

INSTRUCTIONS FOR COMPLETING MICROBIOLOGICAL ANALYSIS REPORT

This form must be completed and forwarded to the Missouri Department of Natural Resources, Water Protection Program - Public Drinking Water Branch, P.O. Box 176, Jefferson City, Missouri 65102 as soon as the water system's monthly monitoring is completed, but in no case later than the 10th of the month following the month for which monitoring was done.

1. **Address Block** - Complete the name and address of the public water system. The 7-digit public water system identification number must be entered to account for the samples.
2. **Laboratory Name** - Complete the laboratory name and certification number.
3. **Sample Date** - Enter the date the sample was taken using two digits for the month, day and year.
4. **Collection Point** - Give the address or name of the sample collection point. On repeat samples also indicate if the sample was taken from the upstream, downstream or original location.
5. **Sample Type** - Indicate the type of sample by putting the corresponding letter in the box. There are 4 types of samples as follows:
 - R. Routine** - Regular monthly samples.
 - P. Repeats** - A series of three or four repeats (four if the water system is only required to take 1 routine per month) must be taken for each sample that tests positive for coliform. All must be taken on the same day, within 24 hours of being notified of the coliform positive sample. One must be taken from the site of the original bad sample, one within five service connections upstream and one five service connections downstream. The fourth, if necessary, may be collected anywhere within the 10 service connections.
 - WL. Source/Well: Groundwater systems** that do not provide 4-log treatment must collect a "Source/Well" sample in addition to the Repeat samples. One Source/Well sample is required at each well in service for each total coliform positive routine sample. If the water system is only required to take 1 routine per month, the Source sample can count as a fourth Repeat sample, but must be listed as a Source/Well sample.
 - L. Replacement** - All routine and repeat samples not analyzed for various reasons listed below (LA, OUT, CR, BIT, etc.) are invalid and must be replaced with a single sample from the same location within 24 hours of being notified. Any other sample previously submitted but not analyzed should also be replaced.
 - S. Special** - Any sample that does not count for the systems monitoring record, such as samples used to check disinfection practices on repairs or new construction.
6. **Sample Location ID** - ID number to identify routine sampling points. Also, used to tie repeat samples to the original positive sample. The ID Number can be up to 10 characters.
7. **Sample Results** - Sample results must be reported in the following fashion:

Code

P	A sample that is positive for total coliform, fecal coliform or E. coli. The total coliform count may be indicated in lieu of P.
A	A sample where total coliform, fecal coliform or E. coli. are absent.
LA	Sample was not analyzed due to lab accident.
CWO	Confluent bacterial growth without coliform.
TWO	Bacterial growth too numerous to count without coliform.
OUT	Sample was not analyzed because more than 30 hours expired between collection of the sample and receipt for examination.
CR	Sample was not analyzed because the chlorine residual was too high.
QNS	Sample was not analyzed because the quantity of water was insufficient.
INC	Sample was not analyzed due to incomplete or inaccurate information on the sample card.
BTF	Sample was not analyzed because the bottle was too full.
MBN	Sample was not analyzed because the sample bottle was not numbered.
PD	Sample was not analyzed because it was post dated.
BCT	Sample was not analyzed because bottle cap was too tight.
BIT	Sample was not analyzed because bottle was broken in transit.
HSD	Sample was not analyzed because of excessive sediment.
NSC	Samples was not analyzed because of nonstandard container.

8. **Chlorine Residual** - If the sample is from a chlorinated supply, the chlorine residual measured at the sample collection point must be registered.