

CONTENTS

Sl. No	Contents	Page No.
	Contents.....	i - xii
1.	INTRODUCTION TO THE GUIDANCE MANUAL.....	1-1
1.1	Introduction.....	1-1
1.2	Purpose	1-1
1.3	Scope and Application.....	1-1
1.4	Organisation and Use of Manual.....	1-2
2.	WATER SAFETY PLAN.....	2-1
2.1	Introduction.....	2-1
2.2	Need for WSP.....	2-1
2.3	What is WSP.....	2-2
2.4	Developing WSP.....	2-3
2.5	Limitations for Developing WSP.....	2-6
3.	ORGANISATIONAL AND LABORATORY SET-UP FOR A WATER QUALITY ASSESSMENT LABORATORY.....	3-1
3.1	Organisational Aspects.....	3-1
3.2	Functions of a Water Quality Testing Laboratory.....	3-2
3.3	Laboratory Facilities.....	3-3
3.4	Requirements of a Water Testing Laboratory.....	3-5
3.4.1	Physico-chemical parameters	3-5
3.4.2	Microbiological parameters	3-18
3.5	Human Resources	3-22
3.6	Staffing Pattern	3-23
3.7	Organisational Set-up	3-26
3.7.1	Organisational structure of the laboratory	3-26

3.7.2	Laboratory levels, roles and responsibilities of personnel relative to the quality system	3-27
3.7.3	Training of managerial and technical staff	3-28
3.7.4	Support lab space	3-29
4.	TEST METHODS AND STANDARD OPERATION PROCEDURE	4-1
4.1	Standard Operating Procedure	4-1
4.2	Selection of Method	4-2
4.3	Variance Policies	4-3
4.4	Validation of Method	4-3
4.4.1	Evaluation of sensitivity	4-3
4.4.2	Determination of bias, range and precision	4-4
5.	DATA QUALITY, QUALITY ASSURANCE AND QUALITY CONTROL ..	5-1
5.1	Data Quality	5-1
5.1.1	Bias	5-1
5.1.2	Precision	5-1
5.1.3	Correctness of analysis	5-1
5.2	Quality Assurance and Quality Control	5-2
5.2.1	Quality assurance	5-2
5.2.2	Quality control	5-2
5.3	Quality Assessment	5-11
5.3.1	Performance evaluation samples	5-11
5.3.2	Performance audits	5-11
6.	ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS)	6-1
6.1	What is an EMS?	6-1
6.1.1	What environmental issues occur in a laboratory?	6-1
6.1.2	Why is an EMS important?	6-1
6.2	EMS Elements	6-1

6.2.1	Information management and record keeping	6-2
7.	RECORD KEEPING	7-1
7.1	Record Keeping System	7-1
7.1.1	Record management and storage	7-2
7.2	Sample Handling Record	7-2
7.2.1	Laboratory support activity records	7-3
7.2.2	Analytical records	7-4
7.2.3	Administrative records	7-4
7.3	Chain of Custody (COC) Records	7-4
7.3.1	Custody records	7-5
7.3.2	Sample disposal record	7-5
8.	SAFE LABORATORY PRACTICES AND MANAGEMENT	8-1
8.1	Safe Laboratory Practices	8-1
8.1.1	General rules	8-1
8.1.2	Work practices/rules	8-1
8.1.3	Personal protective equipments	8-2
8.1.4	Engineering controls	8-3
8.1.5	Waste disposal	8-3
8.1.6	Working with chemicals of moderate chronic or high acute toxicity	8-3
8.1.7	Working with chemicals of high chronic toxicity	8-4
8.2	Laboratory Safety Management	8-5
8.3	Laboratory Facilities/Fixed Equipment	8-9
8.3.1	Facility design	8-9
8.3.2	Facility and fixed equipment maintenance	8-9
8.4	Personal Protective Equipments	8-10
8.4.1	Introduction	8-10
8.4.2	Eye protection	8-10

