*SCHOOL LETTER:*

*Please use this template as a basis for communicating with your school’s parents and faculty about high results from* ***nondrinking*** *water sources– please edit to reflect the specific details about your school screening results and actions and augment with additional information important for your parents to know.*

*(Date)*

Dear Parents and Guardians,

On (Date), the North Dakota Department of Environmental Quality (NDDEQ) launched a voluntary statewide public-school drinking water lead screening program. The purpose of this program is to ensure that our school children have access to safe drinking water facilities. This is achieved by testing school drinking water for lead and taking action to correct any issues identified through the screening process.

(School name) is proactively participating in this program and recently completed the initial screening for drinking water sources. We have learned from (Lab Name) that a sample(s) contained lead higher than

the screening level of (\_\_\_ppb), however, this (these) sample(s) were collected from fixtures not used for or as drinking water sources. Out of an abundance of caution, we have posted *“Do Not Drink*” signs at these fixture(s) until we confirm water quality and potential actions that may be necessary.

What’s important to know:

* The school’s non-drinking water fixtures that tested higher than the screening level are safe for hand washing, cleaning and toilet use. We will keep you informed of additional information as it becomes available.
* Detailed information about the NDDEQ public school drinking water screening program, ongoing program updates and (name of School) health communication toolkit can be found at: (school website or NDDEQ Schools Lead website)
* For information about childhood lead exposure, for which drinking water is uncommon cause, please see:

NDDEQ Lead-based paint Program Website at<https://deq.nd.gov/WM/Lead/> and U.S. CDC website at: <https://www.cdc.gov/nceh/lead/default.htm>

NDDEQ Brochure on Lead information is: <https://deq.nd.gov/publications/mf/LeadPoisoningAreYourKidsAtRisk.pdf>

We are currently working to identify any repairs that are needed and will continue to keep you updated on our progress. Our first priority is the health and safety of our students and staff. We recognize that this is a matter of great importance and are available to answer any questions you may have contact (school name contact & phone number).

Thank you for your patience as we resolve this situation. Sincerely,

(School Administrator)

Public School Drinking Water Lead Screening Program

(School Name) Screening Program Results

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sample Collection Date** | **Sample Location** | **Type of Fixture** | **Sample ID Number** | **Screening Result (in ppb)** |
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