



DRINKING WATER FIXTURE INVENTORY WORKBOOK

This workbook consists of the following four tabs:

Inventory List

Use this for the drinking water fixture inventory. Record the individual identification code (Fixture ID Code) and information for each fixture used for drinking or food preparation. The Fixture ID Code is used to track sample results and specific information about a fixture on each tab.

Sampling Field Notes

Use this during the sampling process to take notes on the condition of the fixture(s) during sampling.

Sample Results

Use this to record the sample results once they have been returned by the laboratory.

Action Taken

Use this to track actions taken to reduce lead from fixtures that have a lead result greater than 0.005 milligrams per liter* (mg/l).

Below are examples on how to generate a Fixture ID Code as well as addition information to help in completing the tabs of this workbook.

SEQ#:
This is the sequence number (sampling order). It is the order in which you take samples, with #1 being the tap closest to the service connection and the first sample you collect.

SEQ #	Fixture ID Code	Fixture Location	Tap Type
EXAMPLE #1: West Elementary School:			
1	WE-110-B	Room 110	Bubbler
2	WE-111-B	Room 111	Bubbler
3	WE-114-WC	Room 114	Water Cooler
4	WE-Café-KF	Cafeteria	Kitchen Food Prep Sink
5	WE-Kit-KK	Kitchen	Kitchen Kettle

SEQ #	Fixture ID Code	Fixture Location	Tap Type
EXAMPLE #2: Washington Middle School:			
1	WMS-110Hall-WC	Hall near Room 100	Water Cooler
2	WMS-GymLf-WC	Gymnasium (left)	Water Cooler
3	WMS-GymRt-WC	Gymnasium (right)	Water Cooler
4	WMS-HE-CF-#1	Home Economics	Classroom Faucet
5	WMS-HE-CF-#2	Home Economics	Classroom Faucet

Tap Type Codes	Description
B	Drinking Water Bubbler
WC	Water Cooler (plug-in chiller unit)
DF	Drinking Fountain
CF	Classroom Faucet (for consumption)
KF	Kitchen Sink Faucet (food prep)
KK	Kitchen Kettle (cold water fill)
IM	Ice Machine
BF	Bathroom Faucet
TL	Teacher's Lounge
NS	Nurse's Office Sink
SC	Service Connection (closest tap)**

** (SC does not have to be a tap for consumption)

Additional Codes for First-Draw and Flush Samples
Add a "P" at the end of the Fixture ID Code to indicate a first-draw sample at a tap. Add an "F" at the end of the Fixture ID Code to indicate a 30-second or 15-minute flush sample collected.
Example: WE-110-B-P
Example: WE-110-B-F

SAMPLE ONLY COLD WATER AT TAPS FOR DRINKING OR CONSUMPTION - Do not sample other water outlets.

*EGLE recommends action to reduce the risk of lead in drinking water on any individual fixtures with test results greater than 0.005 mg/L for lead and 1.3 mg/L for copper.