8.4.3	Protective work gloves	8-11
8.4.4	Respirator	8-11
8.4.5	Head protection	8-13
8.4.6	Hearing protection	8-14
8.4.7	Foot and leg protection	8-15
8.5.1	Preventive medicine programme	8-15
8.5.2	Medical surveillance	8-15
8.5.3	Environmental monitoring	8-15
8.5.4	Medical consultation and medical examinations	8-16
8.6	Provisions for Work with Particularly Hazardous Substances	8-16
8.7	Biological Safety	8-17
8.7.1	Introduction	8-17
8.7.2	Entry/access to laboratory area	8-17
8.7.3	Personal protection	8-18
8.7.4	General procedural precautions	8-20
8.7.5	Laboratory working areas	8-20
8.7.6	Biosafety management	8-20
8.7.7	Laboratory designs and facilities	8-21
8.7.8	Training	8-21
8.8	Chemical Hygiene Plan	8-22
8.8.1	Introduction	8-22
8.8.2	Requirements	8-22
8.9	Waste Minimisation and Disposal	8-23
8.9.1	Waste minimisation	8-23
8.9.2	Waste minimisation methods	8-23
8.10	Waste Treatment and Disposal	8-24
8.10.1	General considerations	8-24

8.10.2	Waste treatment and disposal methods	8-24
9.	COLLECTION AND PRESERVATION OF SAMPLES	9-1
9.1	Introduction	9-1
9.1.1	General requirements	9-1
9.1.2	Safety considerations	9-4
9.1.3	Frequency of sample collection	9-5
9.2	Collection of Samples: Physical and Chemical	9-8
9.2.1	Types of samples	9-8
9.2.2	Chain of custody procedures	9-9
9.2.3	Sampling methods	9-11
9.2.4	Sample containers	9-11
9.2.5	Number of samples	9-12
9.2.6	Sample volumes	9-13
9.3	Collection of Samples: Microbiological Parameters	9-20
9.3.1	General instructions	9-18
9.3.2	Containers	9-19
9.3.3	Collection of samples from tap/hand pump outlet	9-20
9.3.4	Collection of samples from stream/river/lake	9-21
9.3.5	Collection of samples from wells	9-21
9.3.6	Recording field observations	9-21
9.4	Sample Storage and Preservation	9-22
9.4.1	Sample Storage Before Analysis	9-22
9.4.2	Preservation Techniques	9-24
10.	ANALYTICAL METHODS	10-1
10.1	Inorganic Parameters	10 -1
10.1.1	Colour	10-1
	A. Visual comparison method [IS 3025, part 4]	10-1

	B. ADMI tristimulus filter method	10-3
10.1.2	Turbidity	10-9
	A. Nephelometric method [IS 3025, part 10]	10-9
10.1.3	Alkalinity	10-12
	A. Titrimetric method [IS 3025, part 23]	10-12
10.1.4	Hardness	10 -16
	A. EDTA titration method [IS 3025, part 21]	10-16
10.1.5	Conductivity	10-22
	Instrumental method [IS 3025, part 14]	10-22
10.1.6	Total Solids [IS 3025, part 15]	10-25
	A. Total solids	10-25
	B. Total dissolved solids	10-27
10.1.7	Determination of Anions by Ion Chromatography	10-29
10.1.8	Cyanide	10-33
	A. Colorimetric	10-33
	B. Cyanide-selective electrode method	10-35
10.1.9	Chlorine (Residual)	10-41
	A. Iodometric method [IS 3025, part 26]	10-42
	B. Syringaldazine (FACTS) method	10-45
	C. Diethyl-p-phenylene-diamine (DPD) method	10-48
	D. Stabilised neutral orthotolidine (SNORT) method [IS 3025, part 26]	10-52
10.1.10	Chloramines	10-56
10.1.11	Chloride (Cl ⁻)	10-62
	A. Argentometric Method (IS 3025, part 32)	10-62
10.1.12	Fluoride (F ⁻)	10-65
	A. Ion selective electrode method	10-65

