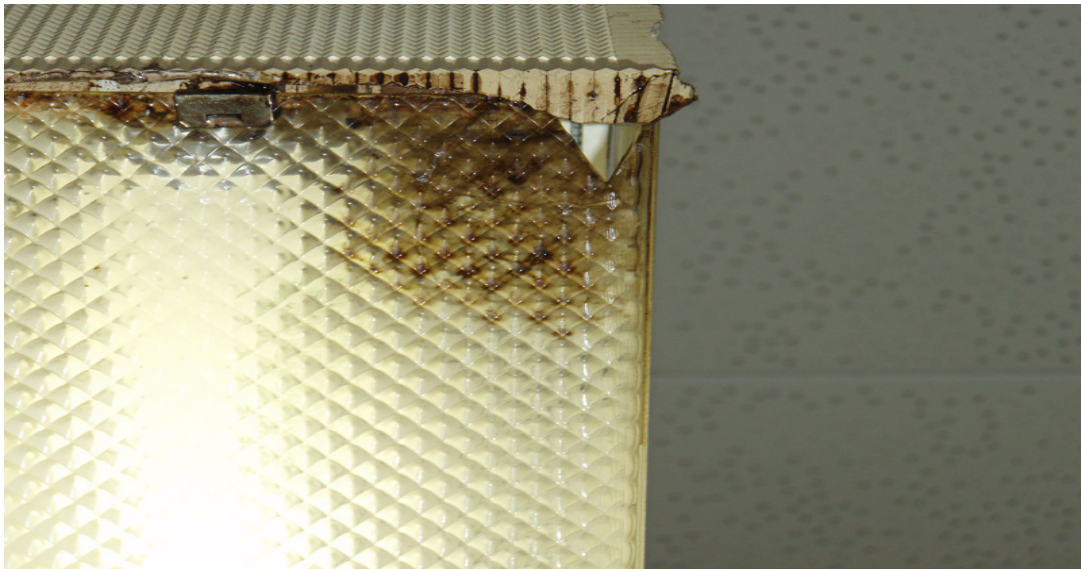




PCB Lights Out

Tool Kit for School Walk Throughs

Take a Peak, Find a Leak!



The Department of Education says it will take up to **9 years** to replace toxic PCB lights in our schools. However, where visible signs of leaking are found, the DOE says it will remove all the PCB lights at such schools within one year.

Conduct a “walk through” at your school to look for visibly leaking PCB lights to fast track your child’s school.

For more information visit PCBLightsOut.org.

"We urge all of our, all of the people in our school communities, whether they are teachers or parents or whomever along with our building staff, if they observe anything to let us know."

Deputy Chancellor Kathleen Grimm,
April 13, 2011 Testimony before City Council's
Committee on Education.

**PCB
Lights
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Chancellor's Parent Advisory Council says:

9 YEARS IS TOO LONG

To Expose Children to Toxic PCBs

DOE says it will take up to 9 years to remove toxic PCB lights from your child's school. But where a visibly leaking light is found, the DOE will replace all the PCB lights at that school within one year. Conduct a simple walk through to find a leak at your child's school and protect your child from PCB exposure.

See the reverse side to learn how to get your child's school on the DOE's PCB light removal fast track list.

This information is brought to you by the CPAC endorsed PCB Lights Out campaign. For more information, visit PCBLightsOut.org. You can also call us at (212) 453-5874 or email us at ggazon@nylpi.org.

CPAC says "PCB Lights Out!" Find a leak and fast track your school.

By now, you should have received a letter from the DOE informing you that your child attends a school with PCB lights and that the DOE plans to replace them within the next 9 years.

PCBs are highly toxic and long-term exposure is linked to childhood cancer, heart and respiratory disease and permanently depressed IQs, among other serious health problems.

Your child's school is one of over 650 NYC public schools that use PCB lights. Because of their age, these lights are failing and leaking toxic PCBs into classrooms and exposing students and staff to this toxic compound.

How do I get PCBs removed from my child's school? Walk-through your child's school to identify and document visible leaks. If a visible PCB leak is found, the DOE says it will remove all the school's PCB lights within one year.

Deputy Chancellor Kathleen Grimm urges all parents and school staff to help the DOE find leaking PCB light fixtures. CPAC encourages you to conduct a walk through of your child's school to identify leaking PCB lights.

