[Letter Head]

Sophie James

California Water Service

1720 North First Street

San Jose, CA 95112

[Date]

SUBJECT: REQUEST OF LEAD SAMPLING AT [School Name] or [School District]

Dear [Contact Person],

I am writing on behalf [School Name] or [School District] to request lead sampling for our school or school district, which is served by California Water Service (Cal Water). In regard to the letter from Department of Education dated December 20, 2016, I would like to request Cal Water’s assistance to develop a lead sampling plan and collect lead sample(s) at

[School Name(s) *(please list all individual schools*)].

From the Department of Education’s letter, I acknowledge and understand the followings:

1. [School Name] or [School District] must submit a written request to Cal Water and Cal Water has to meet and collect lead samples for [School Name] or [School District] within 90 days or provide a lead sampling schedule to the local Division of Drinking Water District Office or Local Primacy Agency (LPA) Office if the lead sampling will take more than 90 days.

1. Cal Water will assist and provide a one-time lead sampling (up to five locations) without charge to [School Name] or [School District].
2. Cal Water will send the sample(s) to a laboratory certified by Environmental Laboratory Accreditation Program (ELAP) for lead analysis, and require the laboratory to submit the results to the State Water Resources Control Board (SWRCB) electronically. Also, Cal Water will provide the results to [School Name] or [School District].
3. Cal Water will discuss and provide assistance to the [School Name] or [School District] with interpretation of the samples and repeat sampling of any samples that exceed the lead action level of 15 parts per billion (ppb).
4. Cal Water is not responsible for any corrective action(s) in the event of lead sampling results above 15 ppb.
5. It is the responsibly of the [School Name] or [School District] to share the sampling results including but not limited to its School Board, School District, parents and students and/or other stakeholders. Cal Water cannot release the lead sampling data for 60 days following the receipt of the initial sampling results unless [Public Water System Name] receives a Public Records Act (PRA) for the specific results.

I would like to request a meeting with Cal Water’s staff or designated representative to discuss lead sampling for our school at your earliest convenience and I will provide adequate staff to assist your efforts. If you have any question, please contact me at [phone number] or my designee at [phone number].

Sincerely,

[Name]

[Superintendent or designee of a school, governing board or designee of a charter school, or administrator or designee of a private school]

[School name]

Cc: Electronically to

[DDW-PLU@waterboards.ca.gov](mailto:DDW-PLU@waterboards.ca.gov)

Or 1001 I Street, 17th Floor

Attn: Primacy Liaison Unit

Sacramento, CA  95618

Electronically to [sjames@calwater.com](mailto:sjames@calwater.com)