MM/DD/YYYY

Subject: Lead Testing at [school name(s)]

Dear Parent/Guardian:

High levels of lead in drinking water can cause health problems. Lead is most dangerous for pregnant women, infants, and children under 6 years old. Exposure to high levels of lead during pregnancy contributes to low birth weight and developmental delays in infants. In young children, lead exposure can lower IQ levels, affect hearing, reduce attention span, and hurt school performance. At very high levels, lead can even cause brain damage.

To protect public health, the U.S. Environmental Protection Agency (EPA) suggests that schools and day care facilities test their drinking water for lead. If lead is found at any water outlet at levels above 20 parts per billion (ppb), EPA recommends taking action to reduce the lead.

In [month], the [school district/department] engaged the services of [laboratory name] to conduct sampling and analysis of water at [school name(s)]. Our intent was to determine if trace amounts of lead exist in the water supply at our schools at a level that would require mitigation. Lead can enter drinking water when clean water interacts with plumbing and fixtures.

We provided [number] samples from faucets, bubblers, and/or other fixtures at [school name(s)]. There were [number] samples taken at [school name(s)] that exceeded the EPA’s action level for lead of 20 ppb. Because of that fact, [school name(s)], I am providing you with more detailed information about the results, and our plans for addressing this concern.

At [school name(s)] there were [number] bubblers and [number] faucets which dispensed water with lead levels above the 20 ppb level. Our plan is as follows:

1. While exceeding the Action Level does not require provision of alternative drinking water sources, beginning MM/DD/YYYY we will be /are providing bottled water and will be shutting down all bubblers.

2. We have removed from service all fixtures with lead levels over the Action Level.

3. We are implementing a public information process that will include distribution of outreach material to all students, parents, teachers, staff and local officials.

4. We have developed a sampling plan to conduct testing at fixtures (faucets, water fountains, etc.) where students and staff get water for drinking, beverage preparation and cooking.

5. We are implementing a flushing and water usage plan to safeguard against lead exposure from drinking water in the school at outlets that are found to be above the Action Level for lead. This includes the daily flushing of water fountains and/or faucets at sinks and the limitation of water consumption to cold-water faucets for food and beverage preparation.

6. We will undertake efforts to determine the cause of this lead Action Level exceedance and put into place a corrective action plan as quickly as possible following additional testing and consultation.

7. Through periodic reports, we will keep you informed as to the progress of our efforts. These reports will serve to let you know what has been done and what is being done to safeguard against lead exposure from drinking water at our school(s).

8. *Optional information can be included that announces an information display at the school on Lead in Drinking Water at Schools and/or an announcement about a workshop that will provide further information and will provide an opportunity for Q&A, etc.*

Notices such as this can understandably cause alarm, but we are communicating and taking action with an abundance of caution. By ensuring that students and staff only drink from fountains and bottle fill stations at [school name(s)], we will gain the time necessary to conduct further analysis and take appropriate action steps for other sources of water in our buildings. It is also noteworthy that the EPA sampling method is to capture the “first draw,” that is water collected early in the morning before any use, so it has been sitting in the plumbing overnight. This captures the highest possible concentrations, but concentrations during the school-day are most likely lower due to a shorter contact time in the plumbing. This is another reason why we will re-test the water after school is in session.

This is an issue we are addressing as rapidly as possible. Although the majority of our water samples were acceptable, it is our intent that all of the water dispensed at our schools easily meets the EPA’s recommended standards, as the safety and health of our students and staff members remain paramount.

Sincerely,

[name]

Superintendent of Schools

[contact information]

*(Based upon a letter from the*

*Yarmouth School District, with permission.)*