

Field Logbook

School Name Bookbinder Elementary

Individual School Project Officer: Alexandra Hale

Date Completed: 4//17

SAMPLE ID/ LOCATION	Walk-Through Comments (All taps will require flushing. School closed.)	Sampling Day Comments	Follow up Sampling Day Comments
BE-KC-1			
BE-DWB-LEFT-2			
BE-DWB-RIGHT-3			
BE DWB-LEFT-4			
BE-DWB-RIGHT-5	Permanently closed.	No sample.	
BE-CRS-6			
BE-DWB-7			
BE-CRS-8		Discolored water.	
BE-DWB-9			
BE-DWB-LEFT-10			
BE-DWB-RIGHT-11			
BE-NS-12			
BE-TL-13	Turn hot water valve off.	Hot water valve off.	
BE-CRS-14		Discolored water.	
BE-DWB-15			
BE-CRS-16		Discolored water.	
BE-DWB-17			
BE-CRS-18			
BE-DWB-19			
BE-CRS-20			
BE-DWB-21			
BE-DWB-22			
BE-CRS-23			
BE-DWB-24			
BE-CRS-25			

Willingboro Board of Education Sampling Plan

3/24/2017

Version1.0

SAMPLE ID/ LOCATION	Walk-Through Comments (All taps will require flushing. School closed.)	Sampling Day Comments	Follow up Sampling Day Comments
BE-DWB-26			
BE-C-27	Permanently closed.	No sample.	
BE-CRS-28			
BE-DWB-29			
BE-CRS-30			
BE-DWB-31			
BE-CRS-32			
BE-DWB-33			
BE-CRS-34			
BE-DWB-35			
BE-CRS-36		Discolored water.	
BE-DWB-37			
BE-CRS-38			
BE-DWB-39		Discolored water.	
BE-DWB-40			
BE-CRS-41			
BE-DWB-42			
BE-CRS-43			
BE-DWB-44			
BE-DWB-45			
BE-CRS-46			
BE-DWB-47			
BE-CRS-48			
BE-DWB-49			
BE-CRS-50			
BE-DWB-51			
BE-CRS-52			
BE-DWB-53			
BE-CRS-54			
BE-DWB-55			
BE-CRS-56			
BE-DWB-57			

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SAMPLE ID/ LOCATION	Walk-Through Comments (All taps will require flushing. School closed.)	Sampling Day Comments	Follow up Sampling Day Comments
BE-CRS-58			
BE-DWB-59			
BE-DWB-60			
BE-CRS-61			
BE-DWB-62			
BE-CRS-63			
BE-DWB-64			
BE-DWB-65			
BE-CRS-66			
BE-DWB-67			
BE-CRS-68			
BE-DWB-69			

Attachment B – Plumbing Profile

Note: Complete for each school. For additional information see the USEPA publication, "The 3Ts for Reducing Lead in Drinking Water in Schools"

Name of School: Bookbinder Elementary Grade Levels: Pre K – 5th

Address: 56 Broklawn Drive

Individual school project officer Signature:  Date: _____

Questions	Answers	
Background Information		
1. What year was the original building constructed? Were any buildings or additions added to the original facility?	Built 1959	
2. If the building was constructed or repaired after 1986, was lead-free plumbing and solder utilized? What type of solder was used? Document all locations where lead solder was used.	Lead Solder Used	
3. Where are the most recent plumbing repairs and replacements?	Location: None	Description:
4. With what materials is the service connection (the pipe that carries water to the school from the public water system's main in the street) made? Where is the Service Line located? (This is the POE location.)	Material: PVC Location: Boiler room	
5. Is there point of entry (POE) or point of use (POU) treatment in use?	Y / N Type: Point of use cartridge on sink	Location: Room 15

