

(Date)

Anytown School Department Anytown, USA 14000-0000

Dear Anytown School Community:

Our school district is committed to protecting student, teacher, and staff health. To protect our community, (Anytown School District) recently tested our schools' drinking water for lead.

Why Test School Drinking Water for Lead? 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 New York State Department of Health (NYSDOH) requires that schools test their drinking water for lead. If lead is found at any water outlet at levels above 15 parts per billion (ppb), the NYSDOH requires taking specific action to reduce the lead.

Is Our School's Drinking Water Safe? Yes, our schools' water is safe. Anytown School District tested our drinking water for lead. Of the (number) water samples we tested, only (number) showed lead levels above the 15 ppb action level. In other words, (percentage) of the water outlets tested did not have any lead problems.

The first outlet with high lead levels was a drinking water fountain/bubbler at (Anytown High School). We identified the source of the lead so we could fix the problem. The faucet for this drinking water fountain/bubbler was made of lead parts. (Lead was often used in plumbing materials until it was banned in 1986). We replaced the part with a lead-free faucet. Then we tested the water again and found the problem was fixed.

The second outlet with high lead levels was a faucet in the kitchen of (Anytown Elementary School). We found the source of the lead was a pipe that brings water to the faucet. We replaced the pipe with lead-free pipe. Then we tested the water again and found the problem was fixed.

While we sampled the schools' water, we provided bottled water for all students and staff. When we found high lead levels at (two) water outlets, we made sure no one used those outlets until we had fixed the lead problems.

How Can I Learn More? You can see a copy of all of our water testing results at the school district's central office, which is open Monday to Friday from (9:00 am to 5:00 pm) and on our Web site at (www.anytownschools.k12.us). For more information about water quality in our schools, please contact (John Doe) at (Anytown School District, 555-2233). For information about water quality and sampling for lead at home, contact the Niagara County Department of Health at 716-439-7452.

Sincerely,

(Fred Frank) Superintendent of Schools

Note: If your school district cannot immediately fix elevated lead levels, we encourage you to send this notice without delay. In that case, describe the interim measures you will take to provide safe drinking water until the problem can be addressed and the reason for the delay in implementing a permanent solution.