



Public Water Systems (PWS) instructions for Tap Water Sampling

Reduced Sampling during 2014

2014 CHANGES: Please read through all the paperwork as there has been changes to the program that affect your sampling and analysis.

2014 SCHEDULE: Your Public Water System (PWS) is scheduled to sample Lead and Copper in 2014. 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.

REDUCED SCHEDULES (RED): YOU MUST SAMPLE during the assigned months of June 1 through September 30 2014.

All sample results must be in the TCEQ State Drinking Water Information System (SDWIS) 10 days after the end of the monitoring period – which is October 10 2014.

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

BOTTLES, SAMPLE COLLECTION, AND ANALYSIS: Contact an accredited laboratory to receive bottles for analyzing. Collect and ship samples as soon as possible upon receipt of the sample bottles or early in the monitoring period. **Samples must arrive no later than 14 days after the collection date and time of the oldest sample. If you have questions, please call us at (512) 239-4691.**

- **Contact a TCEQ accredited laboratory for bottles and analysis:**
http://www.tceq.state.tx.us/assets/public/compliance/compliance_support/qa/txnelap_lab_list.pdf
- Ask the laboratory to send you the correct number of bottles that will cover your sampling: One liter, pre-cleaned plastic bottles.
- Laboratories must be accredited for methods 200.8 or 200.9 or other valid EPA methods under the Lead and Copper Rule.
- Failure to collect and ship samples within the monitoring period shall constitute a monitoring and/or reporting violation.
- If you need to review your sampling sites from last time you sampled, please go to <http://dww.tceq.state.tx.us/DWW/> and look up Sampling Sites. Lead and Copper sample sites are shown in the Distribution System and start with LCR001, LCR002, etc.
- Please ensure all samples are collected at inside, regularly used COLD water faucets.
- Please ensure water has sat still in the lines and faucet where you collect your sample for at least 6 HOURS to a recommended maximum of 18 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.



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

PAPERWORK REQUIRED FOR SAMPLING:

- PWS Sampling Instructions
- Homeowner Instructions
- PWS Sample Site Selection Form 20467 (completed before sampling begins and sent to TCEQ – sampling locations must match this form)
- PWS Lead Consumer Notification Template Form 20680
- PWS Blank Tap Sample Submission Form 20683 – you will need to make sure your Sample Point IDs (LCR #) match your approved sample list or the list you are updating with the Site Selection Form and Materials Survey form.
- **Sample sites will be rejected** if they do not match your sampling pool. Please do not change sites mid-stream of sampling. **Violations** can accrue if you sample from a site not within your sampling pool.
- If customers are helping you with the sampling, please mark the back of the Homeowner Instructions with the correct LCR number and sample 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 the information on the labels – Site Location, Collection Date, Time, Last Water Use Date, and Time and sink sampled.
- Place label on 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.

CONSUMER NOTIFICATION: After the samples have been analyzed and in accordance with §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. The TCEQ has provided you a template with required language. You then must certify and mail to TCEQ Lead and Copper Program – sample copies and certification (See Form) by December 30, 2014.

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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