Questions	Answers
<p>6. Are there tanks in your plumbing system (pressure tanks, gravity storage tanks)?</p>	<p>Y / N Bradford White 75 gallon, BTU 125,000, Model D75T1253N, Serial DA864</p>
<p>7. Does the school have a filter maintenance and operation program? If so, who is responsible for this program? What is the process for adding filters?</p>	<p>None</p>
<p>8. Have accessible screens or aerators on outlets that provide drinking water been cleaned? Does the school have a screen or aerator maintenance program?</p>	<p>Y / N</p>
<p>9. Have there been any complaints about bad (metallic) taste? Note location(s).</p>	<p>Y / N Location:</p>
<p>10. Review records and consult with the public water supplier to determine whether any water samples have been taken in the building for any contaminants. If so, identify:</p> <ul style="list-style-type: none"> • Name of contaminant(s) • Concentrations found • pH level <p>Is testing done regularly at the building?</p>	<p>None</p>
<p>11. Other plumbing background questions include:</p> <ul style="list-style-type: none"> • Are blueprints of the building available? • Are there known plumbing “dead-ends”, low use areas, existing leaks or other “problem areas”? <p>Are renovations planned for any of the plumbing system?</p>	<p>Blueprints available No Dead-ends There are leaks that has been noted</p>

Questions	Answers	
Walk-Through <i>These questions should be addressed during the walk-through of the facility, while Attachment C- Drinking Water Outlet Inventory is being completed.</i>		
1. Confirm the material of Service Line visually.	Cast Steel/ Copper	
2. Confirm the presence of POE or POU treatment.	None	
3. What are the potable water pipes made of in your facility? <ul style="list-style-type: none"> • Lead • Plastic • Galvanized Metal • Cast Iron • Copper • Other Note the water flow through the building and the areas that receive water first, and which areas receive water last.	Copper Kitchen – Ends room 27-28	
4. Are electrical wires grounded to Water Pipes? Note location(s).	Y / N Location: Water Main Base	
5. Are brass fittings, faucets, or valves used in your drinking water system? Note that most faucets are brass on the inside. Document the locations of any brass water outlet to be sampled.	Complete in "Brass" Column in Attachment C- Water Outlet Inventory.	
6. Locate all drinking water outlets (i.e. water coolers, bubblers, ice machines, kitchen/ food prep sinks, etc.) in the facility.	Complete in Attachment C-Water Outlet Inventory.	

Questions	Answers	
<p>7. Have the brands and models of the water coolers in the school been compared to the list of recalled water coolers in the Toolkit?</p> <p>Recalled Drinking Water Fountains</p> <p>Make and Model</p>	<p>Y / N</p> <p>None</p> <p>Type</p>	
<p>8. Have signs of corrosion, such as frequent leaks, rust-colored water, or stained fixtures, dishes, or laundry been detected?</p> <p>Note the locations of water outlets.</p>	<p>Complete in "Signs of Corrosion" column in Attachment C- Drinking Water Outlet Inventory.</p>	
<p>9. Are there any outlets that are not operational and therefore out of service? Permanently? Temporarily?</p> <p style="text-align: right;">Permanently</p> <p style="text-align: right;">Temporarily</p>	<p>Y / N</p> <p>Complete "Operational Column" in Attachment C- Drinking Water Outlet Inventory.</p> <p>Type/ Location</p> <p>Room 26</p>	<p>Description</p> <p>Drain clogged from vandalism</p>

Attachment C – Drinking Water Outlet Inventory

(Complete for each school)

