



Maintenance & Operations

Standard Operating Procedure 1200

Water Quality Management Program

Purpose: The Auburn School District (ASD) is committed to providing safe drinking water as a part of an overall safe and healthy environment that is conducive to learning. Integral to the District's Safety and Health Program is the proper management of the water quality at all schools and support facilities. The Water Quality Management Program is established to provide standardized procedures for to ensure quality drinking water within district owned facilities.

Scope: The Water Quality Management Program is applicable to all district employees, students, department, schools, operations; either owned or leased facilities where district staff and students have access to domestic drinking water during work and/or curriculum instruction.

Responsibility: The following individuals or departments are responsible for ensuring the proper administration of, and compliance with, these procedures.

- **Operations Coordinator (Custodial):** Develop and supervise custodial standards, oversee issuance of custodial work orders for plumbing and fixture repairs and/or replacement. Issue ongoing directives to custodial staff to flush the plumbing system after prolonged school breaks.
- **Safety Officer:** Program administration, maintain documentation files, investigate all water quality complaints, coordinate response actions, generate maintenance, coordinate requests for water quality testing, train response

personnel, coordinate maintenance, repairs and contracting required for correction of poor water quality.

- **Building Administrator/Principals:** Compliance with water quality procedures, review all water quality complaints from staff and students, maintain clean and healthy sinks, drinking fountains and hand wash basins, initiate requests to Safety Officer for investigation of water quality concerns as necessary, submit proposals for improvement in water quality standards within the facility.
- **Maintenance Technicians and Custodians:** Compliance with water quality procedures, report all water quality incidences and responses to the Safety Officer, utilize safe maintenance practices and engineering controls to promote clean and healthy water quality, maintain building plumbing infrastructure in accordance with applicable building codes and industry standards.

Background: During recent years there has been an increasing concern over the quality of the drinking water in public schools. The fundamental objective of developing procedures for flushing piping systems and testing drinking water fixtures for lead is to our drinking water quality is maintained within the State Department of Health (DOH) guidelines. In most cases contaminants found in the drinking water in excess of established standards will come from either the water source (public utility, private well) or from the deterioration of the water delivery system (plumbing and fixtures) within the facility itself. The purpose of this program is to address water quality issues that may arise from the water delivery (plumbing & fixtures) system within the district's buildings.

In June 2016, Auburn School District in consultation with the Washington State Department of Health conducted an initial test for lead in drinking water sources at all district owned facilities. The initial testing consisted of collection of 1,458 water samples. ASD contracted the services of NOW Environmental Services to collect samples using the DOH *Initial Draw* method of collection; samples were analyzed for lead content by Spectra Laboratories. All fixtures found to have lead levels exceeding

the DOH recommended action level of 0.020 mg/L were replaced and re-tested. Analysis of replaced fixtures found all samples tested to be below DOH action level.

In an effort to maintain lead levels within the DOH recommended action level at plumbing fixtures regularly used for drinking and cooking the following procedures have been developed:

Water Quality Assurance Procedures: The following procedures establish how the Maintenance and Operations Department will respond to water quality concerns within district facilities.

A. Preventive Maintenance: All drinking water fixtures will be flushed by running cold water for a minimum of 2 minutes by custodial staff at the end of Summer, Winter and Spring Breaks to remove contaminants that may accumulate in the piping system after periods of minimal use.

B. Special Response: The Safety Officer will conduct a site visit within 2 business days of receiving a request for investigation of drinking water quality concern. The Safety Officer will determine if the problem is within the facility or from the building's external water source. If the problem is determined to be within the building, then the Safety Officer will immediately shut off the water supply and isolate the drinking water source and initiate repair work. The water supply to the fixture in question will not be restored until the Safety Officer has reviewed and tested all repairs to ensure Department of Health Standards has been met. If necessary, the Safety Officer will conduct interviews with those individuals who filed the concern or may be experiencing the illness symptoms in order to help isolate the specific location and cause of the problem.

C. Follow-up Testing: ASD will repeat water quality testing for lead every 5 years after the initial testing completed in the summer of 2016 using the DOH *Follow-up* method of sample collection. When lead is found in a fixture at levels exceeding

20ppb, the tested fixture will immediately shut off or rendered inoperable. Options for corrective action may include providing bottled water, instituting a monitored regime of manual or automatic flushing of water through the plumbing fixtures, instituting a lead treatment process, or replacing the plumbing fixtures. Results of scheduled follow-up testing will be provided to the Superintendent.

Summary:

Activity:	Assigned to:	Due Date:
Communicate water quality concerns	All Staff	As Required
Coordinate Ongoing Water System Flushing	Operations Coordinator	Ongoing
Coordinate Water Quality investigations, responses, interviewing, testing, and remediation	District Safety Officer	As Required
Maintain all records, checklists and documentation on file	District Safety Officer	As Required
Review and coordinate repairs and/or replacements for each facility	District Safety Officer	As Required
Initiate priority responses to all water quality related work orders	District Safety Officer	As Required