

Lead Testing Guidance

Child care providers exempt from licensing and who are not related to children in care must meet a new health and safety requirement. Non relative child care providers must complete testing for lead exposure in water. Lead testing is required for all plumbing fixtures used for drinking, cooking or preparing food or infant formula. This requirement protects children from exposure to lead in water.

Refer to the Frequently Asked Questions (FAQ) document attached for questions regarding lead testing. If you have additional questions, contact the Office of Child Care (OCC) Lead Line at 503-947-5908.

Once testing has been completed, send a copy of the result to OCC at:

Office of Child Care
700 Summer St.
Salem, OR 97301
Fax: 503-947-1428
Email: ELD.Lead@state.or.us

Lead testing costs will be reimbursed. Please fill out the attached forms “**2018-19 Lead Testing Reimbursement**” and “**Substitute W-9 Form**”. Call 1-800-342-6712 with questions regarding reimbursement.

For more information about testing your water for lead, please visit the DHS website at:

<https://www.oregon.gov/DHS/ASSISTANCE/CHILD-CARE/Pages/Providers.aspx>

Testing for lead

- Order a testing kit using an ORELAP accredited lab (list is included in this packet).
- Collect a 250ml sample from any fixture used for drinking, cooking or preparing food or infant formula.
- Instructions on how to take a sample are included in this packet.

Once you receive results from the lab, send a copy of results to OCC.

Collecting you samples

Collect a “first-draw” sample, which means the **water must sit in the plumbing system for at least 8 hours, but not more than 18 hours**. It is easiest to collect these samples first thing in the morning. *If your home/facility is closed on weekends, do not sample on Mondays.*

- **Do not remove the aerator** from the fixture at any time during the initial sampling process.
- **Only sample cold water.**
- **Collect the first water from the faucet without overflowing the sample bottle.**

Correcting: if the test results show a lead level, that is at or higher than 15 parts per billion (ppb), the provider must:

1. Prevent access to the failed water faucet or fixture immediately after receiving the test results. Continue to prevent access to that drinking water faucet or fixture until mitigation is completed. Bottled water may be used until corrections have been made.
2. Submit a corrective action plan within 60 days of receiving the test results to OCC for approval. The corrective action plan must identify an appropriate mitigation strategy in accordance with Module 6 of the EPA’s 3Ts for Reducing Lead in Drinking Water in Schools and Child Care Facilities, Revised Manual from October 2018, adopted by reference; and implement the mitigation method within 30 days of approval by OCC. Visit the DHS website at <https://www.oregon.gov/DHS/ASSISTANCE/CHILD-CARE/Pages/Providers.aspx> for the 3Ts for schools and child care facilities. <https://www.epa.gov/ground-water-and-drinking-water/3ts-module-6>
3. Prior to allowing child care children access to the water source that previously tested above 15 ppb, the source must be retested, and the results submitted to and approved by OCC.

For more information and step-by-step guides to test your water supply for lead, please visit the DHS website at <https://www.oregon.gov/DHS/ASSISTANCE/CHILD-CARE/Pages/Providers.aspx>. If you have, questions regarding lead testing, contact the OCC Lead Line at 503-947-5808

Lead Testing FAQ

Q: Do I have to test if I provide care for a relative?

A. No, you do not have to conduct testing if you provide care for all children who are related. A relative is defined as a grand-parent, great-grandparent, aunt, uncle (does not include great-aunt and great-uncle or a sibling not living in the home of the child your intent to care for).

Q: Do I have to test if care is provided in the child's home?

A. No. If you go to the child's home to provide care, lead testing is not required.

Q. Where do I order my test?

A. The Office of Child Care (OCC) provides a document that lists ORELAP accredited labs and their contact information to order lead testing kits.

Q. Where do I send the results of the lead testing?

A. Once providers receive results, they can send them to OCC at:

Mail: Office of Child Care, 700 Summer St. NE Salem, 97301

Fax: 503-947-1428

Email: ELD.Lead@state.or.us

Q. If I had my water tested within the last 6 years by one of the labs on the ORELAP list, do I need to retest?

A. As long the fixtures being used were tested within the last 6 years (of today's date), and the analysis was performed by an ORELAP accredited lab, you should not have to retest. A copy of results needs to be submitted to OCC.

