Sample letter

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: All parents/Guardians of (Name of school) Students

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parents/Guardians:

A mercury spill occurred yesterday at (time) in (location of spill) at the (name of school). Some staff and students who were in the room at the time of the spill may have gotten mercury on their shoes, backpacks or other items. As a safety measure, we are asking that you bring the shoes that were worn at school yesterday, backpacks and any other items that may have gotten mercury on them back to school for testing.

Please follow these steps:

* Put each pair of shoes in its own plastic garbage bag and tie it shut.
* Label the bag with your name and phone number.
* Bring the bag to the principal’s office at the school.

The shoes will be tested and returned if they pass the test. If the shoes test positive for mercury they may be thrown away. Someone may contact you to talk to you about the contaminated shoes.

If you have questions about the spill, please contact the:

* (Name and phone number for school)
* (Name of health department who provided health effects information)
* (Name of environmental agency assisting with spill cleanup)

Thank you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (School official and title)

(Name of school)