
THE LEAD AND COPPER RULE

SAMPLE COLLECTION FORM For Nonresidential Buildings

BACKGROUND

A sample is to be collected after an extended period (6 hours) of stagnant water conditions in the building's plumbing. This means the water in the building cannot be used for any reason, including toilet flushing, showers, etc. Due to this requirement, early morning is the best time to collect samples. If your business operates 24 hours per day, contact the Maryland Department of the Environment Water Supply Program at (410) 537-3729. **If your facility is a school, lead/copper samples should be collected while school is in session.**

REQUIREMENTS

- ☐ The sample tap location must be an interior tap from which water is typically drawn for consumption (e.g. kitchen sink, water fountain, etc.).
- ☐ The sample bottle must be one liter (or 1000 milliliters) in volume.
- ☐ The water must stand in the plumbing for a minimum of 6 hours (and a recommended maximum of 18 hours). This is referred to as a "First Draw" sample.
- ☐ The sample must be collected from a COLD water tap.

DIRECTIONS

1. After the water has been dormant in the plumbing for a minimum of 6 hours, place the 1 liter bottle under the cold water tap.
 2. Gently open the cold water tap directly into the bottle and fill the bottle to the neck (or line marked "1-L" or "1000-mL").
 - ☐ Do not allow the tap to flow prior to collection.
 - ☐ Do not rinse bottle prior to collection.
 - ☐ Do not overfill.
 3. Tightly cap the sample bottle.
 4. Review the sample bottle label to ensure that all of the information contained on the label is correct.
 5. Fill out the bottom portion of this sheet and return with the sample bottle.
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Sample ID#: _____

(should correspond with sample bottle label #)

TO BE COMPLETED BY THE PERSON COLLECTING THE SAMPLE:

Name: _____

Address: _____ Telephone #: _____

Sample tap location (kitchen sink, water fountain, etc.): _____

Water last used: Time: _____ Date: _____

Sample was collected: Time: _____ Date: _____

Length of time water remained in pipes before sample was drawn: _____ hours

Any plumbing changes since the last sample was collected from this location? Yes _____ No _____
(If yes, explain on back of form)

CERTIFICATION:

I have read the above directions and have collected this sample in accordance with these directions

SIGNATURE

DATE