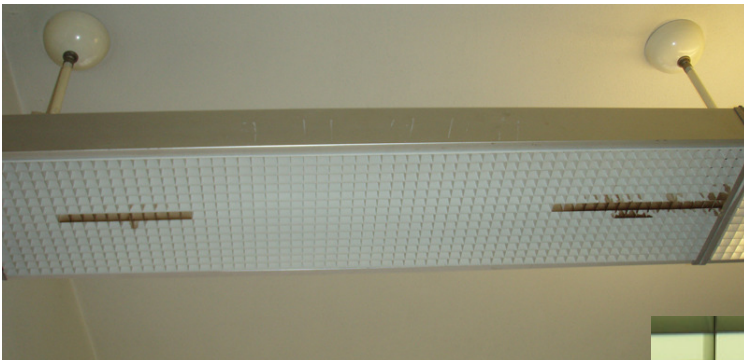
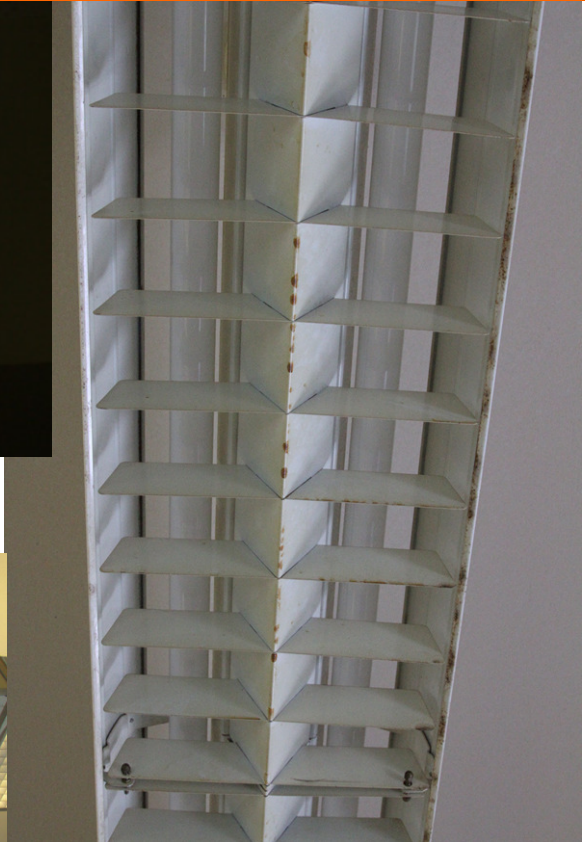
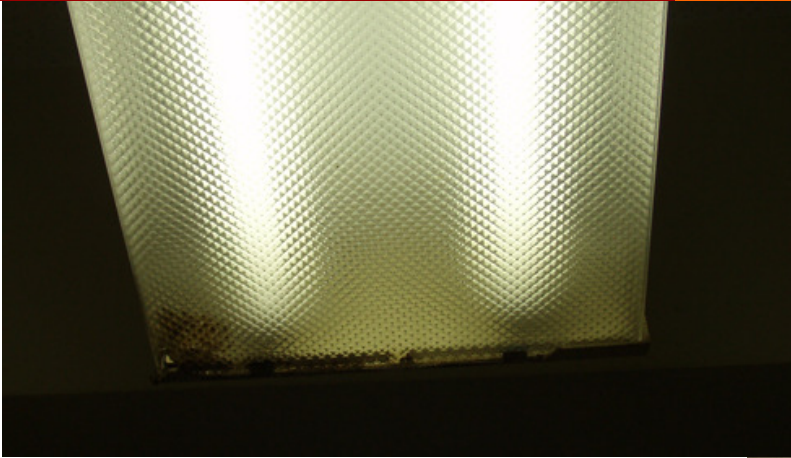
Conducting a walkthrough is easy - learn how by visiting PCBLightsOut.org or by calling us at (212) 453-5874 or emailing us at ggazon@nylpi.org.

**PCB
Lights
OUT**

PCBLightsOut.org

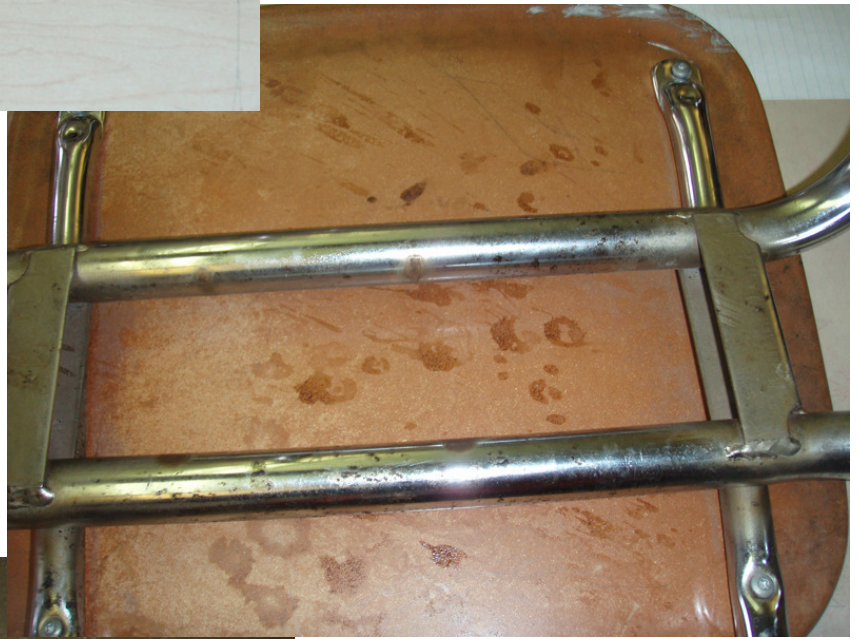
What does a visible leak look like?

