

DATE: February 6, 2007, **Revised April 19, 2011**

TO: Office of Drinking Water Technical Staff

FROM: J. Wesley Kleene, Ph.D., P.E., Director 
Office of Drinking Water

SUBJECT: Sample Collection and Analysis- Compliance Sampling and Reporting

REFERENCE: Compliance Sampling and Reporting Guidance Manual (Sampling Manual)

DELETE: WM 907, WM 905, WM 831, WM 807

Project Leader: Gigi Meyer

Reviewed by: Susan Douglas

Revision Highlights:

Procedures used to disseminate future revisions to the Sampling Manual have been added.

This revision of the Sampling Manual incorporates WM 907, WM 905, WM 831 and WM 807.

It also includes updates to other chapters.

The *Waterworks Regulations* require periodic monitoring of all public water supplies. It has been and will remain the responsibility of the waterworks owner to ensure that the proper number of samples (bacteriological, physical, chemical, and radiological) are collected, submitted for analysis, analyzed and results reported to the appropriate Field Office. However, the Health Department will assist the owner, on a regular frequency in obtaining the necessary services from State approved laboratories for the collection of bacteriological, chemical, physical and radiological samples.

The Sampling Manual provides instructions and clarifications to ODW staff regarding the compliance sampling and reporting requirements of the *Waterworks Regulations*. The Sampling Manual is not intended to replace the requirements of the Regulations. It identifies, describes and provides information related to: sample groups; sampling locations; monitoring plans; sample scheduling; monitoring waivers; chemical/physical/radionuclide compliance determinations; approved laboratories; DCLS sample request procedures; and reporting of results. The Sampling Manual does not cover groundwater source development samples.

The Compliance Sampling and Reporting Guidance Manual references a number of templates (forms and letters) which are intended to: standardize office procedures, improve office efficiency, and address regulatory requirements. They should only be modified to address specific circumstances or individual Field Office situations, or where noted as optional.

The Manual is intended for ODW staff use. It is not intended to be provided to the waterworks in lieu of technical assistance from ODW staff. Staff are responsible for reviewing the Sampling Manual revisions, and using the most current version of the Sampling Manual and reference templates available in electronic format on the "ODWSHARE" file server.

Field Directors shall send email confirmation to the author that all staff have been notified of the revisions, and the changes reviewed by the date given in the revision notification.

END OF MEMO

WM 898 (REV 4-19-2011)