

# Water Test ULA Lessor Checklist

## Before Sampling:

- Hire a qualified professional as outlined in the Statement of Work (SOW). If you encounter difficulty in locating a suitable firm, a helpful suggestion is to conduct a search for "industrial hygiene consultant" or "environmental consultant" in your local vicinity or the nearest major city using search engines such as Google.
- Provide the entire SOW to the qualified professional that you hired.
- Determine all the drinking water outlets that are designed for human consumption and showers in the GSA leased space and all common areas to which the GSA tenants and its visitors have access and would reasonably expect to use.
- Coordinate a testing date with the on-site Government tenant to minimize disruption of their operations.
- Inform the LAM no later than 5 business days prior to the scheduled testing date.
- Ensure the qualified professional follows all SOW items during the sampling event.

## After Sampling:

When results indicate that lead, copper, total coliform bacteria, or *E.coli* levels exceed EPA, state, or local thresholds, or when *Legionella* growth is poorly controlled:

- Ensure the qualified professional provides notification of the exceeding results within 24 hours of notice from the laboratory, their notification should highlight the areas that didn't meet established standards.
- Notify the GSA LAM the same day a laboratory report identifying exceedances, or a heads-up about laboratory data with exceedances, is received from the qualified professional.
  - Indicate that outlets have been taken out of service along with the date implemented.
  - Indicate that signage has been posted along with the date implemented.
  - Indicate that tenants have been notified along with the date sent.
  - Indicate what corrective actions are taking place or planned along with the date implemented or projected implementation date.

- Ensure the written report from the qualified professional is submitted to [waterquality@gsa.gov](mailto:waterquality@gsa.gov)<sup>1</sup> within five business days of receipt. The written report should include, at minimum, the following components:
  - Executive summary.
    - Brief description of the facility and water system
    - Name of the person who performed the investigation
    - Summary of the investigative work performed
    - Summary of any findings, including test results, compared to CDC resources & EPA or applicable state or local thresholds
    - Table of all test results highlighting any results above CDC resources & EPA or applicable state or local thresholds.
  - Background information.
  - Investigation.
    - Name of the person who performed the investigation and qualifications including type of firm, years of experience in potable water sampling, and applicable certifications.
    - Description of the outlets sampled, along with pertinent details about each outlet
    - Description of CDC resources, EPA, or applicable state or local thresholds
    - Results of the sampling
    - Recommended corrective actions, if applicable
  - Conclusions.
  - Signature of the sampler, supervisor, and applicable CIH, or the ASSE 12080 certified individual.
  - Report Attachments.
    - Updated inventory of outlets
    - Complete laboratory analytical data packages with chain-of-custody documentation, copies of relevant laboratory accreditation/certification, and laboratory quality control package
    - Field sample forms, daily logs, and all other field paperwork
    - One figure per building floor depicting each drinking water sample location and analytical result
    - Photographic record of each outlet sampled including the barcode of the sampling bottle provided by the lab in the photo.
    - Any additional state and local documentation requirements
- Hire a qualified professional to develop a SOW and conduct re-sampling after corrective actions have been implemented.

---

<sup>1</sup> The Lessor will send the Drinking Water Testing Deliverable Report to [waterquality@gsa.gov](mailto:waterquality@gsa.gov) using the following naming convention in the email subject line and attachment: <BLDG\_NUM> - Drinking Water Testing - 2024.

- Keep GSA LAM updated as additional steps are taken.
- Continue additional corrective actions and resampling until all issues have been resolved.

When all results are below EPA, state, or local thresholds, and when *Legionella* growth is well controlled, ensure the written report from the qualified professional is submitted to [waterquality@gsa.gov](mailto:waterquality@gsa.gov)<sup>2</sup> within five business days of its receipt. The written report should include, at minimum, the following components:

- Executive summary.**
  - Brief description of the facility and water system
  - Name of the person who performed the investigation
  - Summary of the investigative work performed
  - Summary of any findings, including test results, compared to CDC resources & EPA or applicable state or local thresholds
  - Table of all test results
- Background information.
- Investigation.**
  - Name of the person who performed the investigation and qualifications including type of firm, years of experience in potable water sampling, and applicable certifications.
  - Description of the outlets sampled, along with pertinent details about each outlet
  - Description of CDC resources, EPA, or applicable state or local thresholds
  - Results of the sampling
- Conclusions.
- Signature of the sampler, supervisor, and applicable CIH, or the ASSE 12080 certified individual.
- Report Attachments.**
  - Updated inventory of outlets
  - Complete laboratory analytical data packages with chain-of-custody documentation, copies of relevant laboratory accreditation/certification, and laboratory quality control package
  - Field sample forms, daily logs, and all other field paperwork
  - One figure per building floor depicting each drinking water sample location and analytical result
  - Photographic record of each outlet sampled including the barcode of the sampling bottle provided by the lab in the photo.

---

<sup>2</sup> The Lessor will send the Drinking Water Testing Deliverable Report to [waterquality@gsa.gov](mailto:waterquality@gsa.gov) using the following naming convention in the email subject line and attachment: **<BLDG\_NUM>** - Drinking Water Testing - 2024.