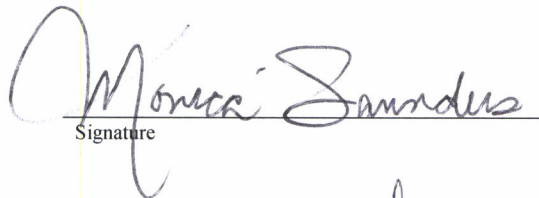
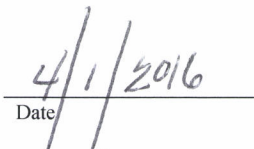


State of Maryland
DHMH - Laboratories Administration

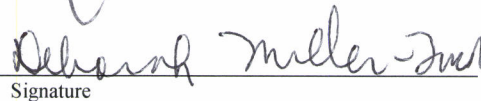
Title: A Guide to Environmental Laboratory Services (ENVIROGUIDE)
SOP No.: QA-SOP-TR 5.05
Revision: 9.5 **Replaces:** 9.4 **Effective:** April, 2016
Laboratory: A Joint Publication of the Division of Environmental Chemistry & the
Division of Microbiology
Author / POC: prince.kassim@maryland.gov
monica.saunders@maryland.gov
erinna.kinney@maryland.gov

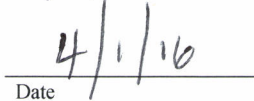
QA Officer


Signature


Date

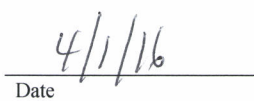
Manager
Environmental Chemistry


Signature


Date

Chief, Division of
Environmental Chemistry


Signature


Date

A GUIDE TO ENVIRONMENTAL LABORATORY SERVICES (ENVIROGUIDE)
SOP No.: QA-SOP-TR 5.05

REVISION RECORD

[illegible]

PREFACE

The Laboratories Administration's mission is to promote, protect, and preserve the health and well-being of the people in Maryland from the consequences of communicable diseases and from unsafe food, drugs, and consumer products by promoting and enforcing standards of care and quality in cooperation with both public and private agencies at the local, state, and federal levels. This mission shall be accomplished with maximum public benefit at a minimum cost to the people of Maryland.

This Enviroguide helps accomplish this mission by listing both general sampling procedures and laboratory services available to and needed by local, county, and State public health and environmental officers and departments that are responsible for enforcement of regulations and standards and for ongoing surveillance of the environment and the food supply. The integrity of the sample and the quality of laboratory test data are greatly enhanced if one follows the instructions in the Enviroguide on sample requirements, preservation and transport.

The operational philosophy of the Laboratories Administration is to promote programs and laboratory services that improve health and prevent diseases against which the citizens of Maryland can not protect themselves.

If you should have any suggestions to improve the usefulness of this Enviroguide, they will be gratefully received.

Robert A. Myers, Ph.D.
Director
Laboratories Administration

TABLE OF CONTENTS

<u>Title</u>	<u>Page No.</u>
1.0 CONTACT INFORMATION	1
1.1 Division of Environmental Chemistry	1
1.2 Division of Microbiology	2
2.0 MISSION STATEMENT	3
3.0 INTRODUCTION	3
4.0 SAMPLING GUIDELINES	3
4.1 General Procedures	3
4.2 Chain-of-Custody Samples	4
5.0 PART 1: DIVISION OF ENVIRONMENTAL CHEMISTRY	7
5.1 Program Services	7
5.1.1 Operational Format	7
5.1.2 Accreditation/Certification	7
5.1.3 Quality Assurance Program	7
5.1.4 Sample Management Area	7
5.2 Analytical Services	10
5.2.1 Air Quality Section	10
5.2.2 Chemical Emergency Preparedness & Response Section	10
5.2.3 Food Safety Chemistry Section	10
5.2.4 General Chemistry Section	10
5.2.5 Trace Metals Laboratory	11
5.2.6 Nutrients Section	11
5.2.7 Semi-Volatile Organics Section	11
5.2.8 Radiation Section	11
5.2.9 Volatile Organics Section	12
6.0 PART II: DIVISION OF MICROBIOLOGY	22
6.1 Program Services	22
6.1.1 Organizational Chart	22
6.1.2 Quality Assurance	22
6.1.3 Sample Management	22
6.1.4 Sampling Procedures	25

TABLE OF CONTENTS (Cont'd)

<u>Title</u>	<u>Page No.</u>
6.2 Analytical Services	25
6.2.1 Water and Dairy Microbiology	25
6.2.2 Food and Shellfish Microbiology	25
6.2.3 Dairy Chemistry	26
7.0 PART III: TEST DIRECTORY	31
7.1 Abbreviations	31
7.2 Index	32

1.0 CONTACT INFORMATION

1.1 Division of Environmental Chemistry

☐ Administrative

● Chief	Prince A. Kassim, Ph.D.	(443) 681-3851 Cell (202) 271-4447
● Manager	Deborah Miller-Tuck	(443) 681-3852 Cell (410) 371-8859
➤ Supervisor, Inorganics Analytical Lab	Shahla Ameli.	(443) 681-3855
➤ Supervisor, Chemical Emerg. Prep. & Resp.	Sadia Muneem	(443) 681-3857
➤ Supervisor, Organics Analytical Lab	Sadia Muneem	(443) 681-3857
➤ Supervisor, Metals Lab	Yingtao Chia	(443) 681-4596
➤ Quality Systems Officer	Monica Saunders	(443) 681-3856

☐ Technical

● Air Quality Section	Gloria Roane	(443) 681-3763
● Food Chemistry Testing	Sadia Muneem	(443) 681-3857
● General Chemistry Section	Lara Phillips	(443) 681-3863
● Nutrients Section	Cynthia Stevenson	(443) 681-3863
● Radiation Section	Mirna Alpizar	(443) 681-3766
● Analytical Toxicology Lab	Sadia Muneem	(443) 681-3857
● Bioanalytical Lab	Syed Haq	(443) 681-
● Environmental Metals Section	Yingtao Chia	(443) 681-4596
● Semi-Volatiles Section	Albert Woody	(443) 681-3857
● Trace Organics Section	Chatmon Thomas	(443) 681-3865

Division's Office Fax: (443) 681-4507

1.2 Division of Microbiology – Environmental Program

☐ **Administrative**

- Chief Vacant/Prince A. Kassim, Ph.D. (443) 681-3851
Cell (202) 271-4447
- Manager David Torpey, Ph.D. (443) 681-3947

☐ **Technical**

- Water and Dairy Laboratory
 - Supervisor Erinna Kinney (443) 681-3948 / 3960
 - Lead Michele Plehn (443) 681-3960
- Food and Shellfish
 - Supervisor Prince A. Kassim, Ph.D. (443) 681-4573
 - Lead Vacant (443) 681-4573
- BT/Media Prep & Support Services
 - Supervisor Monica Saunders (443) 681-3856
 - Lead Vacant (443) 681-

Division's Office Fax: (443) 681-4507

2.0 MISSION STATEMENT

The mission of the Environmental Chemistry and Microbiology Laboratories is to provide a wide array of chemical and microbiological testing and technical services in support of programs and policies essential to the environmental quality and public health of the citizens of the State of Maryland.

3.0 INTRODUCTION

The purpose of this guide is to familiarize users of the services provided by the Divisions of Environmental Chemistry and Environmental Microbiology with all their analytical capabilities and to facilitate the use of these services.

The *Enviroguide* is organized into three parts: **Part I** describes the Division of Environmental Chemistry; **Part II** describes the Division of Environmental Microbiology, and **Part III** shows the Tests Directory. Parts I and II give a brief description of each division and their respective laboratories, including tables of all the tests performed by each laboratory. These tables provide information on the required containers, sample size/volume, preservation techniques, holding time, and prescribed analytical method for each test. Part III, Test Directory, contains the list of tests and the name of the laboratory which performs the test. The users are encouraged to consult the guide to help in their planning prior to sampling. The proper collection, handling and preservation of samples are critical in order to produce accurate and defensible data. If specific analyses are requested, the appropriate laboratories should be consulted in advance.

Phone numbers for all areas in the Divisions are included on the *Contact* pages. Users of the services are strongly encouraged to call the appropriate testing area for any additional information. Users of these services are also strongly encouraged to visit the Laboratories Administration's web site to obtain detailed relevant information (<http://www.dhmf.state.md.us/labs/>). Personal visit to the related laboratories could be very informative.

The users are encouraged to consult the guide to help in their planning prior to sampling. The proper collection, handling and preservation of samples are critical in order to produce accurate and defensible data.

4.0 SAMPLING GUIDELINES

4.1 General Procedures

The Laboratories Administration analyzes samples to protect the environment and human health. It is therefore of great importance that all samples/specimens submitted for laboratory analysis are collected and preserved according to prescribed procedures. Failure to do so may result in rejection of the samples or in the invalidation of the test data. For information on established and prescribed procedures for collecting, preserving and transporting samples, consult the part of the *Enviroguide* which describes the particular test of interest. Field personnel are responsible for providing and preparing the appropriate sample containers, preservatives, and laboratory pure water for field and trip blanks for samples. Field personnel should not hesitate to consult the appropriate laboratories for information on sampling procedures for routine or non-routine analysis.

