

CORRECTIVE ACTION CHECK SAMPLING INSTRUCTIONS
Collecting Drinking Water Samples
for Lead Testing At K-12 Schools

General Information and Preparation

Check samples are being collected for laboratory testing to determine if corrective actions implemented at drinking water locations with lead Action Level exceedances were successful in reducing lead levels to less than 15 ppb. To ensure accurate test results the samples should be collected by following the instructions in the Sampling Guidance document and the instructions below for preparation and check sample collection.

Before check sample collection, read the Sampling Guidance document for important information on how to prepare for sampling, when to sample, how to prepare the sample bottles and sampling records, interpreting and using test results, removing drinking outlets from service, corrective actions, and for additional information on lead testing at K – 12 schools.

Check Sample Collection

1. Use the Lead Sampling Plan prepared during the selection process to refer to during check sample collection. Record the location description, date and time last used, and date and time collected in the Lead Sampling Plan. Only water system staff trained in sampling should collect the samples.
2. All samples should be collected on a Tuesday, Wednesday, Thursday or Friday morning during periods of normal school operations and not during summer school, summer or winter breaks, or other extended breaks. Do not collect the samples on the first day back to school following a vacation, holidays, or weekends.
3. Ensure that the 6 hour period of inactivity at the drinking water outlet was completed. If a sample location appears to have been used during the previous 6 hours do not collect the sample. Repeat the 6 hour period of inactivity and collect the sample the next day.
4. Place the mouth of the sample bottle in a position at the sample location so that all water enters the sample bottle. Fill the sample bottle completely. Take notes on the Chain-of-Custody (COC) that came with the bottles to record any errors or unexpected circumstances that occur during sample collection that could affect the test results.
5. Screw the cap on tight and place the bottle in a storage container or shipping kit provided by the laboratory. After all samples are collected prepare the bottles for delivery or shipping to the testing laboratory.
6. Complete the COC to be submitted with the samples to the laboratory. Make sure the COC includes the water system contact name, address, phone number, sample collection dates and times, and all Sample IDs.
7. Upon delivery of the samples to the laboratory it shall be requested that results are reported by the laboratory within 10 business days. Request on the COC that the test results are reported to water system and electronically to the state. Following delivery of the samples make sure a copy of the laboratory COC is received.
8. When the test results are received the water system should coordinate with the school to discuss the results, any additional correction actions or check sampling that needs to be performed, or removing drinking water outlets from service. The laboratory should be contacted to confirm that the test results have been reported electronically to the state.
9. The water system is not required to collect any additional samples when a corrective action result is less than or equal to 15 ppb.
10. Maintain the sample site map, COC, laboratory test results, and all other lead testing correspondence and documentation in a safe and secure location for future reference.