

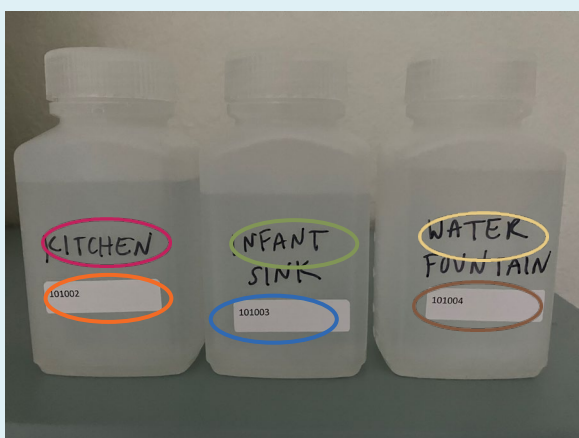
# Water Sampling

## INSTRUCTIONS

**Included Materials:** Sampling bottles, sample ID stickers (two per water sample), chain of custody form, plastic bag (to keep form dry).

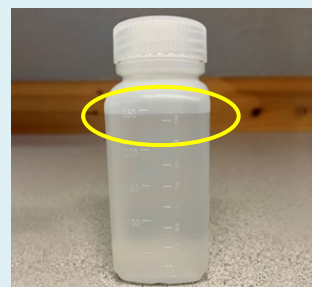
**1** Only test fixtures that are used for drinking, cooking, or making formula. Identify these water sources.

**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 numbered stickers. Place one sticker directly on the bottle and the other on the chain of custody form next to the fixture's name.



Sample ID (Place sticker with number in this column)	Fixture Name (include location and type of fixture)	Comments
101002	KITCHEN SINK	
101003	INFANT SINK	
101004	WATER FOUNTAIN	

**3** 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. Do not allow any water to spill. Fill each sample bottle 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.
- **Water fixtures HAVE to be used regularly for accurate test results. 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.

**4** Complete the chain of custody form. **Make a copy or take a photo for your records.**

# Water Shipping

## INSTRUCTIONS

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

- 1 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.

**This form must be completed and returned for the lab to test your samples.**

THIS FORM MUST BE FILLED OUT COMPLETELY AND BE ABLE TO BE READ BY LAB STAFF—your samples may be rejected if lab staff can't read your information.

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

DOH 311-002  
Updated January 2024

CHILD CARE WATER SAMPLE COLLECTION INFORMATION	
Program Coordinator	Ashley Davies leadfreekids@doh.wa.gov 564-669-1098
Name of Your Facility (Put your name here if you do not yet know the name of your site)	ABC Child Care
Site ID	11111
Name of Person Collecting Samples	Jane Doe
Your Signature	<i>Jane Doe</i>
Date Collected	1/1/24
FOR LAB USE ONLY-DO NOT WRITE BELOW THIS LINE	
Signature of Lab staff receiving samples	
Date Received	

Instructions

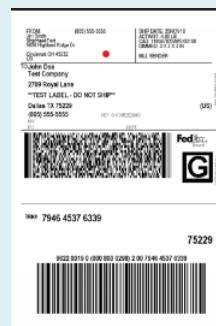
Use this form to record the following information for each water sample you take:

- **Sample ID:** White sticker(s) with numbers found in the plastic bag. You will have two stickers for each sample. One sticker should be placed on the sample bottle, and the matching sticker should be placed on this form under "Sample ID".
- **Fixture Name:** Unique 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, playground water fountain).
- **Comments:** Any other comments about the water, including changes in color or odor.

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

Sample ID (Place sticker with number in this column)	Fixture Name (include location and type of fixture)	Comments
100002	KITCHEN SINK	
100003	INFANT SINK	
100004	WATER FOUNTAIN	

- 3 Remove old mailing labels. Seal box shut with packing tape, attach 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](http://www.FedEx.com) Keep a copy of the tracking number. Shipping labels expire after 90 days.



- 4 Send us an email at [leadfreekids@doh.wa.gov](mailto:leadfreekids@doh.wa.gov) so that we can notify the lab that samples are the way.
- 5 We will e-mail your water test results. This typically takes 2-3 weeks after the lab receives your samples. Results will also be posted on our [website](http://www.doh.wa.gov) quarterly.

**Questions? Need Help?** Contact [leadfreekids@doh.wa.gov](mailto:leadfreekids@doh.wa.gov) or 564-669-1098.