

Sample Collection Procedure for Lead and Copper – Community Public Water Systems

Before you begin, consider the following:

- **Sample location:** Take the sample from the kitchen or bathroom tap used for consumption in the residence specifically the cold-water faucet as instructed by your water system. Do not sample at an outside spigot or faucet, a faucet you rarely use, a faucet that has a water filter, or a cold-water faucet that is connected to a water softener as this is not acceptable location. Often the cold kitchen tap water plumbing is set up to bypass a home water softener, if this is the case this is an acceptable sample location. Please reach out to your water system with any further questions.
- **Do not use the water in the home for 6-12 hours before you take the sample.** It is often easiest to collect lead and copper samples first thing in the morning. Do not sample after a vacation or other extended time away.
- **Sample bottle:** Keep the bottle clean. Do not remove the sample bottle cap until you are ready to sample.
- **If you lose the bottle or make a mistake collecting a sample,** such as sampling from the wrong location, contact your water system to request a new bottle. Do not dump out and refill a sample bottle.

How to collect the sample

View a video of the procedure at [How to Collect a Drinking Water Lead and Copper Sample \(https://youtu.be/fl9xiNqFki8\)](https://youtu.be/fl9xiNqFki8) (YouTube).



1. Community Tap Water Sample Form (page 3 of this document) should be used to document proper sample location and collection procedures. The water system should complete the water system portion of the Community Tap Water Sample Form and the collector should complete the sample collector portion of the form. Review for accuracy before sending any samples to lab.
2. There must be a minimum of 6 hours during which there is no water used from the tap where the sample will be collected and any taps adjacent or close to that tap. Either early mornings or evenings upon returning home are the best sampling times to ensure that the necessary stagnant water conditions exist. Do not intentionally flush the water line before the start of the 6 hour period as this is not allowed. Note: MDH recommends you do not collect a sample from a tap that has been stagnant for more than 12 hours.
3. Leave your faucet aerator on if you have one.
4. Remove the cap from the sample bottle and place the bottle under the faucet.
5. If there is only one faucet handle, make sure it is in the cold water position.
6. Do not let water run down the drain, slowly fill the bottle immediately when turning on the cold water, as if filling a glass of water.

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- a. ***If your bottle has a line***, fill to the top line (1000 mL).
 - b. ***If your bottle does not have a line***, fill the bottle to the neck.
 - c. Do not squeeze the bottle while filling. Squeezing the bottle may keep you from collecting enough water.
 - d. The lab will not be able to use your sample if the bottle has too little or too much water.
7. Screw the cap back on the bottle. Make sure the cap is on securely. Turn the bottle upside down to make sure the water does not leak.
 8. You may tape the cap to seal the bottle.
 9. Use a ballpoint or permanent pen to write the date and time you collected the sample on the bottle label.
 10. Place the sample bottle at the predetermined pick-up location, on the day agreed upon by you and your water system.

Your water system will notify you of the sample results. Thank you for your participation.

Community Tap Water Sample Form

This form is kept by the water system for 12 years. **DO NOT** send to the lab with your samples.

The Public Water System is responsible for ensuring lead and copper samples are collected from the appropriate approved sites. This document should be used to confirm both the water system and the sampler collected at appropriate location and collected properly.

Public Water System complete the following (obtain from your approved site plan):

PWSID _____ Public water system _____

Tier # _____ Sample site ID _____

Site address _____

System side service line material _____ Customer side service line material _____

Interior plumbing _____ Interior plumbing (2) - optional _____

Home type _____

Lead Gooseneck present _____ Year built/Construction year _____

Point-of-use/Entry treatment (i.e. water softener connected to cold water faucet): _____

Note: Often the cold kitchen or bath tap water/bath plumbing is set up to bypass a home water softener. If this is the case, this is an acceptable sample location and indicate as such.

Sample tap location _____

Notes _____

If you have questions, call _____ at _____

Sample Collector/consumer/resident to complete the following:

If you need assistance answering the questions below, contact your water system. Contact information is above.

Information above completed by the utility is still accurate (select one): Yes No (If **No**, contact water system)

Name _____ Phone _____ (Please print)

Sample tap used (must match utility location identified above, if not contact water system):

Kitchen cold water faucet Bathroom cold water faucet

Other, must describe. _____

(Only applicable for Non-Residential Buildings, consult water system before using.)

Confirm you did not use the water in the home for 6-12 hours before you take the sample:

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Yes No

If you did not sample at a faucet used for drinking water, please let your water system know where you sampled. **You will need to resample.**

Has any plumbing replacement or work done in the building since the last time you collected a lead/copper sample? Yes No Unsure

If **Yes** or **Unsure**, describe what was done. _____

Date work was done _____

Does the home or building have any water treatment (such as water softener, or other point-of-entry water treatment)? Yes No

If **Yes**, date installed _____

If **Yes**, is the water softener or other point-of-entry water treatment connected to the kitchen or bathroom cold-water faucet? _____

Note: Often the cold kitchen or bath tap water/bath plumbing is set up to bypass a home water softener. If this is the case, this is an acceptable sample location and indicate as such.

Does the sample tap have any water treatment (such as a tap filter, or a treatment device below the tap)? Yes No

If **Yes**, date installed _____

If **Yes**, is the water treatment unit connected to the kitchen or bathroom cold-water faucet? _____

By completing this form, I certify that, to the best of my knowledge, I followed the Sample Collection Procedure for Lead and Copper.

Signature of sample collector _____

Collection date _____ Collection time _____ am pm

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To obtain this information in a different format, call: 651-201-4700.