

Communicating your Follow Up Test Results

*NOTE: This is a template to help you write a letter that informs parents and guardians of your follow up test results after implementing long-term mitigation actions. This is **the fourth letter you will send** if any of your initial lead in water tests reveal lead levels at 2.01 ppb or greater. Fill in the blue text with specific information about your facility.*

[Insert Name of your Child Care Facility]

[Address]

[Date]

RE: Mitigation Action/s and Follow Up Test Results

Dear [Name of Child Care Facility] community:

In compliance with Illinois regulations, we tested the drinking water for the presence of lead at [Name of Child Care Facility] in [Month], 2019. Testing our drinking water for lead exposure is important so that we can provide a safe and healthy environment for your children to learn and play.

Of the [Insert Number] samples taken, [Insert Date] tested at or above 2.01 ppb, which is the level at which Illinois regulations require us to develop and implement a mitigation plan to reduce lead.

Immediately, we [took these fixtures out of service to ensure that the water is not used for drinking, cooking, or preparing formula] OR [placed signs on and around these fixtures and made sure that no one used them for drinking, cooking, or preparing formula].

To date, we also [removed and replaced problematic faucets or fountains] OR [removed and replaced our lead service line] OR [installed filter(s) to reduce lead at problem faucets or fountains] OR [installed a water bottle filling station with a filter to reduce lead] OR [installed an automatic flushing device at our water fountain] to reduce lead levels at problematic outlets.

Following the implementation of our long-term mitigation actions, we then conducted follow up water testing on [Insert Date] to determine if lead levels were reduced below 2.01 ppb. A summary of our lead in water test results before and after long-term mitigation actions were implemented is on the following page.

Sample Location	Pre-Mitigation Results:	Mitigation Action Taken	Post Mitigation Results:	Additional Action Required?
Insert sample location here, such as [First Floor Bathroom, Left Faucet]	<ul style="list-style-type: none"> First draw sample result: [3ppb] 30 second flush sample result: [3ppb] 	Insert long-term mitigation action/s here	<ul style="list-style-type: none"> First draw sample result: [3ppb] 30 second flush sample result: [3ppb] 	<p>If test results are still 2.01 ppb or greater, [Insert new mitigation strategy OR note that you are taking the fixture permanently out of service]</p> <p>If your post mitigation tests are below 2.01 ppb, state: [None at this time. We will retest this outlet again within the next 6 months]</p>

NOTE: If all post mitigation tests reveal lead levels below 2.01 ppb, use the following language:

While no further action is required at this time, we will test the water from these outlets for lead again next year and notify you of the results in a follow up letter.

NOTE: If post mitigation tests reveal lead levels at or above 2.01 ppb, use the following language:

For those outlets that continue to have lead at or above 2.01 ppb, we will [insert new mitigation strategy OR note that you are taking the fixture permanently out of service], retest the water, and notify you of the results in a letter.

How can I learn more?

A copy of all our lead in water test results is posted at our facility in the [Insert Location]. We welcome you to view these results between [Insert Timeframe], Monday through Friday. For more information about lead in water testing at [Name of Childcare Facility], please reach out to me at [Insert Your Phone and Email address].

You can also access the following resources to learn more about lead in drinking water:

- The Department of Children and Family Service’s Lead Testing of Water Resources: <https://sunshine.dcf.illinois.gov/Content/Licensing/LeadTesting.aspx>

- Illinois Department of Public Health’s “Lead in Water” resource: dph.illinois.gov/topics-services/environmental-health-protection/lead-in-water
- CDC’s overview on lead: cdc.gov/nceh/lead/
- Basic information from the EPA on lead in drinking water: epa.gov/ground-water-and-drinking-water/basic-information-about-lead-drinking-water
- The Environmental Defense Fund’s resource on the threat of lead: edf.org/health/lead-toxic-legacy

Sincerely,

[\[Your Name, Title, and Contact Information\]](#)