Name of School: Bookbinder Elementary Address: 56 Brooklawn Drive

Grade Levels: Pre K-5th Year School Constructed: 1959 Renovated/Additions: _____

Individual school project officer Name/Signature: _____ Date Completed: 3/28/17

# ¹	Type	Location	Code	Operational ² (Y/N)	Signs of Corrosion ³ (Y/N)	Filter ⁴ (Y/N)	Brass Fittings, Faucets or valves? (Y/N)	Aerator/ Screen (Y/N)	Motion Activated (Y/N)	Chiller (Y/N)	Water Cooler		Comments
											Make	Model	
1	Sink	Kitchen	BE-KC-1	Y	Y	N	Y	Y	N	N			
2	Drinking Water Bubblers	Outside Rm 29	BE-DWB-Left-2	Y	Y	N	Y	N	N	N			
3	Drinking Water Bubblers	Outside Rm 29	BE-DWB-Right-3	Y	Y	N	Y	N	N	N			
4	Drinking Water Bubblers	Lobby	BE-DWB-Left-4	Y	Y	N	Y	N	N	N			Permanently closed
5	Drinking Water Bubblers	Lobby	BE-DWB-Right-5	Y	Y	N	Y	N	N	N			
6	Class Room Sink	Rm. 29	BE-CRS-6	Y	Y	N	Y	Y	N	N			
7	Drinking Water Bubblers	Rm. 29	BE-DWB-7	Y	Y	N	Y	N	N	N			
8	Class Room Sink	Rm. 30	BE-CRS-8	Y	Y	N	Y	Y	N	N			
9	Drinking Water Bubblers	Rm. 30	BE-DWB-9	Y	Y	N	Y	N	N	N			
10	Drinking Water Bubblers	Hall before Nurse	BE-DWB-Left-10	Y	Y	N	Y	N	N	N			
11	Drinking Water Bubblers	Hall before Nurse	BE-DWB-Right 11	Y	Y	N	Y	N	N	N			

¹ Number outlets starting at the closest outlet to the Point of Entry (POE).

² Document if permanently or temporarily out of service on the Attachment B- Plumbing Profile.

³ Signs of corrosion detected, such as but not limited to frequent leaks, rust-colored water, or stained fixtures, dishes, or laundry.

⁴ Document on Attachment D- Filter Inventory.

# ⁵	Type	Location	Code	Operational ⁶ (Y/N)	Signs of Corrosion ⁷ (Y/N)	Filter ⁸ (Y/N)	Brass Fittings, Faucets or valves? (Y/N)	Aerator/ Screen (Y/N)	Motion Activated (Y/N)	Chiller (Y/N)	Water Cooler		Comments
											Make	Model	
12	Sink	Nurse's Office	BE-NS-12	Y	Y	N	Y	Y	N	N			
13	Sink	Teacher's Lounge	BE-TL-13	Y	Y	N	Y	Y	N	N			
14	Class Room Sink	Room 4	BE-CRS-14	Y	Y	N	Y	Y	N	N			
15	Drinking Water Bubblers	Room 4	BE-DWB-15	Y	Y	N	Y	N	N	N			
16	Class Room Sink	Room 5	BE-CRS-16	Y	Y	N	Y	Y	N	N			
17	Drinking Water Bubblers	Room 5	BE-DWB-17	Y	Y	N	Y	N	N	N			
18	Class Room Sink	Room 6	BE-CRS-18	Y	Y	N	Y	Y	N	N			
19	Drinking Water Bubblers	Room 6	BE-DWB-19	Y	Y	N	Y	N	N	N			
20	Class Room Sink	Room 7	BE-CRS-20	Y	Y	N	Y	Y	N	N			
21	Drinking Water Bubblers	Room 7	BE-DWB-21	Y	Y	N	Y	N	N	N			
22	Drinking Water Bubblers	Across from Rm 24	BE-DWB-22	Y	N	N	Y	N	N	N			
23	Class Room Sink	Room 23	BE-CRS-23	Y	Y	N	Y	Y	N	N			
24	Drinking Water Bubblers	Room 23	BE-DWB-24	Y	Y	N	Y	N	N	N			
25	Class Room Sink	Room 24	BE-CRS-25	Y	Y	N	Y	Y	N	N			
26	Drinking Water Bubblers	Room 24	BE-DWB-26	Y	Y	N	Y	N	N	N			

⁵ Number outlets starting at the closest outlet to the Point of Entry (POE).

