

# **Bourbon Preschool Head Start**

## **Lead Testing in Water Policy and Procedure:**

**Performance Standard: 45 CFR §1302.47(b)(5)**

### **Policy Statement**

In accordance with **45 CFR §1302.47(b)(5)** of the Office of Head Start regulations, the program ensures that water used for drinking, cooking, and food preparation is free from contamination that could pose a health risk to children and staff. The program will test for the presence of lead in water at all facilities where Head Start services are provided and will take immediate and appropriate action to mitigate any identified hazards.

The program is committed to maintaining a safe, healthy learning environment and complying with all applicable federal, state, tribal, and local requirements regarding lead in drinking water.

### **Procedures**

#### **1. Identification of Water Sources**

The Facilities Manager or designee will:

- Develop and maintain an inventory of all potable water outlets used for drinking, cooking, or food preparation (including fountains, sinks, classroom faucets, kitchen taps, and bottle-filling stations).
- Identify outlets not intended for consumption and clearly label them “Not for Drinking.”

#### **2. Testing Schedule**

- Water testing for lead will be conducted:
  - Prior to occupying a new or renovated facility.
  - At least once every two (2) years thereafter, or more frequently if required by state or local regulations.
  - Immediately, if there is reason to suspect elevated lead levels (e.g., plumbing changes, discoloration, community advisory).
- Testing will be conducted by a certified laboratory in accordance with Environmental Protection Agency (EPA) guidance and applicable state requirements.

#### **3. Sampling Procedures**

- Samples will be collected following EPA-recommended first-draw sampling procedures.
- Chain-of-custody documentation will be maintained.
- All results will be reviewed by the Program Director and Facilities Manager.

#### 4. Action Levels and Corrective Measures

If results indicate lead levels at or above the EPA action level (currently 15 parts per billion (ppb), or as otherwise updated by regulatory authorities):

The program will:

1. **Immediately remove the affected outlet from service** (e.g., shut off, bag, or clearly mark as not in use).
2. **Provide alternative safe drinking water** (e.g., bottled water).
3. **Implement corrective action**, which may include:
  - Flushing protocols
  - Fixture replacement
  - Installation of certified water filters
  - Plumbing repair or replacement
4. **Retest the outlet** after corrective measures are completed to ensure compliance before returning it to service.

#### 5. Communication

Within 30 calendar days of receiving results, the program will:

- Notify parents/guardians and staff in writing of testing results.
- Provide clear information about:
  - The sampling results
  - Any corrective actions taken
  - Steps to reduce exposure to lead
- Make results available upon request.

If elevated levels are found, notification will occur as soon as possible and no later than required by law.

## 6. Recordkeeping

The program will maintain:

- Testing schedules and sampling plans
- Laboratory reports
- Corrective action documentation
- Parent and staff notifications
- Retesting results

Records will be maintained for a minimum of five (5) years or longer if required by state or local regulations.

## 7. Ongoing Monitoring and Prevention

The program will:

- Incorporate water safety into its ongoing facilities maintenance plan.
- Ensure new plumbing and fixtures meet federal “lead-free” standards.
- Review this policy annually and update as regulations change.

## Roles and Responsibilities

- **Program Director:** Ensures compliance with Head Start Performance Standards and oversees communication.
- **Facilities Manager:** Coordinates testing, mitigation, and documentation.
- **Health & Safety Coordinator:** Assists with family communication and health guidance.
- **Governing Body/Policy Council:** Receives updates regarding testing results and corrective actions.

## Approval and Review

This policy will be reviewed and approved by the Governing Body and Policy Council.

**Policy Council Approval** \_\_\_\_\_

**Date**\_\_\_\_\_

**Board Approval** \_\_\_\_\_

**Date**\_\_\_\_\_