**Listserv/Email Announcement Template**

**Note**: For systems serving a large population of non-English speaking consumers, notification materials must contain information on how to obtain a translated copy or request assistance in the appropriate language.

**Your notice must include the topic areas in bold below**. Anything in italics under each topic area is mandatory language and cannot be changed while anything in regular text must be covered, but you may use either the suggested language or your own words to cover the subject.

Your notice must begin with the following opening statement (though you have the option to include a title of the pamphlet or brochure of your choosing):

**IMPORTANT INFORMATION ABOUT LEAD IN YOUR DRINKING WATER**

*[Insert name of your water system] found elevated levels of lead in drinking water in some homes/buildings. Lead can cause serious health problems, especially for pregnant women and young children. Please read this information closely to see what you can do to reduce lead in your drinking water.*

This notice is brought to you by [insert the name of your water system].

State Water System ID# [insert your water system’s ID number]

Date [Insert the date distributed]

**Health Effects of Lead**

*Exposure to lead in drinking water can cause serious health effects in all age groups. Infants and children can have decreases in IQ and attention span. Lead exposure can lead to new learning and behavior problems or exacerbate existing learning and behavior problems. The children of women who are exposed to lead before or during pregnancy can have increased risk of these adverse health effects. Adults can have increased risks of heart disease, high blood pressure, kidney or nervous system problems.*

**Sources of Lead**

Lead is a common metal found in the environment. Drinking water is one possible source of lead exposure. The primary source of lead exposure for most children is lead-based paint. Other sources of lead exposure include lead-contaminated dust or soil, and some plumbing materials. In addition, lead can be found in a number of consumer products, including certain types of pottery, pewter, brass fixtures, food, and cosmetics. Other sources include exposure in the workplace (jobs that include house painting, plumbing, renovation, construction, auto repair, welding, electronics repair, jewelry or pottery repair) and exposure from certain hobbies (such as stained glass or pottery, fishing, making or shooting firearms and collecting lead or pewter figurines), as lead can be carried on clothing and shoes. Children’s hands or their toys can come into contact with lead in paint, dust, and soil. Therefore, washing children’s hands and their toys will help reduce the potential for lead exposure from these sources.

Plumbing materials, including pipes, new brass faucets, fittings, and valves, including those advertised as “lead-free,” may contribute lead to drinking water. The law currently allows pipes, fittings, and fixtures with up to 0.25 percent weighted average of lead to be identified as "lead-free.”

[Insert utility specific information describing your system’s source water – e.g. “The source of water from XX Reservoir does not contain lead” or “System X does not have any lead in its source water or water mains in the street.”] When water is in contact with pipes or service lines] or plumbing that contains lead for several hours, the lead may enter drinking water.

**Steps You Can Take To Reduce Your Exposure To Lead In Your Water**

1. ***Run your water to flush out lead.*** Before drinking, flush your building’s pipes for several minutes by running the tap, taking a shower, doing laundry, or doing a load of dishes. The amount of time to run the water will depend on whether your building has a lead service line or not, and the length of the lead service line. Residents should contact their water utility for recommendations about flushing times in their community.
2. ***Use cold water for cooking and preparing baby formula.*** Do not cook with or drink water from the hot water tap; lead dissolves more easily in hot water. Do not use water from the hot water tap to make baby formula.
3. ***Do not boil water to remove lead.*** Boiling water will not reduce lead.
4. ***Look for alternative sources or treatment of water.*** You may consider purchasing bottled water or a water filter. Read the package to be sure the filter is approved to reduce lead or contact NSF at 1-800-NSF-8010 (1-800-673-8010) or visit their website at https://info.nsf.org/Certified/dwtu/listings\_leadreduction.asp, for a consumer guide of approved water filters. In conjunction with flushing, properly operated filters are highly effective at reducing lead exposure. Be sure to maintain and replace a filter device in accordance with the manufacturer’s instructions to protect water quality.

Should your child be tested for lead?

New York Public Health Law requires primary health care providers to screen each child for blood lead levels at one and two years of age as part of routine well-child care. In addition, at each routine well-child visit, or at least annually if a child has not had routine well-child visits, primary health care providers assess each child who is at least six months of age, but under six years of age, for high lead exposure. Each child found to be at risk for high lead exposure is screened or referred for lead screening.

If your child has not had routine well-child visits (since the age of one year) and you are concerned about lead exposure to your child, contact your local health department or healthcare provider to find out how you can get your child tested for lead.

**What Happened? What Is Being Done?**

[Insert information about how and when the exceedance was discovered in your community and provide information on the source(s) of lead in the drinking water, if known.]

[Insert information about what your system is doing to reduce lead levels in your facility.]

[Insert information about the history of lead levels in tap water samples in your facility. For example, have they declined substantially over time? Have they been low and risen recently? Is there a known reason for any lead level changes?]

**For More Information**

*Call us at* *[insert phone number] or (if applicable) visit our website at* *[insert website]. For more information on lead in drinking water, contact your local health department at* *[insert local health department or district office name, phone number, and email address], or the New York State Department of Health directly by calling the toll-free number (within New York State)  
1 800-458-1158, extension 27650, or out of state at (518) 402-7650, or by email at bpwsp@health.ny.gov. For more information on reducing lead exposure around your home/building and the health effects of lead, visit EPA's Website at* ***www.epa.gov/lead****, or call the National Lead Information Center at 1-800-424-LEAD.*