT LABORATORY	Poblacion, Bauko, Mt. Province	Bauko Local Gov't Unit	FS	210
REGION I				
<u>ILOCOS NORTE</u>				
ILOCOS NORTE WATER DISTRICT LABORATORY	Ermilla Hill, Laoag City	Ilocos Norte Water District	FS	153
CDCB WATER ANALYSIS LABORATORY	Brgy. 40, Buyon, Bacarra	Crystal Dew Bottling Corporation	FS	209
<u>LA UNION</u>				
ILOCOS TRAINING & REGIONAL MEDICAL CENTER	Parian, San Fernando City	Ilocos Training & Regional Medical Center	HB	093

Unprocessed Foods



NAME OF WATER TESTING LAB.	ADDRESS	OWNER	CLASS.	ACCR. NO.
<u>PANGASINAN</u>				
REGION I MEDICAL CENTER WATER LABORATORY	Arellano St., Dagupan City	Region I Medical Center	HB	063
<u>REGION II</u>				
<u>NUEVA VIZCAYA</u>				
PROVINCIAL HEALTH PUBLIC LABORATORY	Capitol Compound, Bayombong Nueva Vizcaya	PHO	FS	010
<u>REGION III</u>				
<u>PAMPANGA</u>				
CLARK WATER LABORATORY	Depot 1901, Bicentennial Hill Clark Field, Pampanga	Clark Water Corporation	FS	080
COLLABORATING CENTER FOR DISEASE PREVENTION & CONTROL	CHD 3, Maimpis, City of San Fernando Pampanga	CCDPC, CHD 3	FS	182
PROVINCIAL HEALTH OFFICE WATER ANALYSIS LABORATORY	Guagua, Pampanga	PHO	FS	198
ANGELES CITY WATER DISTRICT LABORATORY	Friendship Highway, Angeles City	Angeles City Water District	FS	189
<u>ZAMBALES</u>				
SUBIC WATER FREEPORT WATER ANALYSIS LABORATORY	Bldg. 1855 Binictican, Subic Bay, Freeport Zone, Olongapo City	Subic Water and Sewerage Co., Inc.	FS	128

Unprocessed Foods



NAME OF WATER TESTING LAB.	ADDRESS	OWNER	CLASS.	ACCR. NO.
<u>PANGASINAN</u>				
REGION I MEDICAL CENTER WATER LABORATORY	Arellano St., Dagupan City	Region I Medical Center	HB	063
REGION II				
<u>NUEVA VIZCAYA</u>				
PROVINCIAL HEALTH PUBLIC LABORATORY	Capitol Compound, Bayombong Nueva Vizcaya	PHO	FS	010
REGION III				
<u>PAMPANGA</u>				
CLARK WATER LABORATORY	Depot 1901, Bicentennial Hill Clark Field, Pampanga	Clark Water Corporation	FS	080
COLLABORATING CENTER FOR DISEASE PREVENTION & CONTROL	CHD 3, Maimpis, City of San Fernando Pampanga	CCDPC, CHD 3	FS	182
PROVINCIAL HEALTH OFFICE WATER ANALYSIS LABORATORY	Guagua, Pampanga	PHO	FS	198
ANGELES CITY WATER DISTRICT LABORATORY	Friendship Highway, Angeles City	Angeles City Water District	FS	189
<u>ZAMBALES</u>				
SUBIC WATER FREEPORT WATER ANALYSIS LABORATORY	Bldg. 1855 Binitican, Subic Bay, Freeport Zone, Olongapo City	Subic Water and Sewerage Co., Inc.	FS	128

Unprocessed Foods



NAME OF WATER TESTING LAB.	ADDRESS	OWNER	CLASS.	ACCR. NO.
SUBIC WATER MABAYUAN WATER LABORATORY	#1 Otero Ave., Mabayan, Olongapo City	Subic Water and Sewerage Co., Inc.	FS	185
REGION IV				
<u>BATANGAS</u>				
BATANGAS CITY WATER DIST. LABORATORY	Km. 4, National Highway, Alangilan Batangas City	Batangas City Water District	FS	149
PHO WATER ANALYSIS LABORATORY	Kumintang Ibaba, Batangas City	PHO	FS	163
LIPA QUALITY CONTROL CENTER WATER LABORATORY	5/F Señora Maria Bldg., P. Torres St. Cor. C.M. Recto Ave., Lipa City	Mr. Henry R. Young	FS	121
OPTIMAL LABORATORIES	2 ND Floor T&E Bldg., Pres. Laurel Highway, Balintawak, Lipa City	Optimal Laboratories, Inc.	FS	144
F.A.S.T. LABORATORY (BATANGAS)	2 nd Floor Malabayat Rural Bank Bldg., Maharlika Highway, Sto. Tomas, Batangas	FAST Cooperative	FS	173
METRO LIPA WATER DIST. LABORATORY	Metro Lipa Water Dist. Annex Bldg., Int. B. Morada Ave., Lipa City	Metro Lipa Water District	FS	202
<u>CAVITE</u>				
REGIONAL WATER LABORATORY	JM Loyola St., Carmona	Municipality of Carmona	FS	082

