



STATE OF MAINE
 DEPARTMENT OF HEALTH AND HUMAN SERVICES
 Health & Environmental Testing Lab
 221 State Street, Station 12
 Augusta, ME 04333-0012
 Ph: (207) 287-1716 Fax: (207) 287-1884

Chain-Of- Custody Form

To prevent rejection of samples or delay in testing, it is critical that all the information on this document is legible and complete. **Please contact the Drinking Water Program at (207) 287-2070 if you have questions about sampling.**

*Office Use Only
Place Label Here*

Date Received at Lab
 Childcare Facility Name
 Contact Person
 Mailing Address - Street
 City
 State
 Phone
 Email

	Received by (Initials)
	Zip Code

Please indicate the type of sample you are collecting:

- I- Initial, first-draw sample
- F- 30 second flush sample
- C- Confirmation sample
- S- Supply line sample



Bottle #	Sample Location <small>(i.e., kitchen faucet, toddler room sink...)</small>	Date Water Was Last Used	Time Last Used	Date Collected	Time Collected	Sample type
1			AM PM		AM PM	
2			AM PM		AM PM	
3			AM PM		AM PM	
4			AM PM		AM PM	
5			AM PM		AM PM	
6			AM PM		AM PM	
7			AM PM		AM PM	
8			AM PM		AM PM	
9			AM PM		AM PM	
10			AM PM		AM PM	

Comments:

- SEE BACK FOR COLLECTION INSTRUCTIONS
- RETURN THE BOTTLE (S) AND COMPLETED FORM TO:

Department of Health & Human Services
 Health & Environmental Testing Lab
 221 State Street, Station 12
 Augusta, ME 04333-0012

COLLECTION PROCEDURE

WHERE SHOULD I SAMPLE?

Any outlet for potable water (water that can be safely ingested) is a potential source of drinking water. Some outlets are regularly used by staff for drinking, cooking, filling children's water bottles or preparing juice and/or formula.

Choose sampling sites based on potential use and risk. The following high- and low-priority system should be used as a general guideline when determining locations from which to sample:

High priority:

- Drinking fountains
- Classroom sinks
- Kitchen sinks used to prepare food or formula

Low priority:

- Bathroom faucets (any regularly used by children for drinking purposes would be high priority sites)
- Utility sinks
- Hose attachments
- Outside spigots

Samples should be collected from as many high priority sites as possible (up to 10 samples per child care facility).

HOW DO I COLLECT MY INITIAL SAMPLES?

Step 1:

Allow water to sit undisturbed (unused) in the plumbing for at least 8 hours (but no more than 18 hours). Sampling first thing in the morning before anyone has used the water is a great way to make sure the water has been unused for 8 hours. If appropriate, tape a plastic bag and tag each sample location with a "Do Not Use" sign at the beginning of the stagnation period to reduce the risk that the outlet is inadvertently used. **Mark these samples as sample type "I"** on your chain-of-custody form since these are your initial/first draw samples.

Step 2:

Place the open sample bottle under the faucet and turn on the water tap to a normal usage flow. Fill the sample bottle completely. Move the container away from the water stream and put the cap on tightly, then shut off the faucet.

Things to Remember When Sampling:

- Do not remove the faucet's aerator or screen prior to sampling
- Do not rinse the sample bottle before filling with tap water
- If collecting a 30-second flush sample (after you have already done your initial sampling), let the water run for exactly 30-seconds before filling the container.

Step 3:

Record information, such as the time the water was last used, collection date, collection time, sample location and type of sample on the paperwork provided with your bottles. This will help you keep track of bottles and their fill locations.

Step 4:

Promptly, mail or deliver the filled sample bottles and the completed paperwork to the Maine Health & Environmental Testing Laboratory (See Address on Front Page). **Samples must be received by the laboratory within 14 days from the date of sample collection.**

HOW DO I COLLECT FOLLOW UP SAMPLES?

If your child care program wants to take follow up lead samples to try to help determine the source of the lead in your drinking water, go to the DWP website to see instructions for "How to Collect Investigatory Lead Water Samples".