**Local Public Health Agency Contact Instructions**

You are required to contact, **in person or by phone**, local public health agencies to request their assistance with promoting public awareness of the lead exceedance. Request a contact list from the local public health agencies. The contact list should include community based organizations serving target populations (pregnant women, infants, and young children), which may include organizations outside the water system.

After you get the lists, provide the **Informational Notice** (below) and **copies of the** **brochure** to the organizations on the lists.

**Informational Notice Template**

***[Public Water Supply Letterhead]***

**DATE**

**To**: [*Organization Name*]

**From**: [*System's contact person's name*]   
[*Insert name of water system/community*]

**Subject**: Promoting Public Awareness of a Lead Exceedance in Drinking Water

We recently tested a number of homes in our community for lead and copper in drinking water. More than ten percent of the homes we tested were above the federal action level for lead in drinking water.

We began taking corrective action [*such as… \_\_\_\_\_\_\_*]. We are conducting a lead public education program to help community members reduce their potential exposure to lead in drinking water.

**We are asking for your help with promoting public awareness by distributing the enclosed brochure, “Important Information about Lead in Your Drinking Water,*”*** to your customers and/or patients. The brochure provides information on the potential health effects of lead, possible sources of lead in drinking water, and simple steps to take to protect yourself from lead exposure.

If you have any questions, please contact me at [*insert phone number of water system*].

**Enclosed**: Brochure