



Office of Environmental Health & Safety

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SAFETY ALERT

No. 16-03

Summer Flushing Procedures for Drinking Water

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Lead is toxic when ingested and can cause serious health problems, particularly in young children. To prevent lead exposure from drinking water sources, the District implemented a flushing policy in 1988.

This policy ([Reference Guide 3930.6, Daily Flushing Requirements for Drinking Water Fountains and Faucets](#)) requires daily flushing of all drinking water sources. The site administrator must ensure designated staff flush drinking water sources daily and maintain the "Monthly Drinking Water Flushing Log." The site administrator must also certify monthly these tasks have been completed.

All site administrators must certify for the month of June by July 15th. However, the certification window for June will be open early (June 8th) for those site administrators whose last day is June 25th. Certification for June is required of all regular site administrators.

To ensure full compliance with these requirements during the summer months, the following procedures have been developed:

- The summer site administrator must designate staff responsible for the daily flushing of drinking water sources that may be used or are accessible for consumption or food preparation throughout the summer. The summer site administrator for each school shall be the acting principal. At sites where there is no administrator, the Beyond the Bell site coordinator will be responsible for the certification process.
- **Every morning**, designated staff must flush all of those fixtures and fountains. If the site will not be occupied until later in the day, then flushing must be completed immediately upon arrival at the site and prior to first use. Sites with no students present still require daily flushing for accessible fixtures that may be used by staff.
- Staff that conducts the daily flushing must complete the "Monthly Drinking Water Flushing Log" on a daily basis ([Attachment A](#)). These logs shall be kept in the main office and provided to the regular Site Administrator at the end of the summer program.

DISTRIBUTION: All Schools

- At the end of the month or when the program (summer school or Beyond the Bell) ends each month, the site administrator shall certify that daily flushing has been completed. Summer administrators must certify for June if any part of their program falls in June using the instructions listed below.
 - Principals overseeing the summer sessions at their regular assignment may use the Principals portal to certify each month as discussed in [REF-3930.6](#).
 - Principals assigned to a different location for the summer or Beyond the Bell staff in the absence of a site administrator, must follow the instructions listed below.

INSTRUCTIONS ON HOW TO CERTIFY FLUSHING DURING THE SUMMER:

1. Click onto the link below to access the certification form each month.

[LAUSD 2018 Summer School Drinking Water Flushing Certification](#)

2. The following form will appear.

LAUSD 2018 Summer School Drinking Water Flushing Certification

All site administrators must certify - via this electronic form - all drinking fountains and faucets have been flushed daily and a log has been maintained on site in accordance with Reference Guide 3930.6 "Daily Flushing Requirements for Drinking Fountains and Faucets."

NOTE: DO NOT CERTIFY EARLY. Only certify when the month or the program has ended, whichever comes first.

For questions about these procedures, please contact the Office of Environmental Health and Safety at (213) 241-3199.

* Required

Select the month you are certifying for: *

Choose ▼

3. Enter the following information into the form.
 - a. Select the month (June, July or August)
 - b. Site location code (4-digit)
 - c. School Name
 - d. Your LAUSD e-mail address
 - e. Your title
 - f. Your name

4. Click on the Submit button at the end of the form. You will receive the following confirmation message once the form is received.



These procedures do not apply to schools that have been exempted from daily flushing. To view the current list of exempted schools, please visit <http://achieve.lausd.net/Page/3956>. For more information on the Lead in Drinking Water Program, please contact OEHS at (213) 241-3199 or visit <http://achieve.lausd.net/Page/3450>.