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|  <p style="text-align: center;"> Republic of the Philippines City of Koronadal Water District Block I, Casa Subd., Zone III, City of Koronadal, South Cotabato </p> | DOC ID No.: CKWD-QP-PWRD-001 | Date of Issuance: 02-03-2017 |
| | Division/Section: Planning & Water Resources Division | Revision No.: 0 |
| TITLE: | WATER QUALITY MONITORING PROCEDURE | |
| | | Date of Revision: - |

I. OBJECTIVE

The purpose of this procedure is to describe the process flow which provides the Senior Water Resource Facility Operator (SWRFO) the steps to go through in the conduct of quality monitoring of water and the test application needed.

II. SCOPE

This procedure covers the Microbiological Examination of water from CITY OF KORONADAL WATER DISTRICT and other outside sources including the outsourcing of samples for Physical and Chemical Analysis of the districts' pump stations.

III. DEFINITION OF TERMS

- a. Multiple Tube Fermentation Technique (MTFT)-This is one method used in the bacteriological examination of water sample.
- b. Heterotrophic Plate Count (HPC)-A pour plate method to count the Colonies Forming Units (cfu) of the sample as general population of bacteria present in water.
- c. Aseptic Technique – A method designed to prevent contamination from microorganisms.

IV. REFERENCE DOCUMENTS

- a. Philippine National Standards or Drinking Water 2007

V. RESPONSIBILITY AND AUTHORITY

- a. The Supervising Engineer shall be responsible for:
 - i. Checking and certifying laboratory examinations and results
 - ii. Submission of monthly summary and accomplishment reports
- b. The Senior Water Resources Facility Operator shall be responsible for:
 - i. Determining the location points for weekly in-house monitoring
 - ii. Coordinating with other departments for water analyses is request
 - iii. Preparing all materials needed for water sampling
 - iv. Recording, encoding and printing of laboratory results
 - v. Collecting water samples from the scheduled sampling points for the week
 - vi. Applying aseptic technique in the collection of water samples for analysis
 - vii. Gathering complete data in the Water Weekly Monitoring Sheet
 - viii. Deliver water samples to South Cotabato Provincial Laboratory for Bacteriological Test

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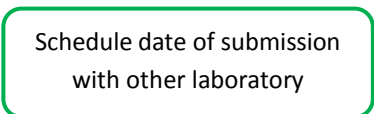
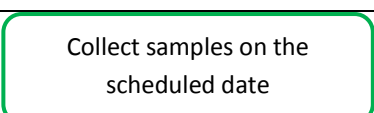
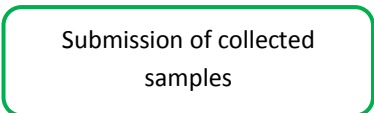
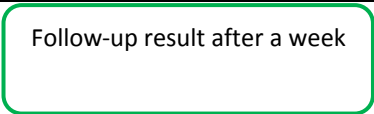
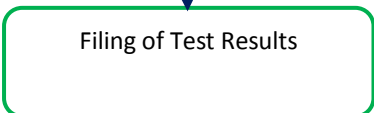



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VI. PROCEDURE DETAILS

a. Outsourcing of CKWD water samples for Water Quality Analysis to other laboratories.

| FLOWCHART | DETAILS | RESPONSIBILITY | RECORDS |
|--|---|----------------------|---|
|  Start | | | |
|  Schedule date of submission with other laboratory | Shall schedule date of submission for Water Quality Analysis to other water-testing laboratory through phone call. Shall prepare the request for the allocation of amount for the said examinations. | Supervising Engineer | Request Letter |
|  Collect samples on the scheduled date | Shall collect samples from different sampling points for water quality analysis. Shall attach the Request for Water Quality Analysis | SWRFO | Purchase Requisition Water Quality Analysis Form |
|  Submission of collected samples | Shall submit the water samples to other laboratory together with the payment. | SWRFO | Purchase Requisition Water Quality Analysis Form |
|  Follow-up result after a week | Shall follow-up the result and schedule for its pick-up from the designated laboratory where testing was done. | SWRFO | Laboratory report from other laboratory |
|  Filing of Test Results | Shall keep records of laboratory results to analyze the status of water quality from sampling points based on the reports received. | Supervising Engineer | Laboratory report from other laboratory |
|  End | | | |

b. Reports



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| Reports | Frequency | Responsible |
|--|--------------------|----------------------|
| Laboratory Test Report (Microbiological Test) | Weekly | SWRFO |
| Laboratory Test Report (Physical & Chemical Test) | Annually | SWRFO |
| Summary Report (Microbiological Test) | Monthly | SWRFO |
| Summary Report (Physical & Chemical Test) | Annually | Supervising Engineer |
| Accomplishment Report | Monthly / Annually | Supervising Engineer |

VI. PERFORMANCE INDICATORS

- a. Generated laboratory test reports from water quality examinations
- b. Prepared and submitted Accomplishment Report on the specified schedule every month
- c. Prepared and submitted Summary Report on the specified schedule every month
- d. Adhered to the standards set by the Philippine National Standards for Drinking Water (PNSDW)2007

VII. ATTACHMENTS AND FORMS

- a. Form 1: Weekly Water Monitoring Sheet
- b. Form 2: Service Request Form
- c. Form 3: In-house Sampling Materials Checklist Logbook
- d. Form 4: Bacteriological Worksheet
- e. Form 5: Request for Bacteriological Analysis of Water Form
- f. Form 6: Collecting Water Samples for Microbiological Examination Procedure Form
- g. Form 7: Laboratory Results Logbook
- h. Form 8: Table of Summary of Tests Available with Fees Form
- i. Form 9: Charge slips
- j. Form 10: Request for Physical/Chemical Analysis Form
- k. Form 11: Laboratory report from other laboratory
- l. Form 12: Accomplishment Report
- m. Form 13: Monthly Summary Report

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