

[SCHOOL/CHILD CARE LETTERHEAD]

[DATE]

Dear [SCHOOL/CHILD CARE NAME] Parents:

The [NAME OF SCHOOL DISTRICT/CHILD CARE FACILITY] recently participated in a voluntary State program to test our schools'/child care facility's drinking water for lead. This program was offered to all Indiana public schools and child care facilities, and it specifically tests water fixtures that provide drinking or cooking water to students.

In our school system/child care facility, a total number of [NUMBER] fixtures were tested. [PERCENTAGE] of those fixtures did not present lead levels that exceed the U.S. Environmental Protection Agency (EPA)'s "action level" of 15 parts per billion (ppb).

However, [HOW MANY] fixtures did present lead levels that exceed the EPA's action level. The action level of 15 ppb is not a measure of health effects. It serves as a signal to the school/child care facility to take steps to reduce lead in the water. Lead found in tap water typically comes from the corrosion of interior plumbing fixtures and materials that contain lead, not usually the municipal water supply. The issue is not system/facility-wide, but specific to the fixture(s) identified and will be addressed by the remediation plan.

The fixtures of concern are located in [WHICH SCHOOLS/CHILD CARE FACILITIES, WHERE].

We have taken one or more of the following actions to address this situation:

- [Shut off the water to these fixtures;
- Installed signs where applicable indicating these fixtures are for hand-washing only;
- Replaced the fixtures;
- Completed tests again to ensure the problem has been resolved.]

If you would like a copy of the complete testing results or more information about the findings, please contact our office at [EMAIL/PHONE NUMBER], Monday through Friday, [TIMES].

Sincerely,

[PRIMARY CONTACT NAME]

[TITLE]