

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 your designated lab no later than 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. If necessary, request additional sample bottles from MDH to ensure your system submits the required number of samples within the monitoring period.
7. Pack samples securely to prevent breakage and leakage.
8. Ship samples via courier (FedEx, Spee-Dee, UPS, etc.) or deliver them to the lab using your system's own means.

NOTE: If a return address label was not included in your kit or has been lost, please contact Michael.bourland@state.mn.us to confirm your designated laboratory.

If you have any questions, please contact Michael Bourland, MDH Compliance Engineer, at 651-201-5928 or Michael.bourland@state.mn.us.

Thank you for your participation.

Minnesota Department of Health
Drinking Water Protection Section
PO Box 64975
St. Paul, MN 55164-0975
651-201-4700 | health.drinkingwater@state.mn.us | www.health.state.mn.us

April 2022

To obtain this information in a different format, call 651-201-4700.