	B. Sodium 2-(parasulphophenylazo)-1,8-dihydroxy-3,6-Naphthalene disulphonate (SPADNS) method	10-66
10.1.13	Sulphate (SO ₄ ⁻)	10-73
	A. Turbidimetric method	10-73
10.1.14	Nitrogen (Ammonia)	10-77
	A. Selection of method.....	10-77
	B. Phenate Method	10-81
10.1.15	Nitrogen (Nitrate) (NO ₃ ⁻) [IS 3025, part 34]	10-84
	A. UV spectrophotometric method	10-84
	B. Phenol disulphonic acid (PDA) method	10-87
10.1.16	Nitrogen (Nitrite) (NO ₂ ⁻)	10-91
	A. Colorimetric method	10-91
10.1.17	Phosphate (PO ₄ ³⁻)	10-94
	A. Stannous chloride method	10-94
10.1.18	pH value	10-100
	A. Electrometric method [IS 3025, part 11].....	10-100
10.1.19	Dissolved Oxygen (DO)	10-105
	A. The Winkler method with azide modification [IS 3025, part 38]	10-105
	B. Membrane electrode method	10-109
10.2	Aggregate Organic Parameters	10-111
10.2.1	Phenols	10-111
	A. Chloroform extraction method [IS 3025, part 43]	10-112
	B. Direct photometric method	10-116
10.2.2	Detergents-Surfactants	10-119
	A. Anionic surfactants as MBAS	10-119
	B. Anionic surfactants by methyl green	10-124
10.2.3	Trihalomethane Formation Potential (TFP)	10-128

	A. Liquid-liquid extraction method	10-128
	B. Purge and trap and gas chromatograph/mass spectroscopic detection ...	10-134
10.3	Metals	10-136
10.3.1	Introduction	10-136
10.3.2	Preliminary Digestions for Metals	10-140
10.3.3	Estimation of Metals	10-147
	A. Inductively coupled plasma (ICP) method	10-147
	B. Flame atomic absorption spectrophotometry	10-153
10.3.4	Aluminium (Al)	10-160
	A. Inductively coupled plasma method [IS 3025, part 2]	10-160
	B. Eriochrome cyanine R method	10-160
10.3.5	Arsenic (As)	10-164
	A. Kit method	10-164
	B. Silver diethyldithiocarbamate method	10-168
	C. Inductively coupled plasma method	10-172
10.3.6	Boron (B)	10-173
	A. Curcumin method	10-173
	B. Carmine method	10-176
10.3.7	Cadmium (Cd)	10-179
	A. Inductively coupled plasma method [IS 3025, part 2]	10-179
	B. Dithizone method	10-179
10.3.8	Chromium (Cr)	10-183
	A. Inductively coupled plasma method [IS 3025, part 2]	10-183
	B. Colorimetric method	10-183
10.3.9	Copper (Cu)	10-186
	A. Inductively coupled plasma method [IS 3025, part 2]	10-186
	B. Neocuproine method	10-186

10.3.10	Iron (Fe)	10-190
	A. Inductively coupled plasma method [IS 3025, part 2]	10-190
	B. Phenanthroline method	10-190
10.3.11	Lead (Pb)	10-196
	A. Inductively coupled plasma method [IS 3025, part 2]	10-196
	B. Dithizone method	10-196
10.3.12	Manganese (Mn)	10-200
	A. Inductively coupled plasma method [IS 3025, part 2]	10-200
	B. Persulphate method	10-200
10.3.13	Nickel (Ni).....	10-205
	A . Atomic absorption spectrophotometric method /AAS	10-205
	B. Inductively coupled plasma method [IS 3025, part 2]	10-205
10.3.14	Potassium (K)	10-206
	A. Inductively coupled plasma method [IS 3025, part 2]	10-206
	B. Flame photometric method [IS 3025, part 45]	10-206
10.3.15	Silver-Dithizone method	10-209
	A. Inductively Coupled Plasma method.....	10-209
	B. Dithizone method.....	10-209
10.3.16	Sodium (Na)	10-215
	A. Inductively coupled plasma method [IS 3025, part 2]	10-215
	B. Flame emission photometric method [IS 3025, part 45]	10-215
10.3.17	Selenium (Se)	10-220
	A. Inductively coupled plasma method [IS 3025, part 2]	10-220
	B. Colorimetric method	10-220
10.3.18	Zinc (Zn)	10-224
	A. Inductively coupled plasma method [IS 3025, part 2]	10-224
	B. Zincon method [IS 3025, part 49]	10-224

