



Definitions of Reporting Fields

Field Name	Response Needed or Definition	Where does this information come
Unique Sample Site Identification Number	A unique number or code using numbers and or letters that a facility assigns to each fixture in the building. This prevents confusion about which sample goes with which fixture.	Facility
Fixture Type	Describes the type of fixture such as sink, fountain, bottle filler, ice machine, kitchen kettle, coffee machine, etc..	Facility
Location Description	Specific description of the location of the fixture. Ex. Classroom sink in Room 112 or Left drinking fountain in gym	Facility
Fixture Status	Describes if the fixture is currently being used and how it is used. Examples are Active-Consumption, Inactive-Consumption, Active-Nonconsumption, Inactive-Nonconsumption	Facility
Sample Collection Type	Initial first draw, Initial Flushed, Follow-up First Draw, Follow-up Flushed, Other	Facility
Laboratory Identification Number	Number assigned by the laboratory to each sample. It may be helpful for facilities using this spreadsheet to cross reference to their lab results. (Optional)	Lab
Date/Time Collected	Date and time the sample was collected Ex. 2/12/2024 7:03 PM or 3/8/24 13:02	Lab
Date/Time Analyzed	Date and time the sample was analyzed Ex. 2/12/2024 7:03 PM or 3/8/24 13:02	Lab
Numeric Result	This is the number representing the result reported by the lab. Ex. 5.12, 7.03, 89.02, for results that are not detected please use ND	Lab
Unit of Measure	This is the unit of the result reported by the lab Ex. Parts per billion (ppb), micrograms per liter (ug/L).	Lab
Name of Laboratory Used For Analysis	The name of the laboratory used for sample analysis.	Lab
Remediation Action	Describes the type of remediation (if needed). Select from drop down menu. You only need to complete if result is 5ppb or more. If the action you took is not listed select OTHER and describe	Facility
Other Remediation-Please Describe	Use this field to type in your remediation action if the choice was not listed in the Remediation Action Drop down menu.	Facility
Was Remediation Successful (ie. Follow-up testing below 5 ppb)	Select from the drop down. Options are Yes, No, Not Applicable(N/A), and Pending Results	Facility

Other Important Terms	Definitions
Consumption	For the purposes of this testing consumption means a fixture where the water is used for drinking water or food/formula preparation.
Non-Consumption	A fixture that is not used for drinking water or food preparation such as a laboratory sink or a mop sink in a locked custodial closet. MDH recommends that non-consumption fixtures be labeled as not for drinking if they are not tested.
Active	A fixture currently able to be used.
Inactive	A fixture that has been taken out of service either temporarily or permanently
First Draw	A type of water sample where the water has been stagnant for 8-18 hours before collecting a sample. The most common type of lead sample type.
Flushed	A type of water sample where the water has been allowed to run before collecting. Typically collected when investigating to source of lead or evaluating remediation options.
Initial	This is typically a first draw sample collected during a round of monitoring. A sample may be an initial-first draw or an initial-flushed
Follow-up	This is typically collected if an initial sample collected during a round of sampling is 5ppb or more. Follow-up samples can be repeated first draw samples or flushed samples depending on the type of follow-up activities conducted to reduce lead.