

# PUBLIC WATER SYSTEM PREPARATION

## for LEAD and COPPER SAMPLING GUIDE

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***Please read completely before scheduling your sampling.***

1. Refer to the enclosed Lead and Copper Sample Site Plan which provides your list of lead and copper sampling sites:
  - All **highest risk sites must be sampled before any lower risk sites** (i.e. all Tier 1 sites must be used first, then if needed Tier 2 sites can be used, etc.).
  - If your water system has lead service lines, then **50% of sites sampled must be lead service line sites and 50% of samples must be from lead pipes or copper pipes with lead solder built 1983 to 1988**. If not enough lead service line sites are available to make 50% of total sites sampled then ALL lead service line sites must be sampled.
  - The same sites should be used every time lead and copper sampling is conducted unless a site is no longer accessible, has had plumbing repairs/replacement, or is no longer a valid sample site.
  - All site changes must be approved. Changes to this plan can be made by contacting Sandi Washek at 701-328-5190 or swashek@nd.gov.
2. Find the appropriate sample site codes (e.g. LC01, LC02, ALC01 etc.) on the labels included and **attach a label to the lid** of each sample container (or a permanent marker can be used to write the code).
3. **Complete Section A** on each enclosed manila tag with the public water system name and public water system number, address of collection site, and sample site code (e.g. LC01).
4. Notify any participating samplers (homeowners/residents) regarding their role in sample collection, date collection is scheduled, and how to return the samples to the public water system for shipping to the laboratory.
5. Provide each sampler (homeowner/resident) with:
  - Sample container with labeled lid.
  - Manila tag (section A should contain the same sample site code as the labeled sample container lid).
  - Copy of the sampling instructions\* for lead and copper collection (enclosed).  
*\*Please note that these instructions (updated 11/2020) replace any older version.*
6. The sampler (homeowner/resident) is responsible for completing section B of the manila tag upon sample collection. **Date** and **time** of collection are required as samples cannot be processed by the lab without this information.
7. Samples must arrive at the lab **within 14 days** of collection.
8. Prior to shipping the samples verify that:
  - Each sample container **lid is securely closed** and has been **labeled** with the sample site code.
  - A corresponding **tag is attached** with both **section A and B fully completed**.
9. Ship to:  
North Dakota Department of Environmental Quality  
Chemistry Division  
2635 E. Main Avenue  
P.O. Box 5573  
Bismarck, ND 58506-5520

***If you have any questions regarding this process, please contact Sandi Washek at 701-328-5190 or swashek@nd.gov.***

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