

QUICK REFERENCE GUIDE
SAMPLING FOR LEAD IN DRINKING WATER IN SCHOOLS

HOW TO COLLECT AN INITIAL SAMPLE

1. The sample should be collected first thing in the morning before any water has been used. Water should not be used for at least 8 hours but no more than 48 hours before sampling.
2. Perform a quick walk through of the facility to ensure no outlets were left running over night.
3. Make sure you have clean hands and wear non-latex or nitrile gloves to reduce risk of contaminating samples.
4. Complete the Chain of Custody.
5. Only use 250 ml wide-mouthed containers supplied by your certified lab.
 - a. Containers should not be opened until you are ready to collect the sample.
 - b. Sampling containers that have been compromised in any way, e.g., by being touched on the threads or the interior surfaces, must not be used.
 - c. Keep food and drink away from the sampling container.
6. Make sure no water has been drawn from the tap or water fountain before you collect the sample.
7. Begin sampling at the outlet closest to the Point of Entry (where the water enters the building from the street).
8. Place the container under the faucet or drinking water fountain that is being tested and collect 250 ml of water.
 - a. If a drinking water fountain is being sampled, angle the container's mouth in a way that it will capture the flow of water from the bubbler.
 - b. If a faucet is being sampled, make sure you turn on the cold water tap. For motion-sensor or metered faucets, the hot water valve needs to be turned off prior to sampling.
 - c. If you are collecting a sample from a faucet, aerators and screens should not be removed before taking samples.
 - d. Anything attached to the end of the faucet, e.g., hoses, should be removed before taking samples.
9. Turn on the water and fill the container without allowing any water to run down the drain.
10. Close the container according to the instructions provided by your certified lab.
11. Record the time the sample was collected.
12. Make sure the container is labeled with the same information as the Chain of Custody.
13. Record any observations that may impact the samples' results. For example, leaking faucets or drinking water fountains, discolored water, low water pressure, etc.
14. Prepare the container for shipping according to the certified lab's instructions.
15. Ship containers according to the certified lab's instructions.
16. Samples must be delivered to the lab with in the timeframe provided by the certified lab.

HOW TO COLLECT A FOLLOW-UP FLUSH SAMPLE

Samples collected on the *SAME DAY* as the initial samples

1. Collect the sample first thing in the morning before any water has been used. Water should not be used for at least 8 hours but no more than 48 hours before sampling.
2. For faucets and drinking water fountains without chillers, immediately after collecting the initial sample, let the water run for 30 seconds. Place the container under the faucet that is being tested and collect 250 ml of water.
 - a. Complete the Chain of Custody.
 - b. The sample location identification number should be followed by "FLUSH" to indicate this sample is a follow-up flush sample.
 - c. Close the container according to the instructions provided by your certified lab.
 - d. Record the time the follow-up flush sample was collected.
 - e. Make sure the container is labeled with the same information as the Chain of Custody
 - f. Complete these steps for all faucets sampled.
 - g. Collect the initial and follow-up flush samples from all faucets in the school before collecting follow up flush samples from drinking water fountains with chillers.
 - h. Record any observations that may impact the samples' results. For example, motion sensor malfunction, discoloration of water, flush timer malfunction, etc.
3. For drinking water fountains with chillers, after all initial and follow-up flush samples have been collected from faucets and drinking water fountains without chillers, return to the drinking water fountain with chiller closest to the Point of Entry (where the water enters the building from the street).
 - a. Turn on the water and let it run down the drain for 15 minutes.
 - b. Place the container under the fountain that is being tested and collect 250 ml of water.
 - c. Angle the container in a way that it captures the flow of water from the bubbler.
 - d. Fill the container.
 - e. Complete the Chain of Custody.
 - f. The sample location identification number should be followed by "FLUSH" to indicate this sample is a follow-up flush sample.
 - g. Close the container according to the instructions provided by your certified lab.
 - h. Make sure the container is labeled with the same information as the Chain of Custody.
 - i. Complete these steps for all drinking water fountains with chillers.
 - j. Record any observations that may impact the samples' results. For example, motion sensor malfunction, discoloration of water, flush timer malfunction, etc.
4. Prepare the container for shipping according to the certified lab's instructions.
5. Ship containers according to the certified lab's instructions.
6. Samples must be delivered to the lab with in the timeframe provided by the certified lab.

HOW TO COLLECT A FOLLOW-UP FLUSH SAMPLE

Samples collected on a *DIFFERENT DAY* then the initial samples

1. Collect the sample first thing in the morning before any water has been used. Water should not be used for at least 8 hours but no more than 48 hours before sampling.
2. Make sure you have clean hands and wear non-latex or nitrile gloves to reduce risk of contaminating samples.
3. Complete the Chain of Custody.
 - a. The sample location identification number should be followed by "FLUSH" to indicate this sample is a follow-up flush sample.
4. Only use 250 ml wide-mouthed containers supplied by your certified lab.
 - a. Containers should not be opened until you are ready to collect the sample.
 - b. Sampling containers that have need compromised in any way, e.g., by being touched on the threads or the interior surfaces, must not be used.
 - c. Keep food and drink away from the sampling container.
5. Make sure no water has been drawn from the tap or water fountain before you begin the sample collection procedure.
6. Begin sampling at the outlet closest to the Point of Entry (where the water enters the building from the street).
7. If a faucet is being sampled, make sure you turn on the cold water tap. For motion-sensor or metered faucets, the hot water valve needs to be turned off prior to sampling.
 - a. If you are collecting a sample from a faucet, aerators and screens should not be removed before taking samples.
 - b. Anything attached to the end of the faucet, e.g., hoses, should be removed before taking samples.
8. For faucets and drinking water fountains without a chiller, turn on the water and let it run down the drain for 30 seconds. For drinking water fountains with a chiller, turn on the water and let it run down the drain for 15 minutes.
 - a. Place the container directly under the faucet that is being tested and collect 250 ml of water.
 - b. Fill the container without allowing any water to run down the drain.
 - c. Collect the samples from all faucets without chillers in the school before collecting samples from drinking water fountains with chillers.
9. If a drinking water fountain is being sampled, angle the container's mouth in a way that it will capture all of the flow of water from the bubbler.
10. Close the container according to the instructions provided by your certified lab.
11. Record the time the sample is collected.
12. Make sure the container is labeled with the same information as the Chain of Custody.
13. Record any observations that may impact the samples' results. For example, motion sensor malfunction, discoloration of water, flush timer malfunction, etc.
14. Prepare the container for shipping according to the certified lab's instructions.
15. Ship containers according to the certified lab's instructions.

Samples must be delivered to the lab with in the timeframe provided by the certified lab.