



**First
Environmental
Laboratories, Inc.**

1600 Shore Road • Naperville, Illinois 60563 • Phone (630) 778-1200 • Fax (630) 778-1233
IL ELAP / NELAC Certification # 100292

Lead Sample Collection Instructions

These instructions apply to the collection of samples from sources within Illinois schools for compliance with Public Act 099-0922 (IL). Completion of the Chain of Custody Form provided by First Environmental will help ensure that all of the information requested by Illinois Department of Public Health (IDPH) is provided in the required Excel table format .

Sampling Materials:

Please contact the laboratory to obtain sampling materials.

Two containers will be required at each sampling point (first draw and flush).

- “First Draw” shall be collected after the sample location has remained ***out of use for at least 8 hours and no more than 18 hours.***
- “Flush” shall be collected after a 30-second flush following the first draw collection. (This may also be referred to as “second draw” sample.)

Sample collection:

- Do not remove aerators or screens from faucets (where present).
- Plan the sequence of your collection considering the flow of water through the building (collecting the nearest faucets first). *This is a suggestion not a requirement.*
- Label your first drawn container with a unique field sample ID number.
- Remove the lid from the container carefully to avoid contamination from outside sources.
- Place the bottle under the fountain/faucet and start the flow of water filling the container to the threads/neck of the bottle.
- Stop the flow of water and carefully cap the container.
- **Label the container with the date and time of the collection. Enter this information on the COC along with the field sample ID. Label cap of bottle with the corresponding bottle number on COC.**
- Prepare your flush container with a unique field sample ID number. Enter this ID on the COC.
- Start the flow of water and allow the water to flow for 30 seconds prior to flush sample collection.
- After 30 seconds, repeat the sampling steps outlined for the first draw sample.
- **Label the container with the date and time of the collection. Enter this information on the COC along with the field sample ID. Label cap of bottle with the corresponding bottle number on COC.**
- Place the first and flush (second draw) samples back in the box or shipping container.

Add samples (1 per line) and record the required information using the guidelines below:

Prepare your chain of custody:

Complete ALL information except “Lab Sample ID”. Information missing from the COC will need to be added to the Excel table prior to submitting the results to IDPH



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- Complete **School / Facility Information** ensuring that the school/district name, address, and contact name with phone number and e-mail is included.
- Complete additional school information ensuring that the following is included:
 - ISBE ID (References the Region County District Type Schools (RCDTS) number)
 - Building ID (A 4-digit numeric code established by the schools to designate the building being sampled.)
 - If only one building is present on-campus then it should be designated 0001. A second building, such as an athletic center, would be designated 0002 and so forth for each additional building.
 - Building description (A brief description of the building sampled. For example, concession stand)
 - Sampler's Initials
 - Date building last used
 - Time building last used

Date and time of last use of the building is critical information. If this information is missing, sample results may be invalidated!

- Complete **Client / Report Information** if samples are being collected by consulting firm ensuring that company name, report to name, and report to email is included. Results will be sent to you, not the school / facility.
- Verify that all the required information is provided using the guidelines below:
 - Ensure that the **date and time** the water in the building was last used has been recorded.
 - Date Collected
 - Time Collected (12 hour clock)
 - Bottle Number (placed on cap during sample collection)
 - Field Sample ID (unique identifier written on bottle during sample collection)
 - Sample Location Description (e.g., 1st Floor Classroom A).
 - Fixture Type (Sink, Drinking Fountain, Water Cooler, Kitchen Sink, Ice Machine, Other)
 - Sample Type (First Draw or Flush)
 - Sample Volume (required volume is 250cc for this test)
 - Analysis (Lead 200.8)
 - Lab Sample ID (to be assigned by the laboratory)
 - Include the sample collector's signature in the "Relinquished By" field, and the date/time, confirming the samples were collected in accordance with the instructions provided.

Sample delivery:

Samples should be received at the laboratory ***within 7 days of collection.***

Shipping: Ensure that all containers are capped tightly and placed back in the box. Include your signed



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(relinquished) chain of custody forms (in a re-sealable baggie) and ship using your preferred method.

Delivering: Ensure that all containers are capped tightly and placed back in the box received with the kit. Upon arrival at the laboratory, you will sign the chain of custody with the receiving staff.

Additional Information:

The following resource contains information regarding Public Act 099-0922, Sampling Guidance, Reporting Template (required), and Mitigation Strategies.

<http://www.dph.illinois.gov/topics-services/environmental-health-protection/lead-in-water>