

Questions?  
 Call DEP's Lead Unit  
 (718) 595-5364

# Step-by-Step Instructions for Lead in Drinking Water Test Kit (2-Bottle Kit)

View the Video on  
 How to Collect Samples:  
[nyc.gov/dep/leadtest](http://nyc.gov/dep/leadtest)

**1** DO NOT use the water for 6 HOURS or more

- This includes washing dishes, flushing the toilets, or getting a quick drink of water.
- Please, fill up a pitcher, should you need water during this period.
- If a multi-family building, it is not necessary to restrict the use of water in other apartment(s).
- **Note** time water was last used as you must write the number of hours the water was unused in **Field 4** on the Chain-of-Custody form (CoC).

**2** Select only ONE Sample Location

- Cold UNFILTERED water should be sampled from a **Kitchen OR Bathroom sink**. Enter the location in **Field 1** on the CoC form.
- If the selected sink has an aerator (screen at the end of the faucet), please leave it in place.
- If the sink faucet has an in-line filter, please remove it or bypass the filter.

**3** Collect Sample #1 First Draw

- Place **Bottle #1** (yellow label) below the sink's faucet and turn on the **cold water** only.
- Fill **Bottle #1** to just below the top. Cap tightly.
- Continue running the cold water.
- Write the **Date** and **Time** of collection on **Bottle #1** and in **Fields 2 & 3** on the CoC.

**4** Collect Sample #2 1-2 min Flush

- After the cold water has run 1 to 2 minutes, begin filling **Bottle #2** (orange label).
- Fill **Bottle #2** to just below the top. Cap tightly.
- Turn off the water.
- Write the **Date** and **Time** of collection on **Bottle #2** and in **Field 3** on the CoC.

**5** Complete The CHAIN-OF-CUSTODY (CoC) Form

- **Complete** the enclosed CoC form even if you have filled it out in the past.
- **You must fill in Fields 1 - 4** (1 to 4) entirely or your sample may **NOT** be analyzed.
- Answer questionnaire (5 to 12) to the best of your knowledge. If you cannot answer a question, circle 'Don't Know' or leave it blank.
- Sign and date at the bottom.
- Keep the second page for your records.

**6** Return Samples IMMEDIATELY

- Place filled **Bottle #1**, filled **Bottle #2** inside the plastic bag provided, seal it, and put the sealed bag and completed **CoC form** back in the box.
- Seal the box with packing tape or the enclosed brown tape by moistening it.
- Peel off the back of the **Merchandise Return Label** and place it over the existing address label on the outside of the box.
- Take the box to a USPS Post Office or 'Schedule a Pickup' by the USPS. **Do not drop the box in a blue mailbox.**
- If the box is not received within 2 weeks after collection, the samples will **NOT** be analyzed.

**Note: Results will be mailed to you 3 to 6 weeks after receiving your kit**