

## School and Child Care Drinking Water Program

# Administrator Responsibilities for Lead Testing in Schools and Child Care Facilities



## Michigan Environmental Health Drinking Water Information System (MiEHDWIS)

Use the MiEHDWIS Customer Portal to report corrective actions and retrieve test results.

### Building walk-through event

1. Work with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) contractor (TriMedia Environmental & Engineering Services) to schedule the on-site building plumbing assessment and fixture inventory.
  - a. Submit a floor plan and other documents as requested by EGLE's contractor.
  - b. Select someone familiar with the building layout and plumbing system to walk the contractor through the building. This person needs to have access to all rooms in the building, including tunnels, basement, mechanical room, etc.
  - c. If you lease the building, make sure you get proper permission from the building owner.

### Before the sampling event

1. Supervise your staff to ensure pre-sampling procedures are done according to the sampling plan such as:
  - a. Not using the water for at least eight hours before the sampling event.
  - b. All consumptive water fixtures to be sampled have been labeled with the Fixture Identification Code (Fixture ID) prior to the sampling event (The EGLE contractor will create the Fixture ID for you).

### During the sampling event

1. Allow the Michigan Department of Health and Human Services staff (MDHHS) into the building.
2. Select someone who is familiar with the building layout to help MDHHS.
  - a. This person must be available during the sampling event and have access to all rooms in the building that have fixtures to be sampled.

## After the sampling event

1. Within 30 days of receiving your results, your facility must:
  - a. Use the notification template provided by EGLE to make parents, guardians, and staff aware that the results are available and submit a completed copy to EGLE.
  - b. Make results available to parents, guardians, and staff in the administration office.
2. Take corrective action on fixtures that detect lead from 1-5 parts per billion (ppb).
3. Immediately take the fixture with critical lead test results (greater than 5 ppb) out of service and take corrective actions according to the Michigan Filter First regulation.
4. All corrective actions to reduce the risk of lead are the responsibility of the School or Child Care Center. Guidance will be provided by EGLE as needed.

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