

Suggested Directions for Homeowner Tap Sample Collection Procedures

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.

Collect samples from a tap that has not been used for a minimum of 6 hours. Because of this requirement, the best time to collect samples is either early in the morning or in the evening upon returning from work. Be sure to use taps that have been in general use by your household for the past few months. 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. There must be a minimum of 6 hours during which there is no water used from the tap the sample is taken from and any taps adjacent or close to that tap. The water department recommends that either early mornings or evenings upon returning home 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. If you have water softeners on your kitchen taps, collect your sample from the bathroom tap that is not attached to a water softener, if possible. **Do not remove the aerator prior to sampling.** Place the opened sample bottle below the faucet and gently open the cold water tap. Fill the sample bottle to the shoulder 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 AS PROVIDED. ALSO IF YOUR SAMPLE WAS COLLECTED FROM A TAP WITH A WATER SOFTENER, NOTE THIS AS WELL.***
6. Place the sample kit outside of the residence in the location of the kit's delivery so that 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. However, if excessive lead and/or copper levels are found, immediate notification will be provided (usually 10 working days from the time of sample collection).

Call _____ at _____ if you have any questions regarding these instructions.

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 _____	

Site #: