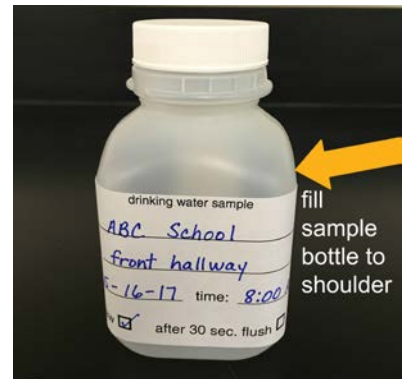


Childcare Facility Drinking Water Sampling Instructions

Sample Collection Procedure:

1. Before sampling, make sure water has been idle and unused in pipes and fixtures for at least 8 hours, but not more than 18 hours. (Most people will meet this requirement if they collect samples first thing in morning.)
2. Fill out labels with childcare facility name, sample location, and date & time of collection. Put a check in box after either "first draw" or "after 30 sec. flush." Adhere label to sample bottle.
3. Position the first draw sample bottle beneath the fixture and turn on water. Fill bottle to shoulder. Turn off water and cap bottle securely.
4. Turn the water back on and allow the water to run for 30 seconds. Then fill the second bottle to the shoulder. Turn off water and cap bottle securely.
5. Enter sample identification information on the Chain of Custody Form.
6. After sampling all drinking water sources, deliver samples to the FRSD Laboratory.



Shipping:

1. The Laboratory does not have a mail box. Please ship samples via UPS or FedEx to the following address:

FRSD Laboratory
3107 Grant Park Blvd.
Rockford, IL 61109
2. Alternately, you may drop off samples at the Laboratory. Our business hours are 8:00 am – 4:30 pm, Monday – Friday.

Reporting:

1. It is the Laboratory's goal to issue results within 14 days of receiving samples.
2. After the Laboratory completes analysis, we will email the results to the address provided on the chain of custody form.
3. Send a copy of the results to your DCFS Licensing Representative and post a copy for parents to review.
4. You will receive a payment invoice 2 - 4 weeks after you receive the analysis results.