



LEAD PREVENTION PROCEDURE (OPS-P023)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 It is the policy of Clarksville-Montgomery County School System (CMCSS) to control/prevent lead from contaminating drinking water in all CMCSS facilities. Therefore, prevention measures in CMCSS will be in accordance with this procedure.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Chief Operations Officer
- 2.2 Building Services Manager
- 2.3 Building Maintenance Manager

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

4.0 DEFINITIONS:

- 4.1 **None**

5.0 PROCEDURE:

- 5.1 Custodians and Food Service employees in all CMCSS facilities shall run all cooking and drinking water sources for approximately 30 seconds to 1 minute every Monday or after twenty-four hour vacancy of the building. If results indicate that lead levels exceed fifteen parts per billion (15 ppb), then Custodians and Food Service employees must continue to check all cooking and drinking water sources on a weekly basis.
 - 5.1.1 Custodians and Food Service employees will document this process and record it on the monthly cooking/drinking water inspection log (OPS-F018 Custodian Water Testing Form or OPS-F019 Kitchen Water Testing Form). Completed inspection forms must be submitted to Custodial Supervisors. Copies of completed inspection forms will be kept on file in the school for a minimum of 24 months.
- 5.2 Lead levels in drinking water sources shall be tested once every two years, at a minimum, in all CMCSS facilities. Building Maintenance will test every designated drinking and cooking water source once every two years. One sample from every device used for cooking, food preparation, and drinking will be sent to a third party lab for testing. Devices not used for cooking, food preparation, or drinking will not be tested.
 - 5.2.1 Building Maintenance employees will collect water samples consisting of the first two hundred and fifty milliliters (250 mL) drawn of water that has sat in plumbing overnight to identify lead levels that exceed twenty parts per billion (20 ppb). Samples will be sent to a third party lab. If the sample test results indicate lead levels exceeding twenty parts per billion (20 ppb), then Building Maintenance employees will remove the cooking, food preparation, or drinking water source from service. This cooking, food preparation, or drinking water source shall remain



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unavailable for use until subsequent retesting under subdivision T.C.A. §49-2-133 (a)(3)(A) confirms the lead level of water from the source does not exceed twenty parts per billion (20 ppb).

5.2.2 Building Maintenance Manager will provide notice of the result of any lead level test conducted that exceeds 20 ppb to the Chief Operations Officer, Safety and Health Director, Chief Communications Officer, and the Commissioner of Environment and Conservation, Commissioner of Health, local Department of Health, local governing body, and Department of Education within twenty-four (24) hours of receipt of such test result;

5.2.2.1 Building Maintenance personnel will determine the source where the lead is in excess of 20 ppb and take the appropriate action.

5.2.2.2 The CMCSS Communications Department will notify in writing the parents and guardians of all students who attend a school where a test resulted in lead levels exceeding 20 ppb.

5.2.3 Building Maintenance personnel will conduct retesting from which a sample was taken that produced a lead level test result in excess of 20 ppb within a period of time determined by the Commissioner of Environment and Conservation, Commissioner of Health, local Department of Health, local governing body, and Department of Education .

5.2.3.1 The CMCSS Communications Department will send notification to the parents and guardians of all students who attend a school where a retest resulted in lead levels exceeding 20 ppb.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Lead Prevention Policy (OPS-A018)
- 6.2 Monthly Generated Work Order
- 6.3 T.C.A. §49-2-133
- 6.4 OPS-F018 Custodian Water Testing Form
- 6.5 OPS-F019 Kitchen Water Testing Form

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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Monthly Generated Work Order	Electronic	Perpetual	N/A	Secure Server
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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/15/19		Initial Release
10/28/22	A	2.2 Changed "General Foreman/Custodial" to "Building Services Manager"; Paragraph 5.1. Changed "each morning" to "every Monday or after twenty-four hour vacancy of the building.", deleted "These employees will stop running all cooking and drinking water sources once water is tested by a third party lab and the results indicate lead levels less than fifteen parts per billion (15 ppb).", changed "run all" to "check all", added "on a weekly basis", 5.1.1 Deleted "XXX", added "OPS-F018 Custodian Water Testing Form or OPS-F019 Kitchen Water Testing Form", added "Completed inspection forms must be submitted to Custodial Supervisors.", added "Copies of" and "forms"; 5.2.2 Added "Chief Communications Officer"; Associated Documents added "6.4 OPS-F018 Custodian Water Testing Form" and "6.5 OPS-F019 Kitchen Water Testing Form".

***** End of Procedure *****