

# Residential Water Sample Collection Instructions for Lead Testing

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W celu uzyskania instrukcji w j. polskim odwiedź stronę [www.ChicagoWaterQuality.org](http://www.ChicagoWaterQuality.org).  
有关 中文说明, 请访问 [www.ChicagoWaterQuality.org](http://www.ChicagoWaterQuality.org).

Thank you for requesting your free water quality test kit! This kit is intended to be used to collect water samples for lead testing *at the Chicago residence the kit was mailed to*. This kit includes three sample bottles, a mailing box, the Residential Water Sample Form with plastic bag, and these double-sided instructions. Please read the instructions carefully and thoroughly before sampling. A water sample collection instructional video can be viewed at [www.ChicagoWaterQuality.org](http://www.ChicagoWaterQuality.org). If you have any questions regarding the sample collection instructions, please call the Division of Water Quality (DWQ) at (312) 744-8190.

## Step 1: Determine a Time for Sample Collection

- **Prior to sampling, you must not use the water in your home for at least SIX (6) hours.** This allows the water to stagnate in the plumbing system of your home. Do not flush the toilet or get a quick drink of water during this time. Please refrain from using your shower, dishwasher, washer for clothes, automatic ice machine, and yard irrigation system, as well as anything else that may use water.
- We recommend filling a pitcher with water prior to stagnation to use during this period of no water usage.
- If you live in a multi-unit building, it is not necessary to restrict the use of water in other units of your building. Simply ensure you do not use the water in your unit.
- If you accidentally use water, please do not collect water samples. Reschedule for a different time.

## Step 2: Select a Sample Location

- Choose a sample location based on where the water is most often used for drinking and cooking purposes. This will most likely be your kitchen or bathroom tap.
- You will be collecting water samples with cold water only. Select a sample tap that you are familiar with and know how to position to cold water.
- **Do not sample through a filter.** If there is a filter connected to your sample tap, ensure that you by-pass the filter when collecting water samples.
- **Do not sample from a tap that has a water softener attached.**
- **Do not remove or clean your aerator prior to collecting water samples.**

## Step 3: Prepare for Sample Collection

- After not using the water in your home for at least SIX (6) hours, you will fill the three sample bottles with water from your sample tap positioned to cold water. These bottles will be filled immediately after turning on the cold water (**YELLOW LABEL**), after a total of 3 minutes of flushing water at your sample tap (**GREEN LABEL**), and after a total of 5 minutes of flushing water at your sample tap (**BLUE LABEL**).
- Be prepared for water sample collection with a **timer** to keep track of the flushing time and a **pen** to note the time when the water samples were collected on the **sample bottles**. Remove caps from each bottle.
- You will fill each sample bottle with water up to the neck of the bottle.



Double-sided instructions. Please turn over →

## Step 4: Collect Water Samples

- First Draw Bottle (**YELLOW LABEL**)
  1. Note the time on the sample bottle label.
  2. Place the bottle below the tap. Turn on the tap and position it to cold water. Immediately start the timer as you turn on the tap.
  3. Fill the sample bottle with water up to the neck of the bottle, then cap the bottle. **Do not turn off the timer.**
  4. **Do not turn off the tap.** Allow water to continue flushing.
  5. Label the bottle with the time the water was last used.
- 3 Minutes of Flushing Bottle (**GREEN LABEL**)
  6. Prepare your bottle by noting the time the sample will be collected (3 minutes after the First Draw Bottle was collected) on the bottle label.
  7. When your timer reads 3 minutes, begin filling the sample bottle with water.
  8. Fill the sample bottle with water up to the neck of the bottle, then cap the bottle. **Do not turn off the timer.**
  9. **Do not turn off the tap.** Allow water to continue flushing.
  10. Label the bottle with the time the water was last used.
- 5 Minutes of Flushing Bottle (**BLUE LABEL**)
  11. Prepare your bottle by noting the time the sample will be collected (5 minutes after the First Draw Bottle was collected) on the bottle label.
  12. When your timer reads 5 minutes, begin filling the sample bottle with water.
  13. Fill the sample bottle with water up to the neck of the bottle, then cap the bottle.
  14. Turn off the tap. You may now use water normally throughout your home.
  15. Label the bottle with the time the water was last used.



