

## Draft sampling procedures

Per US EPA guidance, all samples for lead in drinking water must be collected after a period of at least 8 hours, but no more than 18 hours, of stagnant water conditions (i.e., no water use during this period) within the interior plumbing. To meet this requirement, it is important that samples be collected during periods when your school is being actively used (i.e., not during summer or holiday vacations), but not during the day when students and staff are using the fixtures. Samples should be collected early Tuesday through Friday mornings. Samples should not be collected on Mondays or the day after longer periods of inactivity (three-day weekends for example).

The following standard procedures should be followed in all schools.

### At least 2 days ahead of time:

1. Identify the +3 most commonly used drinking water outlets (water fountain, cooler or faucet used for food production or filling water bottles), in consultation with teachers, office staff and/or students. If possible, sample regularly used outlets from each floor or wing of the school.
2. Assign each fixture you plan to sample identifying information, such as "Water fountain next to room 002."

**Sampling morning:** Generally Tuesday through Friday, not the first day after a weekend or holiday, samples should be collected in the morning prior to the arrival of students and most staff in the building (6:00 am is recommended).

1. Samples are collected in laboratory-supplied, 250 mL containers which are not opened until the time of sample collection.
2. Complete bottle labels with the fixture identification information (from above), date and time of collection just prior to sampling
3. Collect samples according to the sampling protocol (briefly described here): The open sample bottle is placed under the fixture (faucet, water fountain, water cooler, etc.) and the fixture is turned on. The sample bottle is filled to the top, with the water turned off before it overflows. The cap is tightly closed and the bottle placed in a cooler or plastic bin.
4. Complete data sheets and chain of custody forms to ensure that sample information is correct, including school name, fixture identification, time and date of sampling, and name of the person collecting the sample. The data should be entered in the row matching the sample number on the bottle label (i.e. if the bottle label reads "Sample #3" information entered for that sample should be entered into the row labeled "Sample #3" on the data sheet even if it's the first sample you are collecting).
5. The location of each outlet sampled should be documented on an existing school floor plan, if available, and on the field data sheet along with all other information on the sheet.
6. Store the properly labeled samples in a cooler or plastic bin with the documents in the main office of the school, or other designated site, until pick-up by laboratory courier or project staff for transportation to the laboratory.

Results will be sent to your school contact by URI project staff as soon as possible.

**Notes (not to be included on the sheet to be created for school samplers):**

Information to be included on sample bottle labels:

Sample # (bottles will be labeled "Sample #1" through #3 (or #5 or whatever we decide)

School name (pre-printed ?)

Sample Date: \_\_\_\_\_

Sample Time: \_\_\_\_\_

Location name: \_\_\_\_\_ (identifying information)

Information to be included on sample data sheets

Data sheet header will include:

School name (pre-printed ?)

Street address (pre-printed ?)

School contact name and information: \_\_\_\_\_

Sample Date: \_\_\_\_\_

Data sheet column headers

Sample #

Sample Time

Location name

Location type (water fountain, water cooler, faucet, bottle filler (other)

Name of person who collected the sample

Comments