

WATER SAMPLING INSTRUCTIONS

How to collect water samples to test for lead at your facility

If your facility is closed for the summer, holidays, or longer than 72 hours, you must take additional steps 2-3 days before you sample. Go to bit.ly/3CK-flushing or scan this QR code for guidance.



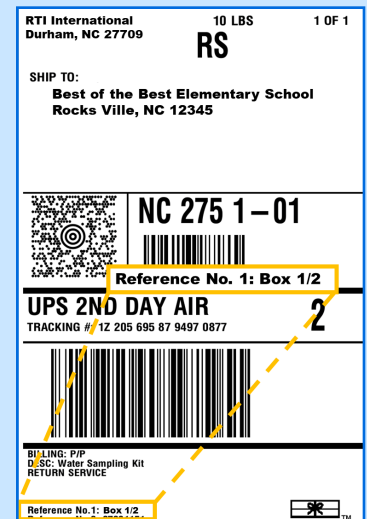
Step 1. Prepare to sample.

- **Set a date** to collect samples after not using water in your facility for 8-72 hours (over night or weekend).
- **Notify** staff, students, and cafeteria workers to not use water in the building at least 8 hours before you sample until sample completion.



Step 2. Collect sample.

- **If water was run** within 8 hours of sampling, STOP and reschedule for the following day.
- **Follow box order.** Some schools will have multiple boxes. Find Box One noted on the UPS shipping label and begin with that box.
- **Start on lowest floor.** If facility has more than one floor
- **Start with the first number on the chain of custody.** Find the bottle with the matching number. Continue sampling in the order found on the chain of custody.
- **Do not touch inside of bottle or lid,** and place lid on a clean surface with open side facing up.
- **Position bottle underneath the tap** and turn water to a normal flow.
- **Fill bottle to neck** (narrow part of bottle where bottom of cap sits).
- Close bottle tightly.



Avoid Common Mistakes

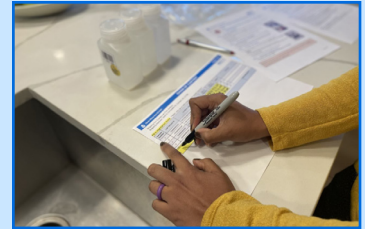
- Do NOT use water before sampling.
- Use water normally the week before.
- Do NOT remove faucet aerators.
- Do NOT close sink shutoff valves.

Tips for water fountains: At least 72 hours before sampling, identify where water typically hits so you know where to position the bottle. Mark spot with a sharpie. You may need to angle bottle to get all water inside of bottle. If you don't get it in right away, that's okay. Try to keep the bottle as full as you can. Do not pour it out and try again.



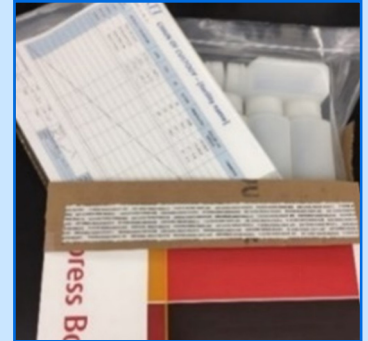
Step 3. Fill out chain of custody document.

- **Fill in date and time** on chain of custody for each sample.
- Add your name in "Collected by" section and date and time sampling is complete.



Step 4. Prepare samples for shipping.

- **Tightly close each bottle**, place them into large bag, and seal it.
- **Put chain of custody in smaller bag** and seal it so it does not get wet.
- **Put bags in box.** (If you lose it, use another box).
- **Place new shipping label** over the previous one on the box.
- **Close box and reseal** top flap using strong shipping tape.



Step 5. Schedule a UPS pickup.

- There is no charge for return shipping.
- **Schedule a pickup** with UPS.
- If you schedule before 10 a.m., UPS will come the same day.
- Give UPS your phone number and label tracking number.
- Write down the confirmation number UPS gives you.
- **Place the box outside for UPS pickup.**

Call UPS at 1-800-742-5877
OR go to [UPS.com/pickup](https://www.ups.com/pickup)
OR scan QRcode.



Samples must be shipped back within 10 days or you will have resample again.

More Resources: Visit www.cleanwaterforuskids.org/carolina

Frequently Asked Questions



**Contact us, Call or text
1-888-997-9290**



How to Collect Samples Video



WHAT'S NEXT? We will notify you by email when sample results are ready. Your results will come with mitigation recommendations or our team will work with your facility, our partners at NC DHHS, and external professionals—like plumbers—to help complete any required on-site work to get lead out of each tap.



THANK YOU FOR YOUR DEDICATION TO PROTECTING CHILDREN'S HEALTH!

