

Lead and Copper - Noncommunity Public Water Systems

SAMPLE COLLECTION PROCEDURE

Reference Method EPA 200.8

Read instructions carefully.

Follow all instructions to avoid sample rejection.

Samples must arrive at the laboratory within 14 days of collection.

- **Sample locations:** Collect samples at locations listed on the Chain-of-Custody form provided.
 - If a site listed is not available, contact your Minnesota Department of Health (MDH) compliance officer to identify a replacement tap and receive a site identification number.
- **Sample bottle:** Use the 1-Liter wide-mouth bottle supplied by the laboratory.
- **Shipping:** Samples must arrive at the laboratory within 14 calendar days of collection.
- **Special notice: Do not use the faucet for 6-12 hours before you take the sample.** It is often easiest to collect lead and copper samples first thing in the morning.

Sample collection procedure:

You can 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).



1. Using a ballpoint or permanent pen, fill out the label on the bottle with the following information: sample site number, sample location, date, and time.
2. Leave your faucet aerator on, if you have one.
3. Remove the cap from the sample bottle and place it under the faucet.
4. If there is only one faucet handle, make sure it is in the cold water position.
5. Slowly turn on the cold water, as if filling a glass of water. Fill the bottle.
 - a. If your bottle has lines on it, 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.**
6. 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.

- a. You may tape the cap to seal the bottle.
7. Repeat this procedure at each site until you have sampled all sites.
 - a. If you make a mistake collecting a sample, such as sampling from the wrong location, or if you are missing a bottle, please contact your MDH compliance officer. If you collect at the wrong location, you should request a new bottle (do not dump out the water and refill).
 - b. Once the laboratory analyzes a sample, the result must be used to determine compliance. Please make sure you have followed these instructions and collected at the correct drinking water location(s). Contact your MDH compliance officer if you have any questions.

Complete the Chain-of-Custody form using a ballpoint or permanent pen:

1. Fill out your name and phone number.
2. Fill out the date and time you collected the sample.
3. Sign your name on the "Relinquished By" line.
4. Write down the date and time you put the sample in the return mailer and sealed it.
5. If you give the sample to another person before you package it, you both must sign, date, and time the Chain-of-Custody form.
 - a. You would write down the date and time that you gave the sample(s) to the other person. They would write down the date and time they put the sample(s) in the shipping box and sealed it.

Shipping and handling:

1. Place the completed Chain-of-Custody form in a sealable, Ziploc-type bag for protection.
2. Place the sample bottle(s) and protected Chain-of-Custody form in a shipping box. Include packing materials to secure the bottles and prevent movement/damage during shipping.
3. Place the Pace Analytical Services address label on the box.
4. Ship the samples to Pace Analytical Services using a courier service (Spee-Dee, UPS, FedEx, etc.). You must pay for the postage. (MDH pays for the cost of laboratory analysis).

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If you have questions, call 651-201-4700, or email health.drinkingwater@state.mn.us.

Minnesota Department of Health
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*To obtain this information in a different format, call
651-201-4700.*