

Drinking Water Sampling Guide for **Schools and Childcares**

Version 1.0
April 2024

NOTE:
Use these instructions **after** your walkthrough with PWD.



Read the full instructions first before you start!



In the box:

- Sampling Bottles (250 mL) and Caps
- *Chain of Custody* Form
- Do Not Use templates



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WATER**
— DEPARTMENT —

Prepare

before you collect the samples



Decide who should collect the samples

Facility maintenance staff, or others familiar with the building, should collect samples. The samples need to be collected between 8–18 hours after no water use in the building, usually the first thing in the morning.



Complete a walkthrough with PWD

PWD will help you create an inventory of water outlets at your facility, take notes on visible plumbing, and find any aerators (also called faucet screens) or filters connected to your plumbing system. Invite the member(s) of your staff who will collect samples.



Review Chain of Custody Form with PWD

Your facility will work with PWD to identify the drinking water outlets to sample. The Chain of Custody Form lists all drinking water outlets identified in your sampling plan. The outlets are listed in the order that you should collect samples.



PWD will help you select the outlets and sampling order during your walkthrough.

The night before:

Don't use any water for at least 8 hours



This means not using drinking fountains, sinks for food preparation or hand washing, toilets, showers, laundry, grounds maintenance, or any appliance that uses water like dishwashers and ice machines.

This time period is called “**stagnation**”. It’s mandatory for a valid test. If anyone accidentally uses water during this time, you will need to reschedule a new time to collect your samples.



Communicate with staff

Inform the staff at your facility about the importance of stagnation the night before sampling. Consider posting the temporary “Do not use water” signs PWD provided during the walkthrough. Post these at the building entry and over drinking water outlets the night before sampling.



“Do not use water” templates are provided with your Chain of Custody Form.

Collecting the samples

Note: Sampling order is important.

In sampling multiple outlets, we need to account for how water flows through the building. In general, sampling locations go from closer to farther from the service connection.

The order listed on the Chain of Custody Form accounts for the way water flows through your facility. Sampling should be done in the order listed on the Chain of Custody Form.

1 Identify the first sampling location based on the Chain of Custody Form.

2 Select the correct sampling bottle. Verify that the provided label matches up with the Chain of Custody Form and correct drinking water outlet.



3 Write the date and time the sample was collected.



4 If sampling at a single-handed faucet, move it fully to the COLD side.

5

Unscrew the cap.

Place the bottle directly under the faucet.

Turn on the COLD water.

Collect the first flow of water from the outlet...



...fill the bottle to just above the black line on the neck (250 mL).



6

Turn off the water.

Tightly cap the first bottle.



7

Complete the Chain of Custody Form for the first sample.



8

Repeat steps 1–7 at each remaining outlet noted on the Chain of Custody Form.



Packing the samples for pickup



Place all sample bottles and the Chain of Custody Form back in the same box.



Close and seal the box.



Call or go online to schedule a pickup



To call us for pick up:

Monday – Friday,
9:00 am to 4:30 pm:
(215) 685-1407

After normal business hours and on weekends,
please leave a voicemail at:
(215) 685-1407

To schedule your samples pick-up by email:

Please contact us at
SchoolLeadTesting@phila.gov

When you contact us for pick-up, please let us know:

- **Your facility's name and address**
- **A contact number where we can reach you**
- **The right location to pickup your sample**

! **Sampling bottles are carefully prepared.** *If you accidentally spilled a bottle, or had any issues with the sampling process, please don't submit your samples. We can re-deliver you a new set!* **Contact us: (215) 685-1407**

What happens next?



- **Our labs will analyze the water samples you collected.**
- We will contact you when your results are available.

Planning for action

We will recommend actions to reduce lead in drinking water and improve overall building water quality at your facility. This begins with a building water management plan.

We will also advise you about potential follow-up testing, plumbing fixes, and federal financial support.

You are required to take action at drinking water outlets that exceed the city board of health regulation of 10 parts per billion.

Questions?

Call PWD's Bureau of Laboratory Services: (215) 685-1407



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Thank you for sampling

your facility's water.

Our goal is to identify

potential sources of lead

in a facility's plumbing.

Together, we're keeping

lead from getting into

drinking water.



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