

# FOLLOW-UP WATER SAMPLING INSTRUCTIONS

How to collect follow-up water samples for taps with prior lead results at or above 150 ppb

These taps should have restricted use with signs informing students and staff to not use for drinking or cooking until mitigation and post-mitigation testing confirms lead levels confirm lead levels below 10 ppb.

## Step 1. Flush.

- You must flush these taps 2-3 days before you sample. Go to [bit.ly/3CK-flushing](https://bit.ly/3CK-flushing) or scan this QR code for guidance.



**IMPORTANT!** Save the box and bubble wrap for the return shipment! If you have more than one box, each box will have its own chain of custody. **OPEN ONE BOX AT A TIME.**

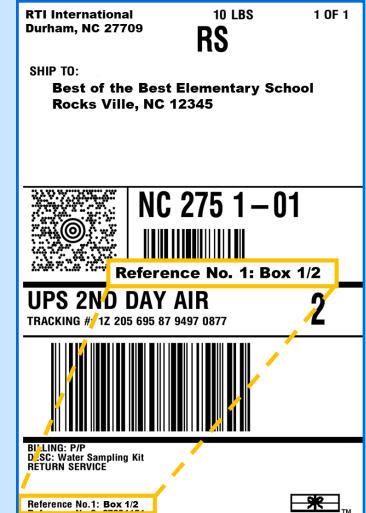
## Step 2. Prepare to sample.

- Set a date to collect samples** 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 3. Collect “first-draw” 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 with the first number** on the chain of custody. Find the bottle with the matching number. This will be a “first-draw” sample bottle with yellow “First Draw” sticker. 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.



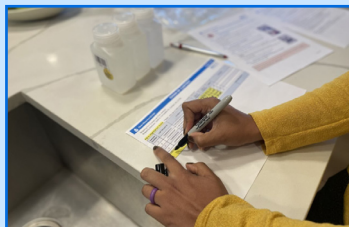
#### Step 4. Collect: "30-second flush" sample.

- **Open other bottle for this tap** (next sample ID on list) the same way as Step 2.
- **Using a timer**, run water at full speed from the same tap for 30 seconds.
- **After 30 seconds**, stop water and position bottle underneath tap.
- **Fill second bottle**, turn water off, and close bottle the same way as Step 2.



#### Step 5. Repeat Steps 2-3 for the remaining taps.

- Always match bottle sample ID to each tap.

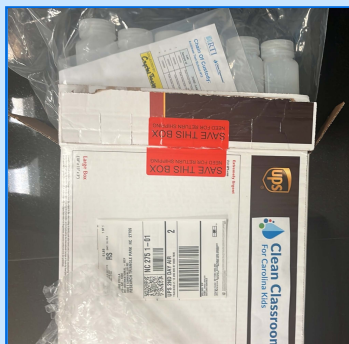


#### Step 6. Fill out chain of custody document.

- 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 7. 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 8. 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](http://www.cleanwaterforuskids.org/carolina)**

**Frequently Asked Questions**



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

