**Section 465.410 Data Handling**

a) All records shall be initialed or signed by the person or persons responsible for recording all or any part of the data, or performing the various tests.

b) Either each unit shall be responsible for maintaining its own records, or all records shall be maintained in a general laboratory log book.

c) The laboratory shall record arrival time and date received in the laboratory, time and date of analysis, direct count, membrane filtration verified count, MTF completed count, analyst's name/unique initials, and other special information on each sample report form.

d) A careful check shall be made to verify that each result is entered accurately from the bench sheet onto the sample report form. The sample report form shall be initialed or signed by the person who verified the entry of information from the bench sheet.

e) All forms used in the laboratory for both sample reporting and quality control shall be approved by the certification officer to ensure that data is recorded in a format that is easily interpreted and that contains all necessary information.

(Source: Amended at 46 Ill. Reg. 19150, effective November 17, 2022)