

# Instructions for Completing Sample Site Change Form (BSDW – 56)

May 2018

All Lead and Copper sample site changes shall be inputted onto the spreadsheet and submitted electronically to [watersupply@dep.nj.gov](mailto:watersupply@dep.nj.gov) with the following information in the subject line: "PWS NJ#####, PbCu Sample Site Changes".

**Certification Sheet:** Review and check the acknowledgment box and complete the required information. Incomplete certification sheets will result in rejection of the form.

**If this form is being submitted as part of a sample invalidation request - check the box indicated at the top of the form**

For each of the indicated columns on the BSDW-56 tab, enter the information described below:

1. WATER SYSTEM NAME: Enter the name of the public water system where sampling is being conducted.
2. PWSID #: Enter the 7-digit public water supply ID number.
3. PREVIOUS MONITORING PERIOD (MP): Enter the beginning and end date of the MP for the previous sampling event (the MP prior to the latest one).
4. LATEST MONITORING PERIOD (MP): Enter the beginning and end date of the latest (most recent) MP.
5. DATA TABLE
  - a. **SITE ADDRESS SAMPLED IN PREVIOUS MP**: Enter the address (or location for NTNCWS) of the site that was sampled in the previous MP. Enter an "X" if there is no corresponding previous location (e.g.: system sampled less locations in the previous MP. In this case, complete only e through i and enter "X" for a. )
  - b. **PBCU #**: Enter the designated PBCU Sample ID number for this location if there is an approved sampling pool.
  - c. **TIER**: From the drop down select the Tier Level for the original sample location (See Site Characterization Table below). Select "N" if the site is a Non-Tier site (i.e. Other)
  - d. **LEAD SERVICE LINE**: From the drop down select Yes or No to indicate if the original location has a lead service line or gooseneck.
  - e. **SITE ADDRESS SAMPLED IN LATEST MP**: Enter the address (or location for NTNCWS) of the new site that was sampled. Enter an "X" if there is no corresponding new location (e.g.: system sampled more locations in the previous MP. In this case, complete only a through d and enter "X" for e. )
  - f. **PBCU #**: Enter the designated PBCU Sample ID number for this new location if it is included in an approved sampling pool. If not part of an approved sampling pool, submit a revised [PbCu Sample Location Spreadsheet](#) (BWSE-18) for the new location.
  - g. **TIER**: From the drop down select the Tier Level for the new sample location (See Site Characterization Table below). Select "N" if the site is a Non-Tier site (i.e. Other)
  - h. **LEAD SERVICE LINE**: From the drop down select Yes or No to indicate if this new location has a lead service line or gooseneck.
  - i. **DATE SAMPLED**: Enter the date that the new location was sampled.

- j. **APPROXIMATE DISTANCE BETWEEN SITES:** Enter an estimate of the distance between sites and indicate units
- k. **REASON FOR CHANGE:** From the drop down select the reason why the sample site change was needed. (Can no longer gain access, No longer meets Tier requirements, Vacant)\*
- l. **REASON FOR CHANGE OF TIER (if applicable):** From the drop down select the reason why the sample site change was needed. (No additional higher Tier sites available, Unable to gain access to higher Tier sites at this time.)\*

\* If the reason for the Change of Location and/or Change of Tier (if applicable) is not listed, the new sample location may not be acceptable for compliance under the Lead & Copper Rule. If you have questions concerning what circumstances justify a change in sample site and/or Tier call the Water System Assistance Section at 609-292-2957.

**Site Characterization Table**

Description	Tier Level	
	CWS	NTNC
Single family residence with lead service line	1	NA
Single family residence with lead solder copper piping constructed after 1982 <sup>a</sup>	1	NA
Single family residence with lead plumbing	1	NA
Multi-family residence with lead service line	2 <sup>b</sup>	NA
Multi-family residence with lead solder copper piping constructed after 1982 <sup>a</sup>	2 <sup>b</sup>	NA
Multi-family residence with lead plumbing	2 <sup>b</sup>	NA
Single family home with lead solder copper piping constructed before 1983	3	NA
Single family home that does not meet Tier 1, 2, or 3 criteria	Other	NA
Multi-family home that does not meet Tier 1, 2, or 3 criteria	Other	NA
Non-residential building with lead service line	2	1
Non-residential building with lead solder copper piping constructed after 1982 <sup>a</sup>	2	1
Non-residential building with lead plumbing	2	1
Non-residential building with lead solder copper piping constructed before 1983	Other	2
Non-residential building that does not meet Tier 1, 2, or 3 criteria	Other	Other

<sup>a</sup> Though the effective date for the lead ban in NJ was 1987, there is still a possibility of lead solder being used in construction after this date. Water systems are advised to carefully consider the Tier level of homes and buildings built during this time.

<sup>b</sup> When multiple-family residences comprise at least 20% of the structures served by a water system, the system may include Tier 2 sampling sites in its Tier 1 sampling pool. These should be entered as Tier 1 with a category of iv, v, or vi.