



1. Determine when to collect your water sample.

- a. Use your water as you normally would the day before you collect your water sample. Avoid collecting your water sample the day after you have been away for the weekend or on vacation.
- b. Choose a time when you can ensure that water will stand undisturbed in your household pipes for **at least 6 hours**, such as overnight or when you are away at work.
- c. Do not remove or clean the faucet aerator prior to collecting the water sample.

2. Stop using your water.

- a. Do not intentionally flush or run your water **before** the start of the 6-hour period.
- b. On **ROW A** of the data sheet, record the last time you used your water in the TIME, AM/PM, and DATE boxes.

3. Let water stand in your pipes for at least 6 hours.

- a. **DO NOT USE ANY WATER**, inside or outside of the house, during this 6-or-more hour period. This includes:
 - i. Turning off any automatic irrigation systems;
 - ii. Turning off your automatic ice machine in the freezer; and
 - iii. No flushing toilets overnight.
- b. Use the post-it notes included in the kit to place reminders on faucets and toilets.

4. Collect your water sample.

- a. **BEFORE TURNING ON YOUR WATER**, open the bottle and place it beneath the kitchen faucet. If you can't bypass a filter at the kitchen, collect your water from a bathroom faucet.
- b. Turn on the **COLD** water tap as you would to fill a glass of water. No water should go down the drain.
- c. Carefully fill the bottle to the shoulder (indicated by the 'fill to line') and turn off the water.
- d. Tightly cap the bottle.

5. Record sample collection information on your data sheet.

- a. In **ROW B**, record the time you collected your water sample including AM/PM and DATE boxes.
- b. In **ROW C**, record the faucet you collected the water sample from.
- c. In **ROW D**, record any recent plumbing changes.

6. Review and make necessary changes to your contact information at the top of the data sheet.

7. Print your name, sign, and date the data sheet.

8. Double-check the data sheet to make sure all **blue boxes** are filled out.

9. Rubber band the data sheet around the filled bottle and place them outside your front door by 8:00 am on your designated pick-up day:

NW and SW homes: [DAY DATE] N, NE, and SE homes: [DAY DATE]



INSTRUCTIONS:

1. Collect your water sample following the included instructions.
2. Completely fill out ALL THE BLUE BOXES below.
3. Place this data sheet outside your front door with your sample bottle on your designated pick-up date.

WATER SAMPLE AND DATA SHEET PICK-UP DATES:

NW and SW Homes: [DAY DATE]

N, NE, and SE Homes: [DAY DATE]

Questions? Call KT or Matt at 503-823-7525.

Water Sample Location Information		
Water System Name: Portland Water Bureau	Water Source (Name and %): 100% PWB	Sample Location Code:
Customer Name:	Water Service Address:	Mailing Address:
Primary Phone Number:	Primary Email Address:	

A	When did you stop using your water?	TIME	AM/PM	DATE
B	When did you collect the water sample?	TIME	AM/PM	DATE
C	Where did you collect your sample?	<input type="checkbox"/> Kitchen faucet, cold water tap <input type="checkbox"/> Bathroom faucet, cold water tap <i>(use bathroom only if filter on kitchen faucet)</i>		
D	Have you made any changes to your plumbing since we inspected your home in Spring or Summer 2017?	Changes could include a new faucet, piping, or service line.		

I have read the sampling instructions and have collected this sample in accordance with them. I also confirm that my contact information at the top is correct.		
Printed Name	Signature	Date

For Internal Use Only	Standing Time:	For Laboratory Use Only
Checked By:	Source Check: Kitchen / Bath	Date Received:
Date:	Plumbing Changes: Y / N	Sample Custodian:
Volume Check:	Complete Information: Y / N	Sample Number: