

Public Education Summary Report Form

Facility No. _____ Facility Name _____

Contact Person: _____ Phone (_____) _____

Today's Date: _____

A. Public Service Announcements (only required for systems serving more than 3,300 persons)

A minimum of five radio/television stations must be notified and listed below. If applicable, attach a separate list for **additional** stations.

<u>Station</u>	<u>Date Delivered</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

You MUST also enclose example(s) of notification

B. Utility Bill

To the best of my knowledge, every water consumer received a water bill by ____/____/____(date) that contained the following mandatory alert; "Some homes in this community have elevated lead levels in their drinking water. Lead can pose a significant risk to your health. Please read the enclosed notice for further information." **If your supply was unable to place this statement on the water bill, the statement must be printed on the outside of the pamphlet.**

You MUST enclose an example of your utility bill

C. Pamphlet to Water Customers

To the best of my knowledge, every water consumer received the required informational pamphlet by ____/____/____(date).

You MUST enclose an example of the pamphlet

D. Newspaper Notification (only required for systems serving more than 500 persons)

List all major daily and weekly newspapers to which the public education materials were sent.

W = Weekly D = Daily	<u>Newspaper Name</u>	<u>Date Sent to Editorial Dept.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

You MUST enclose an example(s) of the information provided to the newspaper

E. Institutional Pamphlet Mailed to Sensitive Groups

To the best of my knowledge, all schools and school boards this supply serves, all health departments in counties served by this supply, WIC and Head Start in the counties served by this supply, all pediatricians, public and private hospitals and/or clinics in this area of service, all family planning clinics serving the area of this supply, and all welfare offices in the counties served by this supply were given the public education pamphlet by _____ \ _____ \ _____ (date).

You MUST enclose a list of groups receiving materials and example of materials sent

F. Signature of Owner or Official Custodian

I, _____, have certified that all broadcast materials, utility bill inserts, newspaper notifications and pamphlets contained the mandatory language and all information and attachments are accurate and have been delivered as required by Ill. Adm. Code 611.355.

Signature _____ Date _____

Title _____

Be sure to enclose the Public Education Materials examples of each section (A, B, C, D, and E) and label accordingly.

Public Education Requirements and Summary Report Instructions

These instructions are arranged in the same order as the Public Education Summary Report Form. For greatest understanding, we recommend following along on the form while reading. Public Water Supplies classified as institutions, i.e. schools, hospitals, prisons, may follow the abbreviated instructions for non-transient/non-community water systems. A written request must be sent to the Agency. For details contact the Drinking Water Compliance Unit at 217-785-0561.

You must submit to the Illinois EPA the Public Education Summary Report form (and examples) within 10 days of issuing your educational materials to the public.

Facility Number - Insert the seven digit IEPA assigned number.

Facility Name - Give the name of the water supply.

Contact Person and Phone - Please list the person at your facility with the most knowledge regarding this report. This is the person we will contact should any questions or problems arise.

Today's Date - Enter the date the form was completed.

A. Public Service Announcements (PSAs)

This requirement is only applicable to water systems serving a population greater than 3,300.

An example of the Public Service Announcement is attached. The language is USEPA mandated and may NOT be edited. Your only responsibility is to supply the information to the radio and television stations. **This is not an advertisement and you are not required to pay to broadcast it.**

A minimum of five radio and/or television stations must receive the public service announcement within 60 days from the date the facility was notified of the lead action level exceedance. If your facility is located in a small community without having five stations, the announcement can be submitted to stations providing the community with network television (ABC, NBC, CBS, FOX) and/or non-local radio stations whose signal is received in the community. The five stations should be listed on the form. The date which the stations received the announcement must be included to receive credit. One copy of your public service announcement should be attached to the Public Education Summary Report Form and labeled "A - PSA".

Public Service Announcement (PSA)– Repeat Notice

Again, this requirement is only applicable to water systems serving a population greater than 3,300.

Within six months after the original public service announcement, it must be redistributed. The five stations should be listed on the form. The date which the stations received the announcement must be included to receive credit. One copy of your public service announcement should be attached to the Public Education Summary Report Form and labeled "A - PSA". **It is important to remember, as long as a facility remains above the action level, the broadcast must be completed every six months.**

B. Utility Bill Alert

The “water bill or out side of pamphlet” must contain the mandatory alert, **“SOME HOMES IN THIS COMMUNITY HAVE ELEVATED LEAD LEVELS IN THEIR DRINKING WATER. LEAD CAN POSE A SIGNIFICANT RISK TO YOUR HEALTH. PLEASE READ THE ENCLOSED NOTICE FOR FURTHER INFORMATION”**.

