

Water System Checklist for Lead and Copper Sampling

COMMUNITY PUBLIC WATER SYSTEMS

1. Make sure each sample bottle has a site number, sample address, and collection date and time.
2. Review and keep the Lead and Copper Tap Water Sample Forms. Do not send the Lead and Copper Tap Water Sample Form to the lab.
3. If you notice a sampling error when reviewing the Lead and Copper Tap Water Sample Forms, 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.
4. Complete the Chain of Custody Form, including signature, date, and time.
5. Ship samples to Pace Analytical no later 10 days after a sample was collected. The lab must receive samples within 14 calendar days of collection.
6. 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.
7. Pack samples securely to prevent breakage and leakage.
8. Ship samples via courier (FedEx, Spee-Dee, UPS, etc.) to the lab:

Pace Analytical
315 Chestnut Street
Virginia, MN 55792

If you have any questions, please contact Pauline Wuoti, MDH Compliance Officer, at 651-201-4674 or pauline.wuoti@state.mn.us.

Thank you for your participation.

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