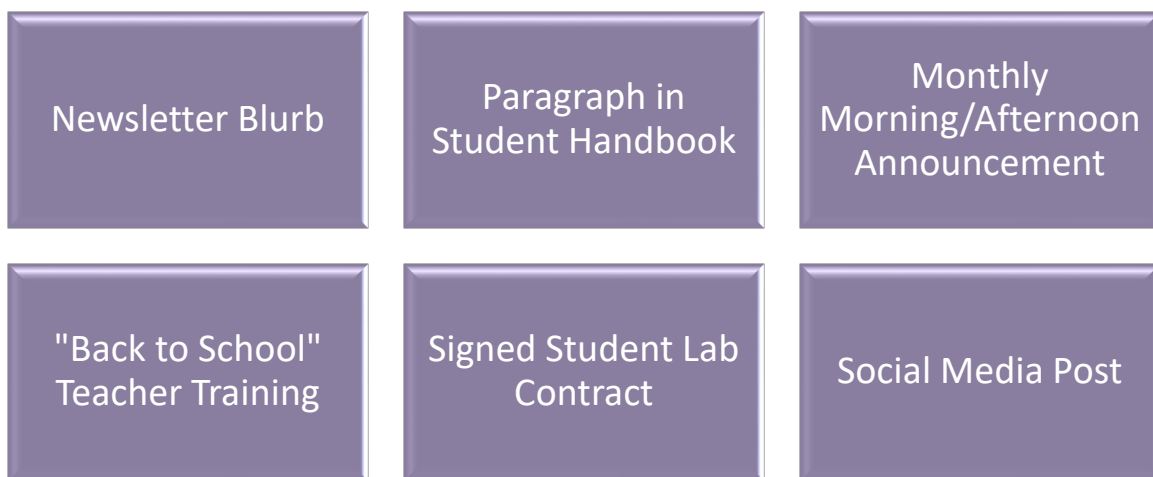


Template for Student/Staff Education Documentation

Under New York State Department of Health guidance related to 10NYCRR Subpart 67-4, any drinking water outlets that are deemed non-applicable for consumption or are out of service and undergoing remediation must have control measures in place to prevent consumption. These measures may include clear signage, education, supervision, and engineering controls.

In addition to physical controls, it is essential to educate students and staff about the importance of not consuming water from these outlets. Effective education methods can include, but are not limited to:



It is crucial to maintain written documentation of all educational efforts related to preventing consumption of water from non-applicable outlets and those out of service. Please ensure that any paper or digital copies of educational materials are retained for record-keeping.

This template is designed to assist schools in documenting their educational efforts regarding lead in school drinking water, as required by 10NYCRR Subpart 67-4. It also includes example paragraphs that can be utilized for educational purposes.

For further clarity, an example of proper education with documentation can be found on page 5 of this document.

Education Examples

Newsletter Blurb

Dear Parents and Guardians,

As part of our commitment to providing a safe learning environment, **[Insert School District Name]** wants to inform you about recent compliance measures regarding lead in school drinking water, as mandated by New York State regulation 10NYCRR Subpart 67-4.

Childhood exposure to lead can have serious and irreversible health effects. To ensure the safety of our students, any drinking water outlet that is not intended for consumption or is undergoing remediation will be clearly marked with signage, locked, and/or fitted with other prevention methods to ensure water is not consumed. We urge you to discuss the importance of not consuming water from these outlets with your children.

For more information on lead exposure and our safety measures, please visit our website **[Insert link to school lead page]** or contact the school office.

Thank you for your cooperation in keeping our school community safe!

Social Media Post

🔔 Attention Parents and Students! 🔔

We are committed to your safety! In compliance with 10NYCRR Subpart 67-4, **[Insert School District Name]** has taken steps to address lead in our school drinking water. Any drinking water outlet that is not safe for consumption will be clearly marked, locked, and/or fitted with other prevention methods.

Please remind your children: DO NOT drink from any outlet that has a sign or is locked. Lead can be harmful, and we want to ensure everyone stays safe!

For more details, visit our website or contact us directly.

School Announcement

This is an important announcement regarding our drinking water safety. In accordance with 10NYCRR Subpart 67-4, we have identified outlets that should not be used for drinking or cooking.

These outlets are marked with clear signage or locked to prevent use. We remind all students and staff to respect these measures and refrain from drinking from any outlet that is marked with Do Not Drink signage or is locked.

Your health and safety are our top priority. Thank you for your attention to this matter.

Yearly Staff Contract

Lead in Drinking Water Safety Compliance Acknowledgment

As a staff member of [**School Name**], I acknowledge the importance of complying with 10NYCRR Subpart 67-4 regulations regarding lead in school drinking water. I understand that:

1. Any drinking water outlet that is not to be used for consumption or is undergoing remediation will be clearly marked, locked, or have other prevention methods in place.
2. It is my responsibility to educate students about the dangers of lead exposure and the importance of not consuming water from any outlet that has a sign or is locked.
3. I will actively monitor the students under my supervision to prevent consumption from marked outlets.
4. I will actively participate in promoting safe drinking water practices within the school community.

By signing below, I confirm my commitment to ensuring the safety and well-being of our students.

Signature: _____ **Date:** _____

Student Handbook Paragraph

At [**School Name**], the health and safety of our students is our top priority. In compliance with 10NYCRR Subpart 67-4, we have implemented measures to address lead in school drinking water. Childhood lead exposure can pose serious health risks, therefore, any drinking water outlet that is deemed unsafe for consumption will be clearly marked with signage, locked to prevent use, and/or have other approved prevention methods in place.

Students are strongly advised to **never drink from any outlet that has a sign indicating “do not drink” or is locked**. It is essential to follow these safety measures to protect your health. If you have any questions or concerns about lead in school drinking water, please speak with a teacher or school administrator.

[Insert School Name]
Lead in School Drinking Water Education
Documentation

Date	Education Action Taken	Completed By	Notes¹

¹If your education has been posted online (ie, parentsquare, social media, website, etc) you should include a link for further documentation purposes.

DOH Test School Lead in School Drinking Water Education Documentation

Date	Education Action Taken	Completed By	Notes
8/30/2024	Signed annual teacher contract	John Doe, Superintendent	Superintendent passed out and collected signed teacher contracts regarding educating students on lead in drinking water
9/9-9/13/2024	Morning & Afternoon Announcement	Jane Doe, Elementary Secretary Jill Doe, MS Secretary Jordan Doe, HS Secretary	Morning and afternoon announcement to not drink from signed or locked outlets
9/10/2024	Science Lab Contact	District science department staff	Science department staff distributed and collected signed student contracts on lab safety, including paragraph on consumption
10/22/24	Social media post	James Doe, Social Media Manager	Posted paragraph on all platforms explaining outlet signage and locks, urged parents to educate children [Include Link]
1/8/25	Newsletter Blurb	James Doe, Social Media Manager	Paragraph in "Back to School" winter newsletter reminding staff/parents/students about signage and locked outlets [Include Link]

