

ANNEXURE – V

Procedure for Collection of Water Samples

[Under the Maharashtra Water Resource Regulatory Authority (Water Quality Assessment of Bulk Water Users) Order, २०२६]

Sr. No.	Activity	Description of the Procedure	Responsibility
०१	Planning for Water Quality Assessment	• The Authorised Representative shall plan the Water Quality Assessment based on: (i) Routine Monitoring; (ii) Random Selection; (iii) Water Audit; (iv) Complaint Investigation; (v) Directions issued by the Authority; (vi) Directions of any Court or Tribunal; or (vii) Any other reason specified under this Order. • Prior to commencement of sampling, the Authorised Representative shall insure the sampling locations, parameters to be analysed, sampling methodology, required sample containers, preservatives, field testing	Authorised Representative



Sr. No.	Activity	Description of the Procedure	Responsibility
		instruments, personal protective equipment (PPE), labels, seals and all relevant records and documents required for sampling and maintaining the record.	
02	General Guidelines for Sampling	- Record the inspection details in the Field Inspection Register. - Inform the Bulk Water User or its authorised representative regarding the proposed sampling programme wherever practicable. - Verify the quantity and source of water supply, treatment facilities, storage system, discharge arrangements and operational status of WTP, ETP, STP, CETP or any other treatment facility, wherever applicable. - Identify the source of sampling point-	Authorised Representative



Sr. No.	Activity	Description of the Procedure	Responsibility
		ETP inlet/outlet, STP-inlet/outlet, Nalla/drainage, well water or surface water etc. (if discharge observed). • Determine the appropriate sampling methodology, including Grab Sampling, Composite Sampling or any other scientifically recognised method, having regard to the purpose of assessment and applicable standards.	
03	Collection of Water Samples	• Collect representative water samples from the identified locations using clean and suitable sampling equipment by observing approved procedures. • Carry out field observations and record on-site parameters such as pH, temperature, dissolved oxygen, electrical conductivity and other parameters, wherever applicable. • Ensure that contamination, alteration or deterioration of the sample is	Authorised Representative



Sr. No.	Activity	Description of the Procedure	Responsibility
		prevented during collection. • Preserve the samples immediately using the prescribed preservation techniques and maintain the required storage conditions until transportation to the Designated Laboratory.	
08	Sample Labelling	Every sample container shall be clearly labelled using a waterproof label or permanent marker indicating sample identification Number/Barcode and other required details shall be recorded in separate sheet against sample identification number such as- • Date and Time of Sampling • Sampling Location (including GPS Coordinates, wherever available) • Source and Type of Sample • Preservative Used, if any • Name and Signature of the Authorised Representative	Authorised Representative



Sr. No.	Activity	Description of the Procedure	Responsibility
		Name and Signature of the Bulk Water User or its authorised representative, wherever available in sample bottle as well as record sheet.	
०५	Submission of Samples to Designated Laboratory	- Complete the Sampling Record (Annexure I), Chain of Custody Form and other prescribed documents. - Pack, seal and transport the samples under prescribed preservation conditions so as to maintain sample integrity. - Submit the samples to the Designated Laboratory within the applicable holding period together with the prescribed documents and sample identification details and obtain submission receipt duly signed by both parties.	Authorised Representative
०६	Receipt of Laboratory	Obtain the Laboratory Water Quality Analysis Report from the Designated	Authorised Representative



Sr. No.	Activity	Description of the Procedure	Responsibility
	Analysis Report	Laboratory in the prescribed format (Annexure II). • Verify that the report contains the required analytical parameters, test methods and laboratory authentication. • Use the Laboratory Water Quality Analysis Report for preparation of the Water Quality Assessment Report in accordance with Annexure III.	

