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

**SAMPLING IS PERFORMED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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. These samples help assess the need for, or the effectiveness of, corrosion control treatment to minimize exposure to lead and/or copper through drinking water.

**Sampling will be conducted on [DATE] at [TIME]. If this time is not convenient for your water system, please contact us at the number below.**

A Consumer Notice of the results from this sampling effort and information about lead are required to be visibly posted as soon as possible but no later than 30 days of receiving the results from the laboratory. In the event of a lead action level exceedance, Public Education material must be visibly posted and distributed to persons served by the water system (e.g., employees) within 60 days of the end of this monitoring period. Templates can found at: <http://www.nj.gov/dep/watersupply/dws-sampreg.html>.

The sampling procedure described below must be followed prior to our arrival to ensure accurate and acceptable lead and copper samples are collected.

1. Do not use any water within your building(s) for a minimum of 6-hours prior to sample collection. This includes irrigation, toilets and other outlets even if they are not to be sampled. If sample taps are tempered, turn the hot water off at least 6 hours prior to sampling. Restrict access to the building if possible.
2. OPTIONAL: Since the facility operates 24-hours per day make arrangements to implement the procedure(s) outlined in the Lead and Copper Sampling Plan (Plan) for meeting the minimum 6-hour standing time OR longest standing time approved by NJDEP.
3. Do not intentionally flush the tap before the start of the 6-hour stagnation period. However, **inform us immediately** if a location is not in use or that has not been used for a significant period of time (e.g., the building is closed for the season, vacant building).
4. Do not remove or clean 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. Tightly cap the sample bottle.
5. Samples must be collected from the approved sample site locations outlined in the Plan and the PbCu Sample Location Spreadsheet (BWSE-18); these are taps typically used for human consumption (e.g., kitchen prep sink, water fountain). Document the sample site’s associated PBCU# found on BWSE-18 on the sample bottle and the chain of custody. If any revisions have been made to the sampling sites, such as plumbing repairs or site changes, a revised BWSE-18 form must be submitted to the NJDEP prior to sample collection. **Inform us immediately of any revisions to the sample site locations.**
6. Sample from standard sites first. If a standard site is not available, then an alternate site listed on the BWSE-18 form must be used; if possible, the alternate site should be in close proximity to the standard site. If a different site is sampled from the previous monitoring period, NJDEP must be notified within 10 days following the end of the monitoring period using the Sample Site Change Form (BSDW-56).
7. **Notify us immediately** if any of these locations have a point of use treatment such as a water softener or filter designed to remove inorganic compounds.
8. Follow any additional procedures outlined in the Plan regarding system-specific details and the laboratory sampling protocols.
9. Complete the information below [and the Chain of Custody].

**Call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if you have questions regarding these instructions or sample sites have changed.**

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| **TO BE COMPLETED BY THE SAMPLE COLLECTOR:** | |
| Water System Name: | |
| Public Water System ID Number: NJ | |
| Sample collection address: | |
| Sample Location:  Does the water system have approved PBCU# sample site location(s)? Yes **[ ]** No **[ ]**  Was a point of use filter/treatment unit in operation at location(s) being sampled? Yes **[ ]** No **[ ]**  If yes, where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Does the facility operate 24-hours per day? Yes **[ ]** No **[ ]**  If yes, were procedures completed to ensure that the 6-hour stagnation period or NJDEP approved longest standing time was met? 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 and followed the above directions and the information I provided is correct to the best of my knowledge.**  Print name: Phone number/email:  Signature: Date:  Title/Affiliation: | |