QUICK REFERENCE GUIDE
SAMPLING FOR LEAD IN DRINKING WATER IN SCHOOLS

HOW TO COLLECT AN INITIAL FIRST DRAW SAMPLE

WHEN?

Sampling should be conducted in the morning before any water has been used.
Water must not have been used for at least 8 hours but no more than 48 hours before sampling. The water outlets controlled by motion activated sensors should be turned off at least 8 hours but not more than 48 hours before sampling.

How?

1. Walk – Through

- ✓ Walk through the entire facility before collecting any samples.
- ✓ Check for running water outlets or toilets. If you find any, re-schedule the sampling.
- ✓ Turn the hot water off on metered faucets and/or hot and cold combination faucets.
- ✓ Ensure only the sampling team personnel is present in the building during the sampling event.

2. Equipment Prep

- ✓ Wear non-colored latex or nitrile gloves that are changed at each outlet.
- ✓ Before collection enter all relevant information on the Chain of Custody form.
- ✓ Only use new, unused pre-cleaned 250 ml wide-mouthed HDPE sample bottles supplied by your certified lab.
    - Wear safety glasses when using sample bottles containing nitric acid.
    - Do not open containers until time of sample collection.
    - Do not use bottles that have been compromised (e.g., by being touched on the threads or the interior surfaces)

3. At the Sample Location:

- ✓ Do not remove filters, aerators, and screens.
- ✓ Remove any items attached to the end of the faucet (such as hoses) that are not normally attached during regular usage.
- ✓ Collect water from the cold tap only.

4. Initial First Draw Sample Collection

- ✓ Begin sampling at the drinking water outlet downstream and closest to the Point of Entry.
- ✓ Position container under the faucet or fountain and turn on to capture the first 250 ml.
    - Use a normal stream of water (e.g. similar to that when filling up a glass of water).
    - Do not allow any water to run down the drain.
    - Do not fill the bottle beyond the neck. Do not let the water overflow.
    - For bubblers, position the bottle at an angle in order to capture all the flow.

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What Now? After the sample is collected…..

- ✓ Shut the faucet off and cap the container.
- ✓ Verify sample location ID numbers on the label, water outlet inventory and floor plan all match. Then affix the corresponding pre-printed waterproof label to the sample bottle.
- ✓ Complete the Field ID section of the Chain of Custody form using the sample location identification numbers for each of the location.
- ✓ Record the date and time the sample was collected.
- ✓ Record any observations that may impact sample results (e.g. leaking, discolored water, low pressure) on the Chain of Custody form.
- ✓ Prepare the container for shipping according to the certified laboratory's instructions.
- ✓ Repeat the above steps for all samples collected.
- ✓ If only initial first draw Samples are being collected this day, ship containers according to the certified laboratory's instructions.
- ✓ The samples must be delivered within the timeframe specified by the certified lab.

Have questions?

LOOK HERE → http://www.nj.gov/dep/watersupply/dwc-lead-schools.html

HOW TO COLLECT A FOLLOW-UP FLUSH SAMPLE

Samples collected on the SAME DAY as the Initial First Draw samples

WHEN?

Before moving to the next downstream drinking water outlet selected for sampling, a follow up flush sample is collected after collecting the initial first draw. *NOTE: An exception is for water fountains with chillers. Follow up flush samples for water fountains with chillers will be collected after all other drinking water outlet samples have been collected (including both Initial First Draw and Follow up Flush Samples).*

How?

1. Follow- Up Flush Sample Collection (For Water Fountains with a chiller see 2 below)

- ✓ Using a timing device, let water flow into the drain for 30 seconds then place the sample bottle under the water stream and fill the bottle.
- ✓ Shut the faucet and cap the sample bottle.
- ✓ Record the date and time of collection on the Chain of Custody.
- ✓ The sample location identification number for the outlet sampled must be appended with the word "FLUSH". Enter this number on the label for the sample bottle and under the Field ID section on the Chain of Custody for the follow-up flush sample collected. This differentiates the follow up flush sample from the initial first draw sample which is also collected at this location.
- ✓ Affix the label to the follow-up flush sample bottle
- ✓ Record any observations that may impact the samples' results. For example, motion sensor malfunction, discoloration of water, flush timer malfunction, etc.
- ✓ Collect the initial first draw and follow-up flush samples following the above steps from all drinking water faucets/outlets in the school before collecting the follow-up flush samples from drinking water fountains with chillers.

2. Follow- Up Flush Sample Collection for Water Fountain with a chiller

- ✓ Return to the drinking water fountain with chiller closest to the Point of Entry (where the water enters the building from the street).

- ✓ Using a timing device, let water flow into the drain for 15 minutes then angle the bottle in a position that captures the flow of water from the bubbler and fill and cap the bottle.
- ✓ Record the date and time of collection on the Chain of Custody.
- ✓ The sample location identification number should be followed by "FLUSH" to indicate this sample is a follow-up flush sample.
- ✓ Verify that the container is labeled with the same information as the Chain of Custody and that the sample location identification numbers agree with the outlet label, the floor plan and the water outlet inventory.
- ✓ Record any observations that may impact the samples' results. For example, motion sensor malfunction, discoloration of water, flush timer malfunction, etc.
- ✓ Complete these steps for all drinking water fountains with chillers moving downstream from the first water fountain with chiller that was sampled.

What Now?

- ✓ Prepare the container for shipping according to the certified laboratory's instructions.
- ✓ Ship or deliver containers according to the certified laboratory's instructions.
- ✓ Samples must be delivered to the laboratory with in the timeframe specified by the certified lab.

Have questions?
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HOW TO COLLECT A FOLLOW-UP FLUSH SAMPLE

Samples collected on a DIFFERENT DAY than the Initial First Draw Samples

WHEN? Procedure for the collection of the follow-up flush samples on a different day than initial first draw samples are the same as steps 1 through 3 under **HOW TO COLLECT AN INITIAL FIRST DRAW SAMPLE** after which the following steps are to be followed**.**

How? The first follow up flush sample should be collected at the outlet selected for follow up flush that is closest to the point of entry. Move to the next downstream drinking water outlet selected for a follow up flush sample until all outlets selected for a follow up flush have been collected. ***NOTE: An exception is for water fountains with chillers. Follow -up flush samples for water fountains with chillers will be collected after all other drinking water outlet samples have been collected.***

For Follow-Up Sample Collection follow the steps 1 through 3 under **Samples collected on the SAME DAY as the Initial First Draw samples.**

What Now?

- ✓ Prepare the container for shipping according to the certified laboratory's instructions.
- ✓ Ship or deliver containers according to the certified lab's instructions.
- ✓ Samples must be delivered to the lab with in the timeframe specified by the certified lab.

Have questions?
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