<Date>

<Point of Contact>

<School Address>

Dear <Parents, Caregivers, Teachers>:

<Enter school name/organization> would like to provide an update on our efforts to reduce potential exposure to lead from school drinking water by taking steps that include testing for lead in drinking water <in our school or on our campus> and sharing the sampling results. As discussed at <public meeting/event details, including date(s)>, our school has a <state required or voluntary> program to reduce potential exposure to lead in drinking water.

Lead is a toxic metal. When children and others are exposed to lead it can have adverse health effects. “Exposure” to lead in drinking water means that children or staff consume water that contains lead through drinking or food preparation. There is no safe level of lead exposure which is why we are working to identify potential sources of exposure and are communicating actions that can be taken to both reduce lead and protect children and staff.

As part of our program, <school/child care facility name> developed a plan to test for lead in <number or adjective (e.g., some, all)> drinking water fountains and other outlets where students and staff get water for drinking and cooking. The <state required or determined> program lead remediation level in drinking water samples is <# ppb>. When a lead sample is detected at or above this level, we take immediate steps to address the source of lead to protect children and staff.

The sampling results of our program and our next steps are as follow:

* On <date>, we tested <#> fixtures throughout our <school/child care facility>. This included <the hallway and classroom drinking water fountains, bathroom sinks, drinking water fountains in the gym and recreational fields, and all kitchen faucets>.
* Sample results show lead was detected at/above the remediation level in <#> fixtures. No lead was detected in <#> fixtures. For the remaining <#> fixtures, lead was detected below <# ppb>.
* In response to the sampling results, we are taking immediate action on the <#> fixtures that showed lead levels at/above the program remediation level of <# ppb>. **These fixtures have been removed from service, while more permanent measures are underway.**
* For the <#> fixtures that lead was detected below the remediation level, we are <installing filters, implementing routine flushing, removing the fixtures from service, replacing drinking water fountains> to further minimize potential exposure.

You can view the detailed sample results and remediation plans at the following link: <school/child care facility’s website>. Protecting the health and wellbeing of your child(ren) is our top priority and we are committed to keeping you informed every step of the way as we implement our program at <school/child care facility>.

Sincerely,

<Principal or Administrator Signature>

For <name of state> requirements or lead testing guidelines: <state website>. For U.S. Environmental Protection Agency (EPA) general information on lead: [www.epa.gov/lead](http://www.epa.gov/lead). For U.S. EPA information and tools about our 3Ts program on Reducing Lead in Drinking Water in Schools and Child Care Facilities – *Training, Testing and Taking Action*: [www.epa.gov/safewater/3ts](http://www.epa.gov/safewater/3ts).

**Considerations for Parents:** The only way to determine an individual child’s lead level is to have the child’s blood tested. Please contact your health provider to learn more about blood lead testing. The degree of risk depends on the child’s total exposure to lead from all sources in the environment – air, soil, dust, food, paint, consumer products, and water. If you have any immediate concerns or would like to learn more about our program to reduce lead in drinking water, please contact <Point of Contact> at <telephone> or <email address>.

<Title>