

Water Sampling Instructions

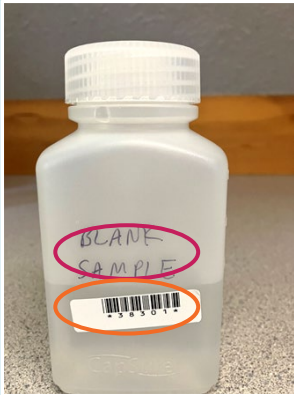
Included Materials: Sampling bottles, barcode stickers, a “blank” sample (small sample bottle with water already in it), chain of custody form, plastic bag (to keep form dry).






1

Identify all water fixtures that are used for drinking, cooking, or making formula.

2

Give each water fixture a unique name for easy identification. Write that name on the sample bottle AND the chain of custody form. Each sample has two barcode stickers. Place one sticker directly on the bottle (use tape if needed) and the other on the chain of custody form next to the fixture’s name.



Sample ID (Place barcode in this column)	Fixture Name (include location and type of fixture)	Comments
	Blank Sample	
	KITCHEN SINK	
	INFANT AREA SINK	
	KITCHEN WATER FOUNTAIN	
	PLAYROOM WATER FOUNTAIN	

3

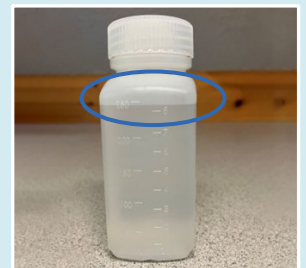
This step is REQUIRED for the lab to test your samples as it lets us know your test results are accurate

Prepare the “blank sample.” In your kit you will find a bottle with a blue cap that is already filled with water. Pour the water from the blue cap bottle into an empty sample bottle—do not add any more water to this bottle or pour it into any other sample bottles. The original bottle with the blue cap is no longer needed—you can discard this. Place one barcode sticker directly on the new bottle filled with the water and the other on the chain of custody form by the pre-filled column “blank sample.” Make sure the cap on the bottle is on tight and put it back in the box to ship back to the lab.



4

Collect COLD water samples from fixtures that have not been used for 8-18 hours. Collect first-draw samples in the morning after the water has been sitting still the night before. Collect the water sample immediately after turning on the faucet or valve, not allowing any water to spill. Fill each sample bottle with COLD water up to the 250ml mark on the bottle.



Sampling tips:

- **Do not** use the water fixture for 8-18 hours before taking the samples.
 - To prevent people from accidentally using the water before sampling, you can tape off the area and post “do not use” signs.
- **Do not** use the facility’s restrooms, sinks, or other water-using appliances or fixtures the morning before sampling as this can disrupt the water we want to sample.
- **Do not** collect a sample from a fixture that has not been used in over 18 hours. If your facility is closed on the weekend, **do not** sample on Monday, and **do not** sample on the first day after a holiday or facility closure.
- **Do not** remove aerators or clean them before sampling.
- **Water samples are time sensitive.** Get the samples back in the mail to the DOH lab within a day or two after collecting them.

5

Make sure the chain of custody form is completed and make a copy or take a photo of the form for your records.

Shipping Instructions

Included Materials: Pre-filled FedEx shipping return label, box for shipping (use the same box your supplies arrived in), absorbent pads, packing paper.

1

Place the yellow absorbent pad on the bottom of the box and place tightly sealed bottles in the box. Use the packing paper to keep the water samples from moving around.



2

Make sure the chain of custody form is complete and place in plastic bag. Place the bag on top of sample bottles in box.

Chain of Custody Form
Drinking Water in Child Care Facilities
Lead and Copper Testing

WA State Department of Health
Office of Environmental Public Health Science
243 1st Ave SE
PO Box 47925
Tumwater WA 98504-7925

HEALTH
SOP 101-003
Updated March 2023

CHILD CARE WATER SAMPLE COLLECTION INFORMATION	
Program Coordinator	Ashley Davies leadfreekids@doh.wa.gov 564-669-1098
Child Care Name	ABC Child Care
Address	1234 Sunny Lane
City, State, and Zip Code	City, WA 12345
Name of Person Collecting Samples	Jane Doe
E-mail	Jane.Doe@email.com
Phone	123-456-7891
Date Collected	3/1/23
Time Collected	6:30 AM
Number of Samples Sent to Lab (including blank sample)	5
Date Sent to Lab	3/1/23
Comments	

Instructions

Use this form to record the following information for each water sample you take:

- Sample ID:** Barcode found in the sample kit. You will have two barcode stickers for each sample. One bar code sticker should be placed on the sample bottle, and the matching barcode should be placed on this form under "Sample ID."
- Fixture Name:** Label name for each fixture. In the name, include where the fixture is located and what type of fixture it is (e.g. Kitchen sink, infant area sink, playroom water fountain).
- Comments:** Any other comments about the water, including changes in color or odor.

For a request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.

Sample ID (Place barcode in this column)	Fixture Name (include location and type of fixture)	Comments
	Blank Sample	
	KITCHEN SINK	
	INFANT AREA SINK	
	KITCHEN WATER FOUNTAIN	
	PLAYROOM WATER FOUNTAIN	

3

Remove old mailing labels. Seal box shut with packing tape, stick the pre-filled FedEx return label on box, and take box to the nearest FedEx location or call FedEx to have them come pick up the package: 800-463-3339 www.FedEx.com



FROM: (800) 555-0000
TO: (509) 555-0000
SHIP TO: 2789 Royal Lane
City, WA 98501
SHIP DATE: 3/1/23
SHIP TIME: 10:00 AM
SHIP METHOD: GROUND
SHIP WEIGHT: 10.00 LB
SHIP VOLUME: 1.00 CB FT
SHIP CLASS: 0000
SHIP RATE: 7.5229
SHIP AMOUNT: 75.2290
SHIP TOTAL: 82.7519
SHIP TAX: 0.0000
SHIP TOTAL TAX: 0.0000
SHIP TOTAL AMOUNT: 82.7519

75229

7546 4537 6339

9522 8315 0 0000 800 1208 2 30 7946 4537 6339

4

Send us an email at leadfreekids@doh.wa.gov so that we can notify the lab that samples are the way.

5

We will contact you with your water test results and they will be posted on our [website](#) by license number. This typically takes 4-6 weeks after the lab receives the samples.

Questions? Need Help?

Contact us at leadfreekids@doh.wa.gov or 564-669-1098.