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

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.

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>.

You must sample from the approved sample locations outlined in your Lead and Copper Sampling Plan (Plan) and the PbCu Sample Location Spreadsheet (BWSE-18); from standard sites first. If any revisions have been made to your sampling sites, such as plumbing repairs or site changes, a revised BWSE-18 form must be submitted to the NJDEP and your laboratory prior to sample collection.

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

1. Do not use any water within your building(s) (restrict access to the building if possible) 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. Early mornings before any staff arrive is the best sampling time 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. OPTIONAL: Since the facility operates 24-hours per day make arrangements to implement the procedure(s) outlined in your Plan for meeting the minimum 6-hour standing time OR longest standing time approved by NJDEP.
2. Samples must be collected from the approved sample site locations outlined in your Plan and on 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.
	1. Do not sample from locations that use a point of use treatment such as a water softener or filter designed to remove inorganic compounds (unless previously approved by the NJDEP).
	2. Do not sample a location 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).
	3. Do not sample if the minimum 6-hour stagnation time has not been met (refer to #1).
	4. 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).
3. 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.
4. Tightly cap the sample bottle and place it in the sample kit provided.
5. Follow any additional procedures outlined in your Plan regarding system-specific details and the laboratory sampling protocols.
6. Complete the Chain of Custody and the information below.

**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:  Were Standard PBCU# sample location(s) sampled? Yes **[ ]** No **[ ]**  If No, were Alternate PBCU# sample location(s) sampled? Yes **[ ]** No **[ ]**  Was a point of use filter/treatment unit in operation at the 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 the above directions and have taken tap sample(s) in accordance with these directions.**Print name: Phone number/email:Signature: Date: |