



# Step by Step Guide For Lead in Schools Drinking Water Grant Application

NDDEQ 2021 Lead in Drinking Water Grant Funds Available



**SCHOOL LEAD HAZARDS SURVEY**  
NORTH DAKOTA DEPARTMENT OF ENVIRONMENTAL QUALITY  
(91-202)

Completion of this survey is required as part of the Lead in Drinking Water Testing in Schools grant application for consideration to participate in the program and to ensure reimbursement for water testing. Schools that wish to participate in the program must complete one form per school building in the district. A digital version of the survey form is available to fill out at: <https://deq.nd.gov/LeadinSchools/SchoolLeadHazardsSurvey.aspx>

The following questions and web links below can help schools evaluate lead risk.

School Name	School Number	Date	
School Physical Address	City	State	Zip Code
School Mailing Address	City	State	Zip Code
School Contact Person for Survey	Phone	Email	

**Section I. Risk of lead in paint, soil and dust.**

Yes	No	Question
<input type="checkbox"/>	<input type="checkbox"/>	Do you have any school buildings constructed prior to 1978? <i>(If yes, how many buildings?)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Do children 6 years of age and younger occupy or visit your school more than two days a week? <i>(A child-occupied facility is defined as a building or portion of a building constructed prior to 1978 and visited regularly by the same child, 6 years of age or under, on at least two different days within any week. Child-occupied facilities may include, but are not limited to, day care centers, preschools/kindergartens and common areas of schools.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Has your school ever been tested for lead based paint (LBP), lead in soil or lead in dust by a North Dakota-certified LBP Inspector/Risk Assessor? <i>(https://deq.nd.gov/education/lead/lead78-86.pdf)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Does your school have deteriorated paint or varnish on the inside or outside of your building(s) or on playground equipment? <i>(Deteriorated paint or varnish is paint or varnish that is cracking, flaking, chipping, peeling or otherwise separating from the substrate of the building component.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Do you plan to conduct any renovation work at your school in the next two years that will impact a painted, varnished or stained surface? <i>(Testing prior to renovation is required for LBP. LBP Inspectors and Risk Assessors are required to have a North Dakota LBP certificate. The U.S. Environmental Protection Agency's EPA Lead Renovation, Repair and Painting Rule (RRP) requires that general contracting firms performing renovation, repair and painting projects in pre-1978 schools, day care centers and child-occupied facilities be certified by EPA, use certified and trained workers and follow lead safe work practices.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Have any of your maintenance personnel attended certified LBP abatement or LBP renovation, repair and paint (RRP) training in the past six years?

# How Do Schools Apply for the Grant

## Step #1

- Go online to School Lead Hazard Survey to start the application process (<https://deq.nd.gov/LeadinSchools/SchoolLeadHazardSurvey.aspx>)
  - Please fill out one survey per building in your school system
- Review EPA's 3-T guidance for additional information on how to put together a Lead in Drinking Water Program for schools

## Step # 1

If interested in participating in this program, go to the NDDEQ Website and completely fill out and submit the School Lead Hazard Survey to start the application process. The survey is intended to help evaluate the presence of sources of lead within the school including Lead Based Paint (LBP), dust, and water.

An online version of the form is available at <https://deq.nd.gov/LeadinSchools/SchoolLeadHazardsSurvey.aspx>

**Note:** Filling out and returning the survey will begin the application process and does not fully commit schools to program participation at this time. Once the NDDEQ receives the completed survey, NDDEQ will send the school a letter with more information about the program and contact them by phone or email to answer any additional questions the facility has about the grant program.

**What is EPA's 3-T's Guidance:** *3Ts for Reducing Lead in Drinking Water in Schools and Child Care Facilities* was developed to assist schools and childcare facilities with lead in their drinking water, implement prevention programs using a "3Ts" approach: Training, Testing, and Taking Action. It is intended for use by school

personnel interested in reducing lead exposure.

EPA's 3Ts – Training, Testing, and Taking Action – provides user friendly tools for schools, childcare facilities, states and water systems to implement voluntary lead in drinking water testing programs. The Toolkit/Website provides a new interactive web-based format and includes modules, customizable templates, and tools that can help schools and childcare facilities when implementing their lead testing programs.

