



**Texas Commission on Environmental Quality
Drinking Water Standards Section
Lead and Copper Program**

Public Water System (PWS) Instructions for Tap Water Sampling

REDUCED MONITORING PERIOD

- Systems scheduled to sample are listed online at the TCEQ Lead and Copper Program webpage as well as on the Texas Drinking Water Watch website.

Drinking Water Lead and Copper Program webpage:

<https://www.tceq.texas.gov/drinkingwater/chemicals/lead_copper>

Texas Drinking Water Watch website:

< <https://www.tceq.texas.gov/goto/dww>>

- The reduced monitoring period is defined as the period between June 1st and September 30th. The TCEQ may have previously approved a PWS for an alternative four-month reduced monitoring schedule. Please check Texas Drinking Water Watch for alternative seasonal monitoring periods.

SAMPLE SITE REQUIREMENTS

- All PWSs are required to have an approved sample plan consisting of an approved list of tiered sample sites. Only samples collected from an approved sample pool will be accepted for compliance. TCEQ Form 20467(a) or (b) is required for the TCEQ to approve sample sites.
- 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 Sample Site Selection Pool and Materials Survey Form 20467(a) or (b) if sample sites are not approved or require updating.
- Homeowner Tap Sample Collection Procedures - for community public water systems.
- PWS Lead and Copper Rule Monitoring Form 20683. This accompanies the bottles to the laboratory. Sample results will be rejected if the collection locations do not match the approved sample sites.

SAMPLE COLLECTION GUIDANCE

- Contact a NELAP accredited laboratory to receive sample bottles. The following web address links to a list of current accredited laboratories:
 <https://www.tceq.texas.gov/assets/public/compliance/compliance_support/qa/txnelap_lab_list.pdf>
- Verify that sample bottles are 1 liter, laboratory grade and unpreserved prior to sample collection.

- Place a label on each bottle and ensure that all sample point IDs (LCR numbers) and collection locations match the approved sample sites.
- Ensure all samples are collected at regularly used inside kitchen or bathroom sinks using only cold water.
- Ensure the cold-water faucet is not used for at least six hours. Do not flush faucets prior to the start of the six-hour hold time.
- If customers are helping with sample collection, please mark the back of the Homeowner Tap Sample Collection Procedures with the correct sample point ID (LCR number) and sample site address. Homeowners must return the bottom portion of the procedures along with the bottle. Keep these procedures with your Lead and Copper Rule records. Do not send them to the laboratory.
- Ensure proper sample collection per instructions and procedures and confirm homeowner information is complete; including site location, collection date and time, water last used date and time and notate the sink where the sample was collected from (such as kitchen sink).

LABORATORY ANALYSIS

- Review all forms carefully as sample results cannot be contested once the PWS has relinquished custody of bottles to the laboratory.
- 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 Lead and Copper Monitoring Form 20683.
- The laboratory must receive the sample bottles within 14 days of sample collection for preservation.
- Samples must be analyzed in accordance with EPA methods for drinking water and reported to the TCEQ within 10 days following the end of the monitoring period.

CONSUMER NOTIFICATION

- Use the TCEQ's lead consumer notification template form 20680(a) or (b).
- PWSs must provide a consumer notice of lead tap water monitoring results to persons served at the sites that were tested within 30 days of receiving results from the laboratory.
- Send a single representative copy of the notice (page 1 of form 20680) along with the certification of delivery (page 2 of form 20680) to the TCEQ within three months following the end of the monitoring period.

TCEQ CONTACT INFORMATION:

For Lead and Copper Rule questions, please contact the TCEQ Water Supply Division at (512) 239-4691, by email at PWSLCR@tceq.texas.gov, or at the following address:

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