The alert may be on the envelope. Another option is to put the alert at the beginning or on the cover of the pamphlet (see below). If your supply is unable to complete this requirement due to billing cycles, bill layout, or lack of a bill, a letter of explanation must be submitted with this form. Either way, an example of the bill should be forwarded to the Agency along with your report.

C. Pamphlet to Water Customers

An example of the lead information pamphlet is attached. The language is USEPA mandated and may NOT be edited. The water system must insert a lead information pamphlet into each customer’s water bill. If this is not possible, customers may receive the pamphlet separately. **Regardless of the method, all water customers must receive this information.** An example must be submitted with the report form and labeled “Pamphlet”. The mailing date must be included on the Public Education Summary Report Form.

A special version of the pamphlet is available for institutions (e.g. nursing homes, state institutions, etc.). To receive this example, a written request must be sent to the Agency. For details contact the Drinking Water Compliance Unit at 217-785-0561.

D. Newspaper Notification

This requirement is only applicable to water systems serving a population greater than 500.

The water system must deliver the lead pamphlet (same pamphlet listed in Section B) to the editorial department of major daily and/or weekly newspapers in the area. The pamphlet is provided to the paper for informational purposes. Your only responsibility is to supply the information to the newspapers. **This is not a public notice and you are not required to pay to have it published.**

This section of the form must include the name of the newspaper, whether it is a daily or weekly publication, and the date that the pamphlet was forwarded to the paper. One copy of the information given to the editorial department should be attached to the report form and labeled “Newspaper”. If the paper publishes an article, it may be forwarded instead.

E. Institutional Pamphlets Mailed to Sensitive Groups

This section requires the lead pamphlet be issued to certain organizations in the area including: public schools, school boards, city or county health departments, WIC or Head Start program offices, hospitals, pediatricians, family planning clinics, and local welfare offices. Record the date that the materials were sent to the organizations on the report form. A list of all agencies, etc. receiving the pamphlet must be attached to the report form and labeled “Institutional Pamphlets”. Supplies serving 500 or less only need to send the information to organizations in the area that are most likely to be visited regularly by pregnant women and children.

F. **Signature** - The signature must be of the official custodian or owner. Include title and date. This signature does not have to match the contact person.

Public Service Announcement (PSA) Mandatory Language

The system must include *word-for-word* the following information in all public service announcements submitted under its lead public education program to television and radio stations for broadcasting.

PSA Materials

1. Why should everyone want to know the facts about lead and drinking water? Because unhealthy amounts of lead can enter drinking water through the plumbing in your home. That's why I urge you to do what I did. I had my water tested for (*insert free or \$ per sample*). You can contact the (*insert the name of the city or water system*) for information on testing and on simple ways to reduce your exposure to lead in drinking water.
2. To have your water tested for lead, or to get more information about this public health concern, please call (*insert the phone number of the city or water system*).

If this text is not included verbatim the text must be approved by USEPA. It is the supply's responsibility to get alternative text approved by USEPA. IEPA will not review or approve alternative text.

Pamphlet with Mandatory Language

The following four pages contains language that must be used word-for-word in all lead public education brochures. Distribution of these pamphlets are required to water customers, newspapers, and sensitive groups.

If this text is not included verbatim the text must be approved by USEPA. It is the supply's responsibility to get alternative text approved by USEPA. IEPA will not review or approve alternative text.

The following pages are presented in a format that is photocopy ready. Facility specific information should be added in accordance with the listing that follows.

Inserts for the following pages:

- 1) Insert the date.
- 2) Insert name of water supply.
- 3) Insert water supply's phone number.
- 4) Insert water supply's phone number.
- 5) Insert a cost estimate based on flushing two times a day for 30 days.
- 6) Insert name of department that issues building permits.
- 7) Insert name of the city, county, or water system that controls the line.
- 8) & 9) Insert the name of city or county department of public utilities and phone number.
- 10) & 11) Insert the name of city or county department that issues building permits and include phone number.
- 12) & 13) Insert the name of city or county health department and include phone number.
- 14) Insert names and phone numbers of at least two certified laboratories.