10.4	Trihalomethanes (THMs)	10-228
	A . Liquid-liquid extraction and gas chromatography with electron capture detector	10-228
	B. Purge and trap gas chromatograph/mass spectrometric detection	10-241
10.5	Microbiological Analysis	10-257
10.5.1	Preamble	10-257
10.5.2	Composition of Common Bacteriological Culture Media	10-262
10.5.3	Test Procedures	10-264
	A. H ₂ S-strip test: (Rapid field test for bacteriological quality of drinking water)	10-264
	B. Multiple tube fermentation technique for coliform bacteria (MPN test)	10-266
	C. Membrane filtration method for total coliforms and thermotolerant (faecal) coliforms	10-272
	D. EC-MUG Test for confirmation of E. Coli.	10-282
	E. Identification/differentiation of coliform bacteria encountered during bacteriological testing of water	10-283
10.5.5	Detection of MS2 Bacteriophages	10-285
10.6	Biological Analysis	10-290
10.6.1	Phytoplankton	10-290
10.6.2	Zooplankton	10-304
10.7	Additional Parameters	10-313
10.7.1	Biochemical Oxygen Demand (BOD) [IS 3025, part 44]	10-313
	A. Titrimetric method	10-313
	B. Respirometric method	10-319
10.7.2	Chemical Oxygen Demand (COD)	10-321
	A. Open reflux method	10-321
	B. Closed reflux, (titrimetric and colorimetric) method using COD digester ..	10-326
10.7.3	Total Organic Carbon (TOC)	10-330

	A. Combustion-infrared method	10-330
10.7.4	Oil and Grease [IS 3025, part 39]	10-334
	A. Partition - gravimetric method	10-334
	B. Soxhlet extraction method	10-336
10.7.5	Organochlorine Pesticides	10-340
	A. Liquid-liquid extraction by gas-chromatography with electron capture detector	10-340
10.7.6	Organophosphorus Pesticides	10-357
	A. Liquid-liquid extraction by gas-chromatography with nitrogen phosphorus/flame photometric detector	10-357
10.7.7	Carbamate Pesticides	10-375
	A. Liquid-liquid extraction by High Performance Liquid Chromatography	10-375
10.7.8	Mercury (Hg) [IS 3025, part 48]	10-385
	A. Cold Vapour Atomic Absorption Spectrophotometric Method	10-385
	B. Dithizone method	10-389
10.7.9	Sulphide [IS 3025, part 29]	10-392
	A. Methylene blue method	10-392
	B. Iodometric method	10-395
10.7.10	Bioassay (Toxicity Test)	10-398
10.7.11	Testing of Chemicals Used in Water Purification	10-417
10.7.11.1	Bleaching powder	10-417
10.7.11.2	Alum [IS 260-1969]	10-420
Appendix- A: Specimen form for Water Analysis Report		A-1
Appendix- B: Instruments Required for Analysis of Various Physico-chemical and Biological Parameters.....		A-4
Appendix- C: CPCB Guideline Values for Classification of Inland Surface Water (1982)		A-6
Appendix- D: Bureau of Indian Standards/Specifications for Drinking Water (IS: 10500, 1992)		A-7

Appendix- E: CPHEEO (Ministry of Urban Development, Govt. of India) Regulations for Drinking Water Quality (1999).....	A-11
Appendix- F: WHO Guideline Values for Chemicals of Health Significance in Drinking Water (2004)....	A-14
Appendix- G: Determination of optimum dose of coagulants : Jar test	A-17
Appendix- H: Langelier Saturation Index (LSI)	A-20
Appendix - I: McCrady's Statistical Table Most Probable Number (MPN) Values ..	A-24
Appendix - J: Minimum Frequency of Sampling and Analysis of Un-piped Water Supplies	A-26
Appendix- K: Minimum Sample Numbers for Piped Drinking Water in the Distribution System	A-27
Appendix- L: Waterborne Pathogens and their Significance in Water Supplies	A-28
Appendix- M: Biochemical Reactions of Key Species of the Family Enterobacteriaceae	A-29
Appendix -N : IMViC Test	A-30
Appendix- O: Major Indian Suppliers of Media, Reagents, Kits and Equipment	A-35
Annexure - A : List of Experts Who Provided Suggestions to the Guidance Manua	A-37
Annexure - B: Glossary of Terms	A-39
Abbreviations:	A-50