

INITIAL SAMPLING INSTRUCTIONS  
Collecting Drinking Water Samples  
for Lead Testing At K-12 Schools

General Information and Preparation

Initial samples are being collected for laboratory testing to determine lead levels at the busiest drinking water locations at the school. 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 initial sample collection.

Before initial sample collection, read the Sampling Guidance document for important information on how to prepare for sampling, how to select the initial sampling locations, preparing the Sample Site Map, 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.

Initial Sample Collection

1. Use the Lead Sampling Plan prepared during the selection process to refer to during initial 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. Request on the COC that the test results are reported to the water system and electronically to the state. The standard laboratory turn-around-time is acceptable. Following delivery of the samples make sure a copy of the laboratory COC is received.
8. When the test results are received the school and water system should coordinate to discuss the results and any repeat sample collection that may 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 cannot release the initial lead sampling data for 60 days following the receipt of the initial sampling results in accordance with the permit amendment.
10. The water system is not required to collect a repeat sample at a location when the initial result is less than or equal to 15 ppb.
11. Maintain the Lead Sampling Plan, COC, laboratory test results, and all other lead testing correspondence and documentation in a safe and secure location for future reference.