Weblink: <https://www.epa.gov/ground-water-and-drinking-water/3ts-reducing-lead-drinking-water-toolkit>

## Schools Roles & Responsibilities for Grant Participation



Develop a Sample Site Plan & Identify all Drinking water taps.



Establish an Action Level for the School  
 \* EPA 15ppb from the Safe Drinking Act in the Lead & Copper Rule  
 3-T Program has information linked here:

<https://www.epa.gov/ground-water-and-drinking-water/3ts-reducing-lead-drinking-water-toolkit>



Thirty (30) day prior to sampling inform the community/teacher / student the school plans to sample the Water for Lead



Once results are back, communicate and post the result to the community.

Recordkeeping -12 yrs.

Remediation actions if needed will be part of this NDDEQ will provide technical help and provide information for funding for possible remediation actions

- 1) Develop a sample site plan and document all taps used for consumption in the facility on a fire exit map
- 2) Establish an Action Level for the facility.
  - An Action Level is defined as (A specified concentration of a contaminant in water at or above which a certain action e.g., further treatment and monitoring must be taken to comply with a drinking water regulation.) Lead is 15ppb for Drinking Water. Where EPA's 3-T's Program has suggested 10ppb.
  - Note: Remediation actions are required by NDDEQ and must be completed by the school for taps with lead results equal or Great then 15 parts per billion (ppb).
  - (\* note: Other State schools have set Action Level's lower than the current EPA level 15ppb. If the school set the Action Level at a lower level the schools will be responsible to meet that action level and fix any issue found during the sampling.)
- 3) Thirty (30) days prior to collecting samples, inform the community, parents, and staff of the plan to collect samples to assess lead in drinking water at the facility through a letter/flier, website posting, press release, etc. Additional examples of communication materials can be found here: <https://www.epa.gov/ground-water->

[and-drinking-water-3ts-module1](#) You must document how you did this and provide a copy of the information you provided to NDDEQ

- 4) Have one or more personnel from the facility attend online training as provided by NDDEQ on how to properly collect water samples and ship them to the lab for analysis.
- 5) The facility must communicate results to the parents, staff, and public within 10 days of notification of lead results. (school will receive a hard copy of the result in the mail) - Acceptable methods for communication include a website posting (REQUIRED), letter, email, or press release (examples of the letter can be found online at the NDDEQ Lead in Schools Website)
- 6) Discuss with NDDEQ the remediation action options for taps that may exceed the lead Action Level ( $\geq 15$  ppb).
- 7) If sample results are confirmed to be elevated  $\geq 15$  ppb after a follow-up sample, the facility must: Take immediate steps to remove the tap from service (i.e. shut off the faucet or place a "do not drink" sign at the tap). Determine whether short-term or long-term remediation is needed. Assistance provided by 3Ts module. [https://www.epa.gov/sites/production/files/2018-09/documents/module\\_6\\_remediation\\_options\\_508.pdf](https://www.epa.gov/sites/production/files/2018-09/documents/module_6_remediation_options_508.pdf) . If your levels are less than 15ppm then discuss with the parent and employees on what you are going to do to meet your goal
- 8) Retain sample results for 12 years.
- 9) Review, complete, and return NDDEQ the enclosed *Lead Testing in Schools and Child Care Facilities Certification Form for Program Participation and Reimbursement*

# What Does the Grant Provide

Reimbursement up to \$50 per water sample

NDDEQ will provide sampling equipment from NDDEQ Chem Lab

Reimbursement for all shipping of the water samples

Online training for school personnel on how to collect water samples

Technical support for information on how to setup a collection program, what the results mean and remediation

Online examples of informational letter's for communication of the sample results, news release, remediation actions etc.

