

### Suggested Directions for Homeowner Collection Procedures for Lead and Copper Analysis

These samples are being collected to determine the lead and copper levels in your tap water. This sampling effort is required by the U.S. Environmental Protection Agency and your state, and is being accomplished through the cooperation of homeowners and residents.

A sample is to be collected after water has been sitting in the pipes for an extended period of time (i.e., no water use during this period). Due to this requirement, either early mornings or evenings upon returning from work are the best times for collecting samples. The collection procedure is described in more detail below.

1. Prior arrangements will be made with the Customer to coordinate the sample collection event. Dates will be set for sample kit delivery and pick-up by water department staff.
2. A minimum 6-hour period during which there is no water use throughout the house must be achieved prior to sampling. The water department recommends that either early mornings or evenings upon returning home from work are the best sampling times to ensure that the necessary stagnant water conditions exist.
3. A kitchen or bathroom cold-water faucet is to be used for sampling. Place the sample bottle (open) below the faucet and gently open the cold water tap. Fill the sample bottle to the line marked "1000 mL" and turn off the water.
4. Tightly cap the sample bottle and place in the sample kit provided. Please review the sample kit label at this time to ensure that all information contained on the label is correct.
5. IF ANY PLUMBING REPAIRS OR REPLACEMENT HAS BEEN DONE IN THE HOME SINCE THE PREVIOUS SAMPLING EVENT, NOTE THIS INFORMATION ON THE LABEL PROVIDED.
6. Place the sample kit outside of the residence in the location of the kit's delivery so that water department staff may pick up the sample kit.
7. Results from this monitoring effort will be provided to participating customers when reports are generated for the State, unless excessive lead and/or copper levels are found. In those cases, immediate notification will be provided (usually 10 working days from the time of sample collection).

**TO BE COMPLETED BY RESIDENT:**

Water was last used: Time \_\_\_\_\_ Date \_\_\_\_\_

Sample was collected: Time \_\_\_\_\_ Date \_\_\_\_\_

I have read the above directions and have taken a tap sample in accordance with these directions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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