Unprocessed Foods



NAME OF WATER TESTING LAB.	ADDRESS	OWNER	CLASS.	ACCR. NO.
DASMARIÑAS WATER DISTRICT LABORATORY	Camerino Ave., Dasmariñas	Dasmariñas Water Dist.	FS	208
CAVITE PROVINCIAL WATER ANALYSIS LABORATORY	PHO, Gen. E. Aguinaldo Mem. Hospital, Luciano St., Trece Martires City	Cavite Provincia l Gov't.	HB	138
<u>LAGUNA</u>				
OSTREA MINERAL LABORATORIES, INC.	Brgy. Road, Bo. Mamplasan, Biñan Laguna	Dr. Antonio M. Ostrea	FS	117
AQUA LAB CENTER - CALAMBA	Doña Raymonda Bldg., J.P. Rizal Calamba City, Laguna	MHA Enterprises Corp.	FS	161
REGIONAL STANDARDS & TESTING WATER LABORATORY	Jamboree Rd., Timugan, Los Baños Laguna	DOST IV	FS	109
FIRST ANALYTICAL LABORATORY OF LAGUNA	3013 Fr. Masi St., Holiday Homes Phase 3, San Pedro, Laguna	Ms. Erlinda L. Pitoy	FS	150
LAGUNA PROVINCIAL HOSPITAL	J. de Leon St., Sta. Cruz, Laguna	Laguna Provincial Health Office	HB	100
COCA-COLA BEVERAGE GROUP CENTRAL LABORATORY	Coca-cola Bottlers Phils., Inc., Sta. Rosa Plant I, Sta. Rosa	San Miguel Corporation	FS	203
<u>MARINDUQUE</u>				
DR. DAMIAN J. REYES MEM. HOSPITAL WATER ANALYSIS LABORATORY	MPH, Santol, Boac, Marinduque	Prov'l. Gov't. of Marinduque	HB	054

Unprocessed Foods



NAME OF WATER TESTING LAB.	ADDRESS	OWNER	CLASS.	ACCR. NO.
<u>OCCIDENTAL MINDORO</u>				
OCCIDENTAL MINDORO HOSPITAL WATER LABORATORY	Mamburao, Occidental Mindoro	PHO	HB	048
<u>PALAWAN</u>				
ENVIRONMENTAL SANITATION AND PUBLIC	PHO, PEO Compound, Banca-Banca, Puerto Princesa City	PHO of Palawan	FS	204
<u>QUEZON</u>				
IPHO WATER LABORATORY	Quezon Mem. Hospital Compd. Lucena City	Provincial Government of Quezon	HB	089
<u>RIZAL</u>				
ANIMAL DISEASE DIAGNOSTIC LABORATORY	Patiis Road, Brgy. Malanday, San Mateo, Rizal	Rizal Poultry & Livestock Assn., Inc.	FS	183
RIZAL PROVINCIAL WATER ANALYSIS LABORATORY	Rizal Provincial Hospital, T. Claudio St., Morong, Rizal	Rizal Provincial Government	HB	133
<u>ALBAY</u>				
REGIONAL HEALTH LABORATORY NO. 5	Legaspi City	DOH-CHD Bicol	FS	003
<u>CAMARINES SUR</u>				
METROPOLITAN NAGA WATER DISTRICT LABORATORY	#40 J. Miranda Ave., Naga City	Metropolitan Naga Water District	FS	178

Unprocessed Foods



NAME OF WATER TESTING LAB.	ADDRESS	OWNER	CLASS.	ACCR. NO.
<u>OCCIDENTAL MINDORO</u>				
OCCIDENTAL MINDORO HOSPITAL WATER LABORATORY	Mamburao, Occidental Mindoro	PHO	HB	048
<u>PALAWAN</u>				
ENVIRONMENTAL SANITATION AND PUBLIC	PHO, PEO Compound, Banca-Banca, Puerto Princesa City	PHO of Palawan	FS	204
<u>QUEZON</u>				
IPHO WATER LABORATORY	Quezon Mem. Hospital Compd. Lucena City	Provincial Government of Quezon	HB	089
<u>RIZAL</u>				
ANIMAL DISEASE DIAGNOSTIC LABORATORY	Patiis Road, Brgy. Malanday, San Mateo, Rizal	Rizal Poultry & Livestock Assn., Inc.	FS	183
RIZAL PROVINCIAL WATER ANALYSIS LABORATORY	Rizal Provincial Hospital, T. Claudio St., Morong, Rizal	Rizal Provincial Government	HB	133
<u>ALBAY</u>				
REGIONAL HEALTH LABORATORY NO. 5	Legaspi City	DOH-CHD Bicol	FS	003
<u>CAMARINES SUR</u>				
METROPOLITAN NAGA WATER DISTRICT LABORATORY	#40 J. Miranda Ave., Naga City	Metropolitan Naga Water District	FS	178

Unprocessed Foods



NAME OF WATER TESTING LAB.	ADDRESS	OWNER	CLASS	ACCR. NO.
PROVINCIAL HEALTH OFFICE WATER ANALYSIS LABORATORY	Bula, Banasi	PHO	FS	076
REGION VI				
<u>ILOILO</u>				
WESTERN VISAYAS MEDICAL CENTER	Mandurriao, Iloilo City	Western Visayas Medical Center	HB	004
REGIONAL CALIBRATION AND TESTING CENTER	Magsaysay Village, La Paz, Iloilo City	DOST IV	FS	167
METRO ILOILO WATER DISTRICT	Bonifacio Drive, Iloilo City	Metro Iloilo Water Dist.	FS	096
REGION VII				
<u>BOHOL</u>				
BOHOL PROVINCIAL HEALTH OFFICE WATER LABORATORY	PHO, Dao District, Tagbilaran City	Provincial Government of Bohol	FS	041
<u>CEBU</u>				
CEBU CITY HEALTH DEPARTMENT WATER LABORATORY	Gen. Maxilom Ave. Ext., Cebu City	Cebu City Government	FS	049
UNIVERSITY OF SAN CARLOS WATER TESTING LABORATORY	Nasipit, Talamban, Cebu City	University of San Carlos	FS	170

Unprocessed Foods



NAME OF WATER TESTING LAB.	ADDRESS	OWNER	CLASS.	ACCR. NO.
DOST - 7 WATER ANALYSIS LABORATORY	Sudlon, Lahug, Cebu City	DOST 7	FS	175
AQUA LAB CENTER - MANDAUE	Unit 2-J Freestar Arcade, H. Cortes St. Subangdaku, Mandaue City	Mr. Iñigo Larrazabal	FS	179
AQUA LAB CENTER	Tabunok, Talisay, Cebu	Mr. Jaime Po	FS	174
TECHNOLAB LABORATORY SERVICES	Unit F, Mercedes Commercial Complex cor. Cabancalan, Talamban, Cebu City	Mr. Rod S. Bala	FS	186
BIWA WATER TESTING FACILITY	BIWA Office, Municipal Compd., Bantayan, Cebu	BIWA	FS	196
CHEMROCK LABORATORIES	Suba-Masulog, Lapu-Lapu City	Mactan's Rock Industries, Inc.	FS	201
OSTREA MINERAL LABORATORIES	M&n Bldg., 342 V. Albaño St., Bakilid, Mandaue City	Dr. Antonio M. Ostrea	FS	207
REGION VIII				
<u>SOUTHERN LEYTE</u>				
INTEGRATED PROVINCIAL HEALTH OFFICE	PHO, Maasin City	Provincial Government of Leyte	FS	212

