

# Lead and Copper - Community Public Water Systems

## SAMPLE COLLECTION PROCEDURE

**Read instructions carefully.**

**Follow all instructions to avoid sample rejection.**

### Document Links

[Lead and Copper Site Plan Updates](https://www.health.state.mn.us/communities/environment/water/lcsiteplan.html)

(<https://www.health.state.mn.us/communities/environment/water/lcsiteplan.html>)

[Lead and Copper Sampling - Record of Participation Form \(PDF\)](https://www.health.state.mn.us/communities/environment/water/docs/lcsiteparticform.pdf)

(<https://www.health.state.mn.us/communities/environment/water/docs/lcsiteparticform.pdf>)

[Lead and Copper Site Plan Template \(Excel\)](https://www.health.state.mn.us/communities/environment/water/docs/lcsitetier.xlsx)

(<https://www.health.state.mn.us/communities/environment/water/docs/lcsitetier.xlsx>)

[Sample Collection Procedures](https://www.health.state.mn.us/communities/environment/water/sampproc.html)

(<https://www.health.state.mn.us/communities/environment/water/sampproc.html>)

### Timing

- Samples must be collected by the end of your designated monitoring period listed at top of Chain of Custody form.
- The lab must receive samples within 14 calendar days of collection.
- You may send samples to the lab as they are collected. Be sure to keep a copy of the Chain of Custody form and the lab's address for when you mail in the remaining samples.

### Sample bottles

- You must use each bottle sent to you to collect a sample. Verify on your annual monitoring schedule that you received enough sample bottles.
- If you anticipate needing additional sample bottles, please email [health.community.leadandcopper@state.mn.us](mailto:health.community.leadandcopper@state.mn.us) and indicate the number of bottles you need.

### Sample locations

- Failure to complete the spreadsheet and have sites approved prior to sampling may result in more frequently monitoring schedule for your system and may be considered a violation.

- Sample at locations that had been approved by Minnesota Department of Health (MDH) via your system’s Site Plan Spreadsheet found on [Lead and Copper Site Plan Updates](#). The spreadsheet is available to download with instructions on filling it out on the MDH.
- If a site is not available for use, it should be documented using the [Record of Participation Form \(PDF\)](#) in order to move to an alternative site.
- To use an alternative site, you must first obtain approval. These sites must meet the sampling pool tier requirements. Provide MDH **BOTH** of the following to request a site change:
  - Completed [Record of Participation Form \(PDF\)](#) for the site that will not be used;
  - Record on new site which could be either of the following:
    - If site was data was already provided, inform MDH of the site you wish to make active. MDH will review for approval; **OR**
    - Completed [Lead and Copper Site Plan Template \(Excel\)](#) for any new sites for approval.
- Submit the completed documents to MDH for approval of any sampling sites email to [Health.community.leadandcopper@state.mn.us](mailto:Health.community.leadandcopper@state.mn.us).

## Completing forms

Write a contact name and phone number, including area code, on the Chain of Custody Form, and on the bottom of the Sample Collection Procedure document. **All fields must be filled to confirm samples meet the acceptance criteria.**

## Sample collection procedure

1. Contact each sample collector (resident/homeowner) to:
  - a. Arrange a date to drop off a sample bottle and Sample Collection Procedure for Lead and Copper.
  - b. Arrange a pickup date and location (i.e. front door step) for the sample.
2. Use a ballpoint or permanent pen to write a site number on each bottle label. The site number must match the address where the sample is collected. The Chain of Custody (COC) Form lists site numbers and addresses.
3. Give a sample bottle, Sample Collection Procedure for Lead and Copper to each resident that will be collecting a sample.
4. Review the Sample Collection Procedure with each sample collector to ensure they understand the sampling process. A video describing sample collection is available at [Sample Collection Procedures](#).
5. If an approved site decides they do not want to participate in lead and copper sampling or are not responsive in coordinating sample collection, follow the sample locations procedure above to get approval for a replacement.

## Sample pick up

- Upon sample receipt from consumer, confirm the site information you provided to MDH as part of your site approval [Lead and Copper Site Plan Template \(Excel\)](#) has not changed, still allowing the site to be usable.
- Make sure the bottle cap is on securely and the bottle does not leak.
- Make sure the collection date and time, site number, and sample address is written on the bottle.
- Write the collection date and time for each sample on the Chain of Custody Form. **All information on the bottle labels must match the Chain of Custody form for the samples to be accepted.**
- If any plumbing repairs or replacement have been done, or if a whole-house water softener has been installed since the previous sampling event, note the change on your system's Site Plan Update Spreadsheet. If the change to the sample site results in the tier number changing, follow the sample locations procedure above to get approval for a replacement.

## Shipping and handling

- Place the completed Chain of Custody Form in a sealable, Ziploc-type bag for protection. **DO NOT SEND TAP WATER SAMPLE COLLECTION FORMS**
- Place the sample bottle(s) and protected Chain of Custody Form in a shipping box. Include packing materials to secure the bottles and prevent movement/damage during shipping.
- Place the return address label included with the sample kit on the box.
- Ship the samples to **your designated lab** (see Chain of Custody form or contact MDH to confirm) using a courier service (Spee-Dee, UPS, FedEx, etc.). You must pay for the postage. (MDH pays for the cost of laboratory.

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*To obtain this information in a different format, call:  
651-201-4700.*