

Lead Public Education Program Instruction Sheet

PACKET B

All documents can be found at [Lead and Copper Public Education](https://www.health.state.mn.us/communities/environment/water/contaminants/lcred.html)
(<https://www.health.state.mn.us/communities/environment/water/contaminants/lcred.html>)

You must perform *all* of the following:

1. Submit a press release to major daily and weekly newspaper(s), television, and radio stations (**see Press Release Template**).
2. Continue to post notice on or in each water bill to all bill-paying customers with each billing cycle, at least quarterly (**see Water Bill Language Template**).
3. If your system serves more than 100,000 people, continue to post notice on your utility's website (**see Website Template**).
4. Submit a public service announcement (PSA) to television and radio stations (**see Public Service Announcement (PSA) Template**).

Keep a list of all newspaper, television, and radio contacts. The lists of names must be attached to the Lead Public Education Program Delivery Certification form when it is returned to the Minnesota Department of Health.

If significant proportions of the population in your community speak languages other than English, you must provide education materials on lead in drinking water in the appropriate language(s).

Refer to the templates on the website for more detailed information on the requirements. A list of links to download the documents is below.

Links

[Press Release Template](https://www.health.state.mn.us/communities/environment/water/docs/lcred/press.docx)

(<https://www.health.state.mn.us/communities/environment/water/docs/lcred/press.docx>)

[Water Bill Language Template](https://www.health.state.mn.us/communities/environment/water/docs/lcred/bill.docx)

(<https://www.health.state.mn.us/communities/environment/water/docs/lcred/bill.docx>)

[Website Template](https://www.health.state.mn.us/communities/environment/water/docs/lcred/web.docx) (<https://www.health.state.mn.us/communities/environment/water/docs/lcred/web.docx>)

[Public Service Announcement \(PSA\) Template](https://www.health.state.mn.us/communities/environment/water/docs/lcred/psa.docx)

(<https://www.health.state.mn.us/communities/environment/water/docs/lcred/psa.docx>)

[Lead Public Education Program Delivery Certification – Packet B](https://www.health.state.mn.us/communities/environment/water/docs/lcred/pbcertb.docx)

(<https://www.health.state.mn.us/communities/environment/water/docs/lcred/pbcertb.docx>)