## Attachment H – Sampling Toolkit

### H.iv: Sampling Event Checklist

*To be completed the day of sampling*

**Before Beginning Sampling:**

* Review and Sign QAPP.
* Review School packet prior to sampling- including floor plan with sample locations, water outlet inventory including all outlets to be sampled, filter inventory including which drinking water outlets that have filters, and if applicable pre-sampling event flushing schedule including which outlets were flushed, the duration of flushing, and when they were flushed.
* Perform a walk-through of the facility prior to sampling. Identify all outlets to be sampled, and label each outlet with its unique sample location code as it is found in the water outlet inventory.
* Verify that the water has been stagnant for at least 8 hours, but no longer than 48 hours. If the stagnation time has not been met, the sampling will have to be rescheduled.

**Sampling:**

* Prepare a Field Blank.
* Start sampling at the outlet closest to the point of entry. Follow the sampling order established to follow the flow of cold water throughout the building.
* For each building being sampled record the time that sampling begins.
* Leave all aerators/screens and filters in place.
* Wearing gloves, collect samples into a 250 ml pre-cleaned wide-mouth bottle.
* Record the time each sample is collected.
* If follow-up flush samples are being collected, record the duration of the flush.
* Label all Follow-Up Flush Samples with “FLUSH” after their unique sample location code. (e.g. WHS-1FL-DW and WHS -1FL-DW-FLUSH)
* AFTER all other samples have been collected, for follow-up flush sampling, collect fifteen minute flushed samples from water coolers.
* Indicate on the Chain of Custody (COC) if the outlet is leaking, the water is discolored, the outlet is not working, or the outlet has a filter.

**After Sampling:**

* Record the time that sampling ends.
* Document and sign the COC.
* Count sampling bottles to make sure all water outlets on the water outlet inventory were sampled.

Project Officer:

 Print Name Signature Date

Sampler:

 Print Name Signature Date