

# Model Plan Checklist for Schools Template

REDUCING LEAD IN DRINKING WATER: TECHNICAL GUIDANCE

This checklist is to help schools document steps taken to meet the **minimum** requirements of Minnesota Statutes, section 121A.335. The checklist contains only the steps required to meet current legislation. Use this template to create or modify your lead in drinking water plan. Schools 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)*depending on their knowledge of the school water distribution system and any historical lead in water test results.

## 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 for distribution.

## Adopt a Plan

School boards must have revised and adopted new plans by **July 1, 2024**, due to recent Minnesota statute changes. Previously, the requirement was to adopt plans by July 1, 2018. This checklist can also be used when making updates to your plans.

Mark the option(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) (***updated 2024***).

[] 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 school 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 read by school board [mm/dd/yyyy].

Date adopted by school board [mm/dd/yyyy].

## Developing and Conducting a Sampling Program

**Schools must test all taps used for cooking and drinking water serving students in pre-kindergarten to 12th grade.**

### Develop a Sampling Program

[Name] will conduct or update the inventory of all taps used for cooking or drinking water.

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).**

### Conduct First Draw Tap Sampling

Sampling should have begun by July 1, 2018. Taps must be sampled once every five years following initial testing.

[Name] will conduct or coordinate hiring a contractor to complete first draw tap sampling.

Sampling will follow the practices in the updated 2024 Model Plan.

All first draw tap sampling must be completed within 5 years.

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 school district or charter school must make the water source unavailable until the hazard has been minimized.
* The school district or charter school must, within 30 days of receiving the test result, either remediate the presence of lead to below 5 ppb, verified by retest, or directly notify parents of the test result.

[Name] will conduct any required remediation upon administration approval.

Date [mm/dd/yyyy].

Results and remediation actions must be kept for at least 15 years.

[Name] will maintain a record of results.

Results and remediation actions will be kept at [Location].

Date [mm/dd/yyyy].

## Communication

A public school district or charter school that has tested for lead in drinking water must make the results available for public review. Parents must be notified of the availability of the information. **(Required notification within 30 days of receipt of results).**

Contact person is [Name].

[Name] will make all test results available as required.

School District will make the availability of the information known to parents. Required notifications include: (Click between brackets).

[] Post testing plan, results, and remediation efforts on the school website. Update the website annually.

[] Provide an annual notice to families that includes where to find the testing plan, results, and remediation efforts on the website (provide a direct link).

[] Include information about the testing plan, results, and remediation efforts in a school handbook or policy guide.

Additional options for notification include (not required):

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

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

[] Provide 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).**

## Report Results to MDH

Public schools and charter schools must report lead results and remediation actions to the Minnesota Department of Health (MDH) annually beginning July 1, 2024.

Contact person is [Name].

[Name] will report the lead results and remediation actions to MDH. (Click between brackets).

[] 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 notification completed [mm/dd/yyyy]. Reporting must be completed annually).

**(Attach a copy of the document showing that notice was completed).**

## Water Management Plan

A water management plan is a tool to maintain and improve facility water quality. Water management plans can be included within your lead testing plan or written as a separate document. Building water management plans may be based on the following guidance documents:

* [Toolkit: Developing a Legionella Water Management Program (https://www.cdc.gov/control-legionella/php/toolkit/wmp-toolkit.html)](https://www.cdc.gov/control-legionella/php/toolkit/wmp-toolkit.html)
* [Ensuring Drinking Water Quality in Schools During and After Extended Closures (PDF) (https://www.epa.gov/sites/production/files/2021-03/documents/us\_epa\_schools\_extended\_closures\_factsheet\_508\_3-4-2021\_0.pdf)](https://www.epa.gov/sites/production/files/2021-03/documents/us_epa_schools_extended_closures_factsheet_508_3-4-2021_0.pdf)

The water management plan should include the following: (Click between brackets).

[] Identify all water fixtures and how they are used (consumption/non-consumption).

[] Identify areas of concern within building plumbing.

[] Decide what routine maintenance strategies should be used and how to assess their effectiveness.

[] Decide how you will intervene based on water quality concerns.

[] Make sure the program is running as designed and is effective.

[] Document how you implement and track that the plan is followed.

Contact person is [Name].

[Name] will create and maintain documentation for the water management plan.

Date water management plan completed [mm/dd/yyyy].

**(Attach a copy of the document showing that plan was completed).**

**October 2024**

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

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