

# Lead in Drinking Water Sampling Instructions for School Required Monitoring Senate Bill 0550 Effective 1/16/2017

You will need to first determine how many “*Source of Potable Water*” you have and their locations. You will need two sample containers for each sample location. (See fact sheet for definition of “*Source of Potable Water*”)

Note: Sample locations **MUST** sit unused for at least 8 hours, but not more than 18 hours prior to sample collection.

You will need to complete a Chain of Custody Form(s) (COC) for all samples submitted to the laboratory. First complete the general information on the form such as:

- **School/District Name, Address, City, State & Zip**
- **Contact Name, Phone Number & Email Address**
- **Sample Collector Printed Name & Signature**

The remainder of the COC will be completed as you collect your samples.

Do not remove any faucet aerators/screens if they are present.

Label a bottle with the sample location, be sure and additionally mark the label “*First Draw*”. Label a second bottle with the same sample location, **BUT** for this bottle additionally mark it “*Second Draw*”.

Remove the lid from the “*First Draw*” sample bottle. Place the bottle under the sample fountain/faucet. Start the flow carefully such that you collect all of the water in the sample bottle. Fill the bottle all the way to the threads on the bottle, stop the water flow, and cap the bottle. (be sure to not drop the lid or allow it to become contaminated while filling the bottles) If you think you may have contaminated a lid, replace it from one of the spare bottles you received with your sample bottles.

Remove the lid from the “*Second Draw*” sample bottle. Start the water flow again but this time allow the water to flow to the drain for 30 seconds. After 30 seconds with the water still flowing, place the “*Second Draw*” bottle under the fountain/faucet and fill the bottle all the way to the threads on the bottle. Cap the bottle.

On the COC form under “*Sample Description*” fill out a separate line on the form for each bottle. You should have one line for the “*First Draw*” and one line for the “*Second Draw*”. The date and time collected for each sample should be filled in also. On the COC form under “*Sample Volume collected*” this should be filled in as 250ml when the bottle is completely filled. The “*Matrix Type*” column should be marked **DW** (drinking water). The “*Bottle Count*” column should be marked “**1**”. In the “*Analysis Requested*” section mark it “Lead in Drinking Water”. Place an **X** in this column for each sample. (Analysis requested needs only be written once, but place an X in this column for each sample)

**Additionally**, the state requires that you document when the sample point was last used prior to sample collection. Please fill in this column with the date/time the sample point was last used.

Repeat the above collection process for each sample point.

When all samples are collected, they need to be returned to the laboratory. They must be received at the laboratory no later than 10 day from collection of the first sample. This allows us time to preserve the samples prior to analysis. Samples can be shipped by the carrier of your choice, or delivered in person to the laboratory.

Prior to shipping sign the “*Relinquished By*” box on the COC and include the date and time. If you deliver in person, this part will be signed when you leave the samples at the lab.

Place the COC into a plastic sealable type bag and place it in the box with the sample bottles. Overnight shipping is not required as long as the samples arrive at the lab prior to or on 10 days from collection. **NO ICE IS REQUIRED!!!**



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