



## Lead Sampling Checklist

### 1. Step 1: Identify sampling locations.

- List all locations to be sampled in the order they will be sampled.
- Provide the name, assigned ID number, type of fixture, and any additional information for each location

### Step 2. Determine the order for collecting samples.

- Begin sample collection near the service connection and follow the flow of the water.
- Begin sample collection on the bottom floor and continue to the upper floors if the water main from the street enters the building on the bottom. However, some water mains enter the building from the first floor and split to the riser running up to the second, third floors, etc., and to the basement. A water tank on the roof would also affect water flow. Learn more about how water flows in the facility to better inform the sampling plan.

### Step 3: Contact the certified laboratory that will be used for sampling analysis and obtain the required number of 250 milliliter (mL) sample bottles.

### Step 4: Collect all water samples before the facility opens and before the water is used.

- Let the water sit unused in the pipes for at least 8 hours but not more than 18 hours before a sample is taken. Water more than 18 hours old at some outlets may be used for sampling if they are used infrequently; if this is typical of normal use patterns, these outlets should still be sampled. Make sure that no water is withdrawn from the outlets prior to their sampling.
- Do not remove aerators while conducting sampling for lead.
- Take one 250-mL sample at each fixture.
- Collect the sample immediately after opening the faucet or valve because it is a first-draw sample.
- Remember not to use the facilities' restrooms or sinks the morning prior to sampling.
- Do not collect samples in the morning after vacations, weekends or holidays unless specifically directed to do so. Water will have remained stagnant for too long and will not represent the water used for drinking during most of the days of the week.

### Step 5: Submit the samples to the laboratory.

- Check with the laboratory to find out how long samples can sit before being submitted and ask for an expected turnaround time.
- Have the laboratory send the results to DDW. The Division must receive the results from the laboratory before it can pay a participant.