



**TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
LEAD AND COPPER RULE—MONITORING FORM 20683**

PWS Name:		Laboratory Name:	
PWS ID #:	TX	Laboratory Address:	
PWS Address:		TCEQ Laboratory ID #:	
PWS Contact Name:		Laboratory Contact Name:	
PWS Contact Phone:		Laboratory Contact Phone #:	

PWS Tap Sample Checklist (✓)

<input type="checkbox"/> Samples filled to 1 Liter line	<input type="checkbox"/> Samples taken from an inside sink
<input type="checkbox"/> Samples collected from cold water tap(s)	<input type="checkbox"/> Sinks were unused for 6 hours prior to collection
<input type="checkbox"/> Sample containers w/ labels	<input type="checkbox"/> Samples delivered to lab within 14 days of collection

Sample Condition on Receipt	
	Samples delivered unpreserved (Y or N)
	Samples collected in 1 L labeled containers (Y or N)
	Samples filled to 1 L fill line (Y or N)
	Actual sample temperature:
	Corrected sample temperature:
	Thermometer ID #:

Sample Type (✓): Compliance Non-Compliance

I acknowledge that the information on this form is true and correct and sites selected for sampling follow the approved TCEQ Form 20467 and the PWS Monitoring Plan. Falsification of this form or tampering with water samples is a crime punishable under state and/or federal law. (Texas Penal Code, Title 8, Chapter 37.10)

Name of Authorized PWS Representative (Print)	Signature	Date
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Lab Comments:	
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Facility ID (e.g. DS01, PBCU001)	Sample Point ID (e.g. LCR001, ELCR)	Sample Location (Address of sample point -123 Main St, kitchen sink)	Sample Faucet Last Used		Sample Collected		Replacement (✓)	Original Sample ID #	Original Collection Date (MMDDYY)	Lab Sample ID #	Lab Preservation		Sample Rejection Code (if applicable)
			Date (MMDDYY)	Time - 24 HR (HHMM)	Date (MMDDYY)	Time - 24 HR (HHMM)					Date (MMDDYY)	Time - 24 HR (HHMM)	

Chain of Custody			
Relinquished By (Signature)	Date/Time:	Relinquished By Courier (Signature)	Date/Time:
Received by Courier (Signature)	Date/Time:	Received by Lab (Signature)	Date/Time:



**TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
INSTRUCTIONS for COMPLETING the LEAD & COPPER RULE MONITORING FORM 20683**

<p>PWS to fill out the following fields. See additional information at <https://www.tceq.texas.gov/drinkingwater/chemicals/lead_copper/lead-copper.html> under "Sampling Instructions and Guidance." This form may be used for both lead & copper tap and/or source sampling as required.</p>	
PWS Name:	Name of the Public water system
PWS ID:	Public water system identification number (seven digits preceded by the letters "TX")
PWS Address:	Public water system address
PWS Contact Name:	PWS contact person (or agent) responsible for the samples
PWS Contact Phone:	PWS contact (or agent) phone number
PWS Tap Sample Checklist (✓):	Complete the checklist for lead & copper tap sampling. Samples must be delivered to the lab within 14 24-hour periods. Not all items on the Checklist are applicable to source water lead/copper samples.
Sample Type - Compliance or Non-compliance (✓):	Check whether samples are to be used for compliance or not.
Sample collection acknowledgement:	Responsible PWS representative (or agent) who vouches for correct sample collection procedure and documentation. Fill out name, signature, organization, and date. Individual directly responsible for the collection of samples must ensure correct sample collection by checking all six items under the PWS Tap Sample Checklist.
Facility ID #:	Facility ID number found in Texas Drinking Water Watch (DWW). DSO1 for distribution, PBCU001, etc. for entry points. Refer to "Sample Points" link on the Texas DWW Webpage: < http://dww2.tceq.texas.gov/DWW/ >
Sample Point ID #:	Sample point ID number found in Texas Drinking Water Watch (e.g. LCR001, ELGR, etc.). Refer to "Sample Points" link on the Texas DWW Webpage: < http://dww2.tceq.texas.gov/DWW/ >
Sample Location:	Address and sink type—found in Texas Drinking Water Watch under Sample Points: example-123 Main Street, kitchen sink for First Draw Samples or location of entry point for non-first draw samples.
Sample Faucet Last Used Date:	The date water was last used at sink in MM/DD/YY format
Sample Faucet Last Used Time:	The time water was last used at sink in 24 hour HH:MM format
Sample Collected Date:	The date of sample collection by PWS or homeowner in MM/DD/YY format.
Sample Collected Time:	The time of sample collection by PWS or homeowner in 24 hour HH:MM format.
Replacement (✓):	Check (✓) if the sample replaces a previously rejected sample. Otherwise, leave blank.
Original Sample ID:	If the "Replacement Indicator" box is checked fill out the "Original Sample ID #" column. Otherwise leave blank. (Can be added by the laboratory)
Original Collection Date:	If the "Replacement Indicator" box is checked fill out the "Original Sample Collection Date" column. Otherwise leave blank. (Can be added by the laboratory)
Chain of Custody (COC):	Indicate transfer by signature, date and time if the form is used to document COC. Several lines are provided for multiple transfers.
<p>Laboratory to fill out the following fields. See additional information the the TCEQ GAPP Addendum 2 - Guidance for Analysis and Reporting of Lead and Copper Tap Water Samples located on the TCEQ Web page at <https://www.tceq.texas.gov/drinkingwater/chemicals/lead_copper/lead-copper.html></p>	
Laboratory Name:	Laboratory name
Laboratory Address:	Laboratory's address
TCEQ Laboratory ID #:	Laboratory ID number, unique to the Safe Drinking Water Act Information System (SDWIS). Usually the first ten digits of the accreditation ID
Laboratory Contact Name:	Laboratory contact name (for questions regarding analysis)
Laboratory Contact Phone #:	Laboratory contact phone number
Samples delivered unpreserved (Y or N):	Indicate "Y" if samples were received unpreserved. Indicate "N" if samples received preserved. reject samples and use rejection code "PR."
Samples collected in 1-L labeled bottles (Y or N):	Indicate "Y" if samples were received in properly labelled, 1 liter containers. Otherwise, indicate "N"; reject samples and use rejection code "1C."
Samples filled to 1-L fill line (Y or N):	Indicate "Y" if samples were correctly filled to the 1 liter fill line. Otherwise, indicate "N"; reject samples and use rejection code "EV" for excessive volume or "VO" for insufficient volume.
Actual sample temperature:	Record uncorrected temperature upon arrival at the laboratory.
Corrected temperature:	Record corrected temperature upon arrival at the laboratory.
Thermometer ID #:	Record the serial number or other unique identifier of thermometer used to measure temperature.
Lab Sample ID:	Laboratory generated sample identifier
Lab Preservation Date:	Date the lab preserved the sample in MM/DD/YY format.
Lab Preservation Time:	Time the lab preserved the sample in HH:MM format.
Sample Rejection Code:	Enter a sample rejection code if applicable. Additional information can be included in laboratory comments. See GAPP Addendum 2 for a list of rejection codes.
Received by Lab:	Indicate receipt of samples by providing signature and date of sample arrival at lab.