Each sample submitted should be accompanied by a Laboratory Analysis Request Form with the following information completely filled out:

- Collector's name and phone number
- Source and location of sampling
- Bottle / Container number / sample ID #
- Date and time of collection
- Type of preservation used
- Test(s) required
- Description of sample, if applicable
- Other pertinent sample / specimen information
- Where test results should be sent

4.2 CHAIN-OF-CUSTODY SAMPLES

There are instances when the results of an analysis may be used in criminal or civil litigation. In such cases, the samples are considered physical evidence and special procedures must be strictly followed:

- The sample must be legally obtained.
- There must be a full description of how the sample was collected.
- A complete identification must be placed on the sample container and any shipping containers.
- Each sample must be securely sealed to prevent leakage, spills, or co-mingling of individual items.
- A Chain-of-Custody Record Form must accompany each sample or a batch of samples. The document will contain the name and signatures of all individuals handling the samples and the dates and time the samples were in their custody. Use the Division of Environmental Chemistry's Chain-of-Custody Record Form for environmental chemistry samples and the Laboratories Administration's Chain-of-Custody Form for microbiology samples.
- When the samples are not under the direct control of any individual, they must be placed in a secured area.

CHAIN OF CUSTODY RECORD

Collector: _____ **Sample Source:** _____ **Project:** _____

Agency & Address: _____

Phone No.: _____ **Fax No.:** _____

Program Supported: ☐ NPDES ☐ RCRA ☐ CERCLA ☐ SDWA ☐ CAA

- ☐ Biomonitoring
☐ Chemical Terrorism
☐ Other _____

Preserv. Used							
Tests Requested							

Lab No.	Sample Identification	Date	Time	Sample Matrix	No. of Containers						Remarks

I, the undersigned, hereby certify that the sample submitted in this case and listed above, while in my custody, remained and was delivered in essentially the same condition as when I received it, except that material or portion thereof consumed in the analytical process at the laboratory, and that I received and delivered it to the person indicated on the date and time stated.

Collected/Relinquished by: (1)	Date:	Time:	Received by:
Relinquished by: (2)	Date:	Time:	Received by:
Relinquished by: (3)	Date:	Time:	Received by:
Relinquished by: (4)	Date:	Time:	Received by:
Special Instructions (i.e., sample released to, storage condition, etc.):		Send Reports to:	

MARYLAND STATE DEPARTMENT OF HEALTH AND MENTAL HYGIENE**Laboratories Administration****1770 Ashland Avenue****Baltimore, Maryland 21205****CHAIN OF CUSTODY LOG**

1. SAMPLE		2. DATE COLLECTED	3. STATE CASE NO.	4. COUNTY CASE NO.
5. I.R. NO.	6. COUNTY	7. COLLECTED BY		8. LAB NO.
9. SAMPLE DESCRIPTION (Quote pertinent labeling, firm name and address, pkg., etc.)				

I, the undersigned, hereby certify that the sample submitted in this case and listed above, while in my custody, remained and was delivered in essentially the same condition as when I received it, except that material or portion thereof consumed in the analytical process at the laboratory, and that I received and delivered it to the person indicated on the date and time stated.

10. SAMPLE ACKNOWLEDGEMENT				
Sample received from	Date/time	Sample received by	Date/Time	Remarks

11. SAMPLE RELEASED TO:

Name: _____ Date: _____ Time: _____

Address: _____

Received by: _____ Date: _____

Witnessed by: _____ Date: _____

12. SAMPLE STORAGE CONDITIONS

5.0 PART I: DIVISION OF ENVIRONMENTAL CHEMISTRY

5.1 PROGRAM SERVICES

The Division of Environmental Chemistry provides analytical data for environmental, human and consumer product samples that is comprised of multi-media matrices such as drinking water, wastewater, sediments, soils, sludge, indoor air from worksites, ambient air, aquatic tissues, pharmaceuticals, foods, and dairy products, human blood and urine, and forensic unknowns. Tests are performed for trace metals, non-metallic inorganic compounds, volatile and semi-volatile organic compounds, asbestos, PCBs, pesticides, industrial solvents, radionuclides, direct and indirect food additives, nutritional labeling, consumer product tampering, forensic investigations, and metabolites of chemical warfare agents. The laboratories serve as a resource for the Maryland Departments of the Environment (MDE), Health and Mental Hygiene (DHMH), and Natural Resources (DNR), counties and Local Environmental Health departments, DHMH-Division of Food and Milk Controls, other state agencies, citizens and special interest groups.

5.1.1 *Operational Format* – page 8

5.1.2 *Accreditation / Certification*

The professional staff possesses a broad range of experience in the performance of environmental chemical analyses in a variety of matrices. The laboratories involved in the analysis of drinking water and wastewater are certified by the USEPA for metals, volatile organics, pesticides, inorganics, and radiation. The Air Quality Laboratory is certified for particulate matter in ambient air and maintains NVLAP accreditation for the analysis of bulk asbestos in building materials. The Chemical Emergency Preparedness & Response Section is also certified by CLIA for the analysis of pesticides, trace metals, cyanide, volatile organic compounds, and metabolites of selected chemical warfare agents in human urine and blood. The laboratory is also ISO/IEC 17025 accredited through A2LA (American Association for Laboratory Accreditation).

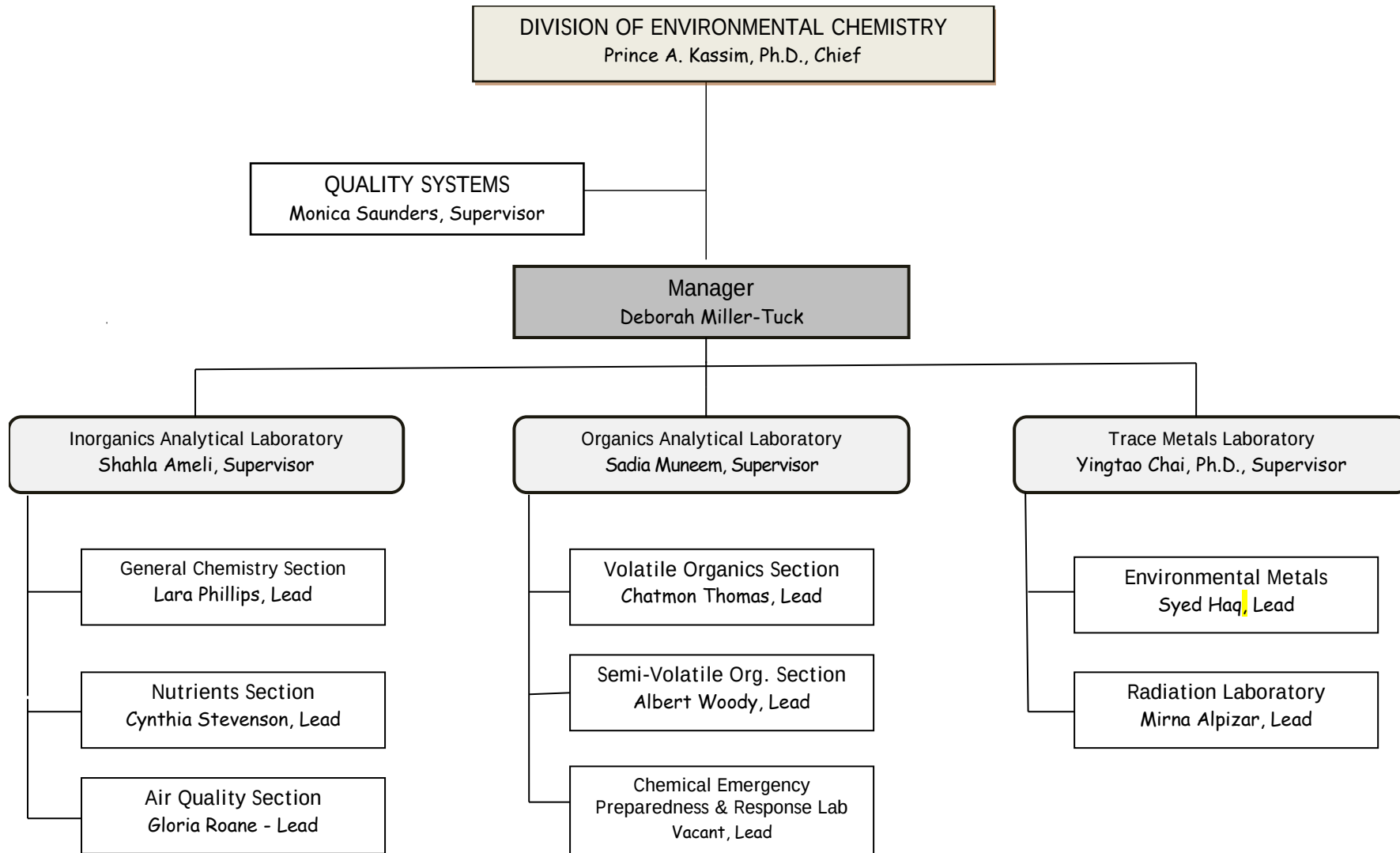
5.1.3 *Quality Assurance Program*

The Quality Assurance Program manages, coordinates and monitors the division's quality assurance/quality control activities and laboratory safety protocols; serves as a liaison between federal and state regulatory agencies and the laboratory staff for advice on technical and QA/QC issues; promotes bi-directional communication with the various workstations in the Sections; develops and implements data quality objectives and tracks the status of the various projects; and evaluates the overall analytical performance of the laboratory.

5.1.4 *Sample Management Area*

The Sample Management Area provides a centralized area that ensures all samples received are collected, preserved, and transported as specified by standard procedures and regulations; performs sample log-in

OPERATIONAL FORMAT



registration, chain-of-custody, storage and distribution to the respective laboratories for chemical analysis; communicates with the laboratories about sample results and other pertinent information; mails all completed laboratory reports to sample submitters and appropriate program agencies and maintains files of all completed reports; tracks each laboratory's productivity by monitoring daily workload, backlog, inquiries, and complaints; serves as the central clearing house for tracking all samples submitted for chemical analysis with bi-directional communication with the laboratories / Sections.

