



Public Water Systems (PWS) instructions for Tap Water Sampling

2015 REDUCED Schedules June 1 – September 30, 2015

2015 CHANGES: Please read through all the paperwork as finding your own laboratory to help you with bottles and analyzing is new this year. Sampling pool address updates are also required this year.

2015 SCHEDULE: Systems who are scheduled to sample along with the bottle count are listed online at TCEQ Lead and Copper Program at http://www.tceq.texas.gov/drinkingwater/chemicals/lead_copper as well as on Texas Drinking Water Watch at <http://dww.tceq.state.tx.us/DWW/>.

SAMPLE POOL ADDRESS REQUIREMENTS

- **All PWSs shall have their sampling pool addresses updated prior to sampling. Only addresses from an approved sampling pool will be accepted for compliance. Send TCEQ Form 20467 with all available sampling pool addresses to the TCEQ prior to sampling this year. Make sure you have correctly identified the targeted Tiers on the form. If you normally sample 10 addresses, your sampling pool should consist of 10 normal addresses plus 10 backup addresses. You should update your monitoring plan at the same time.**

Review sample pool addresses. Please go to <http://dww.tceq.state.tx.us/DWW/> and look up Sampling Points. Lead and Copper sample addresses are shown in the Distribution System and start with LCR001, LCR002, etc.

- 2015 REDUCED is defined as sampling between June 1 and September 30, 2015
- Samples must be analyzed in accordance with EPA methods for drinking water.
- Verify that sample bottles from laboratory are 1 liter, laboratory grade, and unpreserved bottles.
- Please ensure all samples are collected at regularly used inside kitchen or bathroom sinks using only the COLD water.
- Please ensure water has sat still in the lines and faucet where you collect your sample for at least 6 HOURS.
- Please do not sample from faucets with point-of-use or point-of-entry devices including homes with water softeners. If all homes have water softeners, sample as many Tier 1 sites as possible.

PAPERWORK REQUIRED FOR SAMPLING:

- PWS Sampling Instructions
- Homeowner Instructions for community public water systems only
- PWS Sample Site Selection Form 20467 (completed before sampling begins and sent to TCEQ – sampling pool addresses should match this form)
- PWS Tap Sample Submission Form 20683 goes along with the bottles to the laboratory. **Sample addresses will be rejected** if they do not match your approved sampling pool addresses. Remember there is a 14-day hold time from the time you collect your samples to the time the laboratory receives and preserves them.



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY – PUBLIC DRINKING WATER SECTION
LEAD AND COPPER PROGRAM

- If customers are helping you with the sampling, please mark the back of the Homeowner Instructions with the correct LCR number and sample pool address. They are required to give you back the label on the back of the Homeowner Instructions filled out correctly along with the filled sample bottle.
- Ensure sampling has been collected properly **per instructions** and completed - Site Location, Collection Date, Time, Last Water Use Date, and Time and the sink which the samples was collected such as the kitchen sink.
- Place a label on each bottle and ensure that all LCR numbers match.

PWS _____
LCR _____
Date/Time Collected _____

- **Caution:** Missing or incomplete forms will lead to rejection at the laboratory.
- Send the sample bottles to your laboratory for processing along with the completed, dated and signed Tap Sample Submission Form.
- List of laboratories:
http://www.tceq.texas.gov/assets/public/compliance/compliance_support/qa/txnelap_lab_list.pdf
- **All sample results must be in the Texas Drinking Water Watch 10 days after the end of the monitoring period or October 10, 2015.**
- **CONSUMER NOTIFICATION:** PWS Lead Consumer Notification Template Form 20680
After the samples have been analyzed and in accordance with 30 TAC §290.117(j) and (i), PWSs must provide a consumer notice of lead tap water monitoring results to persons served at the sites that are tested within 30 days of learning the results from the laboratory. You then must certify and mail to TCEQ within 90 days after the end of the monitoring period a copy of the Lead Consumer Notice along with the certification Form 20680.

TCEQ CONTACT INFORMATION: For all Lead and Copper Program Questions, please contact the TCEQ at (512) 239-4691. http://www.tceq.texas.gov/drinkingwater/chemicals/lead_copper

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