

19.18 Annual Water Sampling Procedure

Latest Revision: Oct 2011

1.0 Purpose

01. The purpose of this document is to develop an annual water sampling procedure to ensure that sampling is done in accordance with Regulation 243/07 – “Schools, Private Schools and Day Nurseries”.
02. A copy of Regulation 243/07 – “Schools, Private Schools and Day Nurseries” is available electronically on the Plant & Maintenance Portal Website or at the Plant Department.

2.0 Annual Sampling and Testing for Lead

01. The Plant Department shall be responsible to carry out annual sampling and testing for lead between June 15 and August 15.
02. All schools plumbing system shall be sampled and tested for lead.
03. Two – 1 litre samples of cold water shall be collected.
04. The two samples must be taken from the same tap. Refer to Section 4.0 for a sample copy of a “School Drawing” that indicates where the samples are to be taken from.
05. The samples must not be taken from a tap if a filter or other device that treats water is installed on or near the tap.
06. If a tap has an aerator, the aerator must not be removed.
07. The sample must be taken from a sink, not a fountain.
08. **Automatic flushing systems shall be turned off the day before the sample is taken.**
09. The samples must be taken from a tap that is commonly used to provide water for human consumption.
10. The standing sample shall be taken as follows:
 - a) the sample must be taken after a period of 6 hours or more when the plumbing is not used.
 - b) the sample must be taken before the daily or weekly flushing.
11. The flushed sample shall be taken as follows:
 - a) before taking the sample, the tap must be turned on for at least 5 minutes, and then turned off and left unused for a period of at least 30 minutes but not more than 35 minutes.
 - b) the sample must be taken immediately after the period of at least 30 but not more than 35 minutes that is referred to in subparagraph a).
 - c) the remaining plumbing system must not be used during the 30 minute wait period.
12. Each sample must be taken during a single continuous period and must include the first water that comes out when the tap is turned on.
13. Each sample must be taken with water flowing at a rate that approximates normal use, without permitting water to splash out of the container in which the sample is being collected.
14. A record must be made of the date and time each sample was taken, an estimate of the length of the period of time the water was standing, the location in the school where the sample was taken and the name of the person who took the sample. Refer to Section 5.0 for a sample copy of the “Chain of Custody Form”.
15. The sample shall be handled in accordance with the directions of the laboratory to which the sample will be delivered for testing, including directions with respect to,

- a) collection procedures;
 - b) the use of specified kinds of containers or containers that are provided by the laboratory;
 - c) the labelling of samples;
 - d) the completion and submission of forms that are provided by the laboratory;
 - e) methods of transporting samples, including temperature conditions that must be maintained during transportation; and
 - f) time periods for delivery of samples.
16. Written notice of the identity of the laboratory that will conduct the test for lead shall be provided to the Ministry of Environment on a Laboratory Service Notification Form (LSN). The LSN is completed only when the content of the information has changed or a change in laboratory service provider. The LSN form shall be provided to the Ministry of Environment, before the sample is tested. Refer to Section 6.0 for a sample copy of the "Laboratory Service Notification Form".
17. Once the samples have been analysed, the laboratory shall forward a copy of the analytic results to the Plant Department. Refer to Section 7.0 for a sample copy of "Analytic Results".

3.0 Reporting of Test Results

01. If the Plant Department receives a test result that exceeds the lead concentration stipulated in Regulation 243/07, the Plant Department shall, within 24 hours after the report is received, forward a copy of the report to:
- a) the Medical Officer of Health;
 - b) the Ministry's Spills Action Centre;
 - c) the Ministry of Education and
 - d) the Ministry of Children and Youth Services, if the report relates to a day nursery.
02. The Plant Department shall also contact the Health Unit by phone and take such steps as directed by them.
03. The Plant Department shall forward a copy of test result to the schools.



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4.0 School Drawing



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5.0 Chain of Custody Form

ONTARIO SAFE DRINKING WATER ACT - Regulation 243-Lead



NEAR NORTH LABORATORIES INC.
 Unit 11 - 191 Booth Road
 North Bay, ON P1A 4K3
 Phone: (705) 497-0550 Fax: (705) 497-0549

In accordance with the Ontario Safe Drinking Water Act & Regulation 243, notification of exceedences on all regulated samples must be reported to the MOE/MOH/Waterworks.

