

Suggested Directions for Non-Transient Non-Community Water System Tap Sample Collection Procedures

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.

TO BE COMPLETED BY THE SAMPLE COLLECTOR:

#	Sample Site	Description	Water Last Used			Sample Was Collected			Initials
			Date	Time	Circle One	Date	Time	Circle One	
EX.	T1A1601	RM 1001, Back left sink	12/12/2016	5:00	AM / (PM)	12/13/2016	6:00	(AM) PM	CB
1	T_A _____				AM / PM			AM / PM	
2	T_A _____				AM / PM			AM / PM	
3	T_A _____				AM / PM			AM / PM	
4	T_A _____				AM / PM			AM / PM	
5	T_A _____				AM / PM			AM / PM	
6	T_A _____				AM / PM			AM / PM	
7	T_A _____				AM / PM			AM / PM	
8	T_A _____				AM / PM			AM / PM	
9	T_A _____				AM / PM			AM / PM	
10	T_A _____				AM / PM			AM / PM	

I have read the above directions and have taken a tap sample in accordance with these directions.

Sample Collector signature: _____ Phone: _____

Sample Collector (please print): _____ Date: _____

Email: _____

Facility Name: _____ System Number: SC _____