First Draw



3 Min.



5 Min.

## Step 5: Complete Residential Water Sample Form

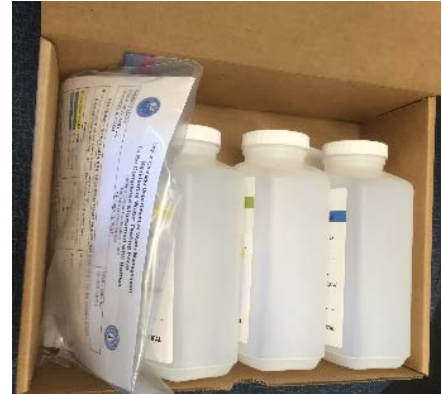
- After water samples have been collected, fill out the Residential Water Sample Form. Items 1 through 5 must be completed in order for your samples to be processed and analyzed. The remaining items are extremely helpful in evaluating your plumbing system and should be filled out to the best of your knowledge. Sign and date the form at the bottom.

❶ Check location where sample was collected from: <input checked="" type="checkbox"/> Kitchen Cold water tap <input type="checkbox"/> Bathroom Cold water tap		❷ Date sample collected: <u>02 / 20 / 17</u> <small>(MM:dd:yy)</small>
❸ Date Water Last Used: <u>02 / 19 / 17</u> <small>(MM:dd:yy)</small>  Time Water Last Used: <u>11 : 15 AM</u> / <input checked="" type="radio"/> PM <small>(hh:mm)</small>	❹ Water Samples <b>Bottle (Yellow) #1</b> - LC# LC191671 <b>Bottle (Green) #2</b> - LC# LC191672 <b>Bottle (Blue) #3</b> - LC# LC191673	Time sample was collected: (Same as on bottle) <u>7 : 00</u> <input type="radio"/> AM / <input type="radio"/> PM <small>(hh:mm)</small> <u>7 : 03</u> <input type="radio"/> AM / <input type="radio"/> PM <small>(hh:mm)</small> <u>7 : 05</u> <input type="radio"/> AM / <input type="radio"/> PM <small>(hh:mm)</small>
❺ Type of residence being tested (check one): <input checked="" type="checkbox"/> Single detached home <input type="checkbox"/> 2-3 flat <input type="checkbox"/> Multi-unit: 6 stories or less <input type="checkbox"/> Multi-unit: 7+ stories		Age of home: <u>30</u> years

Example Residential Water Sample Form Items 1 Through 5

## **Step 6: Water Sample Pickup**

- Ensure all sample bottles are tightly capped. Ensure the bottle labels are accurately filled out and the Residential Water Sample Form is complete. Place the Residential Water Sample Form in the plastic bag provided.
- Place all three sample bottles and the Residential Water Sample Form in the mailing box. Close the box and seal with the tape provided.
- Place the box in a convenient pickup location such as in the entryway of your building or by the front door. Please keep the kits out of reach of dogs. **Please call the DWQ at (312)-744-8190 within FOUR (4) calendar days of sample collection to arrange pickup of your kit. Samples that are not picked up within FOUR (4) calendar days may be rejected.**



## **Step 7: Processing and Analysis**

- Once your water quality test kit reaches the DWQ, it will be accepted or rejected. Unfortunately, due to stringent laboratory rules regarding the collection of the water samples for lead testing, samples that do not follow the sample collection instructions will be rejected. If your test kit is rejected, you will be contacted by the DWQ to schedule another water quality test kit be delivered to your home or a visit with a DWQ representative to take the water samples.
- Please review the three most common reasons water samples are rejected to prevent the rejection of your water samples:
  1. Water sample bottles were not labeled correctly and completely. Please ensure you label each of your water sample bottles with the date and time the samples were collected and the last time the water was used. Confirm the information on the water sample bottles matches the information on the Residential Water Sample Form.
  2. Water samples were collected over a total of 8 minutes instead of a total of 5 minutes. Please ensure that there is only 5 minutes between collecting your first water sample and collecting your last water sample. You should collect your first water sample (First Draw – **YELLOW LABEL**), wait 3 minutes and collect your second water sample (3 min. – **GREEN LABEL**), and then wait 2 minutes and collect your third water sample (5 min. – **BLUE LABEL**).
  3. Water samples are not picked up by DWQ in the appropriate timeframe. Please call the DWQ within FOUR (4) calendar days of sample collection to arrange pickup of your kit.
- Accepted water quality test kits will be delivered to an independent water testing laboratory for analysis. Results will then be sent to DWQ for review. You will be contacted by a DWQ representative via mail or phone with your results.
- Copies of the results will be provided to the Illinois Environmental Protection Agency and the Chicago Department of Public Health. The results will also be posted on the City of Chicago Department of Water Management's website. These results will be coded by the "block level", meaning the last two digits of your address will be removed and replaced with "XX" (example" 12XX N. Main St.).

**Thank you for your time and participation!**

**If you have any questions, please contact the Division of Water Quality.**

**(312) 744-8190**

**[www.ChicagoWaterQuality.org](http://www.ChicagoWaterQuality.org)**