

PUBLIC WATER SYSTEM COPPER / LEAD ANALYSIS REQUEST FORM

PLEASE COMPLETE ALL INFORMATION TO ENSURE COMPLIANCE CREDIT
ALL FIELDS WITH AN * SHOULD BE FILLED



State of Idaho
Bureau of Laboratories
2220 Old Penitentiary Rd.
Boise, ID 83712
208-334-2235
EPA Lab No. ID00018

*PWS/Customer Name:		PWS #:	
*Mailing Address:			
*City:	*State:	*Zip:	
Attention:		*Phone:	
Email Address:		Fax:	
Collector (if different than above):		Contact Phone #:	
Additional copy of report sent to:			
Address:	City:	State:	Zip:
SAMPLE TYPE: <input type="checkbox"/> CO - confirmation <input type="checkbox"/> QT - quarterly <input type="checkbox"/> SP - special <input type="checkbox"/> RS - routine <input type="checkbox"/> DU - duplicate <input type="checkbox"/> RP - repeat <input type="checkbox"/> OTHER: _____			

Laboratory Use Only	*Customer Sample ID	* Location	* Date Collected	* Collection Time (24 hour clock)

Comments: _____



Get your forms on the web at: <http://www.statelab.idaho.gov> ; select 'Environmental Analysis'

INSTRUCTIONS

Paperwork & Labeling

1. Complete the top portion (shaded) completely to ensure that proper credit is received for compliance monitoring and accurate customer information is obtained by the Bureau of Laboratories. Be certain that all information is legible.
2. Samples must be collected and preserved in the appropriate manner for the specific test (s) requested. Samples collected inappropriately will be rejected by the laboratory. Contact the laboratory prior to collecting samples for proper containers, preservatives, and holding times.
3. Clearly label all sample containers with the water system name, sample location, date, time, and collector. Ensure that the same sample location is used on both the sample containers and this form.
4. Please fill out a Chain-of-Custody form if you require the sample to be handled as evidence.

Sample Collection & Handling

1. Some sample containers provided by the laboratory contain a chemical preservative. **DO NOT** dump or rinse this material out of the container prior to collecting the sample. It is intended to assist in providing more accurate results. Be cautious to not get any of the material on you. Containers will be labeled with the preservative they contain. Lead and Copper samples may be pre-preserved with Nitric Acid. The lab will provide you with Material Safety Data Sheets for containers that have potentially harmful chemicals. Although preservative materials are generally harmless, any chemical can cause adverse reactions in some circumstances.
2. Fill all sample containers completely. The containers issued for the analyses in question are designed to provide the laboratory appropriately preserved samples as well as necessary sample volumes. Contact the laboratory if there is concern about providing sufficient sample volumes.
 - Samples **MUST** be collected at **different** locations, unless a system does not have enough different sites to fulfill their sampling requirement
 - Samples **MUST** be collected from sites where water **may** be consumed (drinking fountains, kitchen sinks, bathroom sinks, break rooms, etc.)
 - **ALL** samples **MUST** have a **minimum 6-hour** stand time (water must sit in the pipes for a minimum of 6 hours before sample is collected). **NOTE:** If you need to collect multiple samples from a location (i.e. you do not have enough different sites), **DO NOT COLLECT SAMPLES ONE AFTER THE OTHER- THERE MUST BE AT LEAST 6 HOURS STAND TIME BETWEEN SAMPLES COLLECTED AT THE SAME SITE.**
 - Lead and copper samples are **First DRAW** samples. **DO NOT** run the water before collecting the sample. Collect the "First draw" of water when you turn on the faucet.
 - **DO NOT COLLECT** samples from vacant apartments, trailers, or at taps with treatment such as point of use devices.

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