Note – The introduction portion of our pamphlet is not mandated language. It is only a suggestion. This is also where the mandatory utility bill alert would be placed on the pamphlet if it cannot fit on the utility bill.

Dear Water Customer,

The _____(2) public water supply is currently exceeding the lead action level. Therefore, a lead informational brochure is required to be distributed to all direct water customers. The following is for informational purposes only. _____(1)

Lead Informational Pamphlet - Required Language

Introduction

The U.S. Environmental Protection Agency (USEPA) and _____(2) are concerned about lead in your drinking water. Although most homes have very low levels of lead in their drinking water, some homes in the community have lead levels above the USEPA action level of 15 parts per billion (ppb), or 0.015 milligrams of lead per liter of water (mg/l). Under Federal law we are required to have a program in place to minimize lead in your drinking water. This program includes corrosion control treatment, source water treatment, and public education. We are also required to replace the portion of each lead service line that we own if the line contributes lead concentration of 15 ppb or more after we have completed the comprehensive treatment program. If you have any questions about how we are carrying out the requirements of the lead regulation please give us a call at _____(3). This brochure explains the simple steps you can take to protect you and your family by reducing your exposure to lead in drinking water.

Health Effects of Lead

Lead is a common metal found throughout the environment in lead-based paint, air, soil, household dust, food, certain types of pottery porcelain and pewter, and water. Lead can pose a significant risk to your health if too much of it enters your body. Lead builds up in the body over many years and can cause damage to the brain, red blood cells and kidneys. The greatest risk is to young children and pregnant women. Amounts of lead that won't hurt adults can slow down normal mental and physical development of growing bodies. In addition, a child at play often comes into contact with sources of lead contamination-like dirt and dust-that rarely affect an adult. It is important to wash children's hands and toys often, and to try to make sure they only put food in their mouths.

Lead in Drinking Water

Lead in drinking water, although rarely the sole cause of lead poisoning, can significantly increase a person's total lead exposure, particularly the exposure of infants who drink baby formulas and concentrated juices that are mixed with water. The EPA estimates that drinking water can make up 20 percent or more of a person's total exposure to lead.

Lead is unusual among drinking water contaminants in that it seldom occurs naturally in water supplies like rivers and lakes. Lead enters drinking water primarily as a result of the corrosion, or wearing away, of materials containing lead in the water distribution system and household plumbing. These materials include lead-based solder used to join copper pipe, brass and chrome-plated brass faucets, and in some cases, pipes made of lead that connect your house to the water main (service lines). In 1986, Congress banned the use of lead solder containing greater than 0.2% lead, and restricted the lead content of faucets, pipes and other plumbing materials to 8.0%.

When water stands in lead pipes or plumbing systems containing lead for several hours or more, the lead may dissolve into your drinking water. This means the first water drawn from the tap in the morning, or later in the afternoon after returning from work or school, can contain fairly high levels of lead.

Steps You Can Take in the Homes to Reduce Exposure to Lead in Drinking Water

Despite our best efforts mentioned earlier to control water corrosivity and remove lead from the water supply, lead levels in some homes or buildings can be high. To find out whether you need to take action in your own home, have your drinking water tested to determine if it contains excessive concentrations of lead. Testing the water is essential because you cannot see, taste, or smell lead in drinking water. Some local laboratories that can provide this service are listed at the end of this booklet. For more information on having your water tested, please call _____(4).

If a water test indicates that the drinking water drawn from a tap in your home contains lead above 15 ppb, then you should take the following precautions:

