

# Commissioner's Model Plan

## MODEL PLAN CHECKLIST

This form is to help schools document steps taken to meet the *minimum* requirements of Minnesota Statutes, section 121A.335. This template contains only the steps required to meet current legislation. Schools may choose to add the *optional* steps from the Commissioner's Model Plan: *Reducing Lead in Drinking Water A Technical Guidance and Model Plan for Minnesota Schools* such as Step 4 Interpreting Results; Step 5 Implementing Lead Hazard Reduction Options; and Step 6 Reassess depending on their knowledge of the school water distribution system and any historical lead in water test results.

**INSTRUCTIONS:** The checklist is formatted as a fillable form to allow for personalization. They are offered as examples of potential content. You may include additional steps to this form. You can adjust, delete or copy and paste any text to fit your needs.

- a) Begin by setting your cursor in the first checkbox option in Step 1 and insert or advance to the next option.
- b) Advance to the next fillable space by pressing the Tab key. Cursor must be in a fillable space to advance to the next fillable space.
- c) Continue pressing the Tab key to move to the next fillable space. Insert appropriate information.
- d) Save information for distribution.

## Step 1 (Required):

**School Boards must adopt a plan for testing drinking water for lead by July 1st, 2018.**

Choose and check the option adopted:

- Commissioner's Model Plan (required steps only): [Reducing Lead in Drinking Water: A Technical Guidance and Model Plan for Minnesota's Public Schools](http://www.health.state.mn.us/divs/eh/water/schools/pbschoolguide.pdf) (<http://www.health.state.mn.us/divs/eh/water/schools/pbschoolguide.pdf>)
- Environmental Protection Agency: [3Ts for Reducing Lead in Drinking Water in Schools and Child Care Facilities](https://www.epa.gov/dwreginfo/3ts-reducing-lead-drinking-water-schools-and-child-care-facilities) (<https://www.epa.gov/dwreginfo/3ts-reducing-lead-drinking-water-schools-and-child-care-facilities>)
- Create custom plan to accurately and efficiently test for lead. If this option is selected the school should attach a copy of the custom plan and ensure that it is based on the Environmental Protection Agency 3Ts guidance and the Minnesota Department of Health technical guidance.
- DATE READ BY SCHOOL BOARD: 6/12/2018
- DATE ADOPTED BY SCHOOL BOARD: 6/12/2018

## Step 2 (Required):

**Schools must begin testing for lead by July 1, 2018. Schools must test all taps used for cooking and drinking water serving children in pre-kindergarten to 12th grade.**

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- **Develop A Sampling Program**
  - Facilities maintenance staff will conduct or update the inventory of all taps used for cooking or drinking water.
  - The inventory will be completed by 6/30/2018
  - The inventory will be attached to the Model Plan Checklist form. The inventory should be updated if taps are added or removed.
  - Facilities maintenance staff will set a sampling schedule so all taps identified in the inventory are tested within 5 years. Schedule will be completed 9/1/2018
  - Attach the schedule to the Model Plan Checklist form.
  
- **Conduct First Draw Tap Monitoring** – Monitoring must begin by July 1, 2018. Taps must be sampled within five years. Taps must be sampled once every five years.
  - Facilities Lead Engineer will conduct or coordinate hiring a contractor to complete first draw tap monitoring. Monitoring will follow the practices in the Commissioner's Model Plan. Monitoring began 10/1/2016
  - All first draw tap monitoring must be completed within 5 years. Monitoring will be completed by 6/30/2023
  - Taps must be sampled once every five years. Document the next testing date for each tap. Building maintenance lead staff will document future testing dates.

### Step 3 (Required):

**A school district 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.**

- Contact person is LILA facilities supervisor.
- LILA facilities supervisor will make all test results available for public review upon request.
- School District will make the availability of the information known to parents. Choose and check box/boxes that apply.
  - Providing notice in annual publication
  - Providing notice in quarterly publication
  - Providing notice in local newspaper or media outlet
  - Providing notice on school website (**preferred**)
  - Other (**describe**)
- Date notification completed: Click or tap to enter a date.
- Attach a copy of the document showing that notice was completed.