Minnesota

# Model Plan Checklist Template for Child Care Centers

REDUCING LEAD IN DRINKING WATER: TECHNICAL GUIDANCE

This checklist is to help child care centers document steps taken to meet the **minimum** requirements of Minnesota Statutes, section 145.9273. Use this template to create or modify your lead in drinking water plan. Child care centers may choose to add or customize the steps from the model plan in *Reducing Lead in Drinking Water: A Technical Guidance for Minnesota Schools and Child Care Facilities (PDF)*.

## Instructions

This checklist includes examples of potential content. You can adjust, delete, or copy and paste any text to fit your needs. Once completed, add your own title, delete the instructions, and save the template with your information.

## Adopt a plan

As of July 1, 2024, licensed or certified child care centers must develop a plan to accurately and efficiently test for the presence of lead in drinking water in child care facilities. This checklist can be used when making your plan.

Mark the plan(s) adopted and implemented: (Click between brackets and type an ‘X’ to indicate the selected option).

[] Minnesota Department of Health (MDH): [Model Plan: Reducing Lead in Drinking Water (PDF) (https://www.health.state.mn.us/communities/environment/water/docs/pbschoolguide.pdf)](https://www.health.state.mn.us/communities/environment/water/docs/pbschoolguide.pdf)

[] Environmental Protection Agency (EPA): [3Ts for Reducing Lead in Drinking Water (https://www.epa.gov/ground-water-and-drinking-water/3ts-reducing-lead-drinking-water)](https://www.epa.gov/ground-water-and-drinking-water/3ts-reducing-lead-drinking-water)

[] Create custom plan to test for lead accurately and efficiently. If this option is selected, the child care center should attach a copy of the custom plan and ensure that it is based on the EPA 3Ts guidance and the MDH technical guidance.

Date plan was adopted by the child care center [mm/dd/yyyy].

## Developing and conducting a sampling program

**Child care centers *must* test all taps used for consumption (drinking water, food preparation, making formula, etc.) serving children.**

It is recommended that each water fixture is labeled for intended use. Please see [Know Your Tap! (PDF) printable flyer: https:/www.health.state.mn.us/communities/environment/water/docs/knowyourtap.pdf](https://www.health.state.mn.us/communities/environment/water/docs/knowyourtap.pdf)

### Develop a Sampling Program

* [Name] will conduct or update the inventory of all taps used for consumption.
* Date inventory will be completed [mm/dd/yyyy].
  + - Attach the inventory to the Model Plan Checklist. The inventory should be updated if taps are added or removed.
* [Name] will set a sampling schedule. All taps identified in the inventory are tested within 5 years.
* Date schedule will be completed [mm/dd/yyyy].
  + - Attach the schedule to the Model Plan Checklist.
* Determine logistics for sampling.
  + - [] Utilize MDH Water Infrastructure Improvements for the Nation (WIIN) program: <https://www.health.state.mn.us/communities/environment/water/schools/mngrant.html>, or
    - [] Work with an accredited laboratory to conduct testing. Instructions for finding an accredited laboratory can be found in Step 1 of the Model Plan.

### Conduct First Draw Tap Sampling

Sampling should have begun by July 1, 2024. Taps must be sampled once every five years following initial testing. If any new fixtures are added or changes to plumbing have been made, consider re-testing sooner than five years.

* [Name] will conduct or coordinate hiring a contractor to complete first draw tap sampling.
  + Sampling will follow the practices in the MDH Model Plan or EPA 3Ts.
  + All first draw tap sampling must be completed within 5 years.
  + Video for schools and child cares on how to collect lead in drinking water samples: <https://www.youtube.com/watch?v=Denv4LYELsA>
* Date sampling began [mm/dd/yyyy].
* Date monitoring will be completed [mm/dd/yyyy].
  + Document the next testing date for each tap.
* [Name] will document future testing dates.

## Interpreting results and remediation

**There is no safe level of lead**. The Model Plan contains options for remediation and actions to reduce lead at every level. If a test reveals the presence of lead at or above 5 parts per billion (ppb), the child care center ***must*** make the water source unavailable for consumption until the hazard has been minimized, as demonstrated by re-testing.

* [Name] will conduct any required remediation upon administration approval.
* Date [mm/dd/yyyy].
* [Name] will maintain a record of results.
* Results and remediation actions will be kept at [Location].
* Date [mm/dd/yyyy].

## Communication

A child care center that has tested for lead in drinking water must make the results available to parents and staff within 30 days of receiving the results.

* Contact person is [Name].
* [Name] will make all test results available as required.
* Child care center will make the availability of the information known to parents and staff.
  + Click between the brackets and check all that apply. **Required** components must be completed.

[] Providing an annual notice to families that includes where to find the testing plan, results, and remediation efforts (**required**).

[] Posting testing plan, results, and remediation efforts on the website.

[] Conducting public meetings with family/staff/community.

[] Providing notice using social media, newspaper, or other media outlets.

[] Providing a notice to your local water utility.

[] Other [Describe].

* Date notification completed [mm/dd/yyyy].
  + Attach a copy of the document showing that notice was completed. Example templates of notices can be found in [Education and Communication Toolkit: Reducing Lead in Drinking Water in Child Care Settings (PDF) (https://www.health.state.mn.us/communities/environment/water/docs/toolkitccare.pdf)](https://www.health.state.mn.us/communities/environment/water/docs/toolkitccare.pdf)

## Report results to MDH

Child care centers must report lead results and remediation actions to the Minnesota Department of Health (MDH) annually beginning July 1, 2024.

* [Name] will report the lead results and remediation actions to MDH.

[] Complete and submit the template results and remediation reporting spreadsheet using the instructions to report results to MDH.

* + [Results Reporting Instructions and FAQ (PDF) (https://www.health.state.mn.us/communities/environment/water/docs/reportinstfaq.pdf)](https://www.health.state.mn.us/communities/environment/water/docs/reportinstfaq.pdf)
  + [Lead Results and Remediation Reporting Spreadsheet (Excel) (https://www.health.state.mn.us/communities/environment/water/docs/leadreporttemplate.xlsx)](https://www.health.state.mn.us/communities/environment/water/docs/leadreporttemplate.xlsx)
* Date report was completed and sent to MDH [mm/dd/yyyy].
  + Attach a copy of the document showing that notice was completed.
* Date that next report will be sent to MDH [mm/dd/yyyy].
* Reporting must be completed annually.

It is recommended that child care centers maintain a record of lead testing results and remediation activities for at least 15 years.

**August 2025**

[www.health.state.mn.us](http://www.health.state.mn.us)

To obtain this information in a different format, call: 651-201-4700.