Unprocessed Foods



NAME OF WATER TESTING LAB.	ADDRESS	OWNER	CLASS.	ACCR. NO.
REGION XI				
<u>DAVAO DEL SUR</u>				
DAVAO CITY WATER DISTRICT LABORATORY	Km. 5, J.P. Laurel Ave., Bajada, Davao City	Davao City Water District	FS	011
DAVAO DEL SUR PROVINCIAL HOSPITAL LABORATORY	Digos	Provincial Government of Davao del Sur	HB	028
<u>DAVAO DEL NORTE</u>				
DAVAO DEL NORTE PROVINCIAL HEALTH OFFICE WATER LABORATORY	Carmen, Davao del Norte	Provincial Government of Davao del Norte	FS	159
REGIONAL PUBLIC HEALTH LABORATORY DIRFO XI	Bajada, Davao City	DIRFO XI	FS	047
REGION XII				
<u>COTABATO CITY</u>				
COTABATO REGIONAL AND MEDICAL CENTER	Sinsuat Ave., Cotabato City	Cotabato Regional and Medical Center	HB	020
<u>SOUTH COTABATO</u>				
IPHO-SOUTH COTABATO PROVINCIAL HOSPITAL	Aguinaldo St., Koro-nadal City	Provincial Government of South Cotabato	HB	017

Unprocessed Foods



NAME OF WATER TESTING LAB.	ADDRESS	OWNER	CLASS.	ACCR. NO.
<u>GEN. SANTOS CITY</u>				
GEN. SANTOS CITY WATER DISTRICT LABORATORY	E. Fernandez St., Lagao, Gen. Santos City	Gen. Santos City Water District	FS	200
<u>NORTH COTABATO</u>				
USM-BIODEPT. WATER LABORATORY	USM-Kabacan, Cotabato	USM	FS	195
CARAGA				
<u>AGUSAN DEL SUR</u>				
D.O. PLAZA MEMORIAL HOSPITAL	Patin-ay, Prosperidad, Agusan del Sur	D.O. Plaza Mem. Hospital	HB	191
NCR				
<u>MANILA</u>				
PUBLIC HEALTH LABORATORY	208 Quiricada St., Sta. Cruz, Manila	City of Manila	FS	065
EMILIO AGUINALDO COLLEGE MICROBIOLOGY LABORATORY	1113-1114 San Marcelino St., Paco, Manila	YLFI-Emilio Aguinaldo College	FS	156
<u>QUEZON CITY</u>				
A.T.T. AQUALAB CENTER, INC.	Unit #3, G/F King Center Bldg., #57 Sgt. E. Rivera St., Manresa, Quezon City	Ms. Hope Q. Lee	FS	169

Unprocessed Foods



NAME OF WATER TESTING LAB.	ADDRESS	OWNER	CLASS.	ACCR. NO.
FIRST ANALYTICAL SERVICES & TECHNICAL COOP. LABORATORY	#65 20 TH Ave., Cubao, Quezon City	FAST Cooperative	FS	091
PROGRESSIVE LABORATORIES	149 Dangay St., Proj. 7, Quezon City	Ms. Pinky Tobiano-Sinfuego	FS	135
PLATINUM LABORATORY, CO.	Suite 807, Union Square Condo, 15 th Ave., Cubao, Quezon City	Juvy D. Deligero/Majella R. Canzon	FS	073
ENVIRONMENTAL HEALTH LABORATORY SERVICE COOP	50 Holy Spirit Drive, Don Antonio Heights, Quezon City	Environmental Health Laboratory Services Coop.	FS	024
HOPE LOVE FAITH MEDICAL CLINIC AND LABORATORY	35-C Quezon Ave., cor. Cordillera St., Quezon City	Dr. Exaltacion Carin-gal	FS	172
NATIONAL REFERENCE LABORATORY EAST AVENUE MEDICAL CENTER	East Avenue, Diliman, Quezon City	DOH	HB	205
MAYNILAD WATER CENTRAL LABORATORY	La Mesa Treatment Plant I, La Mesa Dam Compound, Fairview, Quezon City	Maynilad Water Services, Inc.	FS	126
MICROBIOLOGY LABORATORY	SEC, Ateneo de Manila University, Katipunan Rd., Loyola Heights, Quezon City	Ateneo de Manila University	FS	146
AQUA LAB CENTER	Unit 10, #262 Del Monte Ave., cor. Mayon St., Maharlika, Quezon City	Ms. Lita L. Luciano	FS	162

Unprocessed Foods



NAME OF WATER TESTING LAB.	ADDRESS	OWNER	CLASS.	ACCR. NO.
AERONICS, INC. ENVIRONMENTAL LABORATORY DIVISION	No. 19 Ashley St., North Fairview, Quezon City	Aeronics, Inc.	FS	184
MANILA WATER COMPANY LABORATORY SERVICES	MWSS Complex, Katipunan Rd., Balara, Diliman, Quezon City	Manila Water Company	FS	116
KIM BLAZE BIOCHEM LABORATORIES	148 N. Dominga St., Brgy. Kaunlaran, Quezon City	Mr. Marlon B. Mercado	FS	192
<u>MAKATI CITY</u>				
SGS PHILIPPINES, INC.	2/F Alegria Bldg., 2229 Chino Roces, Makati City	SGS Holding S A	FS	016
MAKATI HEALTH DEPARTMENT WATER LABORATORY	7 th Floor, Makati City Hall Bldg., J.P. Rizal St., Makati City	City Government of Makati	FS	143
INTERTEK TESTING SERVICES PHILS., INC.	ITS Bldg., 2310 Pasong Tamo Ext., Makati City	Intertek Testing Services Phils., Inc.	FS	032
MAKATI MEDICAL CENTER	2 Amorsolo St., Makati City	Medical Doctors, Inc.	HB	090
<u>MANDALUYONG CITY</u>				
SENTRO TEX	208 Pilar St., Mandaluyong City	Mr. Richard A. Tee	FS	141
LABSERV, INC.	Suito 607 Jovan Condo., #600 Shaw Blvd. cor. Samat St., Mandaluyong City	Labserve, Inc.	FS	157

