



## LEAD AND COPPER SAMPLING CHECKLIST FOR COMMUNITY WATER SUPPLIES

BEFORE SAMPLING	<ul style="list-style-type: none"><li><input type="checkbox"/> <b><u>Check that your sampling pool is accurate.</u></b> Ensure samples are collected from designated sites with the highest risk for lead exposure. Sampling sites should be the same as previous monitoring periods unless they no longer meet the requirements of a priority site or if higher priority sites have been discovered. Document the reason for any changes and include this information with your report. Go to <a href="http://www.michigan.gov/lcr">www.michigan.gov/lcr</a> for site criteria.</li><li><input type="checkbox"/> <b><u>Contact sites.</u></b> Contact homeowners or residents before the monitoring period begins to ensure continued participation and to allow time to contact additional sites if necessary.</li><li><input type="checkbox"/> <b><u>Download current forms and instructions.</u></b> Forms and instructions have been recently updated. Download the most recent versions at <a href="http://www.michigan.gov/lcr">www.michigan.gov/lcr</a>.</li></ul>
DURING SAMPLING	<ul style="list-style-type: none"><li><input type="checkbox"/> <b><u>Sample early.</u></b> It is highly recommended that supplies sample early in the monitoring period to allow time to address sampling issues before the end of the period.</li><li><input type="checkbox"/> <b><u>Educate Samplers.</u></b> Instruct participating residents how to properly collect the sample and ensure sample chain of custody is protected. Do not send a sample to the lab for analysis if you suspect it was not collected properly. Ask the resident to collect another sample with a new bottle and explain the importance of proper sampling. Sampling instructions and chain of custody form are available at <a href="http://www.michigan.gov/lcr">www.michigan.gov/lcr</a>.</li><li><input type="checkbox"/> <b><u>Ensure samples are received by the lab within 14 days of collection.</u></b> Samples must be received and preserved (acidified) by the lab within 14 days of collection.</li></ul>
AFTER SAMPLING	<ul style="list-style-type: none"><li><input type="checkbox"/> <b><u>Consumer Notification of Lead and Copper Results</u></b><ul style="list-style-type: none"><li><input type="checkbox"/> <b><u>Provide individuals with their tap results.</u></b> Deliver individual results and other required information to residents of sampled sites within 30 days of receiving results. The Department of Environment, Great Lakes, and Energy (EGLE) recommends providing results and additional assistance more quickly, especially to sites exceeding the 15 ppb lead action level. Using EGLE's Consumer Notice of Lead and Copper Results Certificate and Notice template is recommended as it contains all required language. Available at <a href="http://www.michigan.gov/lcr">www.michigan.gov/lcr</a>.</li><li><input type="checkbox"/> <b><u>Submit Consumer Notice of Lead and Copper Results and certification of delivery to EGLE.</u></b> Send one copy of a completed Consumer Notice of Lead and Copper Results along with signed certification that all notices were delivered as required to EGLE as soon as possible but no later than 90 days after the end of the monitoring period. When possible, submit at the same time as the Lead and Copper Report form mentioned in the next item.</li></ul></li><li><input type="checkbox"/> <b><u>Submit results AND reporting form to EGLE.</u></b> Send a completed Lead and Copper Report form and copies of laboratory results for each sample to EGLE as soon as possible but no later than ten days after the end of the monitoring period. If you use the EGLE laboratory, you do not need to submit copies of the laboratory results. Report form available at <a href="http://www.michigan.gov/lcr">www.michigan.gov/lcr</a>.</li><li><input type="checkbox"/> <b><u>Report in your CCR.</u></b> Report your lead and copper 90th percentiles in your annual Consumer Confidence Report if they are above zero, along with any other required language.</li></ul>
<p><b>** <u>Contact EGLE if you exceed an Action Level</u>**</b> If you exceed the lead or copper action level, contact EGLE immediately to discuss next steps.</p>	