

[Date]

[Property owner name]

[Street address]

[City, State Zip Code]

Dear [Property owner name]:

Your property, located at [Street, City, State Zip Code] is suspected of being a possible source of a child's lead poisoning. The Ohio Department of Health received a report that a child, who either lived at or frequently visited this property, has been determined to have lead poisoning.

When the Director of Health becomes aware that an individual under six years of age has lead poisoning, Ohio law, section 3742.35 of the Ohio Revised Code and rule 3701-30-07, requires the Director of Health or authorized board of health to conduct a public health investigation to determine the source of the lead poisoning.

As part of the public health investigation, I will need to conduct an on-site investigation of the property to determine if the property is a possible source of the child's lead poisoning. The on-site investigation may include gathering information regarding the property and occupancy by children under the age of six years of age, a visual inspection and other sampling techniques. If I determine that the property is a possible source of the child's lead poisoning, the law requires that I conduct a lead risk assessment, which involves testing components of the property using an XRF analyzer and taking dust wipes, soil samples and water samples, as appropriate, to determine and report the existence, nature, severity, and location of lead hazards in the property.

**Please contact me at [Telephone #] within three (3) days of receipt of this letter to schedule an on-site investigation of this property.** Once the investigation is complete, a report with the findings will be sent to you. Any lead hazards that are identified must be controlled by a lead abatement contractor. In addition, the results will require the owner to disclose this information upon sale or lease of the property.

Sincerely,

[Name of LHD Representative]

[Representative Title]

[LHD Name]