

INSTRUCTIONS FOR COMPLETING THE LEAD AND COPPER RULE MONITORING FORM 20683

PWS completes the following fields.¹	
PWS Name:	Name of the public water system (PWS)
PWS ID:	PWS identification number (seven digits preceded by the letters "TX")
PWS Address:	PWS address
PWS Contact Name:	PWS contact person (or agent) responsible for the samples
PWS Contact #:	PWS contact (or agent) phone number
PWS Tap Sample Checklist (√):	Complete the checklist for lead & copper tap sampling. Samples must be delivered to the lab within 14 24-hour periods. Not all items on the Checklist are applicable to source water lead/copper samples.
Sample collection acknowledgement:	Responsible PWS representative (or agent) who vouches for correct sample collection procedure and documentation. Fill out name, signature, and date. Individual directly responsible for the collection of samples must ensure correct sample collection by checking all six items under the PWS Tap Sample Checklist.
Facility ID #:	Facility ID number is found in Texas Drinking Water Watch (DWW). For example, DS01 for distribution and PBCU001 for entry point. Refer to "Sample Points" link on the Texas DWW webpage at http://dww2.tceq.texas.gov/DWW/
Sample Point ID #:	Sample point ID number is found in Texas DWW. For example, LCR001 for distribution and ELCR for entry point. Refer to "Sample Points" link on the Texas DWW webpage at http://dww2.tceq.texas.gov/DWW/
Sample Location:	Address and sink type—found in Texas DWW under Sample Points; example-123 Main Street, kitchen sink for first draw samples or location of entry point for non-first draw samples.
Sample Faucet Last Used Date:	Date water was last used at sink in mmddyy format
Sample Faucet Last Used Time:	Time water was last used at sink in 24-hour HHMM format
Sample Collected Date:	Date of sample collection by PWS or homeowner in mmddyy format
Sample Collected Time:	Time of sample collection by PWS or homeowner in 24-hour HHMM format
Replacement Indicator (√):	Check (√) if the sample replaces a previously rejected sample. Otherwise, leave blank.
Original Sample ID:	If the "Replacement Indicator" box is checked fill out the "Original Sample ID #" column". Otherwise leave blank. Can be added by the laboratory.
Original Collection Date:	If the "Replacement Indicator" box is checked fill out the "Original Sample Collection Date" column. Otherwise leave blank. Can be added by the laboratory.
Chain of Custody (COC):	Indicate transfer by signature, date and time if the form is used to document COC. Several lines are provided for multiple transfers.
The Laboratory completes the following fields.²	
Laboratory Name:	Laboratory name
Laboratory Address:	Laboratory's address
TCEQ Laboratory ID#:	Laboratory ID number, unique to the Safe Drinking Water Act Information System (SDWIS). Usually, the first ten digits of the accreditation ID
Laboratory Contact Name:	Laboratory contact name for questions regarding analysis
Laboratory Contact Phone #:	Laboratory contact phone number
Samples delivered unpreserved (Y or N):	Indicate "Y" if samples were received unpreserved. Indicate "N" if samples received preserved; reject samples and use rejection code "PR".
Samples collected in 1-L labeled bottles (Y or N):	Indicate "Y" if samples were received in properly labelled, 1 Liter containers. Otherwise, indicate "N"; reject samples and use rejection code "IC".
Samples filled to 1-L volume (Y or N):	Indicate "Y" if samples were correctly filled to 1 liter in volume. Otherwise, indicate "N"; reject samples and use rejection code "EV" for excessive volume or "VO" for insufficient volume.
Actual sample temperature:	Record uncorrected temperature upon arrival at the laboratory
Corrected sample temperature:	Record corrected temperature upon arrival at the laboratory
Thermometer ID#:	Record the serial number or other unique identifier of thermometer used to measure temperature
Lab Sample ID:	Laboratory generated sample identifier
Lab Preservation Date:	Date the lab preserved the sample in mmddyy format
Lab Preservation Time:	Time the lab preserved the sample in HHMM format
Sample Rejection Code:	Enter a sample rejection code if applicable. Additional information can be included in laboratory comments. See QAPP Addendum 2 for a list of rejection codes.
Received by Lab:	Indicate receipt of samples by providing signature and date of sample arrival at lab

¹ See additional information at www.tceq.texas.gov/drinkingwater/chemicals/lead_copper/lead-copper.html. This form may be used for both lead and copper tap and/or source sampling as required.

² See additional information in the TCEQ QAPP Addendum 2 - *Guidance for Analysis and Reporting of Lead and Copper Tap Water Samples* located at https://www.tceq.texas.gov/drinkingwater/chemicals/lead_copper/lead-copper.html