



**Massachusetts Department of Environmental Protection**  
**Bureau of Water Resources – Drinking Water Program**  
**Lead & Copper in Schools Maintenance Checklist**

**Instructions:**

This checklist should be completed for each school or childcare facility (Early Education and Care program) in the Commonwealth. This checklist is designed to help determine if Lead or Copper is likely to be a problem in your facility's drinking water and will enable you to determine appropriate remediation actions if needed.

**Important:**  
 When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



**A. General**

Name of School or Early Education and Care Facility (EEC) \_\_\_\_\_

School District or EEC Headquarters \_\_\_\_\_ EEC Regional Office \_\_\_\_\_

Street Address of School or EEC Facility \_\_\_\_\_ City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person's Name at School, Program, or Facility (for LCCA Program) \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Is part of your Facility at another location (other than the one listed above)?  YES  NO

If yes, please provide the following information:

Name of off-site facility/building \_\_\_\_\_ Street Address \_\_\_\_\_ City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Is your school/facility a "Hosted" facility, i.e., does your school/facility share the space it occupies with another school/facility that is also submitting a Lead & Copper in Schools Maintenance Checklist?  YES  NO

**IF NO, SKIP TO SECTION C**

**B. Host Facility Information**

Name of "Host" facility that your facility is located within. \_\_\_\_\_

Contact Person's Name \_\_\_\_\_ Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

**SKIP TO SECTION F**

**C. Public Water System**

Is your school/facility a Public Water System (PWS), i.e., do you have your own well which supplies 25+ people per day?  YES  NO

**IF YES, SKIP TO SECTION E**

**D. Drinking Water Practices (2005-Present)**

Have you previously submitted a lead & copper checklist to MassDEP?  YES  NO

If yes, what was the date of the last lead & copper checklist submitted? \_\_\_\_\_  
 mm/dd/yyyy

Has your public water system (PWS – supplying water to your facility) collected lead & copper samples at your school/facility?  YES  NO

If yes, what was the date of the last sample? \_\_\_\_\_  
 mm/dd/yyyy



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Beside your PWS samples, has your school/facility or another party hired by your facility taken lead & copper sample(s) in the last 12 months?  YES  NO

If yes, what was the date of the last sample?

\_\_\_\_\_  
mm/dd/yyyy

If yes, who conducted the sampling? \_\_\_\_\_

Do you have a plumbing profile of your school or facility? (e.g. a map of all the plumbing lines and equipment with the type of material noted.)  YES  NO

Has your school or facility prepared a sampling plan showing all fixtures, their ID numbers, and the last date they were sampled for lead or copper?  YES  NO

Do you keep your lead & copper testing results and other records in a file onsite?  YES  NO

If no, where are the records kept?

\_\_\_\_\_  
Name of off-site facility/building

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
Zip Code

Has every LCCA fixture at the location been sampled for lead & copper at least once?  YES  NO

Did any samples exceed the Action Level for lead (0.015 ppm) or copper (1.3 ppm)  YES  NO

If yes, check all remediation actions taken:

- Fixtures Removed       Retesting       Re-piping       Flushing  
 Bottled Water (Temporary)     Bottled Water (Permanent)     Treatment Unit Installed     Notice Sent to Parents

Does your school or facility use bottled water as your main source of drinking water for students?  YES  NO

If yes, are students required to bring bottled water with them to your school or facility?  YES  NO

Does your school or facility use bottled water as your main source of drinking water for staff?  YES  NO

Does your school or facility use bottled water as your main source of drinking water for visitors?  YES  NO

Does your facility have water coolers?  YES  NO

If yes, has your school or facility checked the bands and models of water coolers, and compared them to the listing of “banned” water coolers in Appendix E of the EPA 3Ts Toolkit.  YES  NO

Have all EPA “banned” water coolers found at your facility been disconnected and removed? Disconnecting “banned” water coolers is only an interim measure. They must be removed from the facility so they are never inadvertently reconnected in the future.

- Disconnected and removed       Disconnected but not removed  
 Neither disconnected nor removed       No “banned” water coolers found on site

Is the service line a “lead” service line? The service line is the pipe leading from the PWS main line in the street outside your facility into your facility.  YES  NO

Describe your current school/facility lead & copper in drinking water program. Please provide a short description in the box provided and attach a copy.



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### **E. Co-Located Facilities**

Do you have any other schools, programs (collaborative, special education, etc.) or Early Education and Care Facilities (covered by your checklist and sampling plan) within your school or facility?  YES  NO

If yes, provide the following information about the school, program, or facility.

\_\_\_\_\_  
Name of School, Program, or Facility

\_\_\_\_\_  
Contact Person's Name                      Phone #                      Email Address

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### **F. Signature**

Your signature certifies that all information provided above is current and accurate to the best of your knowledge.

\_\_\_\_\_  
Signature                      Print Full Name                      Job Title                      Date  
(mm/dd/yyyy)