



Lead and Copper Monitoring Report Form For Non-Transient Non-Community Water Systems Bureau of Water

System Name: _____			Method: Lead			Method: Copper			
System Number: SC _____			Laboratory ID: _____						
Monitoring Period (mm/dd/yy) From: _____			To: _____						
<input type="checkbox"/> Tap Monitoring <input type="checkbox"/> Source Monitoring			<input type="checkbox"/> Standard Monitoring			<input type="checkbox"/> Reduced Monitoring			
#	DHEC Assigned T-Code:	Sample Site/ Specific Location	Water Last Used			Sample Was Collected			IN
			Date	Time	AM/PM	Date	Time	AM/PM	
Ex	T1A0002	Kitchen sink	12/12/16	05:00	PM	12/13/16	06:00	AM	CB
1	T__A_____								
2	T__A_____								
3	T__A_____								
4	T__A_____								
5	T__A_____								
6	T__A_____								
7	T__A_____								
8	T__A_____								
9	T__A_____								
10	T__A_____								
11	T__A_____								
12	T__A_____								
13	T__A_____								
14	T__A_____								
15	T__A_____								
16	T__A_____								
17	T__A_____								
18	T__A_____								
19	T__A_____								
20	T__A_____								

Certification of Collection Method: I certify that:
 Each first draw tap sample for lead and copper is one liter in volume and, to the best of my knowledge, has stood motionless in the plumbing system of each sampling site for at least six hours. Each first draw sample collected from a single-family residence has been collected from the cold water side of the kitchen tap or bathroom sink tap. Each first draw sample collected from a non-residential building has been collected at an interior tap from which water is typically drawn for consumption. Each first draw sample collected during an annual or triennial monitoring period has been collected in the months of June, July, August, or September.

Sample Collector signature: _____ Phone: _____
 Sample Collector (please print): _____ Date: _____
 Email: _____
 Relinquished By: Sign: _____ Date: _____ Time: _____

Received for laboratory by: (Signature and Date): _____

Purpose: Pursuant to Section 44-55-40, paragraph e, of the State Safe Drinking Water Act as amended, this form is provided for the submittal of data and information as required by the Lead and Copper Rule.

ITEM BY ITEM INSTRUCTIONS FOR COMPLETING THIS FORM:

System Name: Enter the name of the public water system

System Number: Enter the seven-digit identification number assigned by DHEC to the public water system.

Monitoring Period: Enter the date that the monitoring period began (according to system size) and the date that the period ended.

Indicate whether the sampling is tap or source monitoring. If both tap and source monitoring are conducted in the same monitoring period each type should be reported on a separate sheet.

In the appropriate slot, indicate whether the sampling is standard or reduced monitoring.

DHEC Assigned T-Code: Enter the DHEC assigned **seven-digit** site location code. (ex. T1A1601) .

* If **source monitoring** leave T-code section blank and write DHEC assigned site code in location column.

Sample Site: Enter a description of the sample location for each site.

Water Last Used: Enter the date and time the water was last used in the facility for each site.

Sample Was Collected: Enter the date and time the sample was collected from each site.

This page must be signed and dated at the bottom by the person reporting the results.

The person sending the samples back to the lab must sign in the Relinquished by portion of this page log the date and time the kit was shipped.

This page must be signed and dated at the bottom by the certified laboratory analyzing the samples.

Office Mechanics and Filing: The original of this form, when completed, must be submitted to the Bureau of Water, SC DHEC, 2600 Bull Street, Columbia, SC 29201, along with the certified laboratory results. The public water system must keep a copy of this completed document on file for no fewer than 12 years.

Collection Procedure for Non-Transient Non-Community Water System

These samples are being collected to determine the lead and copper levels in the tap water of this facility. This sampling effort is required by the U.S. Environmental Protection Agency and the State, under the Lead and Copper Rule, and is being accomplished through a collaboration of the State, the facility administrator, and the sample collector.

Collect all samples from taps that have **not** been used for at least **6 hours**. To ensure the water has not been used for at least 6 hours, the best time to collect samples is either early in the morning prior to hours of operation or a day the facility is closed. Be sure to use cold-water taps from a cafeteria, break room, or classroom, sites that are used for human **consumption**. The collection procedure is described below.

1. A sample kit will be mailed from the laboratory using the address supplied by the facility administrative contact.
2. There **must** be a **minimum of 6 hours** during which there is no water used from the tap where the sample will be collected and any taps adjacent or close to that tap. Either early mornings, prior to hours of operation, or days the facility is closed are the best sampling times to ensure that the necessary stagnant water conditions exist. **Do not** intentionally flush the water line before the start of the 6-hour period.
3. Collect samples from cold-water faucets that have a potential use for consumption. Avoid taps with water softeners, or a point of use filter, if possible. **Do not** remove the aerator prior to sampling. Place the opened sample bottle below the faucet and open the cold-water tap, as you would do to fill a glass of water. Fill the sample bottle to the line marked "1000-mL" and turn off the water.
4. **Tightly cap** the sample bottle and place in the sample kit provided. Please **review** the sample kit label at this time to ensure that all information contained on the label is correct.
5. If any plumbing repairs/replacements have been done in the facility since the previous sampling event or if any sample was collected from a tap with a water softener, contact DHEC at (803) 898-4300.
6. After **fully** completing **all** forms, including this document and the chain of custody, **make copies** for the facility's records. Place **original forms** in sample kit in such a way to **avoid getting wet** in the event of a leak (in sealable plastic bag, on top of samples). Place the return shipping label provided on box and ship as instructed by laboratory.
7. Results from this monitoring effort and information about lead will be provided to you as soon as practical.