



PRIOR TO COLLECTION

- Plan enough time to complete sampling; samples must be returned promptly after collection
- Ensure the Sample Kit has the following items per collection site:
 - Chain of Custody form
 - one 1 Liter bottle
 - barcode label(s)
 - box for return shipping of entire collection

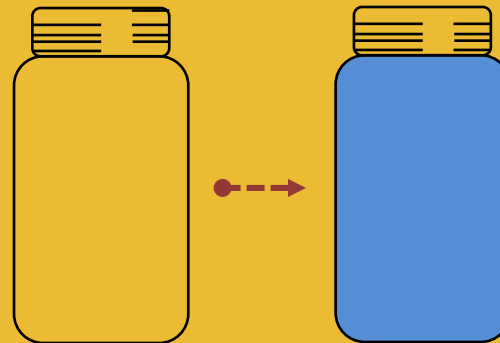
Note! Preservation of sample, with Nitric Acid (HNO₃), will be performed upon receipt at the lab.

SAMPLE REJECTION

- Samples will be rejected (not analyzed) if any of the criteria below is met:
- forms are incomplete, illegible, or missing
 - bottle is not labeled to match sampling point
 - sample is frozen
 - sample is not received within holding time of 14 days
 - sample is not received in the DEQ provided plastic bottles
 - damaged beyond usability
 - not collected from approved sample site

SAMPLE COLLECTION

1. Prior to sample collection, the water source must be unused for at least 6 hours. First thing in the morning or after the property has set for a period of time. Please turn off the icemaker prior to the 6-hour period; this will make a difference.
2. Place bottle, with lid removed, under the faucet BEFORE turning on the valve.
3. Fill the provided bottle(s) to just below the shoulder (see figure to the right). **DO NOT OVERFILL**
4. Replace the cap and securely fasten. Do not over tighten; this could damage the bottle.
5. Vertically place bar code label on associated bottle. The barcode must match the Chain of Custody for each sampling site. If bar code is not provided, write PWSID#, date/time collected, and sample point on the bottle.
6. Complete the Chain of Custody.
7. If necessary, proceed to next collection site if needed and repeat steps 1-7.
8. See back for "Sample Delivery" details.



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State Environmental Laboratory Services Oklahoma Department of Environmental Quality



Sampling Guide For The Collection Of EPA 200.8

SAMPLE DELIVERY

MAIL

Sign and date each Chain of Custody form before mailing. Place forms in the provided shipping container with your sample(s). If using a courier, i.e. FedEx, UPS, etc., address your label as the following;

Oklahoma Department of Environmental Quality
707 N. Robinson
Oklahoma City, OK 73102

PERSONAL DELIVERY

The person delivering samples will sign all Chain of Custody form(s) at the receiving window of the DEQ Sample Management Unit located through the door on the northeast corner of the building. Hours of operation at Monday – Friday 8:00 am to 4:30 pm except on state holidays.

For collection assistance or questions, scan the QR code to the right to view the SELS contact page.



**Need
Help?**

For questions about the analytical prices and fees, scan the QR code to the right, or visit the SEL's page of the DEQ's website at www.deq.state.ok.gov



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For further assistance or concerns, call 1-866-412-3057 or email us at selsd@deq.ok.gov

SEL/Customer Assistance/Sample Management Group
Sample Instructions for Lead and Copper: 0999-GUI10-R02-041618

