

**LEAD AND COPPER RULE CORROSION CONTROL
WATER QUALITY PARAMETER
MONITORING AND REPORTING FORMS
INSTRUCTIONS**

Completing the form: ENTRY POINT

- ! Enter the **Sampling period** in the blank provided (month and year of sampling). If needed, enter your Public Water System (PWS) identification number, system name, and entry point information (if not already pre-printed on your form).
- ! Record a value or values on the line that corresponds to the day of the month you took the measurements. Note: A value only needs to be entered in those boxes where a measurement was actually taken. Also, you only need to record a value for the minimum water quality parameter(s) set by the State. For most systems, you only do pH.
- ! pH=pH value, Alk=alkalinity, PO₄=orthophosphate, Sili=silicates
- ! In the ***Have minimums been met for this day? Y/N column***, insert a “Y” for “Yes” or an “N” for “No”. Total up the number of “No” answers on the bottom of the page and put that number in the ***Total N’s*** box at the end of the column.
- ! Put the number for ***Total N’s*** in the blank for ***Number of excursions during this month***.
- ! Finally, print your name, sign, and date the form before submittal to the Division. Again, the form must be received by the Division no later than the tenth (10th) of the following month.
- ! Note: The minimum WQP(s) as set by the State will be pre-printed near the bottom right hand side of the form if a minimum(s) has already been set for your PWS. If no number appears, you still need to establish your minimum(s) in conjunction with Drinking Water staff.

Completing the form: DISTRIBUTION

- ! This form is completed in the same basic manner as the Entry Point form, so use the instructions above. **Note: Distribution sampling is ONLY required during your routine tap sampling, NOT monthly.**
- ! Put the number for ***Total N’s*** in the blank for ***Number of excursions during this sample period***. The ***Sample Period*** for your system is indicated in the upper right hand box below your water system name.
- ! Your ***Sample Frequency*** is also located in the upper right hand box.
- ! Instead of ***Day***, indicate the sample ***ID*** and/or ***Sample Location*** for each measurement.

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Compliance Guidelines:

- ! **Entry Point Monitoring:** Systems must monitor for designated Water Quality Parameters (WQP's) at a *minimum frequency of every two weeks* at each entry point (EP) and report the results to the Division monthly. The form must be *received by the tenth day of the following month*. For each WQP at each EP, the system must compute a daily value. If more than one measurement is taken for a WQP during the day, the results must be averaged to determine the daily value. Only one reading should be provided per day.
- ! **Distribution Monitoring:** Each time a system collects a round of Lead and Copper tap samples, the system must *also* collect designated WQP's from the required number of distribution sites and report those to the Division in the same manner. The number of required distribution sites samples is based directly on your population, and appears in the upper right had corner of the form once your minimum WQP(s) is officially set. Do NOT submit Distribution Monitoring on a monthly basis.
- ! **Excursions:** For *each* day on which the system has one or more daily WQP value below the State-specified minimum(s), the system has *one (1) excursion*. For systems only taking measurements once every two weeks, the daily value for the most recent day on which measurements were taken are retained until the next time measurements are taken. If the original measurement results in an excursion, then an excursion will accumulate *each* day until the next measurement. *If the system has more than nine (9) excursions during any running six (6) month period, the system is out of compliance*. The system must then correct the situation and do public notification.
- ! **Assistance:** Consult with the County or State Drinking Water staff person(s) assigned to your county for further assistance on completing the forms and/or maintaining compliance. If you need info on identifying the individual you need to contact or their phone number, please call our Portland office at (503) 731-4317.