

Flushing and Sampling for Lead in Drinking Water Systems Binder: How-to Access the Binder Guide

Binders are organised into **tabs** with a **Table of Contents** explaining the content of each tab.

If you can't find something, look to see if it has been misplaced, ask the head caretaker, or the principal.

Each binder will contain the following information/tabs:

1) Documents regarding Safe Drinking Water policy, procedure, guidelines, and legislation.

2) **Maps** of each floor of the school identifying each **designated drinking water fixture**.

This is the place to start if you want to ensure that a **specific fixture** has been **designated** as a **drinking water source** or are concerned about **test results** from a particular fixture. **N.B.** fixtures can be added to the list and fixtures not designated should be labelled "**Hand Wash Only**", to alert occupants that these water sources will **NOT be tested** and should not be used as a source for drinking water.

Designated Drinking Water Fixture Numbers: each designated drinking water fixture has been assigned a **unique reference number**. Each number starts with a letter that identifies the fixture as a **B**-Bottle Filling Station, **F**-Fountain, or **T**-Tap. The numbers that follow are the four-digit building code, the floor number, and the fixture number. So, as an example, fixture number **T-3402-2-003** is a **tap** in **building 3402** on the **second floor**, and it is **tap number three** on the second floor of the building.

3) Completed Ontario Tap Water O. Reg. 243/07 Flushing Record forms.

The Flushing Record lists the general information about the school, the location(s) where main lines are to be **flushed for 5 minutes** and the location(s) where fixtures are to be **flushed for 10 seconds**.

It also records the date, location, time, and the full name of person flushing for each flushing event.

4) Reports on water sampling & testing: These reports may vary, depending on the company that collected the sample & the lab that tested it. Yet they should all contain the following elements:

1) Introductory remarks, including the name of the lab and methodologies followed for testing.

2) Individual test results for specific fixtures that show lead concentrations in each sample.

The Ontario drinking water quality standard for lead is **10 micrograms of lead per litre or 10 µg/L**.

A microgram is **1/1,000,000 (one, one millionth) of a gram or 0.000001 grams**.

3) Chain of custody reports for the individual samples. 4) Summary of Exceedances.

[The binder should contain the following information/tabs:](#)

1) A summary page of testing and actions from 2017 to present:

This page is a quick way to see the results/actions taken. It has the following column headings:

School Name – Fixture # - 2017 – 2018 – 2019 – Standing Exceedance – Flushed Exceedance –

Corrective Action – Resample #1 Standing – Resample #1 Flushed – Resample #2 Standing...

Corrective Actions can be: resampled, fixture on daily flush, fixture replaced, fixture replaced & resampled, or labelled not for consumption (no further testing required).

If a summary page does not exist in your binder, contact your E.O. or H&S Inspector to request it.

2) Notice(s) of Exceedances: records of communications and **instruction** from testers or Health & Safety managers to school staff, including **corrective actions to be taken as a result.**

Toronto Public Health and the Ministry of Environment and Climate Change monitor all exceedances at TDSB to ensure that the requirements of the revised regulation are met.

If there is an exceedance in the standing water sample, daily flushing will be recommended for that fixture.

If there is an exceedance in the flushed sample, the fixture is taken 'out of service' to eliminate any further risk to occupants of the building. Re-sampling or replacement of the fixture is done in accordance with the standards set out by Ontario Reg. 243/07.

When notified of an adverse result in the water sampling, the Assistant OH&S Officer will work with the Regulatory Agencies to determine the corrective action and advise the FTL and Head Caretaker.