The normal turnaround time for sample analysis is 2 - 10 working days from receipt of the samples. Turnaround times, however, may vary depending on the type of test(s) requested, number of samples, and the regulatory criteria. In emergencies, rush/priority sample analysis can be performed with the consent of the Division Chief or the appropriate Laboratory Manager.

All sampling must be consistently performed using accepted methodologies. Analysis of samples must be performed within a specific time frame after sampling and preservation in order to minimize the effect of biological or chemical processes on sample quality. This is to ensure that the analytical results are representative of the actual concentration of a contaminant at the time of sampling. Regulatory agencies such as the US EPA have specified holding times allowed for each sample type and corresponding analytical parameters. See chart under each section.

The Laboratories Administration has a contracted courier service available to pick-up samples from designated local environmental health departments throughout the State. The courier delivers the samples to the Laboratories Administration Sample Receiving Area located at 1770 Ashland Avenue, Baltimore, MD 21205 on the First Floor Room 129 (Loading Dock Receiving, Mondays through Fridays between the hours of 8:00 a.m. to 6:00 p.m.. During the working hours, Mondays through Fridays, submitters deliver samples to first floor loading dock receiving (Room 129) or directly to the laboratory. Upon arrival at the loading dock, submitters (or courier) sign in the "Courier Sign-in Sheet". A laboratory staff member picks up and transports the coolers that are delivered to Room 139 Accessioning Lab, the samples are then logged in and distributed to their respective laboratories. For samples delivered after working hours, a laboratory staff member receives the samples from the first floor loading dock (Room 129) and delivers the coolers to the walk-in refrigerator in Room 143. Each day, at 8:00 a.m., a laboratory staff member picks up the samples and transports them to Accessioning Lab located in Room 139 for processing. Upon completion of processing of the samples, the laboratory staff member notifies the respective laboratory to pick up the samples. All empty coolers are returned to the Empty Cooler Pick-up Room 141.

Follow the information regarding collection, preservation, and holding times for the samples you are collecting. This information is summarized under each laboratory.

5.2 ANALYTICAL SERVICES

5.2.1 Air Quality Section

The AIR QUALITY SECTION provides analytical and technical services in the evaluation of air quality in Maryland. This section performs analysis of the measurement of respirable dust on PM_{2.5} filters and the analysis of bulk asbestos in building materials and airborne particulate such as soot, coal dust, grain dust, pollen, kish, etc. *Test Chart on page 13.*

5.2.2 Chemical Emergency Preparedness & Response Section

The CHEMICAL EMERGENCY PREPAREDNESS & RESPONSE SECTION supports the State of Maryland's Chemical Terrorism Preparedness program by maintaining a state of readiness to respond immediately to a chemical terrorism incident. It also supports the State's efforts to monitor the exposure of the citizens to toxic environmental contaminants in their communities. This laboratory analyzes human urine and blood specimens from people potentially exposed to different classes of toxic industrial compounds such as heavy metals, organochlorine pesticides, and metabolites of organophosphate and pyrethroid pesticides. Also performs the analysis of the metabolites of organophosphorus nerve agents and heavy metals in urine, and cyanide and volatile organic compounds in human blood. Environmental and consumer product samples suspected of tampering, adulteration or posing a public health threat are also tested. *Test Chart on page 14.*

5.2.3 Food Safety Chemistry Section

The FOOD SAFETY CHEMISTRY LABORATORY analyzes food for compliance, monitoring, adulteration, labeling, unknown (forensic) samples and consumer products for possible tampering.

Analysis of samples is performed using HPLC, pH meter, analytical and pan balances, automated extraction instrument, moisture analyzer, stereo microscope with camera, UV-VIS spectrophotometer, inductively coupled plasma - mass spectrometer equipped with DRC technology, refractometer, selected test strips and a water activity meter. *Test Chart on page 15.*

5.2.4 General Chemistry Section

The GENERAL CHEMISTRY SECTION provides analytical and technical services in the testing of samples for physical and aggregate properties, non-metallic inorganic compounds and organic aggregate constituents to help determine the suitability of drinking water for human consumption, effectiveness of wastewater treatment systems, and the quality of the Chesapeake Bay and its tributary waters. It also analyzes samples suspected of having toxic or hazardous effects. The testing is performed using a variety of wet chemistry instrumentation.

This section also measures the chlorophyll content of water collected from the Chesapeake Bay and its tributaries. The chlorophyll content of water is an important indication of the activity of algae and other organisms whose growth has harmful effects on water and wildlife. *Test Chart on page 16.*

5.2.5 Trace Metals Laboratory

The TRACE METALS LABORATORY performs the analyses of trace metals in drinking water, wastewater, groundwater, aquatic tissues, hazardous wastes, soils, sediments, sludges, leachates, and in consumer products for possible tampering or adulteration.

Analysis of multi-media samples is carried out using inductively coupled plasma spectrometer (ICP), inductively coupled plasma-mass spectrometer (ICP-MS), and cold vapor atomic absorption spectrophotometer (CVAA). *Test Chart on page 17.*

5.2.6 Nutrients Section

The NUTRIENTS SECTION provides analytical and technical services to determine the suitability of drinking water for human consumption and/or effectiveness of wastewater treatment systems. Nitrogen and phosphorus testing help to determine the quality of the Bay waters and support the evaluation of the effectiveness of the nutrient reduction strategies used in the Chesapeake Bay recovery efforts

The testing is performed using spectrophotometers, discrete multi-chemistry analyzers, and flow injection analyzers (FIA). *Test Chart on page 18.*

5.2.7 Semi-Volatile Organics Section

The SEMI-VOLATILE ORGANICS SECTION performs the analyses of pesticides, herbicides, semi-volatile organic compounds and polychlorinated biphenyls (PCBs) in drinking water, wastewater, groundwater, aquatic tissues, hazardous wastes, soils, sediments, sludges, leachates, and in consumer products for possible tampering or adulteration.

Analysis of multi-media samples is carried out using capillary column gas chromatographs equipped with electron capture detectors (GC/ECD) or mass spectrometers (GC/MS), and high performance liquid chromatographs (HPLC) equipped with fluorescence detectors. *Test Chart on page 19.*

5.2.8 Radiation Section

The RADIATION SECTION performs the analysis of radionuclides in drinking water, raw water, wastewater, groundwater, aquatic tissues, soils, sediments, milk wipes, beverages, juice, grains and vegetation.

Analysis of samples is performed using gamma isotopic spectrometer, low background alpha / beta counter, and liquid scintillation spectrophotometer. *Test Chart on page 20.*

5.2.9 Volatile Organics Section

The VOLATILE ORGANICS SECTION performs the analyses of volatile and semi-volatile organic compounds in drinking water, wastewater, groundwater, hazardous

wastes, soils, sediments, sludges, leachates, and in consumer products for possible tampering or adulteration. This laboratory also performs the analyses of haloacetic acids in drinking water.

Analysis of multi-media samples is carried out using purge and trap introductory systems attached to capillary column gas chromatographs equipped with electron capture detectors (GC/ECD) or mass spectrometers (GC/MS). *Test Chart page 21.*

AIR QUALITY LABORATORY

TEST / MATRIX	CONTAINER	SAMPLE SIZE	PRESERVATION	HOLDING TIME	METHOD
PM ₁₀	Teflon filter	4 L air	4 °C ☐	30 days*	EPA 454/R-98-005
PM _{2.5}	Teflon filter	24 L air	4 °C	30 days*	EPA 454/R-98-005
Asbestos (bulk)	Screw cap plastic or glass vials	3 - 4 sq.in. floor tiles or 1 in. ³ loose-fill insulation	na	na	EPA 600/R.93/116
Particle Identification	Screw cap plastic or glass vials	1 in ³	na	na	na

na = not applicable

* From pre-sampling weight to final exposed weight. Exposed filters unrefrigerated are stable for 10 days

CHEMICAL EMERGENCY PREPAREDNESS & RESPONSE SECTION

TEST / MATRIX	CONTAINER*	SAMPLE SIZE	PRESERVATION	HOLDING TIME	METHOD
Human Urine					
▸ Chlorinated pesticides	Sterile specimen cup	100 mL	-20 °C, 6 hrs after collection	na	CDC, etc.
▸ Metabolites of Organophosphate pest.	Sterile specimen cup	100 mL	-20 °C, 6 hrs after collection	na	CDC, etc.
▸ Metabolites of pyrethroid pesticides	Sterile specimen cup	100 mL	-20 °C, 6 hrs after collection	na	CDC, etc.
▸ Toxic metals panel	Sterile specimen cup	100 mL	-20 °C, 6 hrs after collection	na	CDC
▸ Abrine / Ricinine	Sterile specimen cup	100 mL	-20 °C, 6 hrs after collection	na	CDC
▸ Tetramine	Sterile specimen cup	100 mL	-20 °C, 6 hrs after collection	na	CDC
▸ MFA /MCA	Sterile specimen cup	100 mL	-20 °C, 6 hrs after collection	na	CDC
▸ Metabolites of Organophosphate nerve agents	Sterile specimen cup	100 mL after collection	-20 °C, 6 hrs	na	CDC
Whole Blood					
▸ Cyanide	5 mL purple capped vacutainer w/EDTA	4 mL after collection	4 °C, 6 hrs	na	CDC
Forensic Samples					
▸ Liquids	Leak proof vial w/ tamper resistant tape	2 mL	na	na	FTIR (SENSIR Technologies)
▸ Solids	Leak proof vial w/ tamper resistant tape	0.5 g	na	na	FTIR (SENSIR Technologies)

