

MANDATORY LEAD IN WATER TESTING

TRAINING MODULE 2:

FIXTURE AND SAMPLE NUMBERING

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Purpose of a Uniform Numbering Protocol

Under the new, mandatory water testing requirements, we will be testing in excess of 100,000 fixtures statewide on an ongoing basis for years to come. The federal 3Ts document emphasizes the importance of keeping complete detailed records.

Use of a uniform fixture numbering system will help both schools and ODE track all these fixtures over time and help avoid errors. It will also help ODE work with this huge amount of data in useful ways. The Fixture ID # is 13 digits long, and the Sample ID # is 16 digits. While that may sound imposing, the system is really pretty simple. The system allows us to assign unique numbers to every fixture/sample in the state with each digit or group of digits providing specific information. All Fixture and Sample ID numbers start with the 8 digit Building ID Number (BIN) used in the School Facilities Data Collection, which has already been developed for every school owned or leased building that has power and a foundation. Portables are also included in the collection even though they do not necessarily have foundations. Starting with the Building ID Number, the fixture/sample numbers are created by adding additional digits that provide additional information. Like blocks stacked one on another.

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 new statewide protocol. You do not have to change all of your existing records. The transition can be accomplished by including a column in the Master Fixture ID spreadsheet described 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.
- 2) A unique description of each fixture location, such that someone coming into your school with no inside knowledge of your building could find that specific fixture.
- 3) The Fixture ID Number, 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.

You should either include within this spreadsheet using additional columns, or create a separate spreadsheet, that will allow you to track dates of tests, test results, actions taken, etc. You will need to track this information for all fixtures for years to come.

Additionally, you should prepare a schematic identifying locations of all fixtures. The schematic should be labeled with the Fixture ID Numbers, however, if space constraints make this difficult, you may consider using a shorter ID number that is indexed to the Fixture ID Number. If so, you will also want to include a column in your Master Fixture ID spreadsheet for this index number. This will help ensure that

when the next person samples fixtures 6 years down the road that they are matching the fixture description and ID number to the correct fixture. This can often be accomplished by starting with the schematic you already have for fire escape routes and adding in the fixture locations and IDs.

Building ID Numbering

The Building ID Number is an 8 digit number assigned as part of the School Facilities Data Collection to each building owned or leased by a district, ESD, or charter school that has power and a foundation.

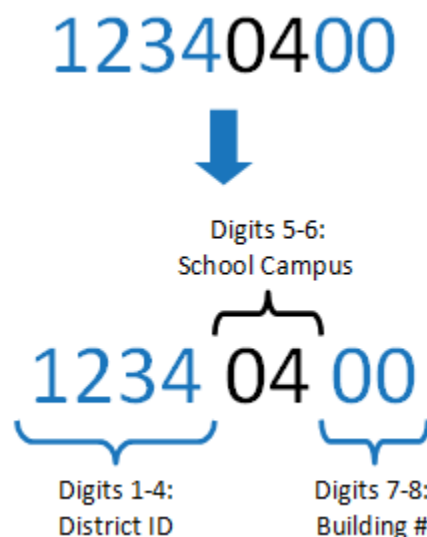
To better understand, let's look at a fictitious number and what it would indicate. Let's examine **12340400**.

The first 4 digits are the specific institutional ID number that is assigned to every district, ESD and charter. This number has been used by ODE for many years and is included in most paperwork and reports that schools file with ODE. In this example, the fictitious district ID is **1234**.

Digits 5 and 6 indicate a specific school (or campus). In the example, let's say the fictional district has 5 campuses. A District Office or Administrative Headquarters is typically 00. In this example, they have a district office 00, 2 elementary schools, 01 and 02, a middle school, 03, and a high school 04. The example number 1234-**04** would indicate the high school.

Digits 7 and 8 indicate a specific building at a school or campus. The main building is typically 00. But perhaps there is a separate gym that might be 01, a separate shop building that might be 02, and so on. In the example 1234-04-**00**, the 00 shown as the 7th and 8th digits indicate we are discussing the main building. When written out, no hyphens are used in the Building ID Number. They are only used here to make it easier to identify which digits we are discussing. So the number becomes **12340400**.

If you have questions about the Building ID Number or need assistance setting up a number in accordance with the state wide protocol, please contact [Michael Lammers](#), School Facilities Database Administrator.



Fixture ID Numbering

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

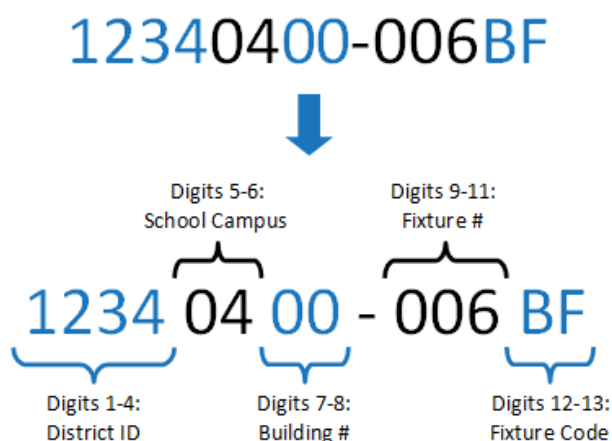
For this example, we will use the Building ID Number identified above and build on it for a Fixture ID Number. An example of a complete Fixture ID Number is **12340400-006BF**.

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 may assign these numbers in any way you see fit, but you should use some kind of logical methodology to assign them. **Do NOT assign the same digits in the same building**, but 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, KF a Kitchen Faucet, and so on. **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 which fits best (not unlike answering multiple choice questions where the instruction is to choose the best answer, as there may not be a single 'correct' answer).

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

According to the table above, our example 12340400-006-**BF** indicates that this is a Bathroom Fixture. When written out there is only one hyphen used, after the Building ID, between digits 8 and 9. Our example now becomes **12340400-006BF**.



Sample ID Numbering

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**.

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 12340400-006BF-**21**, 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 indicated if more than one sample is taken from a given fixture. For instance, the first sample drawn from a fixture, the initial draw sample, would be an A. If a second sample is drawn, the code would be a B, a third sample would be a C, and so on. Our example now becomes 12340400-006BF21-**A**, 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.

From the Sample ID Number 12340400-006BF21A, we can tell that the sample came from a building in District 1234. We know that the 04 indicates it was taken from a building on the High School campus and the 00 indicates it was the Main Building. The 006 designates a specific fixture in that building, the BF tells us it is a Bathroom Faucet, and the 21 indicates it was drawn during the 2021 fiscal year. Finally, the A indicates it was the initial 'Draw' sample. With this system, we can look at any sample and identify exactly where it came from and when it was taken.