⁶ Document if permanently or temporarily out of service on the Attachment B- Plumbing Profile.

⁷ Signs of corrosion detected, such as but not limited to frequent leaks, rust-colored water, or stained fixtures, dishes, or laundry.

⁸ Document on Attachment D- Filter Inventory.

# ⁹	Type	Location	Code	Operational ¹⁰ (Y/N)	Signs of Corrosion ¹¹ (Y/N)	Filter ¹² (Y/N)	Brass Fittings, Faucets or valves? (Y/N)	Aerator/ Screen (Y/N)	Motion Activated (Y/N)	Chiller (Y/N)	Water Cooler		Comments
											Make	Model	
27	Sink	Clinic	BE-C-27	N									No faucet/ Permanently closed
28	Class Room Sink	Room 25	BE-CRS-28	Y	Y	N	Y	Y	N	N			
29	Drinking Water Bubblers	Room 25	BE-DWB-29	Y	Y	N	Y	N	N	N			
30	Class Room Sink	Room 26	BE-CRS-30	Y	Y	N	Y	Y	N	N			
31	Drinking Water Bubblers	Room 26	BE-DWB-31	Y	Y	N	Y	N	N	N			
32	Class Room Sink	Room 27	BE-CRS-32	Y	Y	N	Y	Y	N	N			
33	Drinking Water Bubblers	Room 27	BE-DWB-33	Y	Y	N	Y	N	N	N			
34	Class Room Sink	Room 28	BE-CRS-34	Y	Y	N	Y	Y	N	N			
35	Drinking Water Bubblers	Room 28	BE-DWB-35	Y	Y	N	Y	N	N	N			
36	Class Room Sink	Room 8	BE-CRS-36	Y	Y	N	Y	Y	N	N			
37	Drinking Water Bubblers	Room 8	BE-DWB-37	Y	Y	N	Y	N	N	N			
38	Class Room Sink	Room 9	BE-CRS-38	Y	Y	N	Y	Y	N	N			
39	Drinking Water Bubblers	Room 9	BE-DWB-39	Y	Y	N	Y	N	N	N			
40	Drinking Water Bubblers	Outside of Room 9	BE-DWB-40	Y	Y	N	Y	N	N	N			

⁹ Number outlets starting at the closest outlet to the Point of Entry (POE).

¹⁰ Document if permanently or temporarily out of service on the Attachment B- Plumbing Profile.

¹¹ Signs of corrosion detected, such as but not limited to frequent leaks, rust-colored water, or stained fixtures, dishes, or laundry.

¹² Document on Attachment D- Filter Inventory.

# ¹³	Type	Location	Code	Operational ¹⁴ (Y/N)	Signs of Corrosion ¹⁵ (Y/N)	Filter ¹⁶ (Y/N)	Brass Fittings, Faucets or valves? (Y/N)	Aerator/ Screen (Y/N)	Motion Activated (Y/N)	Chiller (Y/N)	Water Cooler		Comments
											Make	Model	
41	Class Room Sink	Room 10	BE-CRS-41	Y	Y	N	Y	Y	N	N			
42	Drinking Water Bubblers	Room 10	BE-DWB-42	Y	Y	N	Y	N	N	N			
43	Class Room Sink	Room 11	BE-CRS-43	Y	Y	N	Y	Y	N	N			
44	Drinking Water Bubblers	Room 11	BE-DWB-44	Y	Y	N	Y	N	N	N			
45	Drinking Water Bubblers	Outside of Room 12	BE-DWB-45	Y	Y	N	Y	N	N	N			
46	Class Room Sink	Room 12	BE-CRS-46	Y	Y	N	Y	Y	N	N			
47	Drinking Water Bubblers	Room 12	BE-DWB-47	Y	Y	N	Y	N	N	N			
48	Class Room Sink	Room 13	BE-CRS-48	Y	Y	N	Y	Y	N	N			
49	Drinking Water Bubblers	Room 13	BE-DWB-49	Y	Y	N	Y	N	N	N			
50	Class Room Sink	Room 14	BE-CRS-50	Y	Y	N	Y	Y	N	N			
51	Drinking Water Bubblers	Room 14	BE-DWB-51	Y	Y	N	Y	N	N	N			
52	Class Room Sink	Room 15	BE-CRS-52	Y	Y	N	Y	Y	N	N			
53	Drinking Water Bubblers	Room 15	BE-DWB-53	Y	Y	N	Y	N	N	N			
54	Class Room Sink	Room 16	BE-CRS-54	Y	Y	N	Y	Y	N	N			
55	Drinking Water Bubblers	Room 16	BE-DWB-55	Y	Y	N	Y	N	N	N			
56	Class Room Sink	Room 18	BE-CRS-56	Y	Y	N	Y	Y	N	N			
57	Drinking Water Bubblers	Room 18	BE-DWB-57	Y	Y	N	Y	N	N	N			