na = not applicable

FOOD SAFETY CHEMISTRY SECTION

TEST / MATRIX	CONTAINER	SAMPLE SIZE	PRESERVATION	HOLDING TIME	METHOD
Preservatives, Sweeteners & Additives in beverages	P / G / C	> 40 mL	na	na	
Organic acids in beverages	P / G / C	> 40 mL	na	na	
Acidity (pH)	P / G / C	> 40 mL	na	na	
Refractive index	P / G / C	> 40 mL	4 °C	Immediately	AOAC
Ammonia	P / G / C	100 mL	4 °C	Immediately	AOAC
Brix %, sugar	P / G / C	100 mL/100g	4 °C	Immediately	AOAC
Blood, presumptive	P / G / C	100 mL	4 °C	Immediately	AOAC
Chlorine	P / G / C	100 mL	4 °C	Immediately	AOAC
Condition of product	P / G / C	100 mL	4 °C	Immediately	AOAC
Cyanide	P / G / C	100 mL	4 °C	Immediately	AOAC
Fat, %	P / G / C	100 mL/100g	4 °C	Immediately	AOAC
Filth in baked foods	P / G / C	100g	4 °C	Immediately	AOAC
Foreign / Extraneous matter	P / G / C	100g	4 °C	Immediately	AOAC
Insect identification	P / G / C	100g	4 °C	Immediately	AOAC
Moisture content	P / G / C	100 mL/100g	4 °C	Immediately	AOAC
Microscopic examination	P / G / C	100 mL/100g	4 °C	Immediately	AOAC
Organoleptic	P / G / C	100 mL/100g	4 °C	Immediately	AOAC
Toxic organics	P / G / C	500 mL/100g	4 °C	Immediately	AOAC
Toxic metals	P / G / C	500 mL/100g	4 °C	Immediately	AOAC
Physical exam (tampering, etc.)	P / G / C	500 mL/100g	4 °C	Immediately	AOAC
Salt, %	P / G / C	500 mL/100g	4 °C	Immediately	AOAC
Sulfates / Sulfites	P / G / C	100 mL	4 °C	Immediately	AOAC
Thermometer calibration	na	na	na	na	AOAC
Water activity	P / G / C	100 mL/100g	4 °C	Immediately	AOAC

P = Plastic; G = Glass; C = Cans; na = not applicable

GENERAL CHEMISTRY SECTION

Test	Container	Sample Size	Preservation	Holding Time	Method
Alkalinity	Plastic	500 mL	4 °C	14 days	SM 2320 B
Bioch. oxygen demand	Plastic	1000 mL	4 °C	48 hours	SM 5210B
Carbon					
▸ Total organic	Plastic	500 mL	4 °C, HCl/H ₂ SO ₄ pH < 2	28 days	SM 5310B
Chloride	Plastic	500 mL	None	28 days	SM 4500 Cl E
Chlorophyll	Filter	na	- 20 °C, lt. protect.	30 days	EPA 10200 H
Color	Plastic	500 mL	4 °C	48 hours	EPA 110.2
Conductance, specific	Plastic	500 ml	4 °C	28 days	SM 2510
Corrosivity	Glass	8 oz	4 °C	24 hours	EPA 846/9040-C/D
Cyanide					
▸ Amenable (free)	Plastic	500 mL	4 °C, NaOH, pH >12*	14 days	SM 4500 CN (C,G,E)
▸ Free	Plastic	500 mL	4 °C, NaOH, pH >12*	14 days	SM 4500 CN F
▸ Total	Plastic	500 mL	4 °C, NaOH, pH >12*	14 days	QuikChem 10-204-00-1-X
Fluoride	Plastic	1L	None	28 days	SM 4500-FC
Ignitability	Glass	8 oz	4 °C	14 days	EPA 846/1020
MBAS (detergents)	Plastic	500 mL	4 °C	48 hours	EPA 425.1
Oil and Grease	Glass, Teflon cap	1 L	4 °C, H ₂ SO ₄ , pH <2	28 days	EPA 1664A
pH, soil	Glass	8 oz	4 °C	Immediately	EPA 150.1
Phenol	Glass, Teflon cap	1L	4 °C, H ₂ SO ₄ , pH <2	28 days	EPA 420.1
Solids (residue)					
▸ Dissolved	Plastic	500 mL	4 °C	7 days	EPA 160.1
▸ Total suspended	Plastic	500 mL	4 °C	7 days	EPA 160.2
▸ Settleable	Plastic	500 mL	4 °C	48 hours	EPA 160.5
▸ Total	Plastic	500 mL	4 °C	7 days	EPA 160.3
▸ Volatile	Plastic	500 mL	4 °C	7 days	EPA 160.4
Sulfate	Plastic	500 mL	4 °C	28 days	EPA 375.2
Total Petroleum Hydrocarbons	Glass	1 L	4 °C, H ₂ SO ₄ or HCl, pH <2	28 days	EPA 1664
Turbidity	Plastic	500 mL	4 °C	48 hours	EPA 180.1

na = not applicable. * Ascorbic acid (if chlorine present), lead acetate (if sulfide present)

TRACE METALS LABORATORY

TEST / MATRIX	CONTAINER	SAMPLE SIZE	PRESERVATION TIME	HOLDING	METHOD
Aluminum	Plastic	1 L	HNO ₃ , pH <2	6 months	EPA 200.7 / 200.8
Antimony	Plastic	1 L	HNO ₃ , pH <2	6 months	EPA 200.7 / 200.8
Arsenic	Plastic	1 L	HNO ₃ , pH <2	6 month	EPA 200.7 / 200.8
Barium	Plastic	1 L	HNO ₃ , pH <2	6 months	EPA 200.7 / 200.8
Beryllium	Plastic	1 L	HNO ₃ , pH <2	6 months	EPA 200.7 / 200.8
Cadmium	Plastic	1 L	HNO ₃ , pH <2	6 months	EPA 200.7 / 200.8
Calcium	Plastic	1 L	HNO ₃ , pH <2	6 months	EPA 200.7
Chromium, hexavalent	Plastic	300 mL	4 °C, no acid	48 hours	USGS I-1230-85
Chromium, hexavalent (solid)	Glass	6 0 g	4 °C	1 month	EPA 3961A / SW-846
Chromium	Plastic	1 L	HNO ₃ , pH <2	6 months	EPA 200.7 / 200.8
Cobalt	Plastic	1 L	HNO ₃ , pH <2	6 months	EPA 200.7 / 200.8
Copper	Plastic	1 L	HNO ₃ , pH <2	6 months	EPA 200.7 / 200.8
Iron	Plastic	1 L	HNO ₃ , pH <2	6 months	EPA 200.7
Lead	Plastic	1 L	HNO ₃ , pH <2	6 months	EPA 200.7 / 200.8
Magnesium	Plastic	1 L	HNO ₃ , pH <2	6 months	EPA 200.7
Manganese	Plastic	1 L	HNO ₃ , pH <2	6 months	EPA 200.7 / 200.8
Mercury	Plastic	1 L	HNO ₃ , pH <2	28 days	EPA 245.1
Mercury	Plastic	1 L	HNO ₃ , pH <2	28 days	EPA Method 200.8
Molybdenum	Plastic	1 L	HNO ₃ , pH <2	6 months	EPA 200.7 / 200.8
Nickel	Plastic	1 L	HNO ₃ , pH <2	6 months	EPA 200.7 / 200.8
Potassium	Plastic	1 L	HNO ₃ , pH <2	6 months	EPA 200.7
Selenium	Plastic	1 L	HNO ₃ , pH <2	6 months	EPA 200.7 / 200.8
Silver	Plastic	1 L	HNO ₃ , pH <2	6 months	EPA 200.7 / 200.8
Sodium	Plastic	1 L	HNO ₃ , pH <2	6 months	EPA 200.7
Thallium	Plastic	1 L	HNO ₃ , pH <2	6 months	EPA 200.7/200.8
Uranium	Plastic	1 L	HNO ₃ , pH <2	6 months	EPA Method 200.8
Vanadium	Plastic	1 L	HNO ₃ , pH <2	6 months	EPA 200.7 / 200.8
Zinc	Plastic	1 L	HNO ₃ , pH <2	6 months	EPA 200.7 / 200.8
Fish	Foil (Al)	na	Freeze	na	US FDA
Soils/Sediments	Glass	50 g	4 °C	na	SW-846 / 3051A
TCLP (Liquid)	Plastic	1 L	4 °C, no acid	24 hours	SW-846 / 1311
TCLP (Solid)	Glass	300 g	4 °C	6 months	SW-846/1311

