[Date]

San Francisco Public Utilities Commission

Andrew F. DeGraca, P.E.

Water Quality Division Director

1657 Rollins Road

Burlingame, CA 94010

SUBJECT: Request of Drinking Water Lead Sampling for [School Name or School District] at [School Address]

Dear Mr. DeGraca,

I am writing on behalf of [School Name or School District] to request the assistance of the San Francisco Public Utilities Commission (SFPUC), which serves drinking water to our schools, to develop a lead sampling plan and collect lead sample(s) for the above school [or the attached list of individual schools, requestor to choose either one of these two alternatives]

I acknowledge and understand the following:

1. [School Name or School District] must submit a written request to SFPUC and SFPUC has to meet and collect lead samples for [School Name or School District] within 90 days of receipt of the written request, or provide a lead sampling schedule to the local District Office of the Division of Drinking Water, State Water Resources Control Board (SWRCB), if the lead sampling will take more than 90 days.

1. SFPUC will assist and provide a one-time lead sampling (up to five locations) without charge to [School Name or School District].
2. SFPUC will send the sample(s) to a laboratory certified by California Environmental Laboratory Accreditation Program for lead analysis, and require the laboratory to submit the results to the SWRCB electronically. Also, SFPUC will provide the results to [School Name or School District].
3. SFPUC 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. SFPUC is not responsible for any corrective action(s) in the event of lead sampling results above 15 ppb.
5. It is the responsibility of the [School Name or School District] to share the sampling results with interested parties including but not limited to its School Board, School District, parents and students and/or other stakeholders. We understand that SFPUC may post these results on its website 60 days following the receipt of these initial sampling results. If SFPUC receives a Public Records Act request for the specific results, this data will be released to the requesting party and SFPUC may post the results on its website in advance of this 60-day hold.

I would like to request a meeting or phone call with SFPUC’s staff or designated representative to discuss lead sampling for our school at your earliest convenience. I will provide adequate staff to assist your site inspection and sampling efforts. The official [School Name or School District] person authorized to submit this formal written request for drinking water lead testing is [Name], [Title]. [Name]’s contact information is

[phone number] Office Phone

[phone number Cell Phone

[Email] Email

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 or School District]

e-cc: DDW-PLU@waterboards.ca.gov