



Checklist for Completing Lead and Copper Sample Monitoring Requirements

- O Review public water system's (PWS's) Lead and Copper Sample Monitoring Plan and choose appropriate sampling sites** (The number of sampling sites required is listed on the PWS's most current Distribution Monitoring Schedule and is available on the Ohio EPA website at <http://epa.ohio.gov/ddagw/pws.aspx>). Instructions for selecting sample sites are found in the Lead and Copper Monitoring Instructions document (Instructions for Form 5105 with appendix) located on the Ohio EPA website at: <http://epa.ohio.gov/ddagw/reporting.aspx> . (Once on the web page, click on "Forms and Instruction" tab, then on "Lead and Copper".)
- O Obtain sample collection bottles** from the certified lab that you have contracted with to perform your lead and copper sample analyses.
- O Collect required appropriate samples early in the monitoring period.** Collecting samples within the first two months of the monitoring period allows recollection before the end of the monitoring period if problems are encountered with any sample. All samples must be collected within the beginning and end dates of the monitoring period as listed on the PWS's most current monitoring schedule.

Samples must be collected from cold water taps at sites used for drinking purposes (kitchen sinks, bathroom sinks or drinking fountains only). Samples are not to be collected from slop sinks or outside spigots. Samples must be taken only after taps have been left undisturbed for at least six hours.

A template titled "Instructions for Collection of Lead & Copper Samples by Residents" is available at: <http://epa.ohio.gov/ddagw/reporting.aspx> that can be used to guide residents on the proper collection techniques for lead and copper samples. It also is a means to document information that is needed to be reported to Ohio EPA on Form 5105 "Drinking Water Lead and Copper Monitoring Report".

When samples are sent to the laboratory for analysis, make sure that the following information are included, specific for each sample:

- Identify sample as a distribution first draw or an entry point flushed sample;
- Date and time taken;
- Address of sample location;
- Type of tap (e.g., kitchen, bath, etc.) and location (e.g., 2nd floor).

O Obtain samples results from lab and determine 90th percentile for both lead and copper.

A worksheet to aid in calculating the 90th percentile is available as a Microsoft Excel template on the Ohio EPA website at: <http://epa.ohio.gov/ddagw/reporting.aspx> . If either your lead or copper 90th percentile level is over the action level (0.0155 mg/L or 15.5 ug/L for lead and 1.350 mg/L or 1350 ug/L for copper), immediately contact your Ohio EPA district representative for details on additional steps that will be required.

O Issue / post “Consumer Notice of Tap Water Result” to each individual site sampled within 30 days of receipt of sample results from your certified laboratory. The following subject matter must be contained in the notification:

- Results of lead tap water monitoring for the tap that was tested;
- The maximum contaminant level goal and definition;
- The action level for lead;
- An explanation of the health effects of lead;
- Steps consumers can take to reduce exposure to lead in drinking water;
- Contact information for the water system.

To guarantee that you have included all required information on your Lead Consumer Notice (Consumer Notice of Tap Water Result), it is recommended that you use one of our templates available on the Ohio EPA website at: <http://epa.ohio.gov/ddagw/reporting.aspx> . There are two types of templates available. The NTNC template [Consumer Notice of Tap Water Result (Nontransient Noncommunity)] is on one page and is used to post at the site where a sample was collected. The COMM template [Consumer Notice of Tap Water Result (Community)] is used to mail to a customer and is designed to go on a PWS’s letterhead.

Community systems: Issue either by mail or hand delivery a “Consumer Notice of Tap Water Result” to each customer where a tap was tested.

Nontransient noncommunity systems: Post the “Consumer Notice of Tap Water Result” at the collection site of each sample taken for a minimum of 7 days.

If your PWS is a **school or daycare**, you must also actively notify parents and guardians (at a minimum) that results of lead testing are available upon request. Notification should be via newsletter or email. Posting on the school’s website is to be used as a secondary means of notification and must not be used as the sole means for notification for this requirement.

O Complete most recent version of Form 5105 with appendix (Rev Date 4/11). The form is available on the Ohio EPA website at: <http://epa.ohio.gov/ddagw/reporting.aspx> . Ohio EPA will only accept submissions that are completed on the most current version of this form. Make sure that you have completely filled out the form (no sections should be blank).

Instructions for completing this form are found in the Lead and Copper Monitoring Instructions document (Instructions for Form 5105 with appendix) located on the Ohio EPA website listed above. Submit form to Ohio EPA according to table listed below.

- O Complete Verification of Lead Consumer Notice Issuance form.** The form is available on the Ohio EPA website at: <http://epa.ohio.gov/ddagw/reporting.aspx> . Complete the appropriate section for your system type. Community systems should complete the top section, nontransient noncommunity systems should complete the middle section, and schools and daycares should complete the middle and bottom sections.

An example copy of the “Consumer Notice of Tap Water Result” that was issued/posted needs to be submitted to Ohio EPA with this verification form. Additionally, schools and daycares must send an example copy of what was issued to parents and guardians. Submit to Ohio EPA according to table listed below.

- O Submit to Ohio EPA by the Following Deadlines**

Monitoring Period	Form 5105 & Appendix Due to Ohio EPA by:	Lead Consumer Notice & Verification Form Due to Ohio EPA by:
Jan 1 – Jun 30	Jul 10	Sep 30
Jun 1 – Sep 30	Oct 10	Dec 30
Jul 1 – Dec 31	Jan 10	Mar 31

Submit completed forms, and accompanying notices either by mail to:

Ohio EPA, DDAGW-Central Office
 PO Box 1049
 Columbus, OH 43216-1049

Or by fax at: 614-644-2909.

- O Maintain a copy of all lead and copper documents on site for a minimum of 12 years.**