Q. If I do not use any faucets for cooking, drinking, or preparing formula and currently use only bottled water do I need to test the bottled water?

A. No, providers do not need to test bottled water. Providers will be required to fill out a declaration stating they are exclusively using bottled water for drinking, cooking, and preparing formula.

Q. If I only use the water filtered from my fridge, do I need to test that water?

A. Yes, providers need to test the filtered water from your fridge if you are using it for drinking, cooking, or preparing infant formula.

Q. What if I want to start using a faucet that hasn't been tested for drinking, cooking, or preparing formula?

A. You will need to notify OCC within 10 days, and test for lead prior to using the faucet.

Q. Can I use a filter attached to the plumbing fixture?

A. One of our mitigation options for corrective action is purchasing an approved lead filter for fixtures or faucets that test at or above 15 ppb, no retesting would be needed after purchasing and installing and NSF certified lead filter.

Q. Could I use a Brita or other filter pitcher for that water?

A. Any filters that are used must be an NSF certified lead filter. Brita is not NSF certified for lead. Providers can purchase NSF certified lead filters at Home Depot or Lowes, and Amazon.

Q. Who do I call if I have questions regarding lead testing?

A. If you have, questions regarding lead testing, contact the OCC Lead Line at 503-947-5808

Interpreting Results

Below is an example of a lead testing report. You will see that highlighted is the word "result" and below it "ND" make sure if you are trying to interpret result you are looking directly under the term "result".

Please keep in mind not all reports look like this example and if you have questions please contact the lab or contact the OCC lead line at 503-947-5908.

Lab Number	Code	Method	Result	Units	MRL	EPA MCL*	Analysis Date/ Time
Sample Name: Kitchen		Matrix: Water					
Sampled: 11/25/18 9:08							
<i>†Lead</i>	1030	EPA 200.9	ND	ppb	2	20 ppb	11/28/18 14:24

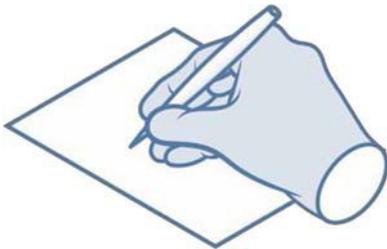
How to Take “First Draw” or “Initial” Samples



Place the sample bottle under the fixture and open the cold water tap to a normal flow.



Fill the sample bottle to the shoulder or the line marked “250 ml” leaving a little bit of room at the top of the bottle. Close the cap tightly.



Fill out the lab form and bottle label (if applicable) according to the lab instructions. Some important information to capture is:

- Name of your facility, contact and billing information
 - Collection date and time
 - Name of person collecting the sample
 - Type of sample (these are “first-draw” samples)
 - Fixture name (kitchen tap, infant area sink, etc.)
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Repeat this process for each fixture used for drinking, cooking, or preparing infant formula and submit the samples to lab for analysis.

