**- PLEASE READ THESE INSTRUCTIONS BEFORE COLLECTING A SAMPLE -**

**If you have a treatment unit (e.g. filter, water softener) contact [Water Company] immediately for additional instructions**

These samples are being collected to determine the lead and copper levels in your tap water. Thissampling effort is required by the U.S. Environmental Protection Agency and the New Jersey Department of Environmental Protection (NJDEP) under the Federal and State Safe Drinking Water Acts and is being accomplished through a collaboration between the public water system and their consumers (e.g. residents). These samples help assess the need for, or the effectiveness of, corrosion control treatment to minimize a customer’s exposure to lead and/or copper through drinking water.

Results from this monitoring effort and information about lead will be provided to you as soon as practical but no later than 30 days after the system learns of the tap monitoring results. However, if excessive lead and/or copper levels are found, immediate notification will be provided (usually 1-2 working days after the system learns of the tap monitoring results).

The sample collection procedure is described below.

1. Do not use any water within your residence for a minimum of 6 hours prior to sample collection. Either early mornings or in the evenings upon returning home from work are the best sampling times to ensure that the necessary 6-hour water stagnation requirement is met. Do not intentionally flush the tap before the start of the 6-hour stagnation period.
2. Choose a kitchen or bathroom faucet, that has been used regularly, to collect the sample from. Do not collect a sample from a tap that has a point of use treatment unit (e.g. filter) without first consulting with your water company. If you do collect a sample from a tap that has a point of use treatment and/or if you have a treatment unit on the water line entering the home, be sure to document it properly in the table below.
3. Do not remove the aerator/screen prior to sampling. Place the opened wide-mouth sample bottle below the faucet and open the **cold** water tap as you would do to fill a glass of water. Fill the sample bottle to the line marked “1000-mL” and turn off the water.
4. Tightly cap the sample bottle and place it in the sample kit provided.
5. Note the following information on the label:
	1. If any plumbing repairs or replacement had been done in the home since the previous sampling event.
	2. If your sample was collected from a tap that was treated by an in-home water treatment unit (e.g. filter, water softener, etc.)

Please review the sample kit label now to ensure that all information contained on the label is correct.

1. Place the sample kit in the same location where the kit was delivered so that the water system staff may pick up the sample kit.

**Call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if you have any questions regarding these instructions.**

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| **TO BE COMPLETED BY THE RESIDENT:** |
| Sample collection address: Unit/Apartment number: |
| Sample Location: Kitchen **[ ]** Bathroom **[ ]**  Was a point of use filter/treatment unit in operation at the faucet being sampled? Yes **[ ]** No **[ ]** Do you have a whole house treatment unit? Yes **[ ]** No **[ ]**  |
| Have there been any plumbing changes since your last sampling event? Yes **[ ]** No **[ ]**   If yes, explain: |
| Water was last used: Time: AM/PM Date: | Sample was collected: Time: AM/PM Date: |
|  **I have read the above directions and have taken a tap sample in accordance with these directions.**Print name: Phone number/email:Signature: Date: |