

# Facility Water Outlet Map Preparation

This document provides detailed instructions for providers to prepare the required facility water outlet map that complies with the pending AB 2370 written directives.

A clear, concise, and compliant map is critical to:

- Comply with pending requirements from the CDSS
- Provide communication with parents (map must be posted onsite after sampling)
- Communicate with your sampler to keep sampling time at your facility as brief as possible (you cannot open for business during sampling because water cannot be used during that time)

You are required to use form LIC 999 to complete your facility map, but the instructions on the form do not explain how to use it for a facility outlet map. Clear instructions on how to do this are provided below:

1. Review the [example](#).
2. Use the [LIC 999](#) form as your template. You may already have a facility map on file at your site that uses the LIC 999. You may use this as a starting point if it would be helpful to you. If you do not have a facility map that uses the LIC 999, you will need to start from scratch. Do not forget to use both sides of the form.
3. Identify all interior and exterior outlets on the map. The interior outlets should be marked on the first page and exterior outlets should be marked on the second page. For simplicity, we recommend marking each outlet using a circle with an X in it, such as ⊗, but you can use any unique symbol as long as it is consistent and clear.
4. Outlets used for either drinking water or food preparation:

Only outlets used for either drinking water or food preparation require sampling. All such fixtures as noted in the table below must be sampled, even if several are located at a single sink. The written directives require that you label each outlet on the map used for either drinking water or food preparation with a precise alphabetic system from A to Z (the first outlet is A, the second is B, and so on). If there are more than 26 water outlets that require sampling, the label shall be written using double letters after the first 26 single letters have been assigned (X, Y, Z, AA, BB, etc.). Add these labels to the facility fixture map next to each outlet symbol you added in Step 3 above, corresponding only to those outlets used for either drinking water or food preparation.

What should be sampled?	Yes	No
Cold water faucets and fountains	X	
Hot water faucets and fountains		X
Cold water side of single-handle and dual-handle faucets that dispense both hot and cold water	X	
Large, industrial sinks designed and used for washing only		X

Ice makers		X
Handwashing only sinks		X
Filtered water dispensers	X	
Water dispensed by refrigerators	X	

5. All other outlets:

All other outlets marked on the facility fixture map that were not identified in Step 4 do not require sampling. For the benefit of both the sampler and parents, we recommend marking the remaining outlets that will not be sampled with “N/S,” short for “not sampled.” Using the N/S label is not a requirement in the written directives, but it will communicate that all outlets were properly considered in determining which ones need to be sampled. For clarity, we suggest that you define N/S somewhere in the margin of your map by writing “N/S = not sampled because this outlet is not used for drinking water or food preparation.”

This labeling is critical because all outlets will require “do not use” signage prior to the sampling visit and the sampler will be required to check both map and outlets for proper labeling and signage, respectively.

6. If you are familiar with any on-site filtration systems, you can also mark these on the map. If you are uncertain, this step can wait until your sampler visit. Your sampler can assist in identifying these filtration systems and correctly marking them on the map. Filters must be marked as either Point-of-Entry (POE) filters or Point-of-Use (POU) filters. POE filters are typically installed to treat all water entering a single facility or building. POU filters are usually found under the counter and typically only treat water at a single tap.
7. Upload the map via your Pre-Sampling Verification form, available in your [Provider Portal](#). This page will soon support map resubmittals. If you want to resubmit a map and have not received an invitation via email, please email [AB2370assistance@owp.csus.edu](mailto:AB2370assistance@owp.csus.edu) so we can activate the resubmittal option.

Please be as accurate as possible because it will help your sampler complete their task as quickly as possible return to normal operations and allow children access to your facility. The sampler will make any needed changes to the map during their visit. If you need assistance please email [AB2370assistance@owp.csus.edu](mailto:AB2370assistance@owp.csus.edu).