

[Letter Head]

The City of San Diego
Tom Burger
Associate Chemist
5530 Kiowa Drive
La Mesa, CA 91942-1331

[Date]

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

Dear Mr. Burger,

I am writing on behalf of [School Name] or [School District] to request lead sampling for our school or school district, which is served by the City of San Diego Public Utilities Department. I would like to request the City of San Diego's assistance to develop a lead sampling plan and collect lead sample(s) at [School Name(s)] (please list all individual schools)].

I acknowledge and understand the following:

1. [School Name] or [School District] must submit a written request to the City of San Diego and the City of San Diego 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.
2. The City of San Diego will assist and provide a one-time lead sampling (up to five locations) without charge to [School Name] or [School District].
3. The City of San Diego will analyze the sample(s) in the City's Water Quality Chemistry Services laboratory, which is certified by the Environmental Laboratory Accreditation Program (ELAP) for lead analysis, and will then submit the results to the State Water Resources Control Board (SWRCB) electronically. Also, the City of San Diego will provide the results to [School Name] or [School District].
4. The City of San Diego 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).
5. The City of San Diego is not responsible for any corrective action(s) in the event of lead sampling results above 15 ppb.

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6. It is the responsibility 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. The City of San Diego cannot release the lead sampling data for 60 days following the receipt of the initial sampling results unless the City of San Diego receives a Public Records Act (PRA) for the specific results.

I would like to request a meeting with the City of San Diego'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 questions, 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

Or 1001 I Street, 17th Floor
Attn: Primacy Liaison Unit
Sacramento, CA 95618