¹³ Number outlets starting at the closest outlet to the Point of Entry (POE).

¹⁴ Document if permanently or temporarily out of service on the Attachment B- Plumbing Profile.

¹⁵ Signs of corrosion detected, such as but not limited to frequent leaks, rust-colored water, or stained fixtures, dishes, or laundry.

¹⁶ Document on Attachment D- Filter Inventory.

# ¹⁷	Type	Location	Code	Operational ¹⁸ (Y/N)	Signs of Corrosion ¹⁹ (Y/N)	Filter ²⁰ (Y/N)	Brass Fittings, Faucets or valves? (Y/N)	Aerator/ Screen (Y/N)	Motion Activated (Y/N)	Chiller (Y/N)	Water Cooler		Comments
											Make	Model	
58	Class Room Sink	Room 19	BE-CRS-58	Y	Y	N	Y	Y	N	N			
59	Drinking Water Bubbler	Room 19	BE-DWB-59	Y	Y	N	Y	N	N	N			
60	Drinking Water Bubbler	Outside of Room 19	BE-DWB-60	Y	Y	N	Y	N	N	N			
61	Class Room Sink	Room 20	BE-CRS-61	Y	Y	N	Y	Y	N	N			
62	Drinking Water Bubbler	Room 20	BE-DWB-62	Y	Y	N	Y	N	N	N			
63	Class Room Sink	Room 1	BE-CRS-63	Y	Y	N	Y	Y	N	N			
64	Drinking Water Bubbler	Room 1	BE-DWB-64	Y	Y	N	Y	N	N	N			
65	Drinking Water Bubbler	Outside of Room 2	BE-DWB-65	Y	Y	N	Y	N	N	N			
66	Class Room Sink	Room 2	BE-CRS-66	Y	Y	N	Y	Y	N	N			
67	Drinking Water Bubbler	Room 2	BE-DWB-67	Y	Y	N	Y	N	N	N			
68	Class Room Sink	Room 3	BE-CRS-68	Y	Y	N	Y	Y	N	N			
69	Drinking Water Bubbler	Room 3	BE-DWB-69	Y	Y	N	Y	N	N	N			

¹⁷ Number outlets starting at the closest outlet to the Point of Entry (POE).

¹⁸ Document if permanently or temporarily out of service on the Attachment B- Plumbing Profile.

¹⁹ Signs of corrosion detected, such as but not limited to frequent leaks, rust-colored water, or stained fixtures, dishes, or laundry.

²⁰ Document on Attachment D- Filter Inventory.

Attachment E – Flushing Log
 (Complete for each school as applicable)

Name of School: Bookbinder Elementary

Address: 56 Brooklawn Drive

Grade Levels: Pre-K-5th

Individual School Project Officer Signature: _____ Date: 3/30/2017

Sample Location Description	Sample Location Code	Date	Time	Duration of Flushing	Reason for Flushing
Kitchen	BE-KC-1	3/30/17	1316	1 Minute	School closed
Outside Room 29	BE-DWB-LEFT-2	3/30/17	1316	1 Minute	School closed
Outside Room 29	BE-DWB-RIGHT-3	3/30/17	1316	1 Minute	School closed
Lobby	BE DWB-LEFT-4	3/30/17	1318	1 Minute	School closed
Lobby	BE-DWB-RIGHT-5	3/30/17	N/A	1 Minute	School closed
Room 29	BE-CRS-6	3/30/17	1319	1 Minute	School closed
Room 29	BE-DWB-7	3/30/17	1319	1 Minute	School closed
Room 30	BE-CRS-8	3/30/17	1320	2 Minutes	School closed
Room 30	BE-DWB-9	3/30/17	1320	2 Minutes	School closed
Hallway (before Nurse)	BE-DWB-LEFT-10	3/30/17	1321	2 Minutes	School closed
Hallway (before Nurse)	ME-DWB-RIGHT-11	3/30/17	1321	2 Minutes	School closed
Nurse Office	BE-NS-12	3/30/17	1324	1 Minute	School closed
Teacher's Lounge	BE-TL-13	3/30/17	1322	1 Minute	School closed
Room 4	BE-CRS-14	3/30/17	1325	1 Minute	School closed
Room 4	BE-DWB-15	3/30/17	1325	1 Minute	School closed
Room 5	BE-CRS-16	3/30/17	1327	1 Minute	School closed
Room 5	BE-DWB-17	3/30/17	1327	1 Minute	School closed
Room 6	BE-CRS-18	3/30/17	1325	1 Minute	School closed
Room 6	BE-DWB-19	3/30/17	1325	1 Minute	School closed
Room 7	BE-CRS-20	3/30/17	1325	1 Minute	School closed
Room 7	BE-DWB-21	3/30/17	1325	1 Minute	School closed
Across from Room 24	BE-CRS-22	3/30/17	1325	2 Minutes	School closed

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Sample Location Description	Sample Location Code	Date	Time	Duration of Flushing	Reason for Flushing
Room 23	BE-CRS-23	3/30/17	1325	3 Minutes	School closed
Room 23	BE-DWB-24	3/30/17	1325	3 Minutes	School closed
Room 24	BE-CRS-25	3/30/17	1328	1 Minute	School closed
Room 24	BE-DWB-26	3/30/17	1328	1 Minute	School closed
Clinic	BE-C-27	3/30/17	N/A	1 Minute	School closed
Room 25	BE-CRS-28	3/30/17	1332	1 Minute	School closed
Room 25	BE-DWB-29	3/30/17	1332	1 Minute	School closed
Room 26	BE-CRS-30	3/30/17	1329	1 Minute	School closed
Room 26	BE-DWB-31	3/30/17	1329	1 Minute	School closed
Room 27	BE-CRS-32	3/30/17	1339	1 Minute	School closed
Room 27	BE-DWB-33	3/30/17	1339	1 Minute	School closed
Room 28	BE-CRS-34	3/30/17	1306	23 Minutes	School closed
Room 28	BE-DWB-35	3/30/17	1329	2 Minutes	School closed
Room 8	BE-CRS-36	3/30/17	1333	1 Minute	School closed
Room 8	BE-DWB-37	3/30/17	1337	1 Minute	School closed
Room 9	BE-CRS-38	3/30/17	1337	1 Minute	School closed
Room 9	BE-DWB-39	3/30/17	1333	1 Minute	School closed
Outside of Room 9	BE-DWB-40	3/30/17	1334	1 Minute	School closed
Room 10	BE-CRS-41	3/30/17	1334	1 Minute	School closed
Room 10	BE-DWB-42	3/30/17	1334	1 Minute	School closed
Room 11	BE-CRS-43	3/30/17	1334	3 Minutes	School closed
Room 11	BE-DWB-44	3/30/17	1334	3 Minutes	School closed
Outside of Room 12	BE-DWB-45	3/30/17	1334	2 Minutes	School closed
Room 12	BE-CRS-46	3/30/17	1337	1 Minute	School closed
Room 12	BE-DWB-47	3/30/17	1337	1 Minute	School closed
Room 13	BE-CRS-48	3/30/17	1338	1 Minute	School closed
Room 13	BE-DWB-49	3/30/17	1338	1 Minute	School closed
Room 14	BE-CRS-50	3/30/17	1310	33 Minutes	School closed
Room 14	BE-DWB-51	3/30/17	1341	1 Minute	School closed
Room 15	BE-CRS-52	3/30/17	1339	3 Minutes	School closed
Room 15	BE-DWB-53	3/30/17	1339	3 Minutes	School closed