Unprocessed Foods



NAME OF WATER TESTING LAB.	ADDRESS	OWNER	CLASS.	ACCR. NO.
<u>MARIKINA CITY</u>				
MARIKINA CLEAN FOODWATER LABORATORY	Public Market Bldg. Cor. Kap. Venciong & M. Cruz St., Sta. Elena, Marikina City	City Local Government	FS	145
ST. MARTIN PHARMACEUTICAL LABORATORY	55 Lakandula St., Parang, Marilina City	Mr. Jose Israel S. Bravo	FS	206
<u>MUNTINLUPA CITY</u>				
MICROBIOLOGY & INFECTIOUS DISEASE CENTER	2/F Gutierrez Apt., 233 National Rd., Bayanan, Muntinlupa City	Dr. Salvacion Gatchalian	FS	112
<u>PASIG CITY</u>				
LAGUNA LAKE DEVELOPMENT AUTHORITY LABORATORY	Rizal Provincial Capitol Compound, Pasig City	LLDA	FS	007
CHEMPRO ANALYTICAL SERVICES LABORATORIES, INC.	6 th Floor, AF Bldg., 182 Shaw Blvd. Ext., Pasig City	Ms. Liwanag C. Cruz	FS	068
<u>PASAY CITY</u>				
SAN JUAN DE DIOS EDUCATIONAL FOUNDATION, INC.	2772 Roxas Blvd., Pasay City	San Juan de Dios Educational Foundation, Inc.	HB	155
<u>LAS PIÑAS CITY</u>				
MACH UNION, INC. WATER LAB	Unit 22, URCI Commercial Bldg., 21 C-5 Real St., Las Piñas City	Engr. Aladino M. Abulencia	FS	122



What should lay persons remember about food and water-borne disease outbreaks and the role that they may play in response to such an occurrence?

Since the occurrence of food and water-borne disease outbreak may affect or can involve all of us at anytime, it is important that lay persons should remember the following regarding food and water-borne disease outbreak:

- An outbreak is defined as "the occurrence of cases of a disease (illness) above the expected or baseline level, usually over a given period of time, in a geographic area or facility, or in a specific population group."
- Lay persons can significantly contribute in the recognition and reporting of a possible development of an outbreak.



- Lay persons' assistance may prove to be invaluable in the recognition and reporting of suspected outbreaks, submission of human specimens and collection of appropriate specimens from the suspected source of a food and water-borne disease outbreak.



Community health may be attained with the cooperation and participation of everyone. We must all recognize the role we can play and actively participate in opportune times so we can safeguard our community's health.



Annex A

Sample Collection Form

Item:

Brand name:

Collected at:

Establishment License Number:

Address:

City:

Manufacturer Name & Address:

