



SCHOOL TESTING FOR LEAD IN DRINKING WATER SAMPLE COLLECTION INSTRUCTIONS

NORTH DAKOTA DEPARTMENT OF ENVIRONMENTAL QUALITY
(11-2019)

Sample collection must be approved by the NDDEQ. All samples must be collected from locations on the approved sample site plan. NDDEQ will not approve reimbursement for samples collected without prior approval, sites not listed on the plan, or samples turned in without a recording form. Sample bottles, tags, and log sheet will be provided at NDDEQ Water Sample Training.

- **Fixtures MUST be inactive for at least 8 hours but not longer than 18 hours before sampling.** Make sure that **NO** water has been withdrawn from the fixture, or any adjacent fixtures, before you collect the sample. Early weekday mornings often work best for sample collection.
- **DO NOT** remove any aerator screens prior to sampling, however, if a fixture has anything else that is attached (e.g., hoses) they should be removed before sampling.
- **DO NOT** open containers until you are ready to collect the sample and only use the containers supplied by your certified lab (250 milliliter/wide-mouth bottles). Discard any sampling containers that have been damaged or opened.

1. Fill out the sample recording form with the school information and list all selected fixtures by site ID and location/description.
2. Fill out all sample labels with school number, site ID, and sampler name before starting. Date and time should be completed at the time of sample collection.
3. Attach a completed sample label to each container. Prior to collecting all samples, verify that the site ID on the container label matches the fixture as labeled from the facility diagram and the sample recording form.
4. Immediately before filling each bottle write the date and time of collection on both the bottle and sample recording form.
5. Collect the first water that comes out of the fixture by placing the opened sample container under it, then open the **cold water tap** as you would when filling a glass of water or getting a drink from a fountain. Once full, tightly cap the sample container.
6. Prepare the shipping kit according to your certified labs instructions. Ensure all containers are tightly capped, correctly labeled, and that the sample recording form is fully completed and enclosed with the samples.
7. Samples must arrive at the lab within 14 days of collection or they will be **rejected** and not analyzed.
8. A copy of the lead sampling plan and the sample recording form should be kept on file with your facility records.

Questions regarding sampling procedure?
Call NDDEQ Municipal Facilities at 701-328-5211