

Get the lead out!



Step by step guide to sample collection:

- **Read all instructions prior to collecting samples.**

- The facility's water system must be stagnant for 6-18 hours prior to collection. This includes eliminating flushing toilets, showers, faucets, icemakers and any other fixtures during this time period.
 - Home facilities – collect water in a pitcher for drinking during the stagnation period. Collect water in a bucket for flushing the toilet.

- **NOTE:** Two containers will be required at each sampling point (1st draw and 2nd draw).
 - 1st draw shall be collected after the sample location has remained out of use for at least 6 hours but no more than 18 hours.
 - **Ensure that the date/time of last use is recorded for the sources to be collected.**
 - 2nd draw shall be collected after the 1st draw collection followed by a 30-second flush.
 - 250mL containers will be provided for all sampling locations except ice makers for which 1L containers will be provided. A flush sample is NOT required for ice makers.

- **Sample Collection:**
 - Samples should be collected in the morning to allow for normal operations post-collection.
 - Do not remove aerators or screens from faucets (where present).
 - Use only COLD water.
 - The kitchen faucet should be collected first, followed by the refrigerator water dispenser (if present), the ice maker (no 2nd draw), and the bathroom sinks. All sources should be tested except for bathtubs/showers.
 - Label your 1st draw container with the sample ID.
 - Remove the lid from the container carefully to avoid contamination from outside sources.
 - Place the bottle under the fountain/faucet and start the flow of water at a “pencil sized” rate filling the container to the threads/neck of the bottle.
 - Stop the flow of water and carefully cap the container, and label the container with the date and time of collection.
 - Prepare your 2nd draw container with the sample ID.
 - Start the flow of water and allow the water to flow at full force for 30.
 - After 30 seconds, repeat the sampling steps outlined for the 1st draw sample.
 - Place the 1st draw and 2nd draw samples in a re-sealable baggie provided with the sampling kit.
 - Repeat these steps for each sample location.

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- **Prepare your chain of custody:**
 - Ensure that the client information section (to include business name, address, contact name with phone number and e-mail) is completed.
 - Check answers to all questions listed on the document. Note the sample container size.
 - Include a project name and the sample collector's name/signature along with the turn-around time requested.
 - Add samples (1 per line) including the sample location/designation in the column labeled "Sample Identification."
 - Working left to right on each line, include the sample date and time of collection, number/type of container (1 – UNP), matrix (Drinking Water), and analysis (Lead – check box).
 - If your sample identifications are designations (001, 005, etc.) please include a copy of the sampling plan with corresponding sample locations to be included with the report.

- **Sample delivery:**
 - Samples should be received at the laboratory within 7 days of collection.
 - **Shipping:** Ensure that all containers are capped tightly and place re-sealable baggies of samples into a larger bag and secure. Place the bag into a box or cooler. Include your signed (relinquished) chain of custody forms (in a re-sealable baggie) and.
 - **Delivering:** Ensure that all containers are capped tightly and place the re-sealable baggies into the box or cooler received with the kit. Upon arrival at the laboratory, you will sign the chain of custody with the receiving staff.
 - **Payment for analysis should be provided at sample delivery.**

- Review *3Ts for Reducing Lead in Drinking Water in Schools* (USEPA), *Public Act 099-0922* (IL), *225 ILCS 10/5.9*, and *Policy Guide 2017-13* for in-depth instructions on collecting samples for compliance.

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