Collected by:		Collection Date/Time:		Results to: FOO <input type="checkbox"/> SHL <input type="checkbox"/>																																																																										
Condition	Sealed	Product Code/Date of Manufacture	Manufactured on Premises	Sample Code	Establishment Temp. ° F																																																																									
Hot Cold	<input type="checkbox"/> Yes <input type="checkbox"/> No		Yes <input type="checkbox"/> No <input type="checkbox"/>																																																																											
Frozen Other																																																																														
Temp. Received ° F	Exp. Date	From Lot of	Size	Date of Shipment																																																																										
Consumer Complaint:					Complaint #:																																																																									
Name & location of store where purchased:			Establishment License #	Original Container	Date Purchased																																																																									
				<input type="checkbox"/> Yes <input type="checkbox"/> No																																																																										
How stored	Import Product	Date	Interviewed by	Time	Product used																																																																									
Frozen Ambient	<input type="checkbox"/> Yes				<input type="checkbox"/> Yes																																																																									
Cold	<input type="checkbox"/> No				<input type="checkbox"/> No																																																																									
(Chain of Custody - Date Time or Transcription of Complaint from Field to Lab etc. please sign when print your name)				Date	Time																																																																									
1. From (sign):		To (sign):																																																																												
Print		Print																																																																												
2. From (sign):		To (sign):																																																																												
Print		Print																																																																												
3. From (sign):		To (sign):																																																																												
Print		Print																																																																												
<table border="1"> <thead> <tr> <th colspan="6">Food Chemistry Tests⁺ (please check)</th> <th colspan="4">Food Micro Tests⁺</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> RC01 Acetic Acid</td> <td><input type="checkbox"/> RC03 Cereal/Oatmeal</td> <td><input type="checkbox"/> RC14 Hydrazine</td> <td><input type="checkbox"/> RC14 Moisture</td> <td><input type="checkbox"/> RC33 Potassium</td> <td><input type="checkbox"/> RC38 Sugars</td> <td><input type="checkbox"/> RC49 Vitamin A</td> <td><input type="checkbox"/> SM1 Bacillus cereus</td> <td><input type="checkbox"/> SM3 Listeria</td> </tr> <tr> <td><input type="checkbox"/> RC03 Added H₂O</td> <td><input type="checkbox"/> RC10 Lactic Acid</td> <td><input type="checkbox"/> RC17 Lactic Acid</td> <td><input type="checkbox"/> RC25 Mold/Yeast</td> <td><input type="checkbox"/> RC34 Protein</td> <td><input type="checkbox"/> RC39 Sulfite</td> <td><input type="checkbox"/> RC70 Vitamin D</td> <td><input type="checkbox"/> SM Campylobacter</td> <td><input type="checkbox"/> SM2 Non-Coag Staph.</td> </tr> <tr> <td><input type="checkbox"/> RC04 Additives</td> <td><input type="checkbox"/> RC11 Ethanol</td> <td><input type="checkbox"/> RC19 Lactose/Galactose</td> <td><input type="checkbox"/> RC27 Non-Fat Dairy Milk</td> <td><input type="checkbox"/> RC32 Phenolphthalein</td> <td><input type="checkbox"/> RC40 Fluoride/Ascorbic Acid</td> <td><input type="checkbox"/> RC43 Water Activity</td> <td><input type="checkbox"/> SM1 Coag. Staph.</td> <td><input type="checkbox"/> SM3 Salmonella</td> </tr> <tr> <td><input type="checkbox"/> RC05 Allergens</td> <td><input type="checkbox"/> RC12 Fat</td> <td><input type="checkbox"/> RC20 L-Glutamic Acid</td> <td><input type="checkbox"/> RC28 Nitrite</td> <td><input type="checkbox"/> RC35 pH</td> <td><input type="checkbox"/> RC41 Titratable Acidity</td> <td><input type="checkbox"/> RC44 Wt./Vol.</td> <td><input type="checkbox"/> SM20 Clostridium Botulinum</td> <td><input type="checkbox"/> SM24 Standard Plate Count</td> </tr> <tr> <td><input type="checkbox"/> RC02 Adhesives</td> <td><input type="checkbox"/> RC13 Free Fatty Acid</td> <td><input type="checkbox"/> RC21 Magnesium</td> <td><input type="checkbox"/> RC29 Oxoglutamic</td> <td><input type="checkbox"/> RC34 Sodium</td> <td><input type="checkbox"/> RC42 Titratable Acidity</td> <td></td> <td><input type="checkbox"/> SM9 Clostridium perfringens</td> <td><input type="checkbox"/> SM11 Total Coliform MPN</td> </tr> <tr> <td><input type="checkbox"/> RC06 Brix</td> <td><input type="checkbox"/> RC14 Fiber</td> <td><input type="checkbox"/> RC22 Meat Specimen ID</td> <td><input type="checkbox"/> RC30 pH</td> <td><input type="checkbox"/> RC34 Sodium Chloride</td> <td><input type="checkbox"/> RC43 Total Soluble-SI</td> <td></td> <td><input type="checkbox"/> SM4 Recall MPN</td> <td><input type="checkbox"/> SM Yeast</td> </tr> <tr> <td><input type="checkbox"/> RC07 Calcium</td> <td><input type="checkbox"/> RC15 Heavy Metals</td> <td><input type="checkbox"/> RC23 Mercury</td> <td><input type="checkbox"/> RC31 Phosphorus</td> <td><input type="checkbox"/> RC37 Soy Flour</td> <td><input type="checkbox"/> RC44 Total Volatile Bases</td> <td colspan="3">Other:</td> </tr> </tbody> </table>						Food Chemistry Tests ⁺ (please check)						Food Micro Tests ⁺				<input type="checkbox"/> RC01 Acetic Acid	<input type="checkbox"/> RC03 Cereal/Oatmeal	<input type="checkbox"/> RC14 Hydrazine	<input type="checkbox"/> RC14 Moisture	<input type="checkbox"/> RC33 Potassium	<input type="checkbox"/> RC38 Sugars	<input type="checkbox"/> RC49 Vitamin A	<input type="checkbox"/> SM1 Bacillus cereus	<input type="checkbox"/> SM3 Listeria	<input type="checkbox"/> RC03 Added H ₂ O	<input type="checkbox"/> RC10 Lactic Acid	<input type="checkbox"/> RC17 Lactic Acid	<input type="checkbox"/> RC25 Mold/Yeast	<input type="checkbox"/> RC34 Protein	<input type="checkbox"/> RC39 Sulfite	<input type="checkbox"/> RC70 Vitamin D	<input type="checkbox"/> SM Campylobacter	<input type="checkbox"/> SM2 Non-Coag Staph.	<input type="checkbox"/> RC04 Additives	<input type="checkbox"/> RC11 Ethanol	<input type="checkbox"/> RC19 Lactose/Galactose	<input type="checkbox"/> RC27 Non-Fat Dairy Milk	<input type="checkbox"/> RC32 Phenolphthalein	<input type="checkbox"/> RC40 Fluoride/Ascorbic Acid	<input type="checkbox"/> RC43 Water Activity	<input type="checkbox"/> SM1 Coag. 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Annex B

Foodborne/Waterborne Outbreak Early Alert Fax/Email Template

To: _____ Fax: _____
 From: _____ Phone: _____
 CC: _____ Date: _____

This is an early alert heads up on an investigation we are conducting. The information contained in this fax should be considered preliminary and confidential. This information should not be shared or distributed without permission from the sender. If you have similar cases, please notify the appropriate agency or agencies in your jurisdiction.

The Department of Health is currently investigating an outbreak that is suspected to be

foodborne _____
waterborne _____
of unknown source/vehicle _____

Number of cases _____ **Number of clusters** _____

Earliest onset date _____ **Latest onset date** _____

Pathogen/Agent _____ (suspected/confirmed)

Food/Water Product _____ (suspected/implicated/lab confirmed)
Place(s) of Exposure _____

Details:

Our agency's lead contact is:

Name:
Phone Number:
Fax Number:

Confidential

Annex C

TO BE FILLED UP BY MICROBIOLOGY LAB

MC-RCS No. _____

Date received _____

By _____

BFAD-LSD-FORM
MC-RCS_____
Routine Slip No.REQUEST FOR MICROBIOLOGICAL ANALYSIS
OF COLLECTED SAMPLES
(Please print legibly)_____
Date

A. Product Identity and Description

1. Brand & Product Name _____

2. Manufacturer/Distributor Name & Address _____

3. Package Type ☒☐ Can/Retortable Pouch☐ Rigid Plastic Container☐ Bottle☐ Flexible Plastic Container/Bag☐ Tetra Pack☐ Other, *please specify* _____☐ Doy Pack4. Appropriate storage condition ☒☐ ambient/room temperature☐ requires refrigeration☐ frozen

