

Lead Sampling Checklist

Preparation

- Figure out what drinking water sources you'll need to collect from
- Find a date/time that no one will have turned on the fixture for at least 8 hours
- Find a certified laboratory to analyze your samples and request sample bottles to be mailed to you

Sample Collection

- Review sample collection instructions
- Fill sample bottles with cold tap water from each desired location
- Fill out the Chain of Custody (COC) form with the date, time and location of where you sampled from
- Mail samples back using laboratories return label. The samples must be received within 10 days of collection

Reporting & Notification

Once samples are received you will receive an email that they have been received along with an estimated timeline of completion. Upon completion you will receive two reports, one that is consumer facing and easier to read (such for parents and staff) and another that is for the Minnesota Department of Health for their records.

- If any sources are elevated (>5ppb), remediate through a variety of options
- Retest the original elevated source
- Once all results pass (>5ppb), notify parents and staff within 30 days
- Upload your results to the Minnesota Department of Health
- Place a lead testing plan into a handbook that is appropriate for your center
- 1 year - re-upload your original results to the Minnesota Department of Health
- 5 year - retest your drinking water sources and report results