TO BE COMPLETED BY THE WILLINGBORO PUBLIC SCHOOLS DISTRICT REPRESENTATIVE:	
School Name: <u>Brooklander Elementary</u>	Sample collection address: <u>56 Brookland Drive</u>
Water was last used: <u>#11400</u>	Time: <u>1:40</u> Date: <u>3/30/17</u>
Sample commencement: <u>10:03</u>	Time: <u>10:03</u> Date: <u>4/11/17</u>
I have read the Willingboro Public Schools Lead Drinking Water Testing Sampling Plan and Quality Assurance Project Plan and I am certifying that samples were collected in accordance with these plans.	
Signature: <u>[Signature]</u>	Date: <u>4/11/17</u>

Attachment G - Example of a Sample Flush Tag

FLUSH TAG

Water outlet sampling in progress. Please do not use water

School District Name: Willingboro

Date Flushed: 3/30/17

School Name: BookBinder Elementary

Flushing Process

School Address: 56 Brooklawn Drive

Start Time: 1310

Location of flushed outlet: All

End Time: 1351

Is the fountain front cover removed for the sampler to determine the reservoir type (circle one):
YES / NO N/A

Person responsible for the flushing process (print name): WOMUA

Signature: _____

* Water within the school distribution system should sit in the pipes unused for at least eight (8) hours after flushing but not more than 48 hours before a sample is taken.*

Note to the person responsible for the flushing process:

- A. Turn-off lawn sprinkler outlet(s) until water sampling is complete.
- B. Make sure sampling outlets are accessible.

H.iv: Sampling Event Checklist
Complete on the day of sampling

Before Beginning Sampling:

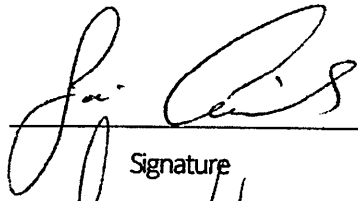
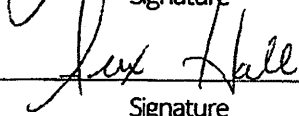
- Review and Sign QAPP.
- Review School packet prior to sampling- including floor plan with sample locations, outlet inventory including all outlets to be sampled, filter inventory including which water coolers & drinking water fountains have filters, and if applicable pre-sampling event flushing schedule [includes 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.

Sampling:

- Field Blank.
- Start sampling at the outlet closest to the point of entry.
- For each sampling location record the time that sampling begins.
- Wearing gloves, collect samples into a 250 ml pre-cleaned bottle.
- Record the time all samples are collected.
- 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 turned on, the outlet is not working, or the outlet has a filter.
- Label all Follow-Up Flush Samples with "FLUSH" after their unique sample location code. (e.g. WHS- and WHS - ---FLUSH).

After Sampling:

- Record the time that sampling ends.
- Count sampling bottles to make sure all water outlets on the inventory were sampled.

Project Officer:	Jose Aviles		4/1/17
	Print Name	Signature	Date
Sampler:	Alexandra Hale		4/1/17
	Print Name	Signature	Date