



## Step-by-step Guide to Complete Your Sampling Requirements

Follow the steps below to complete your mandated sampling requirements to determine if there is lead present in your school drinking water. Additional information and guidance will be automatically sent to you by A&L Lab as you progress through each of these steps.

### Step 1: Inventory Your Fixtures & Order Sample Bottles

Your first step is to inventory the fixtures in your school. This is where you walk around your school and document all of your fixtures and which are used for drinking or cooking. Please refer to the enclosed Inventory Instruction guide to complete this step. It is recommended that you complete your master inventory as soon as possible so you can plan out your staff commitment prior to sampling.

Using your master fixture inventory, call A&L Lab at 207-784-5354 to order your sample bottles. Orders may be placed after **October 1<sup>st</sup>, 2021**.

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### Step 2: Collect Samples

Once your sample bottles arrive from A&L Lab, collect your water samples following the instructions included with the bottle kits. Larger schools may collect samples in stages so as not to overburden staff. However, all samples need to be collected by **May 31<sup>st</sup>, 2022**.

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### Step 3: Post Public Notice

When you get your sample results, you are required to disclose those results to parents, staff, and students within five (5) days. The Public Notice fillable form and instructions will be included with your lab results. Once you have posted your Public Notice, return the certification to your lab.

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### Step 4: Voluntary Remediation / Mitigation

Your school may choose to confirm high lead results, to find which plumbing is contributing to lead, or to confirm your remediation/mitigation efforts are effective. All samples collected as part of these activities are free of charge. Please contact A&L Lab at 207-784-5354 to order additional samples.

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

For additional information, please visit the Drinking Water Program website at [www.medwp.com/schools.html](http://www.medwp.com/schools.html)

*Training videos and additional sampling guidance will be available beginning in September 2021*