Mandatory Lead in Water Testing

Training Module 1 - Fixture and Sample ID Numbers

August 2023

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Purpose of a Uniform Numbering Protocol

Complete and detailed records are a critical component to building a successful comprehensive testing plan. These types of records will help your district with future testing and make submitting report for reimbursement smoother and more efficient. In addition, complete and detailed records are recommended by the EPA 3T's document, and the uniform system will ensure that the state as a whole also has complete and detailed records.

What to Do if a Fixture Numbering System is Already in Place

Even if your district already has a fixture numbering system in place, you are required to adopt the statewide protocol. In your existing records add a column (described in the section below) to cross reference the old numbers to the new.

Creating a Master Fixture ID Spreadsheet and Schematic

Your district will need to prepare a Master Fixture ID spreadsheet for the purpose of tracking fixtures. It must list, at minimum:

1. Specific building name and ODE Building ID Number (BIN).
2. A unique description of each fixture location, so that someone coming into your school with no specific knowledge of your building could find that individual fixture.
3. The Fixture ID Number (FIN), assigned using the ODE numbering protocol.
4. If you have previously had your own fixture numbering system, add a column to include this number as well so that previous records can be cross referenced with new records. Similarly, you should add the new number to your old records.

Either within this spreadsheet or in a separate spreadsheet, you must also track test dates, test results, actions taken, etc. for each fixture. You will need to track this information for all fixtures for years to come.

Additionally, we recommend that your district prepare a schematic identifying the locations of all fixtures. The schematic should be labeled with the Fixture ID Numbers (FIN). This will ensure that the person taking samples from the fixtures in six years will be matching the fixture description and ID number to the correct fixture. An example would be starting with the schematic for fire escape routes and adding in the fixture locations and IDs.
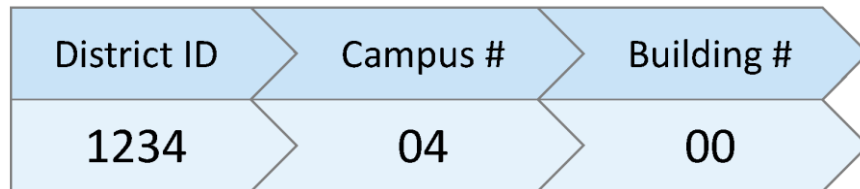
Building ID Numbers (BIN)

The Building ID Number (BIN) is an 8 digit number assigned as part of the School Facilities Data Collection to each building that that has power and a foundation and is owned or leased by an ESD, district, or charter school. Portables are also included, even though they might not necessarily have a foundation.

Prior to assigning Fixture ID Numbers (FINs), it is strongly recommended you confirm you have the most up to date Building ID Numbers (BINs) for your entity by checking the **Building ID Number (BIN) Lookup Tool**. If you have questions about the Building ID Number (BIN) or need assistance setting up a

number in accordance with the state wide protocol, please contact **Michael Lammers, School Facilities Database Administrator**.

To better understand the structure of the Building ID Number (BIN), let's look at an example BIN of **12340400**.

District ID	Campus #	Building #
1234	04	00

The first 4 digits are the specific institutional ID number that is assigned by ODE to every ESD and school district. This number is also frequently referred to as the District ID. The District ID is **1234** in this example.

Digits 5 and 6 indicate a specific school or campus. Campuses with only administration and/or district support buildings (such as a bus barn) are typically 00. The schools in the district are then numbered 01, 02, 03, and so on. In this example, this is the fourth school (**04**) in the district.

Digits 7 and 8 indicate a specific building at a school or campus. The main building (such as the school) is typically 00. Any additional buildings on the same campus as the school are numbered 01, 02, 03, and so on. For example, a separate gym might be 01, a separate shop building might be 02, and so on. In this example, this is the main school building (**00**) of the fourth school in the district.

Example: Example School District (District ID 1234) consists of the following schools and buildings:

- 1 Administration Building
- 2 Elementary Schools – North and South
- 1 Middle School, with a portable
- 1 High School, with a stadium

Their Building ID Numbers (BINs) would be assigned as follows:
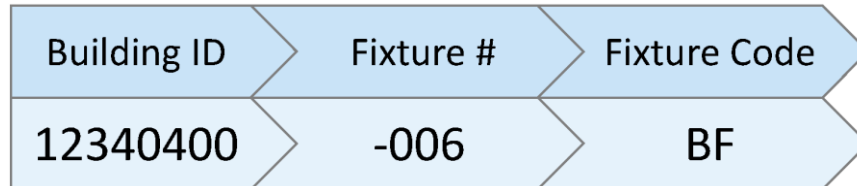
Building Name	Campus Number	Building Number	Combined Building ID (BIN)
Example Admin Building	**00**	**00**	**12340000**
North Elementary School	01	00	**12340100**
South Elementary School	02	00	**12340200**
Example Middle School - Main Building	03	00	**12340300**
Example Middle School - Portable	03	01	**12340301**
Example High School - Main Building	04	00	**12340400**
Example High School - Stadium	04	01	**12340401**

Fixture ID Numbers (FIN)

The Fixture ID Number (FIN) starts with the 8 digits of the Building ID Number for the building that the fixture is in.

