

CHAIN OF CUSTODY (COC)
HOME SAMPLING FOR LEAD AND COPPER

LCR-COC
(COM systems only*)

TO BE COMPLETED BY RESIDENT FOR HOME SAMPLING:

Address: _____ Town _____
Name: _____ Phone No _____ (Optional)
E-Mail _____ (optional)

Were there any recent changes to your home plumbing? Yes _____ No _____
Describe the changes, including the date they were made: _____

Do you have a treatment system or home filter? Yes _____ No _____

Indicate Location of Sample Collected for Lead & Copper Testing:

Please read the attached instructions. Collect cold water only from Kitchen Faucet (or Bathroom Faucet) where you would normally use the water to drink or prepare food. The water must stay stagnant (not used in the house) for at least 6 hours and not more than 12 hours before collecting sample.

Sample location: Kitchen _____ Bathroom _____
Sample was taken: Time _____ Date _____
Water was last used before sample was taken: Time _____ Date _____

I have read the attached Home Sample Collection Instructions and have taken a tap sample in accordance with these procedures: Yes _____ No _____

_____/_____/_____
Resident's Signature **Date**

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TO BE COMPLETED BY PWS COLLECTOR AFTER VERIFYING THAT THE SAMPLE WAS COLLECTED CORRECTLY AND THAT THE COC WAS PROPERLY COMPLETED:

Sample accepted: _____
Sample rejected: _____ (check applicable reason)
_____ Collected at wrong location
_____ COC is not filled out properly
_____ Improper standing time

Note: If the sample is rejected, the collector shall indicate the reason on the COC and provide a copy to the homeowner/resident. The collector must discard the sample and provide a new sample kit to the homeowner/resident within one week.

I certify under penalty of law that I am the person authorized to fill out this form and the information contained herein is true, accurate and complete to the best of my knowledge and belief.

_____/_____/_____
PWS Collector's Signature **Print Name** **Date**

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PWS Filing Requirement

PWS must staple this completed form to the certified laboratory chain of custody form for this sample and file and keep the completed chain of custody forms in accordance with 310 CMR 22.00 record keeping requirements.

*** Non-transient non-community systems (NTNC) are required to use their certified laboratory chain of custody form.**

INSTRUCTIONS FOR RESIDENTS FOR HOME SAMPLING

These samples are being collected to determine the contribution of faucet fixtures (kitchen or bath) and household pipes and/or solder to the lead and copper levels in tap water. This sampling effort is required by the Massachusetts Department of Environmental Protection, and is being accomplished through the cooperation of homeowners and residents.

A sample is to be collected after an extended period (at least 6 hours but not more than 12 hours) of stagnant water conditions (i.e. no water use during this period) within the interior piping. Due to this requirement, either early mornings or evenings upon returning from work are the best times for collecting samples. The collection procedure is as follows:

1. Prior arrangements will be made with the homeowner/resident to coordinate sample collection. Dates will be set for sample kit delivery and pick-up by water department staff.
2. **A minimum of a 6-hour period during which there is no water use must be achieved prior to sampling.** The water department recommends that either early morning or upon returning home are the best sampling times to ensure that the necessary stagnant water condition exists. However, water should not be stagnant for more than 12 hours prior to sampling.
3. **A kitchen or bathroom cold-water faucet must be used for the sampling.** Do not use a faucet with a treatment device or filter. Collection from a single lever faucet should be avoided if possible. **Do not remove the aerator prior to sampling or flushing.** The sample tap should be flushed with cold water before shut down for the night for sampling the next morning. Place the open sample bottle under the faucet and gently open the cold water tap. Fill the sample bottle to the line marked "1000-mL" and turn off the water.
4. Tightly cap the bottle and place in the sample kit provided Please review the sample kit label at this time to ensure that all information contained in the label is correct. Complete the COC.
5. **Be sure to note on the label provided and on the COC if a plumbing repairs or replacements have been done in the home since the previous sampling event. Also, if you have a treatment system or home filters, please inform the water department and indicate this on the COC.**
6. Place the sample kit outside the residence in the location where the kit was delivered in order that the water department may pick-up the sample kit.
7. Results from this monitoring effort will be provided to participating customers when reports are generated for the State unless excessive lead and/or copper levels are found. In such cases, immediate notification will be provided.

Call _____ at _____ if you have any questions regarding these instructions.

Note: If the sample is rejected, the collector shall indicate the reason on the COC and provide a copy to the homeowner. The collector must discard the sample and provide a new sample kit to the homeowner within one week.