

Module 4: Developing a Sampling Plan

Develop a Code System for Samples

Code each outlet using a system that will allow each unique outlet to be identified by location, type and other relevant characteristics. The text below provides examples for coding by fixture type and sample type. The following is an example template that can be used to designate unique samples in single-buildings.

Floor-Room Number-Outlet Type-Sample Number

The following is an example that uses the structure above and the example codes to the right. A first draw sample (P) was taken at a drinking water fountain (DW) on the 3rd floor (003) outside of room 312 (312) and is the 15th outlet counted (015). This sample would be coded as:

003-312-DW-P-015

If multiple buildings are being sampled, include the building number as well.

Building Number-Floor-Room Number-Outlet Type-Sample Number

Thus, if that same drinking water fountain was located in building 1 (01), it would be coded as:

01-003-312-DW-P-015

Important Note: when taking sequential samples, be sure to add a number to the sample to indicate the order the samples were taken in.

- **1SS**= First sequential sample
- **2SS**= Second sequential sample

For example, the first 125-mL sequential sample taken at that same drinking water fountain, would be coded as:

003-312-DW-1SS-015

The coding should be identified on a site map, accompanied by a narrative that describes the observable conditions of each sampling location. It is also important to document any special conditions for the sampling, such as whether it was conducted after a remedy was implemented (e.g., after fixture/plumbing replacement, after POU filter installation), during a flushing evaluation (e.g., XX hours after morning flushing), or after aerator or inlet strainer cleaning so that results can be interpreted in the future.

Coding examples can include:

- DW= drinking water fountain
- WC = water cooler (chiller unit)
- CF = classroom faucet
- KF = kitchen faucet
- BF = bathroom faucet
- NS = nurse's office sink
- SC = service connector

As well as the type of sample taken:

- P = primary or first draw sample
- F = follow-up flush sample
- SS= sequential sample