## Attachment H – Sampling Toolkit

### H.vi: School Sampling Package Review Checklist

Review performed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name/Title

Name of NJ Certified Laboratory who performed the analytical testing and certification number:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Certification Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Laboratory Report & Data Package Review**

1. Is the Laboratory Report & Data Package complete: **Y or N**
	1. If N, provide details on what is missing and contact lab if necessary.

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1. Does the number of samples on the results report from the laboratory match the number of samples on the Chain of Custody? **Y or N**
	1. If N, identify which sample(s) are missing. Add these sampling locations to the *Follow-Up Sampling list*.

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1. Is there a field blank? **Y or N**
2. Are results reported in units of µg/l or ppb? **Y or N**
	1. If N, remind lab to report results as µg/l or ppb.
3. Are results reported to at least 3 significant figures? **Y or N**
	1. If N, contact lab.
4. Are there results above 100 µg/l? **Y or N**
	1. If Y, compare the result on the Microsoft Excel spreadsheet with the result of the laboratory report. Both results should be identical. If the results do not agree, call the laboratory to verify the correct result.
5. Were the field/ Chain of Custody notes compared with the sampling results? **Y or N**
	1. If Y, are there any notes and sampling results that indicates a outlet needs to be re-sampled? Add these sampling locations to the *Follow-Up Sampling list*. (i.e. notes indicate outlet was leaking or water was discolored)
6. Are there outlets that could not be sampled because they were not operational? **Y or N**
	1. If Y, outlets will be need to be sampled as part of follow-up sampling. Add these outlets on the *Follow-Up Sampling list*.
7. Are there sample codes not identified on the Key Code? **Y or N**
	1. If Y, contact sample collector and individual school coordinator to identify.
8. Verify that water outlets requiring pre-stagnant flushing were properly flushed: **Y or N**
	1. Are there outlets that were sampled and after reviewing the field notes it is apparent they required pre-stagnant flushing but were not flushed? **Y or N**
	2. If Y, these outlets need to be resampled as part of follow-up sampling. Add these outlets on the *Follow-up sampling list*.
9. Compared initial first draw samples with follow-up flush samples (if collected): **Y or N**
10. Are there outlets with an elevated initial first draw sample? **Y or N**
	1. If Y, was a follow-up flush sample taken at these outlets? **Y or N**

If N, these outlets need sampled follow-up flush sample taken as part of the follow-up sampling. Add these outlets to the *Follow-up Sampling list*.

1. Are there any outlets with follow-up flush sample results greater than the first draw sample results? **Y or N**
	1. If Y, identify the internal plumbing material using the school’s plumbing profile.
2. Match up the filters with the exact locations they are installed using the school’s filter inventory. Determine the following:
	1. Exact date installed: **Y, N, or Unknown**
	2. If N, return to location and identify.
	3. If Unknown, assume the filter will need to be replaced.