



## LEAD SAMPLING INSTRUCTIONS

Please read entire page carefully, **BEFORE** sampling.

Watch the sampling procedure video: <https://tinyurl.com/adempb>

If you have additional questions, please refer to the EPA 3Ts site: <http://epa.gov/safewater/3Ts>

### BEFORE SAMPLING

- Choose fixtures that are used regularly for drinking or preparing food. If facility has fewer than four such taps, simply return the bottles you do not use with your samples in the shipping box.
- Choose a day that children will be present, preferably not a Monday or the day after a holiday.
- Check that the sample box contains:
  - Chain of Custody form.
  - 4 sample bottles.
  - 4 sample bottle labels.
  - Plastic containment bag (with zip tie).
  - Sealing tape.
- Ensure fixture has not been used for 8 – 18 hours immediately prior to sampling (early morning usually works best).
- DO NOT remove aerator from the fixture or run the fixture before sampling.
- Samples should be shipped to the laboratory within 1-3 days of sample collection.

### SAMPLING

1. Unscrew cap from sample bottle.
2. Place sample bottle under COLD water tap.
3. Open tap to steady flow - flow should be pencil thick.
4. Fill bottle to shoulder.
5. DO NOT overflow bottle.
6. Turn off tap.
7. Tighten bottle cap tightly and seal with provided strip of tape.
8. Complete "Facility Name", "Sample Location", "Date" and "Time" on sample bottle label (permanent fine-tip markers such as Sharpies work best, or you may use a ballpoint pen).
9. Place label on sample bottle.

### PREPARATION FOR MAILING

1. Fill out the Chain of Custody form following the instructions on the next page. Please ensure the form is filled out legibly, so we know where to send the results.
2. Ensure the UPS shipping label is affixed to the outside of sample box and contains ADEM's address.
3. Place filled sample bottles within the plastic bag in the sample box.
4. Seal the plastic bag with zip tie.
5. Place Chain of Custody form outside the plastic bag but inside the sample box (we cannot analyze the samples without a Chain of Custody form).
6. Shipping containers are secured with the packing tape provided. Make sure that the tape overlaps at all joints. Use an indelible marker and write your initials or signature over the tape joint as a "custody seal" to prevent tampering.
7. Take sample box to any UPS drop off location – there will be no charge for shipping. Visit [ups.com/dropoff](https://www.ups.com/dropoff) to find the closest location.

**Questions?** <https://tinyurl.com/adempb> or (334) 271-7773

## Instructions for completing the Chain-of-Custody form

The label on the sample bottle must match the chain-of-custody form

**Facility Name** (School/Daycare Facility Name)

**Sample Location** (unique description of sampling location, such as “Kitchen Sink #1”)

**Sample Date** (month/day/year)

**Collection Time** (include am or pm)

Fill in the blue shaded blanks on the chain-of-custody form as follows:

**Sample Date:** Date sample was collected (M/D/YY)

**Sampler Name:** Name of the person who actually collected the sample

**Sampler Email:** Contact email for the sampler

**Sampler Phone:** Contact phone number for the sampler

**Facility Name:** Name of the School or Daycare

**Physical Location:** City/town where the building is located

**County:** Name of the County where the building is located

**Total Number of Fixtures Used for Human Consumption at Facility:** Provide a total count of all fixtures in the facility that are used for food preparation or drinking. Do not include fixtures such as toilets, outside hose bibs, janitor’s sinks, etc., that are not used for drinking.

**Sample Location:** Unique short description of the location where the sample was collected.

**Collection Time:** Time that the sample was collected (include am/pm)

**Type of Sample:** P = Primary or first draw; F = Follow-up Flush

**Location Notes:** Any additional notes about the sampling location to further describe the unique location so that, if follow-up sampling is necessary, the correct location can be determined.

**Samples Collected By:** Signature of the person who collected the samples

**Released by Sampler:**

**Signature:** Signature of Sampler as releasing the samples to another person, or to the shipping container. \*\*If the sampler places the samples in the box, then write “To Box” next to the signature.

**Date/Time:** Date (M/D/YY) and time (include am/pm) that the samples were either transferred to the custody of another person or sealed in the box.

**Received by (use these blanks only if the sampler gives the samples to another person):**

**Signature:** Signature of person receiving samples from the sampler.

**Date/Time:** Date (M/D/YY) and time (include am/pm) that the samples were received from the sampler

**Released by:**

**Signature and Date/Time:** Signature of person with custody of the samples. Follow the same instructions as above to release to another person or to the box for shipping

**Corrections to the form or label** are made by placing one line through the incorrect information, adding the correct information and then initialing and dating the correction next to, or above, the corrected information.