



MARYLAND DEPARTMENT OF THE ENVIRONMENT
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Reporting.leadsschoolwater@maryland.gov

LEAD WATER SAMPLE COLLECTION FORM
Lead in Drinking Water– Public and Nonpublic Schools

A first-draw sample is to be collected after an extended period (8 to 18 hours) of non-use of water within the building. This means the water in the building **cannot** be used for any reason, including toilet flushing, hand washing, etc. A flush sample is only required when the laboratory report shows an elevated level of lead at a particular outlet and may be collected at any time. **Return the completed form to the address listed above within 30 days after the samples were analyzed by the laboratory. If emailing, please send to testresults.leadsschoolwater@maryland.gov and include school name in subject line.**

I. GENERAL SCHOOL INFORMATION:

School Name: _____

Street Address: _____

City: _____ Zip Code: _____ County: _____

School Building Name/ID #: _____

School Type (Check Below):

School Type

Public

Charter

Nonpublic

Identification Number

Public School Construction Number (PSC#): _____ - _____

Charter School ID #: _____ - _____

Nonpublic School ID #: 09 - _____ - _____

II. SAMPLE COLLECTOR INFORMATION AND CERTIFICATION:

Collector Name (Printed): _____

Organization: _____ Title: _____

Phone #: _____ Email Address: _____

Sample Collection Dates: _____

Samples Collected (whether or not sent to the laboratory):

of First-Draw Samples Collected: _____

of Flush Samples Collected: _____

Total Samples Collected: _____

I have read the [sample collection instructions](#) and have collected samples on the dates indicated above in accordance with [COMAR 26.16.07](#).

Signature

Date

Complete sampling information on next page.

III. SAMPLE COLLECTION INFORMATION: (This section is **optional** as long as the [Laboratory Results Reporting Form \(EDD\)](#), Laboratory Chain of Custody (COC) form, or similar form contains this information including the date/time of the water last used at the outlets prior to sample collection. For additional samples, please make copies of this page.)

Outlet ID (corresponding to Floor Plan ID)	Laboratory Sample ID/Sample Bottle #	1st draw	Flush	Sample Outlet Type Code	Sample Outlet Use Code	Bldg. #/ Name	Sample Outlet Room Function/ Area Type	Sample Outlet Description/Location	Water Last Used	Sample Collected
XYZ-001	AABB12345-001	✓		FC	CO	01 Main	Teachers' Lounge kitchenette	Sink closest to the door, right faucet	Time: 4:00PM Date: 3/24/2021	Time: 6:05AM Date: 3/25/2021
									Time: Date:	Time: Date:
									Time: Date:	Time: Date:
									Time: Date:	Time: Date:
									Time: Date:	Time: Date:
									Time: Date:	Time: Date:
									Time: Date:	Time: Date:

Sample Outlet Type Codes:

- DF-B: Drinking Water Fountain - Bubbler Style
- DF-C: Drinking Water Fountain - Cooler Style
- WBD: Water Dispenser/Bottle Refill Station
- FC: Faucet, Cold
- UFC: Utility Sink Faucet, Cold
- IM: Ice Machine
- HD: Hot Drink Machine
- KK: Commercial Kitchen Kettle, Cold (i.e., faucet leading into kettle)
- SPI: Spigot (with threads for hose connection)
- OT: Other

Room Function/Area Type:

- Hallway
- Kitchen
- Classroom
- Classroom (Home Economics)
- Classroom (Photo Lab/Dark Room)
- Classroom (Science Lab)
- Classroom (Special Education)
- Classroom (Wood Shop/Metal Shop)
- Workroom
- Office
- Teachers' Lounge/Break Room
- Conference Room
- Nurse's Office/Health Room
- Bathroom
- Locker Room
- Gymnasium
- Training Room
- Auditorium
- Cafeteria
- Multi Purpose Room

- Prep Room/Area
- Storage Room/Area
- Janitor/Custodial Closet
- Laundry Room
- Library
- Media Center
- Concessions
- Stadium
- Outdoors
- Garage
- Other

Sample Outlet Use Codes:

- CO: Consumption
(Regularly used for drinking, food/drink preparation)
- NC: Non-consumption
(Regularly used for hand washing, dish cleaning, or any other non-consumption use)