

Date of Sampling: DD/MM/YY

DETAILS OF MILK SAMPLE

<u>Key Information</u>	<u>Details</u>				
Name of State					
Name of City					
Address					
*Sample Code					
Type of Sample (Please tick)	Organised				
		Milk Man	Dairy Shop	Local Dairy Farm	Large Mandi/Whole sale market
	A	B	C	D	E
Quantity of Sample					
Brand (if any)					
Date & Time of Sampling					
Collection Point (Name & Address of the Shop etc from where sample was taken)					
Name & Address of the lab (where sample is to be sent for testing)					
Any other information which FSO wants to record regarding sampling of milk					

Signature:
Name:
Designation:
Mobile:
E-mail ID:

To,
(1) Head (QA), FSSAI, FDA Bhawan, Kotla Road, New Delhi 110002
(2) Nodal Officer of the concerned state

Note: Form should be filled in triplicate for each sample taken and each duly filled form shall be sent to FSSAI (HQ), Nodal Officer of State and one should be retained by FSO.

***Sample Code:** State/ City/ Date Month/Sr. No. of Sample Type of Sample

Example:HR/C1/1708/1B

Functional Document for carrying out National Milk Survey

The Process of carrying out sampling.(Please watch the videos being provided along with this document for better understanding of the process).

- a. Look at the list of cities and proposed number of samples from various locations and ensure that you are carrying requisite number of bottles with you .
- b. Please plan your visit a day before and inform the respective lab where the samples to be dropped , one day in advance so that they make necessary arrangements for keeping the samples.
- c. Please carry enough of empty forms to be filled up with each samples from the office in the format given as above. Each sample requires three forms to be filled up.
- d. Please ensure availability of required number of ice boxes and sufficient ice for the same to keep the samples in chilled conditions.
- e. Please carry a permanent marker, a transparent tape and a scissor for the purpose of coding the bottles.
- f. Each sample is required to be of 1 liter and to be divided in two parts of 500 ml each in Pet bottles being provided to you.
- g. No preservative needs to be added in the milk as we are testing milk for those preservatives also.
- h. A brief on locations from where the samples to be picked up is given below:
 - a. Organized sector : This includes all kinds of poly pouches and bulk vended milk under a brand in the market. It is advisable to cover all the available brands from the market irrespective of number of samples written against this category.
 - b. Milk Man : He is Milk man or Dudhiya on bike or cycle who sells milk door to door in cans. It would be good to make note of the kind of cans being carried by him while selling the milk.
 - c. Dairy Shop : This is a typical dairy shop selling loose milk and other milk products which is available practically in all localities. They normally sell milk in loose or in a polythene bag being sealed using a knot or a rubber band.
 - d. Local Dairy Farm : This is a typical farm wherein the owner is keeping animals or bringing animals at a particular time and at a particular point for selling milk at least two times a day.
 - e. Large Mandi/Wholesale market : This is typical of a few of the cities and towns where large number of milk vendors get collected around a bus stand or railway station at a particular time in the morning (and evening also at some places) (Areas around Old Delhi Railway station towards Fatehpuri at Delhi may be one of such Mandi) . The milk vending done at such places is from both individual as well as bulk consumer. Wholesale market is a cluster of large number of dairy shops where in milk is being purchased in large quantities and further sold and distributed. These markets may be known for selling other dairy products also. (Joshi Road in Delhi may be one of such market).
- i. The FSO may use his discretion to adjust number of samples from Large mandi /whole sale market or dairy farms if he does not find any such mode of sales in his city by taking equivalent sample from other category mentioned in the unorganized sector.
- j. Once the FSo reaches to his first point of sampling then he must write the code on the bottle first and cover it with a transparent tape so as to avoid any chance of code getting erased. It will be difficult to write code after milk has been filled up in the bottle. The coding procedure is detailed as below :

a. ***Sample Code:** State/ City/ Date Month/Sr. No. of Sample Type of Sample



b. Example:HR/C1/1708/1B

- k. First fill up the code for state as given to you with your table e.g HR for Haryana, UP for Uttar Pradesh, DL for Delhi, etc. Next code is for city which has been mentioned on the sheet being sent to you from FSSAI. Date and month is to be mentioned as shown above for seventeenth August as 1708. Last part is code for the sample which means serial number of sample to be taken up on that particular day. Each day the serial number would begin with 1 for first sample. This number is to be followed up by the code of the sampling sources as mentioned on the form above e.g A for organized branded milk, B for milk man etc. Both the bottles of of1 liter sample from each source will have the same code.
- l. After coding the bottle you will take the sample and would pour it into the pet bottle. Put the cap on the bottle and press it a little. Now screw tight it till it gets auto locked. Look at the video provided to you along with this document.
- m. Take all care to keep this bottle in the ice box and cover it with ice cubes/pieces so as to ensure their chilled state in the ice box.
- n. Fill the given form in triplicate as per the directions provided (you may watch the video provided with this document for better understanding on how to fill up the form).
- o. Once you have collected all the samples in a day then go directly to the notified lab and deposit the samples to them. If they have sufficient space in refrigerator then transfer all the samples to their refrigerator and carry the ice box back with you for collecting rest of the samples.
- p. Get a receipt from the laboratory with number of samples deposited on their letterhead, officially signed by the authorized person.
- q. The FSOs are requested to forward one copy of all the forms filled up for samples through speed post courier to Head (QA), FSSAI, FDA Bhawan, Kotla Road, New Delhi 110002
- r. The FSOs are requested to forward another set to their respective nodal officer at state level.
- s. The FSOs will keep one set of all filled up forms with them for any future reference.