

**Arizona Department of Environmental Quality
Public School Drinking Water Lead Screening Program
Sampling Plan & Collection Log
Long Version for New Sample Collectors**

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

Step 1: Verify the contents of the lead sampling collection kit

- Two (2) sample collection bottles for each school building constructed prior to January 1, 1988, and one sample collected for each building constructed after this date.
- A return postage label and shipping container with packing materials if being shipped to a laboratory.
- Follow laboratory shipping instructions if applicable.

Step 2: Record school information

School District:	
School Name:	

Step 3: Identify the building to be sampled

Building Name/Number/Year-Built	
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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).

Fountain/faucet Name location:	
Sample ID Number:	

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).

Fountain/faucet Name location:	
Sample ID Number:	

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 (6) 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 (6) hours.

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Step 7: Collect samples

Collect samples in the container(s) provided by completing the following steps:

- Open sample container
- Hold sample container under fixture (**cold water tap only**)
- Turn on fixture
- Fill sample container
- Close sample container tightly
- **Complete label on sample container, ensure information on container matches information recorded in Step 8**
- Provide a map with sample locations

Step 8: Record sample data

Sample ID:			
Collection Time:		Collection Date:	

Sample ID:			
Collection Time:		Collection Date:	

Step 9: Final record keeping

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

Name of Sample Collector:		Sample Collector Phone #	
Signature of Sample Collector:			

Step 10: Samples to lab

Ship the samples as instructed within three (3) days. Place all Sample Collection Logs in a water tight container such as a zip lock bag. Keep the Sample Collection Logs with the samples. The lab must receive the sample within ten (10) calendar days in order for them to be analyzed.

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 were collected for lead screening purposes only and cannot be used for compliance.