ORELAP List of Approved Labs for Lead Testing

Only receipts from these labs are reimbursable

Laboratory Name	Address	Phone	Email
Alexin Analytical Laboratories, Inc.	13035 SW Pacific Hwy , Tigard, OR 97223	503-639-9311	mail@alexinlabs.com
Analytical Laboratory Group	361 West Fifth Ave , Eugene, OR 97401	541-485-8404	kimr@alglabsinc.com
Anatek Labs, Inc.- ID	1282 Alturas Dr , Moscow, ID 83843	208-883-2839	genes@anateklabs.com
Apex Laboratories, LLC	12232 SW Garden Place, Tigard, OR 97223	503-718-2323	kpatton@apex-labs.com
ASSET Laboratories	3151 W. Post Road, Las Vegas, NV 89118	702-307-2659	quennie@assetlaboratories.com
BSK Associates	1414 Stanislaus Street, Fresno, CA 93706	559-497-2888 x124	mng@bskassociates.com
Edge Analytical Inc.	1620 S. Walnut St., Burlington, WA 98233	360-757-1400	ljh@edgeanalytical.com
Eurofins Eaton Analytical, Inc.,	750 Royal Oaks Drive, Ste 100 , Monrovia, CA 91016	626-386-1170 626-386-1163	NildaCox@eurofinsus.com
Fremont Analytical, Inc.	3600 Fremont Ave. N, Seattle, WA 98103	206-352-3790	nmasters@fremontanalytical.com
Grants Pass Water Laboratory, Inc.	964 SE M Street , Grants Pass, OR 97526	541-476-0733	doree@gpwaterlab.com
Hall Environmental Analysis Laboratory	4901 Hawkins Rd. NE, Suite D , Albuquerque, NM 87109	505-338-8830	tes@hallenvironmental.com
Kuo Testing Labs	337 1st Ave S, Othello, WA 99344	509-488-0112	jonathan.cox@kuotestinglabs.com
LabCor Portland	4321 SW Corbett Ave; Suite A, Portland, OR 97239	503-224-5055	staff@labcorpdx.net
Neilson Research Corporation	245 South Grape St , Medford, OR 97501	541-770-5678	TKreutzer@nrclabs.com
Pace Analytical Services, Inc.	1700 Elm Street SE, Suite 200 , Minneapolis, MN 55414	612-607-6352	Janielle.Ward@pacelabs.com
Pixis Labs - Portland	12423 NE Whitaker Way , Portland, OR 97230	503-254-1794	dtanner@pixislabs.com
State Hygienic Laboratory at the Univ.	2220 South Ankeny Blvd., Ankeny, IA 50023	515-725-1604 800-421-4692	marcia-valbracht@uiowa.edu
Summit Environmental Technologies,	3310 Win Street , Cuyahoga Falls, OH 44223	330-253-8211	rramnarine@settek.com
U.S. Analytical Laboratory	600 S. State College Blvd., Fullerton, CA 92831	714-773-9151	info@usallab.com
Umpqua Research Company	626 NE Division St , Myrtle Creek, OR 97457	541-863-5201	twilliams@urcmail.net
Waterlab Corp.	2603 12th St. SE , Salem, OR 97302	503-363-0473	waterlab@comcast.net



2018-19 Lead Testing Reimbursement

Who can be reimbursed?

License exempt providers who are listed with DHS or in the process of becoming listed.

What is reimbursable?

- Water lead testing on plumbing fixtures or faucets used for drinking, cooking, or preparing infant formula. Test must be conducted by an ORELAP accredited laboratory (a list of approved laboratories is provided on the back of this form).
- One re-test will be reimbursed if the re-test was done because of elevated lead levels found during the first testing, and only after steps have been taken to reduce lead levels.
- Shipping may be reimbursed if it is included on the laboratory receipt.

How do I apply for reimbursements?

Submit this form with:

- the original testing receipt
- WOU Substitute W-9 form

If you are submitting for re-testing

- include evidence that re-testing was done because elevated lead levels were discovered and addressed.

Provider Name: _____ **Phone:** _____

DHS Provider Number: _____ **Common ID:** _____

Last five digits of SSN#-Full birth date (mm/dd/yyyy)

Payment address: _____

City: _____ **State:** _____ **Zip code:** _____ **County:** _____

Date of testing: _____ **Reimbursement amount requested:** _____

Reimbursements submitted with missing data, receipts or substitute W-9 and/or signatures will have payment held until a complete copy is received and all fields are completed. Rush processing Fees will not be reimbursed and shipping fees are only reimbursable if included on the lab receipt. By signing this document, you agree that you are requesting to be reimbursed only for eligible costs and that the information on the form is accurate to the best of your knowledge.

Signature: _____ **Date:** _____

Document revised May 2018

Please send this form to:
TRI/Central Coordination of CCR&R
Western Oregon University
345 Monmouth Ave N.
Monmouth, OR 97361
If you have any questions please call 1.800.342.6712.

All reimbursement requests must be received
by May 15th 2019 to be eligible for payment.

Vendors requesting payment for products and/or services provided to WOU or requesting payment for any other reason must complete and submit this Substitute W-9 Form prior to receiving payment. Vendors include both businesses and individuals.