For information contact: MOE Central Reg. (416) 326 - 6700 or www.ene.gov.on.ca

Chain of Custody

File Name:			
Verified by:		TAT:	
Subcontract Lab / Date			Checked <input checked="" type="checkbox"/>

SECTION # 1: CONTACT INFORMATION:

Client: Nipissing Parry Sound Catholic District School Board	INVOICE TO: Nipissing Parry Sound Catholic District School Board
Contact: Dan Russo	(if different)
Address: 1140 Front Street North Bay, ON P1B 6P2	ATTN: Dan Russo
Telephone: 705-472-1560 Fax: 705-472-0507	Project:
email: russoj@NPSC.EDU.ON.CA	Quote #:
CC Results to:	PO #:
Fax / email:	

SECTION # 2 : SAMPLE LOCATION DETAILS FOR REGULATION 243 LEAD TESTING

* If under regulation, please ensure the following Notification Information is completed *

REGULATED <input checked="" type="checkbox"/> OPERATIONAL CHECK <input type="checkbox"/>	Daycare <input type="checkbox"/> School <input checked="" type="checkbox"/> Other: _____
OTHER <input type="checkbox"/>	Gov't Building? <input type="checkbox"/> Yes / No Plumbing pre- 1990? <input type="checkbox"/> Yes / No
Facility Name: Corpus Christi	Contact : Danny Russo
Waterworks #: 500031773	Secondary Contact: Terry Vendetti
Facility Address: 630 Brennan Street (City, Prov,P.C.) Northbay, Ontario, P1B 6K1	Phone: 472-1201 Fax: 472-7918
MOH Region: North Bay Parry Sound District Health Unit	After Hours Phone: 845-0790
Contact: Inspector on call	Phone: 705-474-1400 Fax: 705-474-9481
	After Hours Phone: 1-800-563-2808

SECTION #3: SAMPLE INFORMATION:

TURNAROUND TIME (TAT): <input type="checkbox"/> Regular (10 business days) <input type="checkbox"/> RUSH - 5 business days <input checked="" type="checkbox"/> RUSH - 2 business days <input type="checkbox"/> RUSH - specify date / time _____ <i>* RUSH TAT must have prior approval from the laboratory, and is subject to additional surcharge</i>	SOURCE Ground Water <input type="checkbox"/> Surface Water <input checked="" type="checkbox"/>	Cooler # 1 _____ # Bottles sent : 2
Bottle #	Water Type Dist	Field Temperature (C°): 20 °C
1	STANDING SAMPLE Classroom 109	DATE SAMPLED: June 30, 2009
Please indicate specific sample location for both Standing & Flushed samples in space provided. (ie:kitchen tap, or fountain beside girls bathroom)		
2	FLUSHED SAMPLE Classroom 109	TIME SAMPLED
	Shut Down Time: 5:00	TIMES AM PM
	Total Standing Time: (Minimum 6 Hrs) 14	7:00 AM PM
	Flush Start Time: 7:05	AM PM
	Flush Stop Time: 7:10	AM PM 7:40

(1) Water Type; please specify Raw , Treated, Distribution or Private Well.

* Required for all systems regulated under the SDWA - use DWIS assigned descriptions when applicable

Sampled by: Name (sign): Name (print): Ron Giroux Comments:	Received at the Laboratory by: Joe Blow Date: June 30 2009 Time: 9:30 Laboratory Prepared Bottle(s): Yes <input type="checkbox"/> No <input type="checkbox"/> # of bottles Rec'd: 2 Method of Delivery: Courier <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input checked="" type="checkbox"/> Returned Cooler # 1
Relinquished / Authorized by (including subcontracting): Name (sign): Name (print): Date & Time:	Comments:



Ministry of the Environment

Laboratory Services Notification (LSN) Schools, Private Schools and Day Nurseries (O. Reg. 243/07)

Instructions

Please complete this form and fax/email directly to:
Ministry of the Environment
Drinking Water Programs Branch
Fax: 416 314-8716
Email: reg170_formsubmission.moe@ontario.ca

If you require assistance in completing the form, please call 1 866 793-2588 (toll free).
The most current version of this form is posted on the Ministry of the Environment web site at www.ene.gov.on.ca

Form Submission Information (please check one)

- This is my first submission of the Laboratory Services Notification Form (LSN) to the Ministry. Please complete sections 1, 2, 3 and 4.
- I wish to notify the Ministry that I am changing licensed laboratories for my drinking-water testing. Please complete sections 1 and 4.

Section 1: Schools, Private Schools and Day Nurseries Information

Name of School/Day Nursery

Type
 School Private School Day Nursery

Drinking Water Information System (DWIS) No.

Ministry of Education SFIS No. Children and Youth Services Identification No.

