[Utility Letterhead]

# Notice to Elementary Schools and Child Care Facilities

We are required to provide the following information to you.

[Enter a date]

[Name of School/Child Care Facility]

[Street Address]

[City, State, Zip]

**Health effects of lead.**

Exposure to lead in drinking water can cause serious health effects in all age groups. Infants and children can have decreases in IQ and attention span. Lead exposure can lead to new learning and behavior problems or exacerbate existing learning and behavior problems. The children of women who are exposed to lead before or during pregnancy can have increased risk of these adverse health effects. Adults can have increased risks of heart disease, high blood pressure, kidney or nervous system problems.

**Lead sampling required at elementary schools and child care facilities [for facilities yet to be sampled]**

We are required to sample for lead in drinking water at elementary schools and child care facilities. Your facility is scheduled to sample for lead on **Click or tap to enter a date.** Please respond to us at the phone number above to confirm the schedule.

**Lead sampling at elementary schools and child care facilities [for facilities already completed mandated sampling]**

We are required to sample for lead in drinking water at elementary schools and child care facilities, limited to once in the five year period beginning October 2024. According to our records, you have already completed this required sampling.

**Lead sampling at elementary schools and child care facilities on request**

We are required to sample for lead in drinking water at elementary schools and child care facilities upon request. If we receive requests from more than 20 percent of schools and child care facilities served, we may schedule the sampling for next year. Please respond to us at the phone number above if you wish to request sampling.

**Information about sampling for lead in schools and child care facilities**

Our staff will collect samples in accordance with EPA’s *3Ts for Reducing Lead in Drinking Water Toolkit*, EPA-815-B-18-007 (3Ts) and the requirements in EPA’s Lead and Copper Rule. Upon scheduling your sampling, at least 30 days in advance of sampling, we will provide a copy of 3Ts, which provides instructions for identifying outlets for sampling and preparing for a sampling event.

**Preparation for Sampling**

At least 30 days in advance of the scheduled sampling date, your team should review and understand the program described in EPA’s *3Ts for Reducing Lead in Drinking Water Toolkit.* We will schedule a site walkthrough approximately 2 weeks before the sampling date to meet with your staff, confirm the sample locations and plan the sampling. It is your responsibility to address communication with your stakeholders (Module 1 in 3Ts), teaching your team about lead in drinking water (Module 2), planning and establishing roles (Module 3), remediation (Module 6) and recordkeeping (Module 7).

**Sample Locations**

We are required to sample the following locations:

| **School (5 samples)** | **Child Care facility (2 samples)** |
| --- | --- |
| 2 – drinking water fountains  | 1 – drinking water fountain |
| 1 – kitchen faucet\* | 1 – kitchen faucet\* |
| 1 – classroom faucet or other outlet used for drinking |  |
| 1 – nurse’s office faucet |  |

\*Used for food or drink preparation

\*\* If any facility has fewer than the required number of outlets, sample all outlets used for consumption

# Sampling Protocol

We will collect 250 mL first-draw samples from the sample locations identified above. All samples will be collected before the facility opens and before the fixtures have been used (EPA requires an 8-18 hour stagnation period). As such, we will collect samples after the first day of a typical school week, typically Tuesday through Friday. For more details, please see Module 5 of 3Ts.

Please contact [Name of Waterworks Point of Contact] at [telephone number] to confirm the schedule for a site walkthrough and sampling.

[Signature block]