\* EPA's 3-T's guidance Toolkit - <https://www.epa.gov/ground-water-and-drinking-water/3ts-reducing-lead-drinking-water-toolkit>

- The program will reimburse \$50 per sample to cover the cost sample analysis by the NDDEQ laboratory, shipping samples to the NDDEQ laboratory and the cost of material to ship by mail. Also include in the cost to post or make copy of the result to sent out to the parents or post on the school's website.
- All sampling equipment to collect water samples will be provided at a required training session at no cost to the facility or shipped to the facility once NDDEQ approved online training has been completed.
- If requested by a school, the NDDEQ may provide hands on training to assist the facility depending on time and available funding.
- The program will reimburse training of the school's representative to collect water samples and includes reimbursement for the cost of travel (mileage, meal and one-night motel stay at State rate). Receipts will be required for travel reimbursement.
- Please note that remediation actions are not eligible for reimbursement. Remediation is required for taps with results greater-than or equal-to 15 parts per billion (ppb) if program funds are awarded to test water samples at your facility.
- Also, program funds are not eligible to reimburse additional costs such as employee wages, school website development, etc.

## What Cannot be Funded Under the Grant



**ACTUAL REMEDIATION ACTIONS.**  
- REPLACEMENT OF TAPS, FOUNTAINS,  
PIPES OR WATER MAINS



**EMPLOYEES WAGES**



**WEBSITE DEVELOPMENT**

Remediation Actions: Cannot be funded but this grant.

Funding Sources for Remediation can be found at the following location:


[https://www.epa.gov/sites/production/files/2019-10/documents/3ts\\_funding\\_document\\_2019\\_508\\_v2.pdf](https://www.epa.gov/sites/production/files/2019-10/documents/3ts_funding_document_2019_508_v2.pdf)

- This website contains a booklet that contains funding information listed by State.

# What are the Steps for Grant Application

## Step #2

- NDDEQ will send the School a form entitled
  - "Lead Testing in Schools and Child Care Facilities Certification Form for Program Participation" for signature .
  - This is the formal agreement showing that your facility is participating in the grant program.


**LEAD TESTING IN SCHOOLS AND CHILD CARE FACILITIES CERTIFICATION FORM FOR PROGRAM PARTICIPATION**  
 NORTH CAROLINA DEPARTMENT OF ENVIRONMENTAL QUALITY  
 DIVISION OF MUNICIPAL FACILITIES

School or Child Care Facility Name / Address	Identification Number: (ex. 00-001-7472)
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Lead in Schools & Child Care Facilities Program will reimburse \$50 per sample, which will cover the cost of shipping samples and analysis by the NDDEQ laboratory. All sampling equipment needed to collect water samples will be provided at no cost to the facility. The NDDEQ will provide free online training for the facilities' representative on how to collect water samples, fill out all needed documentation and how to ship samples.

**Required Activities Needed from Facilities:**

- Develop a sample site plan by documenting all taps used for consumption in the facility on a fire exit map.
- Establish an Action Level Goal for the facility if it is to be less than 15 part per billion (ppb).
- Thirty (30) days prior to collecting samples, inform the community, parents, and staff of the plan to collect water samples.
- Ensure that a facility representative has attended NDDEQ online training prior to collecting samples at the facility.
- Upon receipt of the test results, the facility must review and determine how the results compare to the Action Level Goal it has set.
- The facility must communicate results to the parents, staff, and public within 10 days of notification of lead results. Acceptable methods for communication include a website posting (REQUIRED), letter, email, or press release.
- If initial sample results are  $\geq 15$  ppb, then post a "Do Not Consume" sign at all taps. Note: Follow-up samples must be collected per EPA's 319 guidance protocol [http://www.epa.gov/sites/production/files/2019-09/documents/module\\_5\\_3ts\\_2-step\\_sampling\\_protocol\\_508.pdf](http://www.epa.gov/sites/production/files/2019-09/documents/module_5_3ts_2-step_sampling_protocol_508.pdf).
- Any sample results  $\geq 15$  ppb after a follow-up sample, the facility must
  - Take immediate steps to remove the tap from service (i.e. shut off the faucet or place a "do not consume" sign at the tap).
  - Determine whether short-term or long-term remediation is needed. Assistance provided by 319 module [https://www.epa.gov/sites/production/files/2019-09/documents/module\\_6\\_remediation\\_options\\_508.pdf](https://www.epa.gov/sites/production/files/2019-09/documents/module_6_remediation_options_508.pdf).
- Retain sample results for 12 years.