Look for signs of any **stains, discoloration, or oil leakage**. PCB oil is usually a yellow or brown color. If possible, look through cracks or openings at the lens covers to spot leaks on the metal plate behind the lens cover.



Pictures from NYC Department of Education,
Division of School Facilities: <http://www.opt-osfns.org/dsf/Custodian/ballast/default.aspx>

Be sure to look for stains on furniture and the floor too!





Important reminders during the walk through



CONTACT US BEFORE you conduct a walk through so we can help make it a success!

NEVER TOUCH the light fixture or personally try to remove the lens to inspect for internal leaks.

LOOK at all exposed parts of the lights including lenses, screw holes, bulbs, and metal fixture. Try to get a look at the metal plates behind the lens cover if there are gaps or openings that make it visible without removing the lens cover.

TAKE PICTURES of stains on light fixtures, furniture, and the floor. The pictures might come out better with the light off.

FILL OUT the “Inspection Log” on the next page, providing as much detail as possible.

CHECK all available rooms and school areas, including the gym, cafeteria, stairwells, hallways, and classrooms.

REMEMBER desks, chairs, and flooring below fixtures may also show signs of leakage.

LEAKS come in all shapes and sizes. Note any evidence of leakage no matter how small it may seem. PCB fluid can be extremely toxic and able to enter the air even from small amounts.

SEND the attached letter to report leakage immediately after the walk through. **ENCLOSE** a copy of the completed “Parent Visual Inspection Log” with your letter. Keep your original.

WE WANT TO HEAR FROM YOU! Tell us what you found at your school so we can help you advocate for the swift removal of all PCB lights from your school. Contact Gigi Gazon at ggazon@nylpi.org, 212-244-4664 ext. 474.

Parent Visual Inspection Log

***Note to Parents:** If you find more leaks than this log has space to record, please just make more copies of this log and make a note at the top that it is a continuation of the previous recordings.

Total Number of Leaks: _____

Leak #1

Location (i.e., Room #, Hallway, Stairwell, Gym etc.): _____
Position in room/ location (ex. light in far right corner near window): _____
Location of leak on the light, floor, or furniture (ex. Middle of lens): _____
Description of leak (ex. Brown discoloration that looked like oil): _____
Number of bulbs in the light: _____ Approx. Size of the light (ex. 4 ft. long) _____

Leak #2

Location (i.e., Room #, Hallway, Stairwell, Gym etc.): _____
Position in room/ location (ex. light in far right corner near window): _____
Location of leak on the light, floor, or furniture (ex. Middle of lens): _____
Description of leak (ex. Brown discoloration that looked like oil): _____
Number of bulbs in the light: _____ Approx. Size of the light (ex. 4 ft. long) _____

Leak #3

Location (i.e., Room #, Hallway, Stairwell, Gym etc.): _____
Position in room/ location (ex. light in far right corner near window): _____
Location of leak on the light, floor, or furniture (ex. Middle of lens): _____
Description of leak (ex. Brown discoloration that looked like oil): _____
Number of bulbs in the light: _____ Approx. Size of the light (ex. 4 ft. long) _____

Leak #4

Location (i.e., Room #, Hallway, Stairwell, Gym etc.): _____
Position in room/ location (ex. light in far right corner near window): _____
Location of leak on the light, floor, or furniture (ex. Middle of lens): _____
Description of leak (ex. Brown discoloration that looked like oil): _____
Number of bulbs in the light: _____ Approx. Size of the light (ex. 4 ft. long) _____

Leak #5

Location (i.e., Room #, Hallway, Stairwell, Gym etc.): _____
Position in room/ location (ex. light in far right corner near window): _____
Location of leak on the light, floor, or furniture (ex. Middle of lens): _____
Description of leak (ex. Brown discoloration that looked like oil): _____
Number of bulbs in the light: _____ Approx. Size of the light (ex. 4 ft. long) _____

Leak #6

Location (i.e., Room #, Hallway, Stairwell, Gym etc.): _____
Position in room/ location (ex. light in far right corner near window): _____
Location of leak on the light, floor, or furniture (ex. Middle of lens): _____
Description of leak (ex. Brown discoloration that looked like oil): _____
Number of bulbs in the light: _____ Approx. Size of the light (ex. 4 ft. long) _____