Location of School/Day Nursery Street No. and Name	Unit/Suite	Rural Route	Lot/Part/Block/Section	Concession/Plan
City/Town/Municipality	Province			Postal Code
Business Telephone No. (including area code)	Fax No. (including area code)			

Contact Information

Last Name	First Name	Position
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Telephone No. (including area code) ext.	Fax No. (including area code)	Email Address
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Comments

Schools, Private Schools and Day Nurseries (O. Reg. 243/07)

Section 2: Source of Drinking Water Supply (if known)

Name of Municipal Drinking Water System (MRDWS) which supplies school/day nursery drinking water

MRDWS No. (for ministry staff only)

Section 3: School/Day Nursery Operator Information

Legal Name of School/Day Nursery Operation (i.e. School Board)

Operator Contact Name

Street No. and Name	Unit/Suite	Rural Route	Lot/Part/Block/Section	Concession/Plan
City/Town/Municipality	Province		Postal Code	
Telephone No. (including area code)	Fax No. (including area code)			
Email Address				

SAMPLE

Schools, Private Schools and Day Nurseries (O. Reg. 243/07)

Section 4: Identification of Licensed Laboratory and Lead Testing

O. Regulation 243/07 (Subsection 5(2)) requires the identification of any contracted licensed laboratory(s) hired to perform lead testing.

Drinking water system owners must complete and submit this form to the Ministry **prior to** submitting drinking water samples to your contracted licensed laboratory for testing. Once you have submitted this form, it does not have to be re-submitted **unless** you take your samples to a different licensed laboratory for testing. The listing of licensed laboratories can be found on the following website: <http://www.ene.gov.on.ca/envision/water/sdwa/licensedlabs.htm>

Failure to notify the parties in accordance with the Regulation and/or submission of false information constitutes an offence.

Your licensed laboratory can assist with completing this section of the form.

Name/Contact Information of Licensed Laboratory Performing Lead Testing

Laboratory Name		Licence Number		
Street No. and Name	Unit/Suite	City/Town/Municipality	Province	Postal Code

Please specify additional testing identified in MOE (Certificate of Approval, Order or Direction)

I declare that the information provided on this form is accurate.

Prepared by (print name)	Signature	Date (yyyy/mm/dd)	Telephone No. (including area code)
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Collection of information on this form is done in accordance with the *Safe Drinking Water Act (SDWA, 2002)* and its regulations. Information gathered herein, including personal information, is governed by the *Freedom of Information and Protection of Privacy Act (FIPPA)* and may be disclosed to other government agencies (including municipal health unit employees) pursuant to 'Section 42' of the FIPPA for the consistent purpose of administering any Act or program that pertains to drinking water safety. For questions and concerns, please contact the Ministry of the Environment at 1-866-793-2588

STATEMENT OF ANALYTICAL RESULTS

Client: Nipissing Parry Sound Catholic School Board
Contact: Dan Russo
Address: 1140 Front Street
North Bay, Ontario
P1B 6P2

Project: Corpus Christi School
Sampled By: Ron V. Giroux
Date Received: June 24, 2008
Date Reported: July 8, 2008
Status: Final
NNL Report #: NPSCDSB 08P1476, 1477 Christ Pb

Preparation:

All samples were processed in accordance to the recommendations of "Standard Methods for the Examination of Water and Wastewater", APHA, 21st Ed. and Ontario Ministry of the Environment and Energy protocols.

Limit of Liability:

Near North Laboratories Inc. does not accept liability for the collection/handling of samples, nor representation and custody of samples prior to submission to the laboratory; the only exception to this statement is for samples collected/handled/in custody of NNL staff from the time of sampling.

It is agreed that if Near North Laboratories Inc. should be found liable for any losses or damages attributable to the services provided, the liability shall be limited to and not exceed the amount of the fee paid by the Client for the services; this limit of liability may constitute the re-test / re-provision of the service or a refund of the fee paid.

General Comments:

Near North Laboratories Inc. is accredited by CAEAL and SCC to ISO/IEC 17025. Accreditation is limited to those tests indicated with "cc".

Sample(s) received in good condition, unless otherwise noted.


The results relate only to the items tested. This report must not be copied in part, only in full. QC report available upon request.

The Maximum acceptable concentration for Lead is 0.01 mg/L

Analysis Notes:

• Indicated analyses were subcontracted to a laboratory accredited to CAN-P-4E

NNL Analyst by Method / Instrumentation:
N/A


Debbie Ryder, Head of Microbiology

LAB #:	08F1476	08F1477		Method Detection Limit (min)	Units	Method of Analysis
DATE SAMPLED:	24-Jun-08	24-Jun-08	Date Analysis Completed			
TIME SAMPLED:	6:56 AM	7:35 AM				
DESCRIPTION:	Standing Sample <i>Distribution</i>	Flushed - 6 Min <i>Distribution</i>				
Lead *	<0.001	<0.001	3-Jul-08	0.001	mg/L	ICP

SAMPLE