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**Subject:** DRAFT DELIBERATIVE. NOT SUBJECT TO FOIA. - Draft e-mail to Schools prior to LARA visit.  
**Date:** Wednesday, October 14, 2015 2:37:00 PM

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In order to prepare for DLARA's visit, we should send an e-mail to the 3 elementary schools which will be evaluated first according to the priority scheme developed. The following draft e-mail is a suggestion. We'll need contact/e-mail information for each school (not sure who can most readily get this). Also, we should discuss who should send out the note:

In follow-up to the Governor's Action Plan for the city of Flint, state and local resources are being marshalled to conduct lead and copper sampling at your school. **Freeman Elementary (need to customize for each e-mail)** is scheduled to be visited by Department of Licensing and Regulatory Affairs (LARA) plumbing inspectors in order to perform an on-site assessment of the buildings plumbing prior to samples being collected for a lead and copper evaluation.

In order to assist LARA staff to identify and prioritize sample sites, school staff should compile, collect, and review any records pertaining to the building plumbing. This includes building permits, plumbing permits, as built plans, and information about the service line and all potable water pipes, fixtures and appurtenances within the building. At a minimum, a diagram of each floor layout should be provided. In addition, answers to the following questions will help streamline the on-site assessment process.

- When was the facility built?
- Have new buildings or additions been added? If so, when were they added? If built since 1986, were lead-free plumbing and solder used?
- When were the most recent plumbing repairs made and where were they located?
- What are the potable water pipes in your facility made of and what is their location? Options include: lead, brass, copper, plastic, galvanized metal and other materials. What materials were used to solder the potable water pipes in your system? Are brass taps, fittings or valves used? Note the locations.
- How many of the following outlets provide water for consumption: Bubblers, ice makers, water coolers and kitchen taps. Note their location. Include taps that might be used for making coffee or preparing formula.
- What brands and models of water coolers (cooled drinking fountains) provide water in your facility and what is their location?
- Do faucets have accessible screens and have they been cleaned?
- Can you detect any signs of corrosion, such as leaks, rust-colored water or stains?
- Is any electrical equipment grounded to water pipes?
- Are there any records of previous water testing?

LARA staff will be contacting you to set a date and time for the assessment. A school representative familiar with the building layout and plumbing system needs to accompany

LARA staff as they conduct the assessment. A room reserved for records review should also be available.