

**Arizona Department of Environmental Quality  
Public School Drinking Water Lead Screening Program  
Sample Collection Log**

This document provides you with a simple step by step guide for and record keeping log for collecting drinking water screening samples in your school buildings. Please complete this log in full for each sample as you collect them.

**Step 1: Verify the contents of the lead sampling test kit**

- 2 sample collection bottles for each school building constructed prior to 1987
- A return postage label for shipping the collected samples to the laboratory for analysis
- A container to ship the collected samples to the laboratory for analysis
- Packing materials (packing peanuts, bubble wrap, etc.) to ensure safe shipping of the samples

**Step 2: Record school information**

<b>School District:</b>	
<b>School Name:</b>	

**Step 3: Identify the building to be sampled**

<b>Building Name/Number: Year-Built</b>	
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**Step 4: Select first sample location**

- Select one drinking fountain from the building being sampled. NOTE: This should be a frequently used drinking fountain. If a fountain is not present, select the most utilized faucet.
- Assign an identifying fountain/faucet name (For example fountain in room 101).
- Assign a unique sampling identification number to the sample, record that number below and on the sample container. (For example bldg100-01 to indicate it is collected in building 100 and is the first sample)

<b>Fountain/faucet Name location:</b>	
<b>Sample ID Number:</b>	

**Step 5: Select second sample location**

- Select one other faucet or drinking fountain from the building to be sampled. NOTE: This faucet should be one where normal use includes consumption of the water such as cafeterias/nurse offices/in-classroom.
- Assign an identifying faucet name (For example cafeteria faucet).
- Assign a unique sampling identification number to the sample, record that number below and on the sample container. (For example bldg100-02 to indicate it is collected in building 100 and is the second sample)

<b>Fountain/faucet Name location:</b>	
<b>Sample ID Number:</b>	

- Provide A map with sample locations

**Step 8: Record sample data**

<b>Sample ID:</b>	
<b>Collection Time:</b>	
<b>Collection Date:</b>	

<b>Sample ID:</b>	
<b>Collection Time:</b>	
<b>Collection Date:</b>	

**Step 6: Schedule sampling event and verify timeframes**

Schedule a time for sample collection. **Sampling must be conducted at a time when the water has sat in the pipes for at least six hours.** For example, first thing in the morning before staff and students arrive, or during breaks or weekends.

**I verify that this sample was collected when the water has sat in the pipes for at least six hours.**

**Step 7: Collect samples**

Collect the samples by completing the following steps:

- 1) Open sample container
- 2) Hold sample container under fixture
- 3) Turn on fixture

- 4) Fill sample container
- 5) Close sample container tightly

**Step 9: Final record keeping**

Review this sheet and verify that the samples are accurately labeled and all fields are complete

<b>Name of Sample Collector:</b>	
<b>Signature of Sample Collector:</b>	
<b>Sample Collector Phone #</b>	

**Step 10: Samples to lab**

Package the samples and use the postage paid label to return them to the lab within 5 calendar days, or arrange for pickup of the sample within 5 calendar days.

CONTACT INFORMATION

	Name	Phone Number
<b>ADEQ:</b>		
<b>City of Phoenix</b>		
<b>Analytical Lab</b>		

For Lab use only	
Analyze this drinking water sample for lead	
Date and Time Lab received	
Signature	
Notes:	

For relinquishing samples upon delivery to labs only

Relinquished date and signature \_\_\_\_\_

These samples are collected and are to be analyzed for screening purposes only and cannot be used for compliance.