5. Lot Identification Code _____

6. Date Marking

Production Date _____

Expiry/Best Before/Consume Before Date _____

(underline type of date marked on label/container)

7. Container Condition

☐ Original Container Unopened without Seal☐ Original Container Unopened with Seal Intact☐ Original Container Opened/ Seal Broken or Tampered☐ Not in Original Container, *please describe container* _____B. Amount of Samples Submitted (*number x vol/wt*) _____C. Source of Sample (☒ Check appropriate source of sample)☐ Purchased from _____

Name and Address of Retail Outlet

Annex C

Collected from:

☐ Manufacturer's Processing Plant: ☐ Production line ☐ Warehouse☐ Manufacturer's Warehouse (not within premises of processing plant)

(Warehouse name & address)

☐ Manufacturer's Authorized Distributor

(Distributor name & address)

☐ Other Manufacturer's Processing Plant using the product

(processing plant name & address)

☐ Other (*please specify*)

D. Purpose of Collection:

E. Examination Desired: ☒☐ Standard /Aerobic Plate Count
(SPC / APC)☐ Others, *please specify*☐ Coliform Plate Count☐ Molds & Yeasts Count☐ E. coli☐ Salmonella☐ Staphylococcus aureus☐ Listeria☐ Commercial sterility

F. Specific Instructions:

Submitted by:

Name

Position/Designation

Division/Field Office

NOTE: Use one request form per sample to be submitted for analysis.

Annex D

BFAD-LSD-FORM
MC-RCM

TO BE FILLED UP BY MICROBIOLOGY LAB

MC-RCM No. _____

Date received _____

By _____

Routing Slip No.**REQUEST FOR MICROBIOLOGICAL ANALYSIS
OF COMPLAINT SAMPLES
(Please print legibly)**_____
Date

A. Product Identity and Description

1. Brand & Product Name _____

2. Manufacturer/Distributor Name & Address _____

3. Package Type ☒☐ Can/Retortable Pouch☐ Rigid Plastic Container☐ Bottle☐ Flexible Plastic Container/Bag☐ Tetra Pack☐ Other, *please specify* _____☐ Doy Pack _____4. Appropriate storage condition ☒☐ ambient/room temperature☐ requires refrigeration☐ frozen

5. Lot Identification Code _____

6. Date Marking _____

Production Date _____

Expiry/Best Before/Consume Before Date _____

(underline type of date marked on label/container)

7. Container Condition

☐ Original Container Unopened without Seal☐ Original Container Unopened with Seal Intact☐ Original Container Opened/ Seal Broken or Tampered☐ Not in Original Container, *please describe container* _____B. Amount of Samples Submitted (*number x vol/wt*) _____Is sample submitted part of consumed food suspected to have caused
alleged illness/injury suffered by complaint(s)? ☒☐ Yes☐ No, but from same lot code☐ No, purchased from same outlet/received from same person/entity☐ Other, *please specify* _____C. Source of Sample (☒ Check appropriate source of sample)

Annex D

☐ Purchased from _____
Name and Address of Retail Outlet

Date of Purchase _____

☐ Received from _____
Name and Address of Person/Entity as Source of
Complained Sample

D. Nature of Complaint

[Brief description of circumstances leading to complaint, including but not limited to those indicated below, is important to determine the appropriate laboratory examination.]

1) date of consumption of complained product _____

2) no. of days/hours between consumption and purchase/acquisition of
complained product _____

3) no. of persons who consumed product _____

4) description of symptoms manifested (*vomiting, diarrhea, etc.*) _____

5) date/time of onset of symptoms _____

6) no. of persons affected with similar symptoms _____

7) age of person affected _____

Additional Information: (Use separate sheet, if necessary)

NOTE: If person/s affected was/were examined by a physician, please attach medical report/certificate.

E. Requesting Party/Complainant

Postal Address:

Printed Name and Signature

Telephone / Fax No

TO BE FILLED BY THE LABORATORY SERVICES DIVISION

Product / Sample submitted to LSD:

Date & Time received: _____ by _____

If product requires refrigeration/frozen storage, describe condition upon receipt & how transported to BFAD.

Annex E**BUREAU OF ANIMAL INDUSTRY CONSUMER HELP DESK**

Department of Agriculture - Bureau of Animal Industry

Visayas Avenue, Diliman, Quezon City

Tel. Nos. (02)926-6866/ 9203906

COMPLAINT SHEET

Date Filed _____

Name/ Name of Respondent/s: _____

Name of Complainant: _____

Address/ Tel. No. of Complainant: _____

Nature of Complaint: _____

Evidence Presented: _____

Demands/ Request: _____

Details of Complaint: _____

Findings/ Suggestion/ Action Taken: _____

Name and Signature of Interviewer

Annex F

LSD Form No. 1A (ARBITRARY)

LSD Control No. _____

Date**LABORATORY REQUEST FORM**
*(for local and walk-in clients)***Requested by:**

Owner: _____
 Representative: _____
 Establishments: _____
 Address: _____
 Tel. No.: _____

Sample submitted: _____**Type of sample:** ☐ Fresh ☐ Frozen ☐ Canned ☐ Others _____

Sampling date: _____
Date of slaughter: _____
Time of slaughter: _____
Date Processed: _____
Sampler Name: _____
Source: _____

No. of samples: _____ **Weight (approximate) per sample:** _____**Examination Desired:**

- ☐ Organoleptic Test
☐ Bacteriological Test
☐ Pathological Test
☐ Molecular-Based Test
- ☐ Salmonella ☐ Yersinia
☐ Listeria Monocytogenes ☐ Campylobacter
☐ E. coli (O157:H7) ☐ Meat species identification
- ☐ Veterinary Drug Residue Test
- ☐ Elisa Test
- ☐ Chloramphenicol ☐ Nitrofurantoin ☐ Beta Agonist
☐ Hormones ☐ Corticosteroids

☐ Microbial Inhibition Test

☐ Penicillin

☐ Sulfá drugs

☐ Tetracycline

☐ Streptomycin

☐ Erythromycin

☐ Quinolone

() Others, please specify: _____

Remarks:

Received by:

Date Received:

OR No.

