



How to Collect Water Samples at Your Facility

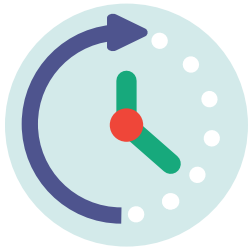


Part 1: Prepare Your Facility for Sampling



- 1.** Check that your test kit contains two sample bottles for each drinking and cooking water source in your facility and one 1-liter sample bottle for each automatic ice maker.
- 2.** Verify that your facility and contact information, DCFS license or facility ID number, and building description are listed correctly on your Chain of Custody form.
- 3.** Review the labels on your sample bottles. They should match the fixture type and sample type listed on your Chain of Custody form.
- 4.** In the Sample Location Description box on your Chain of Custody Form, describe the location of each fixture you will be sampling. For example, to describe a kitchen sink, write “first floor, blue room, kitchen sink.”
- 5.** Select a date and time for sampling when you can ensure the water in your facility will not be used for at least 8 hours but not more than 18 hours beforehand. This is called the water stagnation period.
- 6.** Notify parents and staff when you plan to sample.

7. Before the 8- to 18-hour stagnation period begins, tape off all sources of water in your facility. Place signs near all fixtures stating “Do Not Use.” This will help prevent anyone from accidentally using the water before sampling.
8. Record the date and time that the water was last used in your facility on your Chain of Custody form.



During the
8- to 18-hour
water stagnation period, do not use toilets, faucets, showers, dishwashers, water dispensers, laundry machines, sprinklers, or ice makers.

Preparation Reminders

- Do not open sample bottles during preparation. They should only be opened directly before collecting samples.
- Do not remove aerators or screens from faucets. These will need to remain in place when you collect samples.
- Do not close the water shutoff valves for the fixtures that will be sampled.
- If you have a filter attached to a faucet, remove this prior to sampling to learn what your lead levels are without the filter. If you installed a filter as part of a mitigation plan, leave it in place while sampling.

Part 2: Collect Water Samples

Day-of-Sampling Reminders

Once the water in your facility has stagnated for 8 to 18 hours, you are ready to collect water samples.

- Remember to check that the water wasn't disturbed during the stagnation period.
- Collect two samples at each fixture: a first draw sample and a 30-second flush sample. If you have an automatic ice maker, collect ice in a 1-liter sample bottle.
- Only collect cold water samples.
- Collect samples in the order listed on your Chain of Custody form.
- Before collecting each sample, match the sample bottle to the correct fixture type and sample type listed on your Chain of Custody form.

First Draw Sample

You will start by collecting a first draw sample from the first fixture listed on your Chain of Custody form.



1. Select the correct sample bottle and remove the lid.
2. Place the sample bottle under the fixture and turn on the cold water as though you are filling up a glass of water. Try not to let any water spill outside the bottle.
3. Fill the bottle completely and turn the water off. Tightly close the lid on the bottle. Record the date and time you collected the sample on your Chain of Custody form and initial.

30-Second Flush Sample

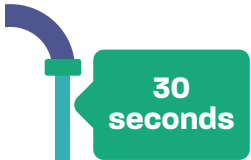
Next, you will collect a second sample at the same fixture after letting the water run for 30 seconds.



4. Select the correct sample bottle and remove the lid.



5. Get your phone or stopwatch ready to begin timing the 30-second flush.



6. Turn the cold water on at full force, start your stopwatch, and let the water run down the drain for 30 seconds.



7. After 30 seconds have passed, reduce the flow as though you are filling up a glass of water. Place the sample bottle under the fixture and fill it to the neck.

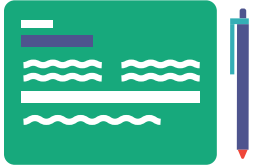


8. Once filled, turn the water off. Tightly close the lid on the bottle. Record the time and date you collected the sample on your Chain of Custody form and initial. Repeat steps 1-8 at each fixture listed on your Chain of Custody form.



9. At each automatic ice maker, fill the 1-liter bottle with ice using plastic gloves or a non-metal scoop.

Part 3: Return Water Samples



- 1.** Once you have completed your sampling, ensure your Chain of Custody form is filled out completely and correctly. Sign and date the form. Make a copy for your records.



- 2.** Place your completed Chain of Custody form in the resealable bag included in your kit. Put your bottles and Chain of Custody form in the box they came in. Check that your sample bottle lids are tightly closed.



- 3.** Stick the prepaid return shipping label on the outside of the box. Return your samples to the lab within 7 days of collecting the samples.

Contact Us



LeadCareIllinois.org



info@LeadCareIllinois.org



312-300-7074



ELEVATE

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