

A log sheet must be sent with each set of samples to the **OPH Central Laboratory** (Address Below)

Form A – LEAD AND COPPER SAMPLE LOG SHEET

PWS ID: _____ **WATER SYSTEM NAME:** _____

LAB NUMBER (LAB USE ONLY)	TIER (I, II, III, R)	ADDRESS (site address where sample was collected)	COLLECTOR Last Name, First Initial of person collecting sample	(R)esident or (E)mployee	(KT)Kitchen or (LT)Bathroom	DATE sample collected	TIME sample collected
Ex: Leave this section blank	I	1234 Main St	Doe, John	R	KT	01/04/2012	14:03 or 2:03 PM

Transfer information from sample labels to log sheet

Please print legibly

See Instruction on back of this page

Mail water samples with log sheet to:

**Attn: David Boucher
Lead and Copper Water Samples
OPH Central Laboratory
1209 Leesville Avenue
Baton Rouge, LA 70802-4336**

LAB NUMBER – **Leave this section blank** (This section is to be used by the New Orleans Lab)

Tier Level – Put “I”, “II”, “III”, or an “R” in the space provided based off of the following criteria.

Tier Classification	
Community Water System	Non-Transient Non-Community Water System
Tier I sampling sites are single family structures: <ul style="list-style-type: none"> • With copper pipes with lead solder installed after 1982 (but before 9/20/1988) or contain lead pipes; and/or • Served by a lead service line. 	Tier I sampling sites consist of buildings: <ul style="list-style-type: none"> • With copper pipes with lead solder installed after 1982 (but before 9/20/1988) or contain lead pipes; and/or • Served by a lead service line.
Tier II sampling sites consist of buildings, including Multiple Family Residences (MFRs): <ul style="list-style-type: none"> • With copper pipes with lead solder installed after 1982 (but before 9/20/1988) or contain lead pipes; and/or • Served by a lead service line. 	Tier II sampling sites consist of buildings with copper pipes with lead solder installed before 1983.
Tier III sampling sites are single-family structures with copper pipes having lead solder installed before 1983.	Tier III: Not applicable.

If you have selected sites for the above tier levels, and you still need more sample locations to complete the number of required samples, you must collect samples from representative sites in the distributions system. Please put an “R” in the space provided under the Tier Column.

Address – The address where the sample was collected. If the sample was collected at the same address (for example, mobile home parks and businesses, *etc.*), please include in the address a unique identifier to specifically identify the location (such as, Lot#3, Men’s Restroom, *etc.*)

Collector – The first and last name of the person who collected the samples from the tap. The name of the resident if the resident collected the sample on behalf of the system.

Resident or Employee – Put an “R” if the resident collects the sample. Put an “E” if the employee of the water system collects the sample from inside the house”.

Kitchen or Lavatory Tap – All samples must be collected from a tap located inside the home or building. The sample must be collected from a Kitchen Tap (KT) or Lavatory Tap (LT).

Date and time samples were collected – This information is critical in determining if the sample can be accepted for preservation. The sample must reach the lab within 14 days of the date and time specified. Be specific on the times given to the nearest minute (such as 2:03 PM).

If you are sending multiple shipments to the lab, please submit a separate log sheet with each shipment. Only include on the log sheet those samples that are in that particular shipment. Please keep a copy of each log sheet for your records.

If customers do not provide complete information, it is the responsibility of the water system to gather the missing information.