A Federal Tax Identification Number (FEIN) or Social Security Number (SSN) must be on file for **All VENDORS** receiving payments from WOU. **An IRS W-9 Form may not be substituted in lieu of this form.**

NAME OF BUSINESS: _____		
OR		
NAME OF INDIVIDUAL: _____		
First Name	Middle Name	Last Name
<small>(Associated with TIN or SSN listed below. Payments will be payable to this name.)</small>		
DOING BUSINESS AS (DBA) NAME: _____		
<small>(If applicable)</small>		
PAYMENT ADDRESS: Street/PO Box _____		
City _____	State _____	Zip Code _____
TAXPAYER ID NUMBER (TIN): - - - - -		
<small>Federal Tax ID Number</small>	OR <small>(Provide only one)</small>	- - - - - <small>SSN-Individual/Sole Proprietor</small>

Select One (Required)	Check Any That Apply
<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> U.S. Resident Alien-see page 2 of this form <input type="checkbox"/> Foreign Alien or Entity-complete W-8 Form- See page 2 of this form	<input type="checkbox"/> Woman Owned - State Certified <input type="checkbox"/> Woman Owned - Self Reported <input type="checkbox"/> Minority Owned - State Certified <input type="checkbox"/> Minority Owned - Self Reported <input type="checkbox"/> Emerging Small Business - State Certified <input type="checkbox"/> Emerging Small Business - Self Reported <input type="checkbox"/> Veteran <input type="checkbox"/> Other: _____

Select One (Required)				
<input type="checkbox"/> Non Profit Entity	<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust/estate	<input type="checkbox"/> Corporation
<input type="checkbox"/> Limited Liability Corporation-Individual	<input type="checkbox"/> Limited Liability Corporation-Corporation	<input type="checkbox"/> Limited Liability Corporation-Partnership		

CERTIFICATION: Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, **and**
- I am a U.S. citizen or other U.S. person.

Certification Instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct taxpayer identification number.

SIGNATURE OF INDIVIDUAL OR COMPANY REPRESENTATIVE AND TITLE	DATE
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Return form to requesting department: The Research Institute at Western Oregon University <u>OR</u> 345 Monmouth Ave N Monmouth, OR 97361	Western Oregon University - Accounts Payable 345 Monmouth Ave N Monmouth, OR 97361 Phone: 503-838-8231 Fax: 503-838-8014
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WESTERN OREGON UNIVERSITY FOREIGN ALIEN/ ENTITY OR RESIDENT ALIEN

FOREIGN ALIEN OR ENTITY

Western Oregon University requires a W-8 Form for all foreign aliens/entities being paid for a service, copyrights, permissions and royalties performed in the United States to conform to IRS regulations. The IRS requires Western Oregon University to obtain a signed and dated W-8 Form prior to issuing payment. There are four different types of W-8 Forms. The Foreign Alien/Entity will need to determine which type of form applies to them; they will need to fill out the appropriate form; and they will need to return the form to Western Oregon University.

The links for the W-8 Forms are as follows (the entity type will determine which form to complete):

<http://www.irs.gov/pub/irs-pdf/fw8exp.pdf> (Form W-8EXP) <http://www.irs.gov/pub/irs-pdf/iw8exp.pdf> (Instructions Form W-8EXP)
<http://www.irs.gov/pub/irs-pdf/fw8eci.pdf> (Form W-8ECI) <http://www.irs.gov/pub/irs-pdf/iw8eci.pdf> (Instructions Form W-8ECI)
<http://www.irs.gov/pub/irs-pdf/fw8ben.pdf> (Form W-8BEN) <http://www.irs.gov/pub/irs-pdf/iw8ben.pdf> (Instructions Form W-8BEN)
<http://www.irs.gov/pub/irs-pdf/fw8imy.pdf> (Form W-8IMY) <http://www.irs.gov/pub/irs-pdf/iw8imy.pdf> (Instructions Form W-8IMY)

US RESIDENT ALIEN

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "savings clause." Exceptions specified in the savings clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the savings clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country—generally, this must be the same treaty under which you claimed exemption from tax as a non-resident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the savings clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient fact to justify the exemption from the tax under the terms of the treaty article.

Example: Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S. China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on the exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, submit the appropriate completed Form W-8.