



OPERATOR LEAD COPPER SAMPLING INSTRUCTIONS (IEPA)

Read all instructions carefully to avoid re-sampling

1. Check the sites on your summary check list (included in the zip lock bag inside your shipment).
2. If there is a site number that you need to change please write it on your summary check list and cross out the old site number. **YOU MUST USE AN APPROVED SITE FROM THE IEPA!** Contact Jeri Long at the IEPA if a different site is needed. She may be reached at (217) 782-1838. A blank Homeowner Collection Form has been provided for any new site changes that are approved. You may make copies if there is more than one site change.
3. It is important to make careful site selections because once samples are submitted to the lab for compliance all results must be reported to the IEPA. It is difficult to invalidate a site once it has been submitted. When analysis is completed and if the 90% lead and/ or copper is over the action level additional samples may be collected before September 1st. The IEPA does require that you collect at the original sites that were high and additional new sites. If a result is over the action level the water supply will be notified as soon as possible and you must notify your customer within 1-2 days using the letter PDC provides.
4. Please provide the homeowners with the individual pre-printed chain of custody with the customer's ADDRESS listed.

Sampler must follow all sampling guidelines including:

- a.) Allow the water to be stagnant for a minimum of 6 hours without pre-flushing by selecting either a cold water bathroom/kitchen sink faucet.
 - b.) Do NOT remove or clean aerators.
 - c.) Fill the bottle COMPLETELY TO THE TOP without over-flowing.
 - d.) Sample collector must fill out the Homeowner Collection Form.
5. Make sure that the homeowner provides the collection date and time on the chain of custody. Do NOT wrap the paperwork around the sample bottle. It will damage the paperwork making it not legible causing a re-sample to be collected.

(Continued - See Additional Instruction on the other side)

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6. Apply the correct site label to the bottle. If there is a change in the site please cross it out and write the corrected site on the bottle label and the COC once approved by the IEPA.
7. If you are not able to collect all of the samples required in one set, you may make a copy of the COC summary checklist and check the sites that were collected to submit smaller groups of samples to meet the 14 day hold time.
8. Please provide your phone number and email on your summary check list. Check the box located on the summary COC checklist for each site that has been collected. Please transfer the dates, times, and sample collector's name from the Homeowner's Sample Collection Form onto this chain of custody checklist. Attach the homeowner Sample Collection Forms in the order listed on the COC Summary Checklist.
9. Once the Lead and Copper is collected - you will have 14 days to submit them to PDC. Expedited shipping is NOT required.

NO ICE IS REQUIRED!!!!

JUST A REMINDER.....WHEN TESTING IS COMPLETED
Instructions for Notifying Customers of Test Results

1. Send each customer the individual letter for the sample that was collected at their residence WITHIN 30 days of receiving the report from the lab. Be sure to print the 2nd page and attach it to each letter or print it on the back side (Letters will be provided to you if you are enrolled in PDC's Guard Dog Program).
2. Fill out the IL EPA Lead Consumer Informational Notice Certification Form and submit to IEPA within 30 day of receiving sample results.