I certify that the school is willing to participate in the program and agrees to the required activities above:

Authorized Signature _____	Date _____
Name (printed or typed) _____	Phone Number _____

Return completed form to: NDDEQ Division of Municipal Facilities, 918 E. Duke Ave. - Third Floor, Bismarck, ND 58501-1947

## Step #2

NDDEQ will send the school the Lead Testing in Schools and Child Care Facilities Certification Form for Program Participation letter for you to sign. **This is the formal agreement showing that your facility is participating in the grant program.**

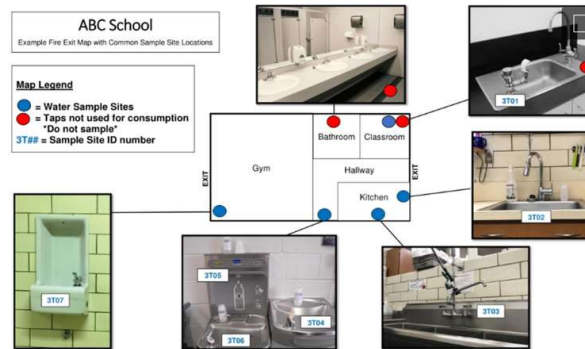


# What are the Steps of the Grant.

## Step #3

Using the school's fire exit map, mark on the plan all drinking water fountains, bathroom sinks, kitchen sinks, taps in the school. (don't forget outside drinking fountains)

- Maintain a copy of the marked-up fire exit map for training and when you collect your water samples.
  - See example below



### Step #3 (a)

Provide NDDEQ an fire escape plan. On the plan the facility will mark all locations of drinking water fountains, kitchen sinks and sources of drinking water throughout the building. Don't forget if you have a drinking water tap out by the playground.

Step #3 (b) Send this plan in with all the sites marked and labeled (kitchen facet, water fountain by Science lab on 2<sup>nd</sup> floor etc..) to the NDDEQ, we will provide sample site ID numbers for each site and for each water bottle sample. We will also work with you on ordering the bottles and getting a person trained online on how to collect and process the water samples and paperwork for your facility

## Step #4 Water Sampling Training



### Have

Have someone attend online training showing how to collect water samples, order bottles for sampling, fill out needed documentation and mailing of the samples.

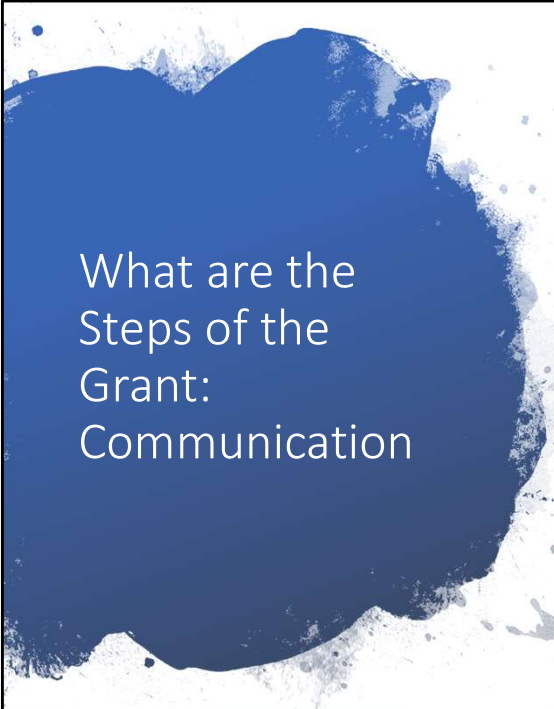


### Be

Training can be found online at the following Weblink:  
<https://deq.nd.gov/leadinschools/WaterSamplerTraining.aspx>

### Step #4 – Training of Personnel.

- On the NDDEQ Lead in Schools website is online training video for the person/s to watch.
- The online training will show how to order bottles, collect water samples, process and mail the water samples and how to make sure all the paperwork associated with the samples are filled out completely and correctly.
- School personnel will go through online training, order the bottles and then receive the sample bottles and sample your facility for lead in drinking water.



## What are the Steps of the Grant: Communication

**Step #5** – 30 day's prior to sampling Inform your school community about the testing. News release, email, letter, online notice etc.

Samples of these can be found on the NDDEQ Lead in School website <https://deg.nd.gov/LeadInSchools/> and at the EPA's 3t's <https://www.epa.gov/ground-water-and-drinking-water/3ts-reducing-lead-drinking-water-toolkit>

- Maintain copies of the communication notifications for grant reimbursement.

