

### WIIN Lead Sampling in Schools and Child Cares

**Do not discard the shipping boxes.** Use the boxes to ship the collected water samples back to lab. In the box there are containers for the **First Draw** and **30 Second Flush** samples for each site, Sample Submittal Forms, Collection and Shipping Instructions sheet, and a UPS Return shipping label.

#### Instructions for Sample Collection, Paperwork and Bottle Labels

- Before filling the bottles write on the bottle label and the Chain of Custody form information including the collector, location, specific codes and date. Add the collection time to the label once the water is collected.
- Use the #34 bottle with the **yellow label for the First Draw** sample. The water must have sat for at least 8 hours without use (no more than 18 hours). When filling with water, fill to the dotted line on the yellow label.
- Use the #34 bottle with the **green label for the 30 Second Flush**. Collect sample after flushing the line for 30 seconds and after collecting the first draw sample. Fill with water to the dotted line on the green label
- Ensure that information on the bottle and the sample submittal form match and are legible.
- Fill out a separate form for each building and day of collection. **Do not** put samples from different sites or dates on the same form.
- Complete the Chain of Custody by signing on the Relinquished by line.
- Follow the instructions from the Dept of Education (contact information is below) as to what information goes in each of the spaces on the forms. All forms must be filled out completely.

#### Shipping Instructions

- Place all completed forms back into the plastic bag they came in.
- Place the filled containers in the shipping box they came in. Use paper filler or bubble wrap to pack the bottles so they will not move around. If they are shipped loosely, it may cause the lids to break and the water to seep out. Thus, the sample will need to be recollected.
- Put the plastic bag with the paperwork on top of the bottles and packing. Fold down the flaps and seal with packing tape.
- Use the UPS return shipping label in each of the shippers by placing on the top of each box. Deliver packages to a UPS drop off site or send with UPS driver if you have one that regularly stops.
- If you do not wish to ship the samples, you are welcome to drop them off at either of our locations. Addresses for our Ankeny Lab and Coralville Lab are below.

#### Contact Information

SHL Environmental Client Services: questions, orders, etc., 515-725-1600 or 319-335-4500

Lyn Jenkins and/or Melissa Walker, 515-689-3607 or

<https://educateiowa.gov/pk-12/school-facilities/wiin-lead-testing-school-and-child-care-program-drinking-water-grant>