L=liter; mL=milliter; HNO₃=conc. nitric acid (Ultra pure); na = not applicable

NUTRIENTS SECTION

TEST / MATRIX	CONTAINER	SAMPLE SIZE	PRESERVATION	HOLDING TIME	METHOD
Chemical oxygen demand	Plastic	500 mL	4 °C, H ₂ SO ₄ pH <2	28 days	EPA 410.4
Hardness	Plastic	500 mL	H ₂ SO ₄ or HNO ₃ pH <2	6 months	EPA 130.1
Nitrogen					
▸ Ammonia	Plastic	1 L	4 °C, H ₂ SO ₄ , pH <2	28 days	EPA 350.1
▸ Nitrate + Nitrite	Plastic	1 L	H ₂ SO ₄ , pH <2	28 days	EPA 353.2
▸ Nitrite	Plastic	1 L	4 °C	48 hours	EPA 353.2
▸ Total Kjeldahl	Plastic	1 L	4 °C, H ₂ SO ₄ , pH <2	28 days	EPA 351.2
Phosphorus					
▸ Ortho	Plastic	1L	4 °C	48 hours	EPA 365.1
▸ Total	Plastic	1L	4 °C, H ₂ SO ₄ , pH <2	28 days	EPA 365.4

na = not applicable

SEMI-VOLATILE ORGANICS SECTION

TEST / MATRIX	CONTAINER*	SAMPLE SIZE	PRESERVATION	HOLDING TIME	METHOD
Drinking Water					
‣ EDB & DBCP	Glass vial (no headspace)	40 mL	4 °C, sodium thiosulfate	14 days	EPA 504.1
‣ Chlorinated pesticides & PCBs	Glass amber bottle	1 L	4 °C, sodium thiosulfate	7 days	EPA 508
‣ Chlorinated acids Herbicides	Glass amber bottle	60 mL	4 °C, sodium thiosulfate	14 days	EPA 515.3
‣ Chlorinated acids Herbicides	Glass amber vials	60 mL	4 °C, sodium sulfite	14 days	EPA 515.4
‣ Semi-volatile pesticides	Glass amber bottle	1 L	4 °C, sodium sulfite pH <2 (with 6N HCl)	14 days	EPA 525.2
‣ Carbamate pesticides	Glass amber bottle	60 mL	4 °C, potassium dihydrogen citrate & sodium thiosulfate pH <4. Mix samples in the field for 1 min.	28 days	EPA 531.2
‣ Haloacetic acids	Glass amber bottle	60 mL	4 °C, 6 mg NH ₄ Cl	14 days	EPA 552.2
Wastewater					
‣ Chlorinated pesticides & PCBs	Glass bottle	1 L	4 °C, sodium thiosulfate	7 days	EPA 608
Hazardous Wastes					
‣ Chlorinated pesticides & PCBs	Glass bottle	1 L	4 °C, sodium thiosulfate	7 days	EPA 8081
	Glass jar	8 oz	4 °C	14 days	EPA 8081

* Glass vials must have PTFE-lined septum caps; glass bottles must have PTFE-lined caps

RADIATION SECTION

TEST / MATRIX	CONTAINER	SAMPLE SIZE	PRESERVATION	HOLDING TIME	METHOD
Gross alpha & beta (air)	Pump head	50 m ³	na	6 months	EPA 900.0
Gross alpha & beta (water, diss)	Plastic	1 L	HNO ₃ , pH <2	6 months	EPA 900.0
Gross alpha & beta (water, susp)	Plastic	1 L	na	72 hours	EPA 900.0
Gross alpha & beta (wipes)	Coin envelope	100 cm ²	na	variable*	EPA 900.0
Gamma isotope (air particle)	Pump head	50 m ³	na	6 months	HASL
Gamma isotope (fruit, juices, beverages, etc.)	Plastic/glass	4 L	na	na	HASL
Gamma isotope (water)	Plastic	4 L	HNO ₃ , pH <2	3 months	HASL
Gamma isotope (milk)	Plastic	4 L	4 °C, formaldehyde	3 months	HASL
Gamma isotope (oyster)	Polybag	100 cm ³	Freeze	2 weeks	HASL
Gamma isotope (sediment/sand)	Polybag/plastic bag	4000 cm ³ /4L	Freeze	months	HASL
Gamma isotope (soil)	Polybag	1000 cm ³	na	variable*	HASL
Gamma isotope (wipes)	Coin envelope	100 cm ²	na	variable*	HASL
Gamma isotope (vegetation)	Polybag	4000 cm ³	4 °C	2 weeks	HASL
I-131 (charcoal filter)	Pump head	50 cm ³	na	8 days	
Strontium 90 & 89 (water)	Plastic	4 L	HNO ₃ , pH <2	6 months	EPA 905.0
Strontium 90 & 89 (milk)	Plastic	4 L	4 °C, formaldehyde	6 months	AOAC/EPA 905.0
Tritium (water)	Plastic	1 L	na	6 months	EPA 906.0
Radon 222 (water)	Boro glass vial	15 mL	4 °C	3 days	EPA 913.0
Liquid scint. (wipes)	Coin envelope	100 cm ²	na	variable*	EPA 906.0
Radium 226 (water)	Plastic	4 L	HNO ₃ , pH <2	6 months	EPA 903.1
Radium 228 (water)	Plastic	4 L	HNO ₃ , pH <2	6 months	EPA 904.0

na = not applicable

Variable* = the maximum holding time as determined by isotope and sensitivity desired

VOLATILE ORGANICS SECTION

TEST / MATRIX	CONTAINER*	SAMPLE SIZE	PRESERVATION	HOLDING TIME	METHOD
Drinking Water					
▸ Volatile organics	Glass vial No air bubbles or sediments	40 mL	4 °C, 1:1 HCl, pH <2 ascorbic acid Preserve trip & field blanks as samples	14 days	EPA 524.2
▸ Trihalomethanes	Glass vial No air bubbles or sediments	40 mL	4 °C, 1:1 HCl, pH <2 ascorbic acid or sodium thiosulfate Preserve trip & field blanks as samples	14 days	EPA 524.2
Wastewater					
▸ Volatile organics	Glass vial	40 mL	4 °C, 1:1 HCl, pH <2 ascorbic acid	14 days	EPA 624
▸ Base Neutral / Acid extractable organics (semi-volatile organics)	Glass amber bottle	1 L	4 °C	7 days	EPA 625
Hazardous Wastes					
▸ Volatile organics	Glass vial	40 mL	4 °C, 1:1 HCl, pH <2 ascorbic acid	14 days	EPA 8260
	Glass jar (soils)	8 oz	4 °C	14 days	EPA 8260
▸ Base Neutral / Acid extractable organics (semi-volatile organics)	Glass amber bottle	1 L	4 °C	7 days	EPA 8270
	Glass jar (soils)	8 oz	4 °C	14 days	EPA 8270

* Glass vials must have PTFE-lined septum caps; glass bottles must have PTFE-lined caps

6.0 PART II: DIVISION OF ENVIRONMENTAL MICROBIOLOGY

6.1 PROGRAM SERVICES

The Division of Microbiology analyzes samples originating from diversified environmental resources. At Central Laboratory, the Division is divided into two analytical sections – *Dairy and Water Microbiology* and *Food/Shellfish*.

The two Regional Laboratories - *Eastern Shore Regional Laboratory (ESRL)* and *Western Maryland Regional Laboratory (WMRL)* - all perform water microbiology analysis. The WMRL also analyzes dairy samples and the ESRL performs analysis of shellfish growing water samples.

6.1.1 Organizational Chart - see Figure 1

6.1.2 Quality Assurance

Quality Assurance is a set of operating principles to ensure production of data of known and defensible quality. To accomplish these goals, each laboratory has a written Quality Control plan that outlines the procedures to be followed in sample collection, transport, and analysis. Corrective action procedures, which are a part of the Quality Assurance Plan, are instituted to address possible deviations.

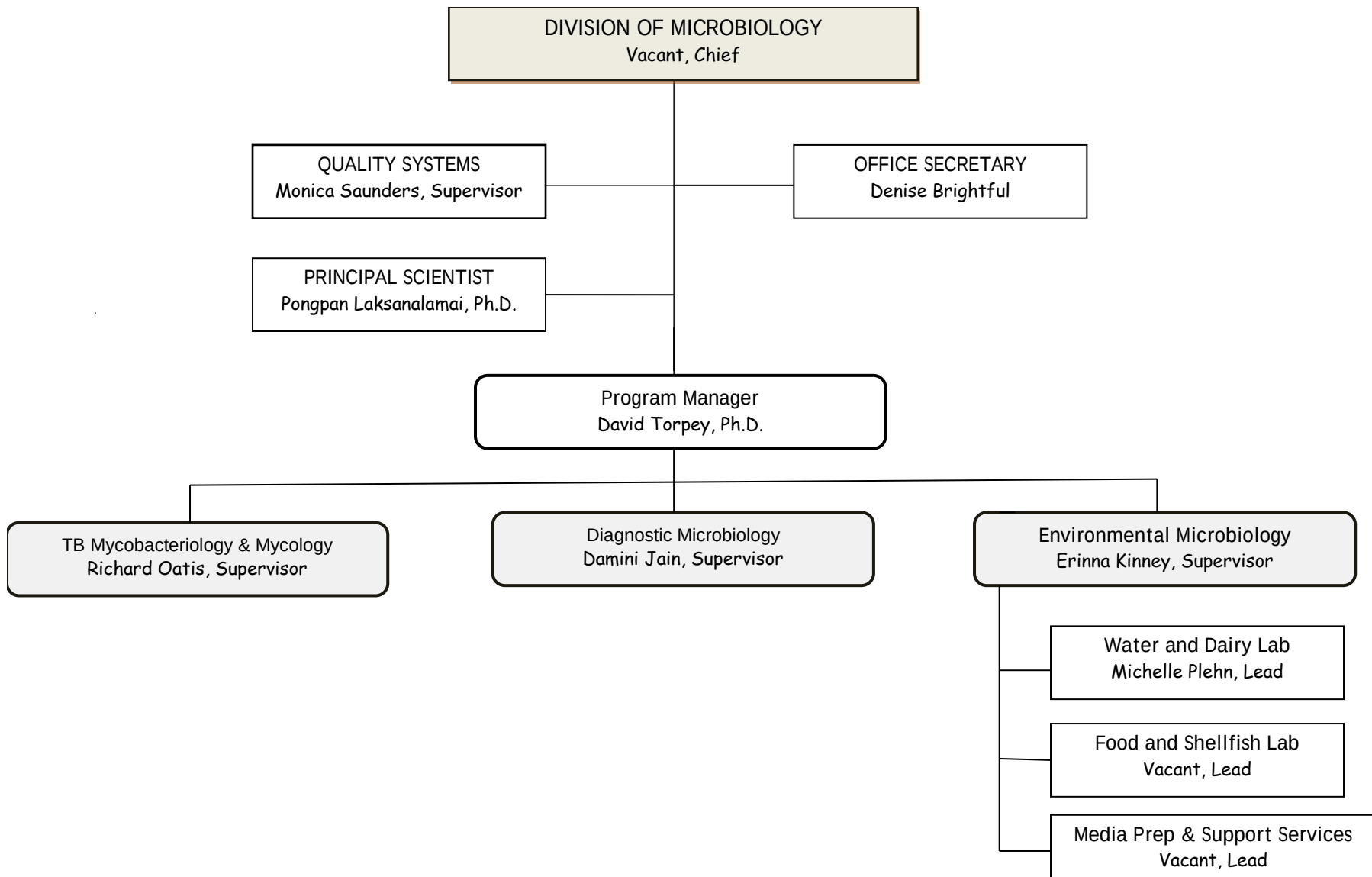
6.1.3 Sample Management

At Central Laboratory, food and water samples should be delivered to the loading dock. Dairy product samples are to be transported to the Accessioning Lab located in Room 139 for processing. For further information, contact the individual laboratory at (443) 681 - 3948 (Water Laboratory), (443) 681- 3948 (Dairy Laboratory), and (443) 681 - 4573 (Food/Shellfish Laboratory).