For this example, we will use the Building ID Number identified above and build on it for an example Fixture ID Number (FIN) of **12340400-006BF**.

Building ID	Fixture #	Fixture Code
12340400	-006	BF

Digits 9-11 are numbers you assign to fixtures in a given building, starting with 001 and working up. So you would have 001, 002, 003, and so on. You should use some kind of logical methodology to assign them. **Do not assign the same digits in the same building.** For instance don't start at 001 in a new room or wing. When you move on to the next building, you can restart the numbering back at 001. In the example **12340400-006**, the 006 indicates this is the 6th fixture that was assigned a number.
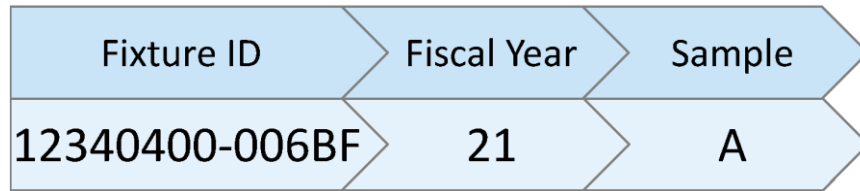
Digits 12 and 13 is a 2 digit letter code indicating the type of fixture. For instance, BF would be a Bathroom Faucet, DW would be a Drinking Water Fountain, and so on. See the chart below. **Please use only the letter codes listed. Do not create your own codes.** If the fixture type is unclear or serves multiple purposes, such as a sink that serves both an Office and Nurses Room, select the one that fits best.

Fixture ID # Fixture Type Codes	
BF = Bathroom Faucet	OS = Outside Spigot
CF = Classroom Faucet	SF = Staff/Office Faucet
DW = Drinking Water Fountain	SH = Shower Head
IM = Ice Machine	WB = Water Bottle Filler
KF = Kitchen/Food Prep	WC = Water Cooler (Chiller)
NS = Nurse's Office Sink	OT = Other (Specify)

According to the table above, our example **12340400-006BF** indicates that this is a Bathroom Faucet. When written out there is only one hyphen used, after the Building ID, between digits 8 and 9. Our example FIN now becomes **12340400-006BF**. **The FIN is the number entered in the Lead in Water Reimbursement Form.**

Sample ID Numbers

For this example, we will use the Fixture ID Number identified above and build on it for a Sample ID Number. An example of a complete Sample ID Number is **12340400-006BF21A**.

Fixture ID	Fiscal Year	Sample
12340400-006BF	21	A

For the Sample ID Number, we add 3 more digits to the Fixture ID Number. Digits 14 & 15 are the last 2 digits of the **fiscal year** the sample is drawn. In the example **12340400-006BF21**, the 21 indicates the sample was drawn in the 2021 fiscal year (2020-21 school year).

The final, 16th digit is a single letter indicating which sample is taken from a fixture. For instance, the initial Draw sample (first sample drawn from a fixture) would be an A. If a 2nd sample is drawn, the code would be a B, a third sample would be a C and so on. Our example now becomes **12340400-006BF21A**, indicating that it was the initial Draw sample.

Like the Fixture ID Number, when written out, there is only one hyphen used after the Building ID, between digits 8 and 9. The complete Sample ID Number becomes **12340400-006BF21A**.

The formatting is important as it eases the manipulation of data collected. Computers do not automatically see **12340400-006-BF-21A** and **12340400-006BF21A** as the same thing.

With this system, we can look at any sample and identify exactly where it came from and when it was taken. From the Sample ID Number **12340400-006BF21A**, we can tell the following information:

- **1234** indicates the sample came from a building in Example SD
- **04** indicates the building is on the High School campus
- **00** indicates the building is the Main Building
- **006** designates the specific fixture in that building
- **BF** tells us it is a Bathroom Faucet
- **21** indicates it was drawn during the 2021 fiscal year
- **A** indicates it was the initial Draw sample