**Step #6** is sampling

Step #5 – Communicate to your students, parent's, teacher etc. about the testing and why you are testing the water. Must be done 30's day's prior to sampling. (handouts, notice online etc.) Keep documentation on how you provided this information. Documentation will be required to show this occurred when request for reimbursement occurs.

Step #6 – Sample

– Will want to collect 1<sup>st</sup> draw in the morning before anyone has used the water and the water has sat in the pipe undisturbed for 8 to no more the 18 hours. If you wait longer you can get a bad result.

## Results of Water Samples

### Step #7


- Review results
- Post results and any corrective actions you are taking for any result/s above the “Action Level”
  - I.E. taking the water fountain out of use, retesting of the fountain, posting of signs not to use the fountain etc..
  - On the NDDEQ Lead in Schools Website is examples of letter for high to low results that schools can use
- Maintain result records for 12 years

Step #7 - Samples will be collected, sent in and process, and lab result will be mailed back to your facility. The NDDEQ will not get a copy of the results so please keep your copy as required. If you have questions on the results, please contact NDDEQ and we will go through them with you. Also, you will have to post a copy the results on your facility’s website or have a copy onsite at the facility for preview and let your students, parents, employees know the results. ( post on Website, sent out by emails etc..)

- If any of sample results are above your Action Level, NDDEQ will work with the facility to have additional water testing conducted and how to remediate the issue once found. NDDEQ cannot fund the remediation portion but there is economical ways to fix problems found such as turning off the fountain, signage of “do not drink or use”, replacing the fixtures or looking to see if the source is the pipes, fixtures or water main.
- NDDEQ Can fund additional water testing to see if the source of the elevated lead samples source can be found.

## What are the Steps of the Grant Cont....

- **Step #8** –To received reimbursement, the School will fill out and provide receipts and documentation “*Request for Reimbursement for Drinking Water Grant*” once the project is completed


**INITIAL LEAD TESTING IN SCHOOLS AND CHILD CARE FACILITIES GRANT PROGRAM REIMBURSEMENT FORM**  
 NORTH DAKOTA DEPARTMENT OF ENVIRONMENTAL QUALITY  
 DIVISION OF MUNICIPAL FACILITIES  
08-2020

School or Child Care Facility Name / Address	Identification Number: (ex. 08-001-7472)
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**Required Information for Reimbursement**

- Number of water samples facility collected for lead testing \_\_\_\_\_ x \$50 = \$ \_\_\_\_\_ total amount due for reimbursement.
- Date the 30-day notice for sampling was sent out to parents, Staff, Public: \_\_\_\_\_
- Date the facility communicated results to the parents, staff, and public: \_\_\_\_\_
- Method of Communication:  
Website (**Web Address is Required if Used**): \_\_\_\_\_
- If website is not used copies of letter, email, press release or other methods must be attached and returned with this form.
- Sample results must be reviewed and stored on site for 12 years.

I certify that all Reimbursement Requirements are Complete:	
Authorized Signature _____	Date _____
Name (printed or typed) _____	Phone Number _____

Return completed form to:  
 NDDEQ Division of Municipal Facilities,  
 318 E. Divide Ave. – Third Floor,  
 Bismarck, ND 58501-1947

Step #8 - Find the Letter NDDEQ sent you letter entitled: LEAD TESTING IN SCHOOLS AND CHILD CARE FACILITIES CERTIFICATION FORM FOR PROGRAM PARTICIPATION This is the formal letter stating you are applying for the money to test your school water for lead. Check to see that you have conducted all the required actions .

Fill out the check list provided showing “Request for Grant Reimbursement” and submit it to the NDDEQ Department along with copies of receipts/ and communication information.. Once all the paperwork has been reviewed a check will be sent to the school for the cost of the number of water samples collected.

If you have any additional questions, please send an email to the Lead in Schools email account at: (insert email address here) or call the NDDEQ Drinking Water Program at 701-328-5211 and ask for someone in the Lead in Schools Program.

## Contact Information

NDDEQ – Municipal Facilities  
3201 Normany St.  
Bismarck, ND 58503-1324  
Phone #- 701.328.5211

Lead in School Program