

# Site Preparation Instructions

## Preparing Your Child Care Center for Your Sampling Day

There are many requirements in the Written Directives ([PIN 21-21-CCP](#)), including following the Child Care Center Sampling Checklist Form ([LIC 9276](#)), that as a provider you must follow to ensure that CDSS will consider your testing results to be compliant. One of the tasks you are responsible for is to prepare your Child Care Center for sampling. These instructions provide a chronological method to easily meet the site preparation requirements, and help you allocate enough time to meet the stagnation requirements.

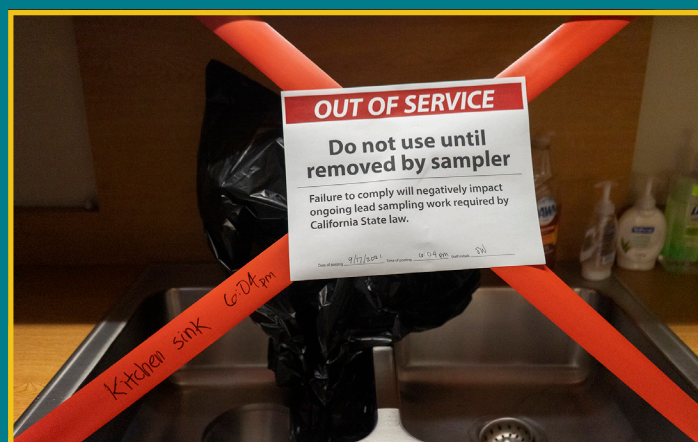
### Step 1—What to do now

Complete the following tasks as soon as possible because they take time, and starting early will allow you to better plan for Step 2, which must be done the day prior to sampling.

1. Print a copy of the Child Care Center Sampling Checklist Form ([LIC 9276](#)).
2. Fix any water leaks, including leaking toilets. Sampling cannot occur if there are leaks.
3. Gather everything on the Materials List.
4. Following your Facility Water Outlet Map, place an alphabetical label on each fixture to match the label on your map. If you don't have a label maker, cut a small piece of paper that can be completely covered by the packing tape. Mark the appropriate letter(s) on the paper and use the tape to cover your label. Affix your label on or near enough to your fixture to be easily legible in a photo of the fixture and the label.

## Material List

- Your Facility Water Outlet Map, prepared following the [Map Instructions](#)
- Permanent markers
- Label maker (or paper and clear packing tape)
- Garbage bags (one for each fixture that requires sampling)
- Masking tape (or tape that can be written on)
- “Do Not Use” [signs](#) (one for every outlet, not just labeled outlets)



## Step 2—What to complete 8 to 18 hours prior\* to sampling

You will likely be in a time crunch to complete these tasks because you will have to wait until your Child Care Center is closed before you can start, and this must be completed at least 8 hours before your sampler arrives. So, plan ahead to complete the following steps 8 to 18 hours ahead of your sampling appointment.

1. Start well before\* 8 hours prior to sampling so that you are finished before the 8-hour cutoff.
2. For each cold-water outlet that requires sampling:
  - a. Turn on the outlet for 30 seconds
  - b. Cover with a bag and secure the bag with tape
  - c. Write the time and location on the tape
  - d. Place a “Do Not Use” sign on the bag covering the outlet
3. For all other outlets
  - a. Place a “Do Not Use” sign on the outlet. Don’t forget toilets and outdoor outlets.
4. Do not allow public access to the building. Cancel janitorial and gardening services, if scheduled.

### Contact:

Child care centers with general questions about AB 2370 should email: [cccwatertesting@dss.ca.gov](mailto:cccwatertesting@dss.ca.gov)

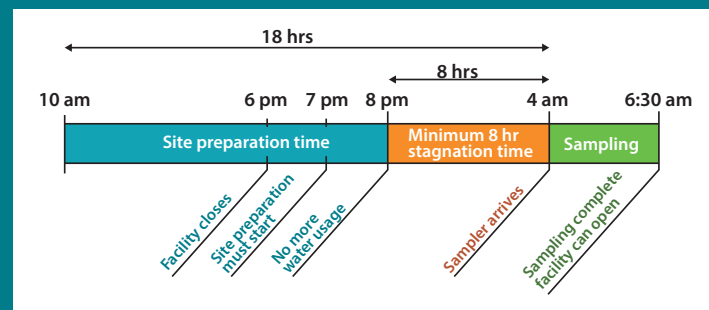
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## \*Allocate enough time to prepare

Be sure that you can close your facility and prepare the site so that you are finished at least 8 hours before your appointment. As an estimate, multiply the number of fixtures by 5 minutes. For example, if there are 12 outlets onsite, plan on 60 minutes to prepare the site, or 1 hour. If your sampling appointment is scheduled for 4 am, 8 hours prior is 8 pm. That means you should start no later than 7 pm the night before. If outlets are not in use, you can start preparing the site as early as 18 hours prior. This means you could start no earlier than 10 am the day before sampling. To estimate how long it will take to do the sampling, multiply the number of fixtures by 10 minutes each and then add 30 minutes to review and sign paperwork. Please keep this in mind while scheduling both your sampling appointment and your hours of operation on these days.



## References:

Written Directives ([PIN 21-21](#))

Child Care Center Sampling Checklist Form ([LIC 9276](#))