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**MEMORANDUM**

**TO:** IEPA-Accredited Water Laboratories (see distribution below)

**FROM:** Justin DeWitt, P.E., LEED AP  
Chief of General Engineering

**DATE:** June 1, 2017

**SUBJECT:** Submittal of Lead-in-Water Test Results for Schools

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Pursuant to the Illinois Plumbing Licensing Law (225 ILCS 320/35.5) Illinois schools are to submit lead test results to the Illinois Department of Public Health (IDPH) within 7 days of receiving the results from the laboratory. In support of this statutory requirement, IDPH established an email address where schools can electronically submit their data. Until now, formatting of the data submitted has not been prescribed by IDPH. Upon receipt of this memorandum, schools are required to submit data by entering the required elements into the Excel spreadsheet accompanying this correspondence. Data will no longer be accepted if it is submitted in other formats.

To facilitate its client's compliance with IDPH requirements, your lab should consider providing test results, in the Excel format, directly to IDPH on behalf of each school. Minimally, providing the test results to your clients in the supplied format will reduce the compliance effort necessary and minimize errors caused by data entry. Please reference the "Information" tab of the spreadsheet for details.

IDPH is currently engaged in developing a web-based direct data entry application; however that system will not be available in the near-term. Your continued cooperation with Illinois schools and IDPH is appreciated. If you have any questions, please contact us at [dph.leadh2o@illinois.gov](mailto:dph.leadh2o@illinois.gov).

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