

Get the lead out!



Step by step guide to sample collection:

- **NOTE:** Two containers will be required at each sampling point (1st draw and 2nd draw).
 - 1st draw shall be collected after the sample location has remained out of use for at least 8 and no more than 18 hours (IL regulatory requirement).
 - Ensure that the date/time of last use is recorded for the sinks/fountains to be collected.
 - 2nd draw shall be collected after the 1st draw collection followed by a 30-second flush.
- **Sample Collection:**
 - Do not remove aerators or screens from faucets (where present).
 - Label your 1st draw container with the sample ID.
 - Remove the lid from the container carefully to avoid contamination from outside sources.
 - Place the bottle under the fountain/faucet and start the flow of water filling the container to the threads/neck of the bottle.
 - Stop the flow of water and carefully cap the container.
 - Label the container with the date and time of collection.
 - Prepare your 2nd draw container with the sample ID.
 - Start the flow of water and allow the water to flow for 30 seconds prior to 2nd draw sample collection.
 - After 30 seconds (IL regulatory requirement), repeat the sampling steps outlined for the 1st draw sample.
 - Place the 1st draw and 2nd draw samples in a re-sealable baggie provided with the sampling kit.
- **Prepare your chain of custody:**
 - Ensure that the client information section (to include school/district name, address, contact name with phone number and e-mail) is completed.
 - Check answers to all questions listed on the document. Note the sample container size.
 - Include a project name and the sample collector's name/signature along with the turn-around time requested.
 - Add samples (1 per line) including the sample location/designation in the column labeled "Sample Identification."
 - Working left to right on each line, include the sample date and time of collection, number/type of container (1 – UNP), matrix (Drinking Water), and analysis (Lead – check box).
 - If your sample identifications are designations (001, 005, etc.) please include a copy of the sampling plan with corresponding sample locations to be included with the report.
- **Sample delivery:**
 - Samples should be received at the laboratory within 7 days of collection.
 - **Shipping:** Ensure that all containers are capped tightly and place re-sealable baggies of samples into a larger bag and secure. Place the bags into a box or cooler. Include your signed (relinquished) chain of custody forms (in a re-sealable baggie) and ship using your preferred method.
 - **Delivering:** Ensure that all containers are capped tightly and place the re-sealable baggies into the box or cooler received with the kit. Upon arrival at the laboratory, you will sign the chain of custody with the receiving staff.
- Review **3Ts for Reducing Lead in Drinking Water in Schools** (USEPA) for in-depth instructions on collecting samples for compliance.

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