



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY  
DRINKING WATER AND ENVIRONMENTAL HEALTH DIVISION

**LEAD AND COPPER SAMPLING CHECKLIST  
FOR COMMUNITY WATER SUPPLIES**

**BEFORE SAMPLING**

- Check that your sampling pool is accurate.** 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 [www.michigan.gov/lcr](http://www.michigan.gov/lcr) for site criteria.
- Contact site(s).** Contact the homeowner or resident before the monitoring period begins to ensure continued participation and to allow time to contact additional sites if necessary.
- Download current forms and instructions.** Forms and instructions are updated frequently. Download the most recent versions at [www.michigan.gov/lcr](http://www.michigan.gov/lcr).

**DURING SAMPLING**

- Sample early.** 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.
- Educate samplers.** Instruct participating residents how to properly collect the sample and ensure sample chain of custody is protected. Do not send a sample to the laboratory (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 forms are available at [www.michigan.gov/lcr](http://www.michigan.gov/lcr).
- Ensure samples are received by the lab within 14 days of collection.** Samples must be received and preserved (acidified) by the lab within 14 days of collection.

**AFTER SAMPLING**

- Consumer Notification of Lead and Copper Results**
  - Provide individuals with their tap results.** Deliver individual results and other required information to residents of sampled sites within 30 days of receiving the results. The Department of Environment, Great Lakes, and Energy (EGLE) recommends providing results and additional assistance more quickly, especially to sites exceeding the 12 ppb lead action level. Using EGLE's Consumer Notice of Lead and Copper Results Certificate and Notice template is recommended as it contains all the required language. The Consumer Notice of Lead and Copper Results Certificate and Notice template are available at [www.michigan.gov/lcr](http://www.michigan.gov/lcr).

**Submit the Consumer Notice of Lead and Copper Results and certification of delivery to EGLE.** Send one copy of the 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 this information at the same time as the Lead and Copper Report form mentioned in the next item.

**Submit results AND reporting form to EGLE.** Send a completed Lead and Copper Report form and copies of lab 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 lab, you do not need to submit copies of lab results. The report form is available at [www.michigan.gov/lcr](http://www.michigan.gov/lcr).

**Report in the Consumer Confidence Report (CCR).** Report lead and copper 90th percentiles in the annual CCR if they are above zero, along with any other required language.

### **CONTACT EGLE IF YOU EXCEED AN ACTION LEVEL**

If you exceed the lead or copper action level, contact EGLE immediately to discuss the next steps.

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If you need this information in an alternate format, contact [EGLE-Accessibility@Michigan.gov](mailto:EGLE-Accessibility@Michigan.gov) or call 800-662-9278.

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