Approved by:

DR. MARVIN B. VICENTE

Head, DA-NMIS LSD

Annex G

LCD Form No. 1B

LSD Control No. _____

Date _____

LABORATORY REQUEST FORM

(for Examination of Imported Meat and Meat Products)

Name of Storage: _____

Consignee: _____

Sampling date: _____

A. Packaging:

Place of Origin: _____

Establishment No.: _____

Vet. Control No.: _____

Container No.: _____

Net. Weight: _____

External Packaging Appearance: *(Please check whichever is applicable)*☐ Carton with/without polyfoil ☐ Polysack w/ or w/out polyfoil☐ Stockinet w/ or w/out polyfoil ☐ Styropor receptacle☐ Jute sack w/ or w/out polyfoil ☐ Others _____

Date of Packaging: _____

Expiration Date: _____

B. Examination of the Samples:

No. of samples in carton: _____

Block product? ☐ Yes ☐ NoInside Packaging: *(Please check whichever is applicable)*☐ Polyfoil bag☐ Polythylene bag☐ Ahu, Poly, Tray Packing☐ Polyfoil w/ Multivac/Cyrovac☐ Others _____Condition: ☐ Chilled ☐ Frozen Internal Temperature of Meat: _____ °C

C. Meat Identification: _____

	Normal	Abnormal	Remarks <i>(please specify)</i>
Color	<input type="radio"/>	<input type="radio"/>	_____
Odor	<input type="radio"/>	<input type="radio"/>	_____
Texture	<input type="radio"/>	<input type="radio"/>	_____
Total Weight <i>(approximate)</i> of samples submitted: _____			

D. Examination Desired: _____

Signature over printed name of Plant Officer/Veterinarian

Received by: _____

Date Received: _____

APPROVED BY: _____

Date: _____

Annex H

LSD Form No. 1C

LSD Control No. _____

LABORATORY REQUEST FORM
(for Examination of Canned Meat Products)

Date _____

CLIENT : _____
 ADDRESS : _____
 TEL/FAX : _____

Description of Samples:

☐ Export ☐ Import ☐ Local ☐
 Others _____

Please accomplish the following information per product to be examined.

Product Name	Brand/Manufacturer	Weight	Product Code	Mfg. Date	Expiry Date	# of samples

TOTAL # of
CANS: _____

REMARKS (Please accomplish /product if appropriate)

Examination Desired:

- ☐ Organoleptic Test
☐ Chemical Test
☐ Parasitological Test
☐ Bacteriological Test
☐ Pathological Test
☐ Others, please specify: _____

Requested by:

Name: _____
 (Signature over printed name)
 Address: _____
 Tel No. _____

Approved by: _____
 LSD Head

Date: _____

Annex I

BUREAU OF PLANT INDUSTRY
LABORATORY SERVICES DIVISION

REQUEST ORDER FORM

Date _____

Name: _____

Address: _____

Items/ Materials	Types of Analysis	Cost
_____	_____	P _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total		P _____

REMARKS: _____

O.R. No. _____

Date: _____

Received by: _____

Requested by:

Approved:

Annex J



Republic of the Philippines
Department of Agriculture
Bureau of Fisheries and Aquatic Resources
S10 Aseña Building, Quezon Ave., Quezon City 3008
Tel Nos. 632-372-50-57 * 373-74-52
Fax Nos. 632-372-50-48

SAMPLE COLLECTION FORM

Date Collected : _____
Date Received : _____
Job Order No. (Lab internal use) : _____

Purpose of Sampling : ☐ monitoring / verification ☐ certification

Reference Code : (PLANT LOCATION / COMPANY NAME / PRODUCTION DATE -
(for BFAR use only) Year/Month/Date) _____

Official Code : (Inspection Unit-Region-year-unique sample code) Ex. IU3-06-0020 _____

Name of Establishment : _____

Address : _____

Approval Number : _____

Name of Product : _____

Origin of raw material : _____

Source of raw material : ☐ Wild-caught ☐ Aquacultured

State/Condition of Sample Received:

☐ Fresh ☐ Chilled ☐ Frozen ☐ Dried ☐ Canned ☐ Others: _____

Product Temperature : _____

Storage Container (upon submission to the laboratory): _____

Sampling Point : _____

☐ Production Line ☐ Post Production ☐ Post Incubation Period ☐ Van Loading ☐ Others

English & Scientific Name of Raw Material _____

Batch Number : _____

Production Code : _____

Production Date : _____

"Best Before" Date : _____

Country of Destination : _____

Type of Analysis Requested : _____

Net Weight of Sample : _____

Collected by (BFAR Inspector/Analyst or Company Representative):

BFAR: _____ (Name and Signature) Exporter: _____ (Name and Signature)

Received from (BFAR Inspector/Analyst or Company Representative):

BFAR: _____ (Name and Signature) Date Received: _____

Analysis Conducted by (BFAR or 3rd Party Lab):

BFAR: _____ (Lab Analyst) 3rd Party Lab: _____ (Lab Analyst)

Annex K
 Republic of the Philippines
NATIONAL DAIRY AUTHORITY
 BAI Compound, Visayas Avenue, Diliman, Quezon City

REQUEST FOR LABORATORY SERVICE (RLS) FORM

Client: _____ Date: _____
 Address: _____ RLS No. _____
 Tel. No.: _____
 Fax No.: _____

1. LABORATORY ANALYSIS

Sample	Description, Package and Code	Type of Analysis	Unit Cost	Total Cost

2. Other Services

Description of Service: (use of extra page if needed)

3. Client's Instruction/s

4. Remarks

Approved by: _____ Information Checked and Verified by: _____ Conforme: Client/Authorized Representative

Signature _____ Printed Name: _____

Signature _____ Signature _____

This form will serve as basis for the issuance of NDA Report/s to client.

