

PUBLIC WATER SYSTEM LEAD / COPPER 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:			
Report Copy Address:		City:	State: Zip:
SAMPLE TYPE: <input type="checkbox"/> CO - confirmation <input type="checkbox"/> QT- quarterly <input type="checkbox"/> SP - special <input type="checkbox"/> RT - routine <input type="checkbox"/> DU - duplicate <input type="checkbox"/> RP - repeat <input type="checkbox"/> OTHER:			

Laboratory Use Only Clients- Do not fill in darkened areas	*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

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. Up to 5 sample locations may be filled on the front of the paperwork.
4. Please fill out an Idaho Bureau of Laboratories Evidence Receipt Form if you require the sample to be handled as evidence for criminal or civil litigation.
5. Public Water System submittals will have a final report sent automatically to the appropriate regulatory agency. If you wish a third party to receive a copy of the report please enter the name of the person and mailing address in the designated field.

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 Safety Data Sheets for containers that have potentially harmful chemicals.
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 an **interior cold water tap** (drinking fountains, kitchen sinks, bathroom sinks, break rooms, etc.).
 - Only collect "**First Draw**" water samples using the 1L bottle provided by the laboratory. **A minimum 6-hour period which there is not water use throughout the house must be achieved prior to sampling.** Collect the water immediately when you turn on the faucet after the dormant period. It is recommended that either early mornings or evenings upon returning home are the best sampling times to ensure that the necessary stagnant water conditions exist.
 - **DO NOT COLLECT** samples from outside faucets, vacant apartments/trailers, or at taps with treatment systems such water softeners or reverse osmosis.

Additional sample submission documents and fees charged by the state laboratory may be found at: <http://www.statelab.idaho.gov> ; select 'Environmental Analysis' for submission forms