



# Lead and Copper Rule: Required Forms Guide

New Jersey Department of Environmental Protection

Version 1.2 7/16/19

Form	Description	When to Submit to DEP	Where & How**
<b>Planning Forms</b> (Used to determine and identify appropriate lead and copper sampling locations prior to collecting samples)			
<a href="#">BWSE-14*</a> <i>Lead and Copper Sampling Pool Certification</i> (Community Water Systems only)	Details for each sample site from the requested sampling event.	With Lead & Copper Sampling Plan submission. Thereafter, only per request.	Via email – <a href="mailto:watersupply@dep.nj.gov">watersupply@dep.nj.gov</a>
<a href="#">BWSE-15*</a> <i>Lead and Copper Sample Site Certification</i>	Details for each individual sample site from the last monitoring period.	With Lead & Copper Sampling Plan submission. Thereafter, only per request.	Via email – <a href="mailto:watersupply@dep.nj.gov">watersupply@dep.nj.gov</a>
<a href="#">BWSE-17</a> <i>Materials Evaluation Survey for Non-Community Water Systems</i>	Non-community Water Systems only. or Community Water Systems per request.	With Lead & Copper Sampling Plan or Water Quality Parameter Sampling Plan submission.	Via email – <a href="mailto:watersupply@dep.nj.gov">watersupply@dep.nj.gov</a>
<a href="#">BWSE-18*</a> <i>PbCu Sample Location Spreadsheet</i>	Details all Standard and Alternate lead and copper sampling locations and any revisions to a previously approved sampling location.	With Lead & Copper Sampling Plan submission. Thereafter, for Sample Location revisions (changes, additions, inactivations).	Via email – <a href="mailto:watersupply@dep.nj.gov">watersupply@dep.nj.gov</a> <b>Must</b> be in Excel (.xlsx) format.
<b>Lead and Copper Sampling Forms</b> (Used for various reporting requirements related to collecting lead and copper samples)			
<a href="#">BWSE-16*</a> <i>Non-Compliance Lead and Copper Tap Monitoring Form</i>	For reporting samples taken outside of the monitoring period, that do not meet the Tier requirements, or flushed.	Within 10 days following the month in which the sample was analyzed.	Via email – <a href="mailto:watersupply@dep.nj.gov">watersupply@dep.nj.gov</a>
<a href="#">BSDW-54</a> <i>Certification Form - Consumer Notice of Lead Tap Water Monitoring Results</i>	Certifies that lead results were provided to customers.	Within 3 months, following the end of the monitoring period. Must include a copy of the completed notification.	Via email – <a href="mailto:watersupply@dep.nj.gov">watersupply@dep.nj.gov</a>
<a href="#">BSDW-56*</a> <i>Lead and Copper Sample Site Change Form</i>	For any lead and/or copper sample site location change from the previous monitoring period.	Within 10 days following the end of the monitoring period.	Via email – <a href="mailto:watersupply@dep.nj.gov">watersupply@dep.nj.gov</a>
<b>Forms for Use After an Action Level Exceedance (ALE)</b> (Used for certifying required steps have been completed)			
<a href="#">BSDW-55</a> <i>Public Education Certification Form - Lead Action Level Exceedance</i>	Certifies that Public Education Materials have been distributed as required. Must include a copy of ALL materials distributed and list of all agencies and organizations that received the materials.	Within 10 days of the end of each period in which Public Education is required to be issued.	Via email – <a href="mailto:watersupply@dep.nj.gov">watersupply@dep.nj.gov</a>
<a href="#">BWSE-20</a> <i>Lead Service Line (LSLR) Replacement Report</i>	For reporting information on Lead Service Line (LSLR) Inventory and/or Replacement.	Within 60 days of receipt of the lead Notice of Non-Compliance (Sections I – III and signatures only). Within 12 months following the end of the monitoring period that triggered LSLR and annually thereafter (all Sections completed).	Via email – <a href="mailto:watersupply@dep.nj.gov">watersupply@dep.nj.gov</a>
<b>Corrosion Control Treatment Forms</b> (Used for satisfying CCT requirements)			
<a href="#">BWSE-LC01</a> <i>Request to Suspend Lead and Copper Monitoring – During Corrosion Control Treatment (CCT) Steps</i>	Small and Medium Systems only. Requests suspension of lead and copper sampling until CCT is installed.	Prior to the end of the first six-month monitoring period in which the request is applicable.	Via email – <a href="mailto:watersupply@dep.nj.gov">watersupply@dep.nj.gov</a>
<a href="#">BWSE-LC02</a> <i>Corrosion Control Treatment Installation Completion Certification</i>	Certification that CCT has been installed. A Construction Completion Certification Form included in a DEP issued permit is sufficient.	Within 30 days following completion of CCT installation.	Via email – <a href="mailto:watersupply@dep.nj.gov">watersupply@dep.nj.gov</a>
<a href="#">OCCT</a> <i>Corrosion Control Treatment (CCT) Recommendation Templates</i>	Templates for recommendations on CCT.	Within 6 months after the end of the monitoring period during which the lead and/or copper level is exceeded.	Via email – <a href="mailto:watersupply@dep.nj.gov">watersupply@dep.nj.gov</a>
<b>Water Quality Parameter (WQP) Sampling Forms</b> (Used to satisfy WQP sampling requirements)			
<a href="#">BWSE-19*</a> <i>Water Quality Parameter (WQP) Sample Site Change Form</i>	For any WQP sample site location change from the previous monitoring period.	Within 10 days, following the end of the monitoring period.	Via email – <a href="mailto:watersupply@dep.nj.gov">watersupply@dep.nj.gov</a>
<a href="#">WQP Monitoring Report Form for Approved Party*</a> (Generic Analysis Spreadsheet Template)	For submission of WQP data collected by an Approved Party.	Within the first 10 days following the end of the applicable monitoring period.	Via email – <a href="mailto:watersupply@dep.nj.gov">watersupply@dep.nj.gov</a> <b>Must</b> be in Excel (.xlsx) format.
<a href="#">BWSE-LC03</a> <i>Optimal Water Quality Control Parameter Recommendation Form</i>	For both distribution system and entry point values.	Within 30 days of completing follow-up WQP monitoring.	Via email – <a href="mailto:watersupply@dep.nj.gov">watersupply@dep.nj.gov</a>
<a href="#">BWSE-OS</a> <i>Facility Out of Service Reporting Form</i>	To be completed for each individual treatment plant that is out of service for an entire biweekly monitoring period.	Within 10 days of the end of the monitoring period.	Via email – <a href="mailto:watersupply@dep.nj.gov">watersupply@dep.nj.gov</a>

\* Completion instructions available online  
\*\* Documents that must be in excel (.xlsx) format cannot be submitted by regular mail or fax.

### Additional Resources

DEP Lead in Drinking Water - Public Water System Information:  
<http://www.nj.gov/dep/watersupply/dwc-lead-public.html>  
Sampling & Regulatory Forms:  
<http://www.nj.gov/dep/watersupply/dws-sampreg.html>

### Bureau of Water System Engineering (BWSE)

Tel# 609-292-2957 Fax# 609-633-1495

### Bureau of Safe Drinking Water (BSDW)

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