For sample management procedures at the regional laboratories, contact the specific laboratory.

- Eastern Shore (410) 219 - 9005 / (410) 749 -1174
- Western Maryland (301) 777 - 2115 or 2116

Figure 1 - OPERATIONAL FORMAT



6.1.4 Sampling Procedures

For sample collection protocols please refer to the specific methods or contact the appropriate laboratory.

6.2 ANALYTICAL SERVICES

The Environmental Microbiology Program responds to client requests for laboratory support in the areas of environmental and consumer products compliance monitoring. The functions of the program are performed in three testing units at the Central Laboratory and integrated into the functions of two regional laboratories.

These functions summarize the mission of the Laboratories Administration: to provide accurate and reliable data that can be used to support the public health goals of the State's monitoring agencies.

6.2.1 Water Microbiology

The WATER AND DAIRY MICROBIOLOGY LABORATORY'S primary function is to analyze public and private drinking waters, sewages, streams, dairy waters, and recreational waters which include natural bathing areas, swimming pools, and spas, for organisms indicative of fecal contamination and bacterial densities. This laboratory is certified by the U.S. Environmental Protection Agency (EPA) for the analysis of drinking waters.

The DAIRY MICROBIOLOGY LABORATORY tests a variety of dairy products to determine compliance with State and Federal laws and regulations. The laboratory performs microbiological tests such as HPC (total microbial counts), coliform counts, and listeria identification.

The other tests performed in this laboratory include inhibitor testing (antibiotic concentration) and somatic cell counts. This laboratory is certified by the U.S. Food and Drug Administration (FDA).

6.2.2 Food and Shellfish Microbiology

Food and Shellfish Microbiology

The FOOD/SHELLFISH LABORATORY analyzes food and shellfish suspected of being associated with potential food borne illness. The laboratory analyzes food, commercially prepared crabmeat, seasonal harvested and imported shellfish, seasonal apple cider, ice cream and a plethora of food matrices. As well, the laboratory performs testing for outbreak samples for the State; and participate in multistate national outbreak. The Food Lab is a member of the Food Emergency Response Network (FERN) which responds to emergencies involving biological, chemical, and radiological contamination of food. Regulatory and contract food samples also collected from FDA where specific

pathogenic organism of interest is requested for testing which could be qualitative or quantitative analysis. The Shellfish laboratory performs testing of shellfish growing waters and shellstock in support of the State's monitoring and enforcement activities. Pathogens analyzed within the Food and Shellfish Microbiology include Aerobic Plate Count, Total Coliforms, Fecal Coliforms, *Escherichia coli*, *Staphylococcus aureus*, *Salmonella*, *Listeria monocytogenes*, *Bacillus cereus*, *Escherichia coli* O157:H7, *Campylobacter*, *Staphylococcal Enterotoxin*. The Food and Shellfish Microbiology Laboratory is certified by the U.S. Food and Drug Administration (FDA). The Food Microbiology Laboratory is accredited under ISO 17025: 2005.

6.2.3 Dairy Chemistry

The DAIRY CHEMISTRY LABORATORY is a regulatory laboratory that analyzes milk and milk products to ensure complete pasteurization and to monitor quality standard by physical and chemical methods. The testing is in accordance with Pasteurized Milk Ordinance (PMO) compiled by U.S. Public Health/FDA which the State of Maryland has adopted. This document provides for the safe handling of milk to prevent the transmission of disease and prevents the mislabeling and adulteration of milk products. This laboratory is certified by the U.S. Food and Drug Administration (FDA).

WATER AND WASTEWATER MICROBIOLOGY

Sample Test	Analytical Test	Sample Size	Sample Container Specifications	Turnaround Time	Transport Conditions	Holding Time
Wastewater effluents	Fecal coliforms	100 mL	Sterile 250 mL 8 oz bottle containing 0.8 mL of a combination of sodium thiosulfate & EDTA	24 hrs	Water Samples should be transported in coolers containing crushed ice filled no higher than the shoulders of the water containers in order to hold the temperature of the samples between 1.0 °C to 10 °C from the time of collection to the time of examination. Use of "Cool-Pack" alone without ice is not sufficient to maintain the required temperature. Water containers should be protected with barriers so as to be transported in upright positions and not be submerged in ice or slush.	6 hrs.
Stream samples	Fecal coliforms; <i>Escherichia coli</i> ; Enterococci, Pseudomonas	100 mL	Sterile 150 mL 4 oz bottle containing 0.1 mL of a 10% sodium thiosulfate solution.	24 hrs		6 hrs.
Swimming pool and/or man-made tanks	Total coliforms; <i>Escherichia coli</i> , Heterotrophic plate count (HPC), Simplate, Pseudomonas	150 mL		24-48 hrs		6 hrs.
Bathing beach areas, quarries and other natural bathing areas	Fecal coliforms; <i>Escherichia coli</i> ; Enterococci, Pseudomonas	100 mL		24 hrs		6 hrs.
Private & other public drinking waters	Total Coliforms & <i>Escherichia coli</i>	105 mL		24 hrs		30 hrs.
Public drinking water	Total coliforms; Heterotrophic plate count (HPC), Simplate	105 mL		48 hrs		30 hrs. 8 hrs. (HPC)
Bottled water	Total & Fecal coliforms; <i>Escherichia coli</i> ; Standard plate count, Simplate, Pseudomonas,	100 mL	In original, unopened container	72 hrs	Un-iced.	

FOOD AND SHELLFISH MICROBIOLOGY

Sample Type	Analytical Test	Sample Size	Sample Container Specifications	Turnaround Time	Transport Conditions	Maximum Allowable Holding Time
Food	Sterility; coliforms; <i>E. coli</i> ; <i>Staphylococci</i> ; <i>Listeria</i> , Standard Plate Count; <i>Salmonella</i> & other etiologic agents	200 g (1/2 lb.)	Original unopened container. Clean, dry, leakproof, wide-mouth, sterile container of a size suitable for samples, e.g., plastic jars, plastic bags with suitable closures, or metal cans. Do not use felt pen on plastic for identification markings because the ink might penetrate the container.	10 days* 4 wks for <i>Yersinia</i>	In ice/water medium on racks in sample chest. 0-4 °C. temp. should be maintained.	36 hrs
Crabs (cooked)	Total & Fecal Coliform; <i>E. coli</i> ; Standard Plate Count; <i>Staphylococci</i> ; <i>Listeria Monocytogenes</i>	100 g		10 days*	0 – 4 °C	24 hrs
Shellfish (routine)	Total & Fecal Coliform; <i>E. coli</i> ; Standard Plate Count; <i>Listeria monocytogenes</i> ; <i>Virbio spp.</i>	Shellstock-12 live animals (approx. 200 g of shell, liquor, and meat)	<u>Shellstock</u> - Clean, sterile containers, e.g., plastic bags, tin cans with tight lids leakproof <u>Shellfish</u> -sterile wide-mouth jars.	10 days*	<u>Shellstock</u> -kept in dry storage at a temperature above freezing but lower than 10 °C. Shellstock should not come in contact with ice. <u>Shucked shellfish</u> -kept refrigerated by packing in crushed ice.	24 hrs
Shellfish Water	Fecal coliform	100 mL / 25 mL	<u>Shellfish water</u> -Sterile wide-mouth plastic containers (120 mL IDEXX bottle).	3 days	<10 °C on racks in sample chest in cooler filled with ice around upright bottles, but not covered	30 hrs

* Additional time may be required

DAIRY MICROBIOLOGY

Sample Type	Analytical Test	Sample Size	Sample Container Specifications	Turnaround Time	Transport Conditions	Maximum Allowable Holding Time
Temperature Control		100 mL	Container similar to samples in size and product type.	none	Transport under same conditions as samples.	none
Raw milk	Standard plate count;, Petrifilm Aerobic Count, Inhibitory substances, DMSCC	50 mL	Must be in sterile container, at least 50 mL. volume	5 days	Transport in coolers containing crushed ice filled to the shoulder of container. Each cooler accompanied by a temperature control	48 hrs
Pasteurized milk and cream	Standard plate count; Coliform count, Petrifilm Aerobic Count, Petrifilm Coliform Count, High Sensitivity Coliform Count, Inhibitory substances;	100 mL	Must be in unopened, full container.	5 days		48 hrs
Ultra-pasteurized products	Standard plate count; Coliform count, Petrifilm Aerobic Count, Petrifilm Coliform Count, High Sensitivity Coliform Count, Inhibitory substances;	100 mL		5 days		48 hrs
Cultured products	Coliform count	100 mL		5 days		24 hrs

