

Water System Checklist for Lead and Copper Sampling – Community Public Water Systems

Make sure each sample bottle has a site number, sample address, and collection date and time.

Update the Water system portion of the [Community Collection Form \(PDF\)](https://www.health.state.mn.us/communities/environment/water/docs/sampproc/compbcusp.pdf) (<https://www.health.state.mn.us/communities/environment/water/docs/sampproc/compbcusp.pdf>).

Complete Record of Participation forms and contact MDH if site plan changes are needed.

- [Lead and Copper Sampling – Record of Participation Form \(PDF\)](https://www.health.state.mn.us/communities/environment/water/docs/lcsiteparticform.pdf) (<https://www.health.state.mn.us/communities/environment/water/docs/lcsiteparticform.pdf>).

If a sampling error occurred for one of the collected samples, request a new bottle from MDH. Do not send the sample bottle in question to the lab. MDH cannot invalidate results after they have been analyzed by the lab, even if there was a sample error.

Complete the Chain of Custody form, including signature, date, and time. If the site numbers or addresses do not match between the bottle label and Chain of Custody form, it will not be possible for the lab to discern which sample bottle came from which site and the results cannot be uniquely identified. If this occurs, all samples in question will be rejected and your system will need to recollect said samples.

Confirm [Community Collection Form \(PDF\)](https://www.health.state.mn.us/communities/environment/water/docs/sampproc/compbcusp.pdf) (<https://www.health.state.mn.us/communities/environment/water/docs/sampproc/compbcusp.pdf>) was accurately filled out resulting in proper site/collection procedures before sending sample to lab. It is the system's responsibility to keep these forms as a record and should not be sent to the lab.

Ship samples to your designated lab no later than 10 days after a sample was collected. The lab must receive samples within 14 calendar days of collection.

You may send samples to the lab as they are collected. When submitting samples in batches, include a copy of the Chain of Custody form with each batch. If necessary, request additional sample bottles from MDH to ensure your system submits the required number of samples within the monitoring period.

Pack samples securely to prevent breakage and leakage.

Ship samples via courier (FedEx, Spee-Dee, UPS, etc.) or deliver them to the lab using your system's own means.

Note: If a return address label was not included in your kit or has been lost, please contact health.drinkingwater@state.mn.us to confirm your designated laboratory.

If you have any questions, please contact, MDH Compliance Engineer, at 651-201-4700 or health.drinkingwater@state.mn.us.

Thank you for your participation.

Minnesota Department of Health
Drinking Water Protection Section
PO Box 64975
St. Paul, MN 55164-0975
651-201-4700
health.drinkingwater@state.mn.us
www.health.state.mn.us

June 2024
To obtain this information in a different format,
call: 651-201-4700.