Leak #7

Location (i.e., Room #, Hallway, Stairwell, Gym etc.): _____
Position in room/ location (ex. light in far right corner near window): _____
Location of leak on the light, floor, or furniture (ex. Middle of lens): _____
Description of leak (ex. Brown discoloration that looked like oil): _____
Number of bulbs in the light: _____ Approx. Size of the light (ex. 4 ft. long) _____

Leak #8

Location (i.e., Room #, Hallway, Stairwell, Gym etc.): _____
Position in room/ location (ex. light in far right corner near window): _____
Location of leak on the light, floor, or furniture (ex. Middle of lens): _____
Description of leak (ex. Brown discoloration that looked like oil): _____
Number of bulbs in the light: _____ Approx. Size of the light (ex. 4 ft. long) _____

Leak #9

Location (i.e., Room #, Hallway, Stairwell, Gym etc.): _____
Position in room/ location (ex. light in far right corner near window): _____
Location of leak on the light, floor, or furniture (ex. Middle of lens): _____
Description of leak (ex. Brown discoloration that looked like oil): _____
Number of bulbs in the light: _____ Approx. Size of the light (ex. 4 ft. long) _____

Leak #10

Location (i.e., Room #, Hallway, Stairwell, Gym etc.): _____
Position in room/ location (ex. light in far right corner near window): _____
Location of leak on the light, floor, or furniture (ex. Middle of lens): _____
Description of leak (ex. Brown discoloration that looked like oil): _____
Number of bulbs in the light: _____ Approx. Size of the light (ex. 4 ft. long) _____

Leak #11

Location (i.e., Room #, Hallway, Stairwell, Gym etc.): _____
Position in room/ location (ex. light in far right corner near window): _____
Location of leak on the light, floor, or furniture (ex. Middle of lens): _____
Description of leak (ex. Brown discoloration that looked like oil): _____
Number of bulbs in the light: _____ Approx. Size of the light (ex. 4 ft. long) _____

Additional Comments:

Template Letter to report leaks and have your school's lights replaced within **one year** instead of within the next *nine years*!

(on the next page)



John Shea, Chief Executive Officer
Division of School Facilities Central Headquarters
44-36 Vernon Boulevard
Long Island City, NY 11101

Re: PCB Light Leaks found at [School Name]

[DATE]

Dear Mr. Shea,

The parents of [School Name] in [Borough], a school with T12 lights, have found [number of lights] light fixtures with visible signs of potential PCB leaks. Pursuant to your Visual Inspection Protocol, we request the immediate replacement of these particular light fixtures and that all the light fixtures in our school building be replaced within one year of the date of this letter. Enclosed in this letter is a log that notes specific details about each light affected.

As you are aware, dozens of peer-reviewed science articles have documented that long-term exposure to PCBs, even at low levels, poses serious risks to human health, especially children's health and fetal health. These highly toxic chemicals increase our children's risk of developing attentional deficits, hormonal and immune disruptions, and childhood leukemia, among other serious health problems.

Not only are PCBs extremely toxic, it also violates federal law to have them leaking from the light fixtures in our school. We have enclosed documentation of the visible leaks at our school that parents spotted. However, we also know that it is very likely that there are leaks throughout our school that we cannot see from the ground. During Environmental Protection Agency inspections of seven school buildings, they discovered that 93% of the classrooms and other school areas had leaking PCB light fixtures. It is completely unacceptable for our children to go to school in such a toxic environment. And as the pilot study showed, 766 out of 795 PCB lights were leaking or had leaked PCBs at PS 3R in Staten Island.

As parents in the NYC school system, we would like all PCB containing light fixtures to be removed on the fastest timeframe possible. We know there is an epidemic of leaking fixtures across NYC schools and that a ten year timeframe for removing them is irresponsible and unnecessarily risks our children's health.

Please contact [insert parent name and contact information], a parent at our school, to inform us about your plans to remove and replace all the light fixtures in our school building.

Sincerely,

Parents of [School Name]

cc: Council Member Jackson, Chair of the Education Committee
250 Broadway, Room 1747
New York, NY 10007

Deputy Chancellor Kathleen Grimm
52 Chambers Street, Room 320
New York, NY 10007

Council Member [in your school's district]



Want more information?

VISIT: PCBlightsout.org

New York Lawyers for the Public Interest (NYLPI)

Gigi Gazon, Community Organizer

212-244-4664 x 474

ggazon@nylpi.org



New York Communities for Change (NYCC)

Ann Sullivan, PCB Coordinator

(347) 410-6919 x 266

Asullivan@nycommunities.org

