

# Sample Collection Procedure for Lead and Copper

## COMMUNITY PUBLIC WATER SYSTEMS

### Before you begin, consider

- **Sample location:** Take the sample from the tap most frequently used for consumption in the residence such as a kitchen or bathroom cold water faucet. Do not sample at an outside spigot or faucet, a faucet you rarely use, or a faucet that has a water filter.
- **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).



1. Leave your faucet aerator on if you have one.
2. Remove the cap from the sample bottle and place the bottle under the faucet.
3. If there is only one faucet handle, make sure it is in the cold water position.
4. Slowly turn on the cold water, as if filling a glass of water. Fill the bottle.
  - 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.
5. 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.
6. You may tape the cap to seal the bottle.
7. Use a ballpoint or permanent pen to write the date and time you collected the sample on the bottle label.
8. Complete the Tap Water Sample Form (reverse side of this document).
  - a. We can only accept samples with a completed form. Let your water system know if you need help answering the questions.
9. Attach the Tap Water Sample Form to the sample bottle with tape or a rubber band.
10. Place the sample bottle and Tap Water Sample Form at the predetermined pick-up location, on the day agreed upon by you and your water system.

If you have questions, call \_\_\_\_\_ at \_\_\_\_\_.

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

# Lead and Copper Tap Water Sample Form

This form is kept by the water system for 12 years.

## Sample Collector to complete the following.

Let your water system know if you need help answering the questions.

*(Please Print)*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### Type of Building (check one):

Single-family residence  Multi-unit residence  Other \_\_\_\_\_

**Note:** For multi-unit buildings, if there is one meter for the building, it is considered a multi-unit residence. If each residence has a separate meter, it is considered a single-family residence.

### Fixture Location (check one):

Kitchen cold water faucet  Bathroom cold water faucet  
 Other indoor cold water tap that is used for consumption: Location \_\_\_\_\_

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

### Building Plumbing Information (check all that apply):

Contains copper pipes with lead solder installed before 1983 (*Tier 3 – Single Family*)  
 Contains copper pipes with lead solder installed in 1983, 1984, or 1985 (*Tier 1 – Single Family, Tier 2 – Multi-family*)  
 Served by a lead service line (*Tier 1 & Tier 2*)  
 Other (*Tier 4*) Describe: \_\_\_\_\_

Have any plumbing repairs or replacements been done in the building in the past three years?

Yes  No  Not sure

If yes, describe what was done: \_\_\_\_\_  
Date work was done: \_\_\_\_\_

Does the home or building have a water softener?

Yes  No  Not sure

If yes, date installed: \_\_\_\_\_

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.