## Attachment H – Sampling Toolkit

### H.x\_ Data Review Summary

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Sampled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individual School Project Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Verify number of samples.
	+ Make sure there are results for each sample taken.

Number of outlets sampled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of initial first draw: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of follow-up flush: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Confirm all results are reported with no less than three significant figures and are in units of micrograms per liter (µg/l) or parts per billion (ppb).
* Confirm follow-up flush samples are collected at all water outlets that require a flush sample.

Number of samples ≥15.5 ppb initial first draw: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of samples ≥15.5 ppb follow-up flush: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Number of samples ≥15.5 ppb: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For samples ≥15.5 ppb:

* Compare initial first draw samples with follow-up flush samples.

Number of outlets with decreased result between initial first draw and follow-up flush (≥ 15.5 ppb and now < 15.5 ppb): \_\_\_\_\_\_\_\_\_\_

Number of outlets increased between initial first draw and follow-up flush (< 15.5 ppb and now ≥ 15.5 ppb):\_\_\_\_\_\_\_\_\_\_\_\_

Number of outlets that remained ≥15.5 ppb (both results > 15.5 ppb):\_\_\_\_\_\_\_\_\_\_\_\_\_

* Verify follow-up flush samples that are greater than the initial first draw sample.
	+ Check field notes and chain of custody for notes on the collection of these samples.
	+ Compare the results on the laboratory reports with those on the Microsoft Excel spreadsheet.
* Verify results > 100 ppb
	+ 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.
	+ The laboratory reports must indicate if a sample required dilution. Compare the laboratory report to the Microsoft Excel spreadsheet to verify that any diluted samples were indicated as such on the spreadsheet.
* Verify sample results with field notes and chain of custody.
	+ Use the field/ chain of custody notes to provide insight on what may have caused certain high results.

The following information is based on field notes and the chain of custody:

Number of drinking water outlets not sampled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sample ID of outlets that do not work/broken and were not sampled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Number of outlets leaking/dripping (not repaired): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sample ID of outlets leaking/dripping: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Number of outlets with low pressure/slow flow: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sample ID of outlets with low pressure/slow flow: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Number, description, and Sample ID of other outlet issues (i.e., color, odor, plumbing turned off, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Verify the water outlets requiring pre-sampling flushing were flushed.
	+ Check the flushing log located in the school package to verify that outlets deviating from normal usage were flushed properly prior to sampling.
* Verify drinking water outlets with filters.
	+ Use the filter inventory in the school package to verify whether drinking water outlets have a filter.
* Verify unknown sample codes.
	+ Make sure that ALL sample IDs used are included in the District’s outlet coding list.
	+ Identify all sample IDs that are not listed on the coding list.

Additional information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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