

Facility Water Outlet Map Preparation

This document provides detailed instructions for Child Care Centers to prepare the required facility water outlet map that complies with the AB 2370 Written Directives.

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

- Comply with Written Directives (must be submitted to your LPA)
- 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)
- Provide communication with parents

You are required to use form LIC 999 to complete your facility map, but the instructions on the form do not explain how to compile a facility water outlet map. Please follow Steps 1–7 when preparing your facility map.

1. Review a facility water outlet map example

Select the example map below that matches the situation at your location (ie. address).

- **Single Facility Center**: There is only one facility number at the location.
- **Combination Center**: Any combination of child care center, infant center, school-age child care center, or child care center for mildly ill children, that is owned and operated by one license at a common address.

2. Use the LIC 999 form (referred to as a Facility Sketch in the AB 2370 Written Directives) 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 facility numbers at your location.

For single facility centers with just one facility number at that location, clearly write the facility number at the top of the page.

For a combination center, you may submit a single map. Identify each licensed area by adding a dashed line around it. Clearly write the facility number within the dashed line. For shared areas (e.g. kitchens, playgrounds, etc.), assign the area to the facility number with the largest capacity or enrollment.

4. 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. On the front side of the LIC 999 form, draw a map of the rooms in your facility and mark *all* interior outlet locations. On the back side, draw a map of any outside areas of your facility (i.e., playgrounds) and mark all of the exterior outlet locations. 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.

5. Alphabetically label all outlets used for either drinking water or food preparation.

Only outlets used for either drinking water or food preparation require sampling. Food washing is considered food preparation. Use Table 1 as a guide. The Written Directives require that you label each outlet on the map used for 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). For combination centers, we recommend that alphabetical labeling continue from one facility number to the next. Non-repeating letters at a location will avoid confusion that can occur when two outlets for different facility numbers share the same letter. Each outlet must be individually labeled, even if several are located at a single sink. If there are more than 26 water outlets that require sampling for a single facility number,

Table 1

What should be sampled?	Yes	No
Cold water faucets and fountains	●	
Hot water faucets and fountains		●
Cold water side of single-handle and dual-handle faucets that dispense both hot and cold water	●	
Large, industrial sinks designed and used for washing only		●
Ice makers		●
Handwashing only sinks (e.g., bathrooms)		●
Filtered water dispensers	●	
Water dispensed by refrigerators	●	

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, corresponding only to those outlets used for drinking water or food preparation.

6. Label all other outlets with N/S.

All other outlets marked on the facility 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 for sampling. 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.”

Identifying all outlets 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 the map and outlets for proper labeling and signage, respectively.



7. Identify and label water filters.

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.

8. Add a map key to explain the labeling that you have used.

It will also help your sampler to note the total number of fixtures to be sampled. Here is an example of a map key:

- ⊗ = all outlets
 - A-Z = food/drinking outlets
 - N/S = not sampled outlets
 - POU/POE = filtration
- Total Outlets Requiring Sampling _____

Please be as accurate as possible because it will help your sampler complete their task quickly so you can return to normal operations and allow children access to your facility. The sampler will make any needed changes to the map during their visit.

Next step:

Acquaint yourself with the [Site Preparation Instructions](#). The written directives require that you properly prepare your site 8-18 hours before sampling.

Contact:

Centers with general questions about AB 2370 should email: cccwatertesting@dss.ca.gov

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