Annexes



Annex L
 Republic of the Philippines
 Department of Health
 East Avenue Medical Center
NATIONAL REFERENCE LABORATORY
 East Avenue, Diliman, Quezon City
 Tel. No./Fax No.: 435-71-36; [Website: www.doh.gov.ph/nrl](http://www.doh.gov.ph/nrl)

REQUEST FOR ANALYSIS OF WATER

1. Sample Collected by: _____
 2. Sampling : _____ (Date) _____ (Time)

3. Sampling Point

- ☐ Pump ☐ Fire Hydrant
☐ Tank ☐ Flowing Pipe
☐ House Faucet ☐ River

10. Repairs done within two (2) months

- ☐ None ☐ Rod
☐ Pump ☐ Cleaned well

4. Specify address of sampling point

11. Water Treated Specify

- ☐ Yes ☐ No

5. Source of water supply

- ☐ Deep well ☐ River
☐ Shallow well ☐ Lake
☐ MWS ☐ Developed Spring
☐ Local Waterworks ☐ Undeveloped Spring
☐ Rain Water

12. Distance of the following from the well in meter

- Pitry _____ meter(s)
 Septic Tank _____ meter(s)
 Cesspool _____ meter(s)
 Stagnant Water _____ meter(s)
 Sea and Others _____ meter(s)
 (Specify) _____ meter(s)
 Piggery, poultry or _____ meter(s)
 Animal house _____ meter(s)
 Hospital Effluent _____ meter(s)
 Cemetery _____ meter(s)
 Canal _____ meter(s)
 Garbage/Dumpsite _____ meter(s)

6. Type of Ownership

- ☐ Private
☐ Public
☐ Commercial

7. Type of Well

- ☐ Dig ☐ Drilled
☐ Bored ☐ Sanitary

8. Well Usage

- ☐ New (not yet in use)
☐ Recent (use of less than 3 months)
☐ Old (in use over 3 months)

9. Pump requires priming

- ☐ Yes ☐ No

13. Analysis requested

- ☐ Bacteriological
☐ Physical & Chemical
 Parameters to be examined:

14. Send report to:

Name: _____
 Designation: _____
 Address: _____

 Signature of person or representative
 Requesting examination

For the Laboratory Only

Lab. Accession No. : _____
 Received by : _____
 Date and Time : _____
 Laboratory No. : _____
 Amount Paid & O.R. # _____

Date & Time Received (Reception Area) : _____
 (For Water Bacteriology/Water Chemistry)

Date and Time Received : _____

Time Result Due : _____

Time Result Received (Reception Area) : _____

Date and Time of Releasing : _____

Signature : _____

NRL-WTRFORM

CUT HERE

Name of Requesting Party: _____ O.R. # and Amount Paid: _____ Date of Issuance: _____ Received by: (Printed Name and Signature) _____	Type of Sample & Service(s) Done: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Water Sample <input type="checkbox"/> Routine <input type="checkbox"/> Refilling <input type="checkbox"/> Device <input type="checkbox"/> Bacteriology <input type="checkbox"/> Physical/Chemical </div> <div> <input type="checkbox"/> Drug Testing Kit <input type="checkbox"/> Performance Evaluation <input type="checkbox"/> For Bidding Purposes </div> <div> <input type="checkbox"/> Drugs of Abuse <input type="checkbox"/> Screening <input type="checkbox"/> Confirmatory <input type="checkbox"/> Standard Preparation </div> </div>
--	--

Client's Copy (Please present this and official receipt when claiming your result)

Annex L

NRL-WRTERM1

DIRECTION FOR COLLECTING AND SENDING WATER SAMPLES BACTERIOLOGICAL EXEMINATION

1. **Sterilized bottles sent out from the laboratory should be kept unopened and away from contamination until it is required for filling.**
2. **To collect a sample from the tap or pump outlet:**
 - a. Clean the tap. Remove from the tap any attachments that may cause splashing and using a clean cloth, wipe the outlet in order to remove dirt.
 - b. Turn on the tap or let at maximum flow rate and let the water flow for 1-2 mins. To clean the service lines.
 - c. Restrict flow to avoid splashing.
 - d. Untie the string around the paper coverings of the bottle.
 - e. Unscrew the cap completely without removing the paper cover.
 - f. Lift the cover without exposing the inside to dust and wind.
 - g. Fill the bottle without rising, allowing air space.
 - h. Stopper immediately and fix the paper covering in place with the string.
3. **When collecting from lake, stream, river or shallow well:**
 - a. Remove the cover by the technique described in 2d, e, f.
 - b. Hold the water near its base and submerge it to a depth one foot below the surface.
 - c. Collect sample by sweep of arm with the mouth of the bottle facing slightly upwards or towards the current.
 - d. Stopper immediately and fix the paper covering in place with the string.
4. **If samples are to be taken from dug wells and similar sources:**
 - a. With piece of string, attach a stone of suitable size the sampling bottle.
 - b. Take a 20 cm length of clean string rolled around a stick and tie on bottle to string. Open the bottle as described in 2d, e, f.
 - c. Lower the bottle weighed by the stone, into the well, unwinding the string slowly. Do not allow the bottle to touch the sides of the well.
 - d. Once the bottle is judged to be filled, rewind the string around the stick to bring up the bottle.
 - e. Stopper immediately and fix the paper in place with the string.
5. Fill up completely the attached information blank and submit it with the sample.
6. **Bottles shall be identified properly. Attach a label to the body of the sample bottle (s), indicating the name of collector and requesting person. Source of sampling, date and time of collection.**
7. **Water sample shall be sent at once so as to reach the laboratory preferably within 6 hours from the time of collection. If samples cannot reach the laboratory within the period, the use of ice cooler during transport to the laboratory is recommended. The time lapsing between the collection and processing in no case exceed 24 hours.**
8. **Submission of Samples:**

Deep Wells/ Non-MWSS	Mondays & Tuesdays	8:00 am – 2:00 pm
MWSS	Wednesdays	8:00 am- 2:00 pm
9. **Results are ready for release after one week.**