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| CITY OF MOLALLA WATER  C:\Users\nlennartz\Desktop\Logos for City\2 inch Emblem Spot.jpgTREATMENT PLANT | Water Sample Reporting  For Regulatory Compliance | DATE ISSUED  AUG-2015 |
| SOP  #8 |

***STANDARD OPERATING PROCEDURE***

**Overview**

The Molalla Water Treatment Facility Collects water samples every quarter. Sample schedules can be identified on the OHA website under Drinking Water Data Online. System ID # is 4100534, click on the tab that says “chemical schedule detail” or “chemical schedule summary” to identify when samples need to be collected and the number of samples to be taken. A sample schedule is also located in the O&M Manual under the “Sampling Plan - SOP” tab.

**Sample Reporting**

Samples need to be analyzed by a state certified lab. The City contracts with Alexin Analytical for our reportable samples. After the lab has analyzed the samples they will mail a report to the City of Molalla. Those sample reports are sent to OHA. A copy is taken and saved at the WTP and placed in the Sample Results binder in the Lab.

Water sample results need to be received by OHA no later than the 10th of the month following the sample due date. Typically the results are sent along with the OHA monthly report. To avoid a monitoring violation sample results may be sent to OHA in the following ways:

1. Fax Report to (971) 673-0694.

For faxed data, please include a cover sheet with the number of pages including the cover, your name, and your phone number.

1. Email the report to: [dwp.dmce@state.or.us](mailto:dwp.dmce@state.or.us)
2. Mail the report to: Water Quality Reports

PO Box 14350

Portland, OR 97293-0350

**General Reporting Questions**

If there are any questions regarding required reporting, procedures, ect you may contact the Oregon Health Division. Data is often available online.

For questions contact: REGION 1 ---- Peter Farrelly ---- (971) 673-0462

**Laboratory**

Alexin Analytical Laboratories - 503-639-9311 - 13035 SW Pacific Hwy, Tigard, OR 97223