Acidophilus milk	Coliform Count; Inhibitory substances;	100 mL	Must be either in unopened container or sterile sample container supplied by Environmental Microbiology Lab	5 days	Must be transported in cooler containing crushed ice. Avoid complete submersion of container. Must be accompanied by temperature control.	24 hrs
Frozen desserts	Standard plate count; Coliform count, Petrifilm Aerobic Count, Petrifilm Coliform Count, High Sensitivity Coliform Count	100 g		5 days	Must be transported in cooler chest accompanied by dry ice. Temperature control not necessary.	3 days

Sample Type	Analytical Test	Sample Size	Sample Container Specifications	Turnaround Time	Transport Conditions	Maximum Allowable Holding Time
Frozen dessert mixes or soft-serves	Standard plate count; Coliform count, Petrifilm Aerobic Count, Petrifilm Coliform Count, High Sensitivity Coliform Count	100 mL		5 days	Must be transported in coolers with crushed ice and accompanied by temperature control. May not be frozen.	36 hrs.
Powdered Milk	Standard plate count; Coliform count, Petrifilm Aerobic Count, Petrifilm Coliform Count, High Sensitivity Coliform Count	100 g	Submitted in Division of Milk Control approved plastic bags.	5 days	Room temperature	48 hrs*
Cheese	Coliform count	100 g	Submitted in unopened original package.	5 days	Must be transported in chilled condition, preferably in cooler containing ice.	48 hrs*
Pasteurized fluid milk or cultured products (can also be performed on frozen desserts/novelties)	Phosphates	100 mL/g	Original container or sterile container	5 days	Must be transported in cooler with crushed ice and accompanied by temperature control. May not be frozen	48 hrs
Empty containers	Residual bacterial count & residual coliform count	NA		5 days	Room temperature.	48 hrs*

**Under ideal conditions, analysis of the samples should begin within 24 hours and, in most cases, no later than 48 hours after original collection*

7.0 PART III: TEST DIRECTORY

7.1 Abbreviations

<u>Laboratory/Section</u>	<u>Abbreviation</u>
AIR QUALITY SECTION	AQS
CHEMICAL EMERGENCY PREPAREDNESS & RESPONSE SECTION	CEPRS
DAIRY MICROBIOLOGY	DM
DAIRY CHEMISTRY	DC
FOOD CHEMISTRY SECTION	FCS
FOOD MICROBIOLOGY	FM
GENERAL CHEMISTRY SECTION	GCS
TRACE METALS LABORATORY	TML
NUTRIENTS SECTION	NS
SEMI-VOLATILE ORGANICS SECTION	SVOS
RADIATION SECTION	RS
VOLATILE ORGANICS SECTION	VOS
WATER MICROBIOLOGY	WM

7.2 Index

A

Acenaphthene
Acenaphthylene
Acetic acid
Acetone
Acidity
Alachlor
Aldrin
Alkalinity, total
Alpha, gross (air, wipes)
Alpha, gross (water, dissolved, suspended)
Alpha-BHC
Aluminium
Ammonia
Ammonia, nitrogen
Animal hair
Anthracene
Antibiotic residue tests (dairy)
Antimony
Arsenic
AsbesVOS (air, bulk)
Ascorbic acid
Atrazine

B

Bacillus cereus count
Bacteriological water suitability
Barium
Benzene
Beryllium
Benzo (a) anthracene
Benzo (a) pyrene
Benzo (b) fluoranthene
Benzo (k) fluoranthene
Benzo (g,h,i) perylene
Benzoate
Beta-BHC
Beta, gross (air, wipes)
Beta, gross (water dissolved, suspended)
Beverage
Biomonitoring (Human)

LAB

VOS, SVOS
VOS, SVOS
FCS
VOS
FCS
SVOS, VOS
SVOS, VOS
GCS
RS
RS
VOS
TML
FCS
FCS, NS
FCS
VOS, SVOS
DM
TML, CEPRS
TML, CEPRS
AQS
FCS
SVOS

FM
WM
TML, CEPRS
VOS
TML, CEPRS
VOS, SVOS
VOS
VOS, SVOS
VOS, SVOS
VOS, SVOS
FCS
VOS, CEPRS
RS
RS
FM, FCS
CEPRS

Biochemical oxygen demand (BOD)	GCS
Bis (2-chloroethyl) methane	VOS
Bis (2-chloroisopropyl) ether	VOS
Bis (2-ethylhexyl) adipate	SVOS
Bis (2-ethylhexyl) phthalate	SVOS, VOS
Blood, presumptive test	FCS
Bottled water	FCS
<i>Botulism</i>	FM
Brix, % sugar	FCS
Bromoacetic acid	VOS
Bromobenzene	VOS
Bromochloroacetic acid	VOS
Bromochloromethane	VOS
Bromodichloromethane	VOS
Bromoform	VOS
Bromomethane	VOS
4-Bromophenylether	VOS
Butachlor	SVOS
2-Butanone (MEK)	VOS
<i>n</i> -Butylbenzene	VOS
<i>sec</i> -Butylbenzene	VOS
<i>tert</i> -Butylbenzene	VOS
Butylbenzyl phthalate	VOS
2,4,6- <i>sec</i> -Butyl-dinitrophenol	VOS

C

Cadmium	TML, CEPRS
Caffeine	FCS
Calcium	TML
<i>Campylobacter identification</i>	FM
Canned foods	FM, FCS
Carbon, total organic	GCS
Carbon tetrachloride	VOS
Cesium	CEPRS
Chemical oxygen demand (COD)	NS
Chemical terrorism (CT)	CEPRS
Chemical warfare agent (CWA)	CEPRS
Chlordane	SVOS, VOS
Chloride	GCS
Chlorinated hydrocarbons	VOS, SVOS
Chloroacetic acid	VOS
Chlorobenzene	VOS
Chloroethane	VOS

2-Chloroethyl vinyl ether	VOS
Chlorophyll	GCS
Chloroform	VOS
Chloromethane	VOS
4-Chloro-3-methylphenol	VOS
2-Chloronaphthalene	VOS
2-Chlorophenol	VOS
4-Chlorophenyl phenyl ether	VOS
<i>Ortho</i> -Chlorotoluene	VOS
<i>para</i> -Chlorotoluene	VOS
Chlorpyrifos (dursban)	SVOS
Chromium	TML
Chrysene	VOS, SVOS
Citric acid	FCS
<i>Clostridium botulinum</i> (toxin assay)	FM
<i>Clostridium perfringens</i> (identification)	FM
<i>Clostridium perfringens</i> (count)	FM
Cobalt	TML, CEPRS
Coliform count (pasteurized milk)	DM
Coliform, total & fecal, MPN (drinking water)	WM
<i>Coliform, total & fecal, MPN (food)</i>	FM
Coliform, total & fecal MF (water sewage)	WM
Coliform, total & fecal, ONPG-MUG (water recreational)	WM
Coliform, total & fecal, ONPG-MUG (water, stream)	WM
Coliform, total & fecal, P-A (water, farm/dairy)	WM
Coliform, total & fecal, P-A (water, other)	WM
Color	GCS
<i>Commercial sterility (canned foods)</i>	FM
Conductivity	GCS
Copper	TML
Corn (canned)	FCS
Corrosivity / pH	GCS
Crabs (decomposition)	FCS
Crabmeat (decomposition)	FCS
Cyanide, amenable to chlorination	GCS
Cyanide, blood	CEPRS
Cyanide, total	GCS
Cyclosarin (GF)	CEPRS
<u>D</u>	
Dalapon	SVOS
2,4-DB	SVOS
DDD	SVOS, VOS

DDE	SVOS, VOS
4,4'-DDE	CEPRS, VOS
4,4'-DDT	CEPRS, VOS
<i>delta</i> -BHC	VOS
DDT	SVOS
2,4-DDT	CEPRS, VOS
Diazinon	SVOS
Dibenzo (a,h) anthracene	SVOS, VOS
Dibromoacetic acid	VOS
Dibromochloromethane	VOS
1,2-Dibromo-3-chloropropane	VOS
1,2-Dibromoethane (EDB)	VOS
Dibromomethane	VOS
Dicamba	SVOS
Dichloroacetic acid	VOS
1,2-Dichlorobenzene	VOS
1,3-Dichlorobenzene	VOS
1,4-Dichlorobenzene	VOS
Dichlorofluoromethane	VOS
1,2-Dichloroethane	VOS
<i>cis</i> -1,2-Dichloroethene	VOS
<i>trans</i> -1,2-Dichloroethane	VOS
1,1-Dichloroethylene	VOS
<i>trans</i> -1,2-Dichloroethylene	VOS
Dichlorofluoromethane	VOS
1,1-Dichloroethene	VOS
2,4-Dichlorophenol	VOS
2,6-Dichlorophenol	VOS
1,1-Dichloropropene	VOS
Diphenylamine	VOS
Di-methylaminoazobenzene	VOS
1,2-Dichloropropane	VOS
1,3-Dichloropropane	VOS
2,2-Dichloropropane	VOS
<i>cis</i> -1,3-Dichloropropene	VOS
<i>trans</i> -1,3-Dichloropropene	VOS
Dichlorodifluoromethane	VOS
Dieldrin	SVOS, CEPRS
Diethyl dithiophosphate (DEDTP)	CEPRS
Diethyl phosphate (DEP)	CEPRS
Diethyl phthalate	VOS
Diethyl thiophosphate (DETP)	CEPRS
Difluoromethane	VOS

