How to Fill out the Water Sample Collection Information Form (Kit DC – Lead)

EXAMPLES PART 1

Please complete a separate form for each first draw, and for each flush sample.

All fields must be filled in.

In this example, John Smith was the sampler from Vermont Child Care in Colchester. John collected a flush sample from the refrigerator dispenser in the Rainbow Room on 6/1/2019 at 7:30 a.m.

Report to be Sent To:
Contact information you gave to the CDD licensing technician who called you.

Collection Type
Check the box for the type of water sample – first draw or flush. Reminder: first draw collects water that comes out of a tap after not being used for 8 to 18 hours and the flush collects water after tap has been running for 30 seconds.

First Draw Lab ID#
Only fill this in if you checked the ‘Post-remediation follow-up’ box. Write the lab ID# from the original sample.

Initial Sample Lab ID#
If the sample is a first draw, leave this blank. If you are taking a flush sample, write in the lab ID# of the first draw sample for the same tap so the results can be compared and displayed properly on the results website.

Lab ID#
Please label the bottle with this Lab ID # number and write it in the Lab ID# column of your tap inventory.

Daytime Phone No.
The lab will contact you with any questions.

Provider Name
Write the provider name as it appears on the Vermont Bright Futures website.

Sample Type
Check the ‘Initial’ box if this is the first time the tap is tested, which can be a first draw or a flush sample. Check the ‘Post-remediation follow-up’ box if this is a follow-up sample or sample collected after remediation.
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**Fixture Type**
Check the box for which fixture type you are sampling from. Photo examples of the fixture types are available online at healthvermont.gov/leadtest-childcares.

**Building**
Leave blank if there is only one building.

**Room #**
Write in the room number or what the room is called.

**Fixture Location**
Check the box for the type of room the tap is in.

**Sampler’s Comments**
If there is anything unusual or unique about collecting the sample or about the fixture, write it in this box.

**Fixture Detail**
Only check a box in this section if there are multiple fixtures of the same type in the same location and more information is needed to differentiate them (e.g. there are two water fountains next to each other, check the box if you are sampling from the left one or right one).

**Outlet type (if Combo)**
If you are collecting a sample from a “combo” fixture, check the box for which tap you are taking the sample from.