

Lead Testing in Drinking Water Program Checklist

1. Apply Online

2. OCFS will email you a letter of approval or denial for the program

3. Complete training videos, read EPA's 3Ts, and review attachments from OCFS email

4. Complete Fixture Manifest and send to ocfs.sm.watertest@ocfs.ny.gov

5. Inform staff and families that you are testing and the date of the test

6. Provide training resources for staff, and inform families and staff on the dangers of lead in drinking water

7. Receive sample containers from lab (NYE) with instructions

8. Read sample collection instructions

9. Collect samples within one week of receiving containers

10. Mail samples and Chain of Custody form to the lab (NYE) within 36 hours of collection

11. The lab (NYE) will email you the results

12. Inform staff and families of the results

13. Contact OCFS to help support a remediation plan if results show actionable lead levels (at or above 15ppb)



**Office of Children
and Family Services**