



## LCCA COMPREHENSIVE GUIDE

### CHAPTER 4: HOW TO WORK WITH LABS

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# TABLE OF CONTENTS

OVERVIEW	2
COMPLETING THE CHAIN OF CUSTODY FORM	2
WORKING WITH THE LAB	2

# OVERVIEW

The water samples you collect must be analyzed by a certified laboratory. Costs for services will vary, and you may want to contact several certified labs. The following website contains [MassDEP's searchable list of certified labs](#). To find a lab that is certified by MassDEP to test for lead and copper, select both chemicals in the “Analyze” list (hold down the Ctrl button on your PC when clicking on each one to highlight both), select “Potable (Drinking Water)” in the “Matrix” list, then click the “Search” button. Scroll to the bottom of the screen to see the list of labs, and note that there may be more than one page of labs. Clicking the “+” button to the left of each lab displays their current certifications.

## COMPLETING THE CHAIN OF CUSTODY FORM

The Chain of Custody form identifies the samples taken and tracks the possession of the filled bottles transferred from person to person. This ensures the integrity of the data. The form must be completed during sampling and handed off to the lab with the samples.

A sampling plan, as described in Chapter 3 of the Comprehensive Guide, must be completed before you begin sampling. The sampling plan includes a map of the school that identifies the location and type of drinking water taps. You enter the sample plan into the online LCCA Program Management Tool. Once you have entered this information, the Tool can generate a partially-filled Chain of Custody form. An editable spreadsheet version of the Chain of Custody Form is also available [here](#).

Print out a Chain of Custody form before you begin sampling. Your list of sampling locations should be pre-populated on the Chain of Custody form. The location codes listed on the Chain of Custody form must match the location codes on the bottles.

The figure below is an example of a completed Chain of Custody form. You can see that the information at the top came pre-printed. You need to enter the name(s) of the sampler or samplers and have them initial by their names. At the bottom of the form are the pre-filled location codes and names.

If a fixture is out of service, do not turn it on to sample it. Cross off the location name and make a note that it is out of service. Enter the first draw or flush codes “P” or “F” and the flush time. The flush time should always be 30 seconds. The sampler initials each row.

There is flexibility in completing the Chain of Custody form. If you find numerous locations that are not listed on the form, you can add them. If you need more rows to add additional locations, take a blank form and complete it. You will need to add new location codes and location times and add the next sequential number. If your list of pre-filled sample location codes ends at “070F,” the next two samples are “071P” and “071F.” If the Chain of Custody form only lists a primary sample “P” for a location, you can add a flush sample for the same location at the bottom of the form.

## WORKING WITH THE LAB

A sample drop-off or shipping plan should be pre-arranged with the certified lab you select. Some labs may pick up samples; you should discuss this with your selected certified lab when you enter into your contract with them.

Be sure to prepare and package all samples according to the certified lab's instructions. Properly complete the Chain of Custody form by signing the "Relinquished By" with "Date/Time" and "Received By" with "Date/Time" spaces with the shipping company or laboratory personnel if you deliver directly. Samples must be delivered to the lab within 14 days of collection for proper testing.

You should request that your certified lab analyze your samples for both lead and copper. You should request that the certified lab report the results electronically to MassDEP through its eDEP system.

If you have entered your sampling plan into the LCCA Program Management Tool and the sampling locations on the Chain of Custody match those sampling locations in your sampling plan, your results will be uploaded to the Tool as long as the certified lab reports the results through eDEP. You are strongly urged to identify any follow-up actions at sample locations where the Action Level for lead or copper has been exceeded and enter this information into the Tool.

After receiving the lab results, schools may contact MassDEP to discuss the meaning of the results and appropriate next steps, including implementing short-term and long-term remedial actions, conducting follow-up sampling, and providing notification to the school community. These steps are discussed in Chapters 5 and 6 of the Comprehensive Guide. The Department of Public Health is also a resource for information regarding the health effects of lead and copper and how best to communicate these risks.

MassDEP Drinking Water Lead Contamination Control Act (LCCA) Chain Of Custody

Lab Job #	Report Information Data Deliverables			eDEP Upload	Date Received in Lab					
TA Provider Information			Project Information			School/Daycare Type				
Client:			School Org Code #:	1234567		Public School				
Address:			School Name:	Local Middle School		Charter School				
Phone:			School Address:	Local Middle School 1 Main Street		Charter Alternative Ed Program				
Fax:						Public Alternative Ed Program				
Email:						Special Education School				
Turn-Around Time			School Town:	Your Town		Private				
Standard	Due Date:	Project Manager	Building Administrator		Small Group and School Age					
Rush (requires pre-approval)	Time:				Large Group and School Age					
Other Project Specific Requirements / Comments / Detection Limits				Samplers Name	Initials					
Sample Filtration:	None		collection Date 6/15/17							
Preservation:	None in field (at lab)									
Lab ID (Lab Use Only)	Location Code **	Location Type ^	Flush Time ^	Location Name		Collection Date and Time	ANALYSIS	Total Bottles		
	001P	DW		Bubbler at Front Door		6:00	SAMPLES INITIALS	FINISHED		
	001F	DW		Bubbler at Front Door		6:01	LEAD			
	002P	KK		Kitchen Kettle, cold		6:05	COPPER			
	002F	KK		Kitchen Kettle, cold		6:06				
	003P	NS		Sink in Nurse's Office		6:10				
	003F	NS		Sink in Nurse's Office		6:11				
out of service	004P	CF		Classroom Faucet						
005	004F	CF		Classroom Faucet						
**Location Code Logic: Number the sites within a school Org Code sequentially, 001, 002, 003, etc.	^Location Type: DW=drinking water bubbler WC=water cooler (chiller unit) CF=classroom faucet KC=kitchen faucet, cold KK=kitchen kettle KI=kitchen ice maker EC=home economics room, cold BF=bathroom faucet NS=nurse's office sink SC=service connector OT=Other Location			* The LCCA Project requires laboratories to report results to the MassDEP Drinking Water Program using the eDEP Bulk Upload tool. For more information about the eDEP Bulk Upload tool please visit: <a href="http://www.mass.gov/eea/agencies/massdep/service/online/water-quality-monitoring-reports-edep-faqs.html#InstructionsDEPlink">http://www.mass.gov/eea/agencies/massdep/service/online/water-quality-monitoring-reports-edep-faqs.html#InstructionsDEPlink</a>			Container Code: P = Plastic Preservation Code: A = None C = HNO3 Sample Matrix Code: DW (Drinking Water)	Container Type P P		Please PRINT clearly and legibly.
^First Draw or Flush: P= First Draw F= Flush A= Sample A Kettle or Ice Maker B= Sample B Kettle or Ice Maker C= Sample C Kettle or Ice Maker D= Sample D Kettle or Ice Maker E= Sample E Kettle							Preservative A A			
Flush Time: Indicate length of time flushed (30 s)				Relinquished By	Date/Time	Received By	Date/Time		Page of	
LCCC revision 6/6/2016										