

**NEW YORK CITY DEPARTMENT OF EDUCATION
SAMPLING PROTOCOL FOR LEAD TESTING IN SCHOOL DRINKING WATER**

1. New York City Department of Education (NYC DOE) shall select a laboratory or laboratories to perform the water analysis that is certified by the New York Environmental Laboratory Approval Program (ELAP) for lead in drinking water. The selection(s) shall be made from the list of approved laboratories found at the following website address:
<http://www.wadsworth.org/regulatory/elap/certified-labs>
2. NYC DOE shall ensure that persons conducting the sampling (each, a “Sampling Professional”) shall use the appropriate 250 mL plastic bottles for sampling (wide-mouth bottles are recommended) and chain of custody forms.
3. NYC DOE personnel and/or designated contractors shall begin preparing for the sampling event by assigning unique identification numbers to each outlet (including all bathroom sink faucets, outdoor potential potable water sources on school property, including those at athletic fields, and every other potential accessible source of potable water in each school) and having all the items that are needed to collect the samples ready to go - including sample bottles, labels, waterproof pen for labeling the sample bottle and the chain of custody document.
 - a. Sampling Professional shall use only the appropriate 250 mL plastic bottle.
 - b. Containers should not be opened until the Sampling Professional is ready to collect the sample.
 - c. Sampling Professional will not touch the interior surfaces of the cap or bottle.
 - d. Sampling Professional will keep food and drink away from the sampling area.
4. First-draw samples will be collected early in the morning before any water has been used in the building. Water must have been stagnant between 8 and 18 hours prior to sampling. Water sampling will only take place on Tuesdays through Saturdays to mimic normal water use. *Do not collect samples in the mornings after vacations, weekends, or holidays, unless specifically directed to do so.* There will be NO pre-stagnation water flushing, unless NYC DOE is specifically directed to do so by the State or Local Health Department.
5. On the morning of the sampling, Sampling Professionals and/or other NYC DOE personnel will perform a quick walk-through of the facility to ensure no outlets were left running overnight.

6. Sampling Professional will not draw any water from the outlet before collecting the sample.
7. Sampling Professional will begin sampling at the outlet closest to the Point of Entry (where the water enters the building).
8. If a drinking water fountain is being sampled, the Sampling Professional will angle the container's mouth in a way that it will capture the entire flow of water from the bubbler.
9. If the outlet is a motion-sensor or metered faucet, the Sampling Professional will collect the sample as they would under normal use conditions.
10. Sampling Professional will not remove aerators or screens prior to sampling.
11. Sampling Professional will place the plastic bottle under the outlet that is being sampled and turn on the cold water or single action tap at the same rate that would be used under normal use for filling a glass of water, taking precautions to not allow any water to run down the drain.
12. Sampling Professional will securely cap the plastic bottle and follow any applicable instructions provided by the certified laboratory.
13. Sampling Professional will label the sample bottle with the same information (date, time, location, etc.) as on the chain of custody form.
14. Sampling Professional will record any observations that may impact the samples' results (e.g. leaking outlets, discolored water, low water pressure, etc.) on the chain of custody form.
15. Sampling Professional will prepare the plastic bottle for shipping according to any applicable instructions provided by the certified laboratory.
16. NYC DOE personnel and/or designated contractors will ship the sample according to any applicable instructions provided by the certified laboratory.