- A. Let the water run from the tap before using it for drinking or cooking any time the water in a faucet has gone unused for more than six hours. The longer water resides in your home's plumbing the more lead it may contain. Flushing the tap means running the cold water faucet until the water gets noticeably colder, usually about 15-30 seconds. If your house has a lead service line to the water main, you may have to flush the water for a longer time, perhaps one minute, before drinking. Although toilet flushing or showering flushes water through a portion of your home's plumbing system, you still need to flush the water in each faucet before using it for drinking or cooking. Flushing tap water is a simple and inexpensive measure you can take to protect your family's health. It usually uses less than one or two gallons of water and costs less than _____(5) per month. To conserve water, fill a couple of bottles for drinking water after flushing the tap, and whenever possible use the first flush water to wash the dishes or water the plants. If you live in a high-rise building, letting the water flow before using it may not work to lessen your risk from lead. These plumbing systems have more, and sometimes larger, pipes than smaller buildings. Ask your landlord for help in locating the source of the lead and for advice on reducing the lead level.
- B. Try not to cook with or drink water from the hot water tap. Hot water can dissolve more lead more quickly than cold water. If you need hot water, draw water from the cold tap and heat it on the stove.
- C. Remove loose lead solder and debris from the plumbing materials installed in newly constructed homes, or homes in which the plumbing has recently been replaced, by removing the faucet strainers from all taps and running the water from 3 to 5 minutes. Thereafter, periodically remove the strainers and flush out any debris that has accumulated over time.
- D. If your copper pipes are joined with lead solder that has been installed illegally since it was banned in 1986, notify the plumber who did the work and request that he or she replace the lead solder with lead-free solder. Lead solder looks dull gray, and when scratched with a key looks shiny. In addition, notify the Illinois EPA, Field Operations Section about the violation.
- E. Determine whether or not the service line that connects your home or apartment to the water main is made of lead. The best way to determine if your service line is made of lead is by either hiring a licensed plumber to inspect the line or by contacting the plumbing contractor who installed the line. You can identify the plumbing contractor by checking the city's record of building permits, which should be maintained in the files of the _____(6). A licensed plumber can at the same time check to see if your home's plumbing contains lead solder, lead pipes, or pipe fittings that contain lead. The public water system that delivers water to your home would also maintain records of the materials located in the distribution system. If the service line that connects your dwelling to the water main contributes more than 15 ppb to drinking water, after our comprehensive treatment program is in place, we are required to replace the portion of the line that we own. If the line is only partially owned by the

_____ (7), we are required to provide the owner of the privately owned portion of the line with information on how to replace the privately owned portion of the service line, and offer to replace that portion of the line at the owner's expense. If we replace only the portion of the line that we own, we also are required to notify you in advance and provide you with information on the steps that you can take to minimize exposure to any temporary increase in lead levels which may result from the partial replacement, to take a follow-up sample at our expense from the line within 72 hours after the partial replacement, and to mail or otherwise provide you with the results of that sample within three business days after receiving the results. Acceptable replacement alternatives include copper, steel, iron, and plastic pipes.

- F. Have an electrician check your wiring. If grounding wires from the electrical system are attached to your pipes, corrosion may be greater. Check with a licensed electrician or your local electrical code to determine if your wiring can be grounded elsewhere. DO NOT attempt to change the wiring yourself because improper grounding can cause electrical shock and fire hazards.

The steps described above will reduce the lead concentrations in your drinking water. However, if a water test indicates that the drinking water coming from your tap contains lead concentrations in excess of 15 ppb after flushing, or after we have completed our actions to minimize lead levels, then you may want to take the following additional measures:

- A. Purchase or lease a home treatment device. Home treatment devices are limited in that each unit treats only the water that flows from the faucet to which it is connected, and all of the devices require periodic maintenance and replacement. Devices such as reverse osmosis systems or distillers can effectively remove lead from your drinking water. Some activated carbon filters may reduce lead levels at the tap; however, all lead reduction claims should be investigated. Be sure to check the actual performance of a specific home treatment device before and after installing the unit.
- B. Purchase bottled water for drinking and cooking.

You can consult a variety of sources for additional information. Your family doctor or pediatrician can perform a blood test for lead and provide you with information about the health effects of lead. State and local government agencies that can be contacted include the following:

- A. _____ (8) at _____ (9) can provide you with information about your community's water supply, and a list of local laboratories that have been certified by EPA for testing water quality.
- B. _____ (10) at _____ (11) can provide you with information about building permit records that should contain the names of plumbing contractors that plumbed your home; and
- C. The Illinois Department of Public Health at 217-782-4977 or 312-814-2608 or _____ (12) at _____ (13) can provide you with information about the health affects of lead and how you can have your child's blood tested.

The following is a list of some State approved laboratories in your area that you can call to have your water tested for lead. (14)

(Phone) _____ (Phone) _____