7,12-Dimethylbenz(a)anthracene	VOS
Dimethyl dithiophosphate (DMDTP)	CEPRS
2-4-Dimethyphenol	VOS
Dimethyl phosphate (DMP)	CEPRS
Dimethyl phthalate	VOS
Dimethyl thiophosphate (DMTP)	CEPRS
Di-n-butyl phthalate	VOS
Di-n-octyl phthalate	VOS
2,4-Dinitrophenol	VOS
2,4-Dinitrotoluene	VOS
2,6-Dinitrotoluene	VOS
4,6-Dinitro-2-methylphenol	VOS
1,3 Dinitrobenzene	VOS
Dinoseb	SVOS
1,2-Diphenyl hydrazine	VOS
Diphenyl nitrosamine	VOS
Di-isopropyl ether (DIPE)	VOS
Drinking water (private, public supplies)	VOS, GCS, NS, SVOS, RS, TML

E

<i>E. coli</i> Count, MPN (shellfish)	FM
<i>E. coli</i> O157:H7 Identification	FM
Endosulfan I	VOS
Endosulfan II	VOS
Endosulfan sulfate	VOS
Endrin	SVOS, VOS
Endrin aldehyde	VOS
Endrin ketone	VOS
Enterobacteriaceae identification (canned food)	FM
Ethion	SVOS
Ethylbenzene	VOS
Ethylene dibromide (EDB)	SVOS
Ethyl- <i>tert</i> -butyl-ether (ETBE)	VOS
Extractable organics	VOS
Extraneous material (food)	FCS

F

Fat, (percent)	FCS
Filth (food)	FCS
Finfish (heavy metals)	TML
Fluoranthene	VOS, SVOS
Fluorene	VOS
Fluorescein dye	GCS

Fluoride	GCS
Fly ash	AQS
Food quality, adulteration	FCS
Foreign material (food)	FCS
Forensic drugs	CEPRS
Formaldehyde	RS
Fourier transform infrared spectrometer (FTIR)	CEPRS

G

Gamma emitting isotopes	RS
Gasoline	VOS
Glass (foods)	FCS
Gravimetric	FCS

H

Haloacetic acids	VOS
Hardness	NS
Heavy metals	TML
Heptachlor	SVOS, VOS
Heptachlor epoxide	SVOS, VOS, CEPRS
Herbicides, chlorinated acids	SVOS
Hexachlorobenzene (HCB)	SVOS, CEPRS, VOS
Hexachlorobutadiene	VOS
Hexachlorocyclopentadiene	SVOS, VOS
Hexachloroethane	VOS
2-Hexanone	VOS
Hexachloropropylene	VOS
Hydrocarbons (chlorinated)	VOS, SVOS

I

Identification	GCS, CEPRS
Ignitability	GCS, AQS
Indeno (1,2,3-ed) pyrene	VOS, SVOS
Infant botulism (anaerobe culture)	FM
Inhibitory substances	DM
Inhibitory substances (powdered milk)	DM
Iodine-131 (air)	RS
Insect identification	FCS
Isophorone	VOS
Isopropylbenzene	VOS
<i>para</i> -Isopropyltoluene	VOS
Iron	TML

J

K

Kjeldahl, total nitrogen (TKN)

NS

L

Lead

TML, CEPRS

Lindane (gamma BHC)

SVOS, VOS, CEPRS

Liquid scintillation (wipes)

RS

Listeria identification (foods, environmental)

FM

M

Maggots (foods)

FCS

Malathion

SVOS

Manganese

TML

Magnesium

TML

Methylene blue active substances (MBAS)

GCS

2-Methylphenol

VOS

3-Methylphenol

VOS

4-Methylphenol

VOS

Methapyrilene

VOS

Meat (speciation of uncooked meat)

FCS

Mercury

TML

Mercury (fish)

TML, FCS

Metals, dissolved

TML

Metals, total

TML, FCS

Methoxychlor

SVOS

Methyl parathion

SVOS

4-Methyl-2-pentanone (MIBK)

VOS

Methyl-*tert*-butyl ether (MTBE)

VOS

Methylene chloride

VOS

Methylene diphenyl isocyanate

RS

Metolachlor

SVOS

Metribuzin

SVOS

Mirex

CEPRS

Moisture (percent)

DC

Molybdenum

TML, CEPRS

Monobromoacetic acid

VOS

Monochloroacetic acid

VOS

N

Naphthalene

VOS, SVOS

Nerve agent (metabolites)

CEPRS

Nickel	TML
Nitrobenzene	VOS
Nitrogen, ammonia	NS
Nitrogen, nitrate-nitrite	NS
Nitrogen, nitrite	NS
Nitrogen, total kjeldahl	NS
Nitrophenol	VOS
4-Nitrophenol	VOS
4-Nitroquinoline-N-oxide	VOS
<i>trans</i> -Nonachlor	CEPRS

O

Oil & grease	GCS
Organic chemical (stream sample)	VOS
Organochlorine pesticides	CEPRS
Organoleptic analysis (food)	FCS
Organophosphate pesticides (metabolites)	CEPRS
Organophosphorus nerve agent (metabolites)	CEPRS
Oxalic acid	FCS
Oxamyl (vydate)	SVOS
Oxychlorodane	CEPRS
Oyster	FCS, TML, FM

P

pH	GCS
PM _{2.5}	AQS
PM ₁₀	AQS
Particulates (industrial pollution)	AQS
Pentachlorobenzene	VOS
Pentachloronitrobenzene	VOS
Pentachlorophenol	SVOS, VOS
Percent fat	FCS
Pesticides	SVOS, VOS
Pesticides (food)	FCS, SVOS
Phenacetin	VOS
Phenanthrene	VOS
Phenols	VOS
Phenolics, total recoverable	GCS
3-Phenoxybenzoic acid (3PBA)	CEPRS
4-Fluoro-3-phenoxybenzoic acid (4F3PBA)	CEPRS
Photon emitters	RS
Phosphatase (alkaline)	DC
Phosphatase (microbial)	DC

Phosphatase (reactivated)	DC
Phosphorous, ortho	NS
Phosphorous, total	NS
Phosphorus, total dissolved	NS
Physical condition (food)	FCS
Picloram	SVOS
Platinum	CEPRS
Polychlorinated biphenyl (PCB)	SVOS
Polynuclear aromatic hydrocarbons (PAH)	VOS, SVOS
Potassium	TML
Presumptive blood test	FCS
Priority pollutants	VOS, SVOS
Propachlor	SVOS
<i>n</i> -Propylbenzene	VOS
Purgeable aromatics	VOS
Purgeable halocarbons	VOS
Pyrethroid pesticides	CEPRS

Q

Quartz (filters)	AQS
------------------	-----

R

Radiological tests	RS
Radium	RS
Radon (water)	RS
Residual bacterial count	DM
Residual bacterial count (molded containers)	DC
Russian VX (SVX)	CEPRS

S

Salt (percent in meCEPRS)	FCS
Sarin (GB)	CEPRS
Sediment	GCS
Selenium	TML, CEPRS
Semi-volatile organic compounds	VOS
Silver	TML
Silvex (2,4,5-TP)	SVOS
Simazine	SVOS
Shellfish	FCS
Sodium	TML
Solids, settleable	GCS
Solids, total	GCS
Solids, total dissolved	GCS

Solids, total suspended	GCS
Soman (GD)	CEPRS
Somatic cell counts (dairy products)	DM
Speciation of uncooked meat	FCS
Standard plate count	WM, FM, DM
Staphylococcus count	FM
Strontium (milk, water)	RS
Styrene	VOS
Succinic acid	FCS
Sulfate	GCS

T

Tartaric acid	FCS
2,4,5-TP (silvex)	SVOS
<i>tert</i> -amyl-methyl-ether (TAME)	VOS
<i>tert</i> -butyl alcohol (TBA)	VOS
1,2,4,5 Tetrachlorobenzene	VOS
1,1,1,2-Tetrachloroethane	VOS
1,1,2,2-Tetrachloroethane	VOS
Tetrachloroethene	VOS
2,3,4,6-Tetrachlorophenol	VOS
Thallium	TML, CEPRS
Thermometer calibrations	FCS
Toluene	VOS
Total petroleum hydrocarbons	GCS
Total suspended particulates	AQS
Toxaphene	VOS, SVOS
1,2,3-Trichlorobenzene	VOS
1,2,4-Trichlorobenzene	VOS
1,1,1-Trichloroethane	VOS
1,1,2-Trichloroethane	VOS
Trichloroethene	VOS
Trichlorofluoromethane	VOS
2,4,6-Trichlorophenol	VOS
1,2,3-Trichloropropane	VOS
Trihalomethanes, total	VOS
1,2,4-Trimethylbenzene	VOS
1,3,5-Trimethylbenzene	VOS
Tritium (water)	RS
Tungsten	CEPRS
Turbidity	GCS

U

Uranium	TML, CEPRS
---------	------------

V

Vanadium	TML
Vibrio cholera identification	FM
Vibrio parahaemolyticus count	FM
Vinyl chloride	VOS
Volatile organic compounds	VOS
Volume	FCS
VX	CEPRS

W

Water	VOS, SVOS, GCS, RS, NS, TML, WM
-------	---------------------------------

X

<i>ortho</i> -Xylene	VOS
<i>meta</i> -Xylene	VOS
<i>para</i> -Xylene	VOS
Total xylenes	VOS

Y

Yersinia identification	FM
-------------------------	----

Z

Zinc	TML
------	-----

In accordance with Title VI of the Civil Rights Act of 1964 and Regulation 504 of the Rehabilitation Act of 1973, the Department of Health and Mental Hygiene prohibits discrimination against anyone because of race, color national origin or because of physical or mental handicap. This prohibition includes the provision of Departmental services and benefits, the operation of its facilities and Departmental employment practices.