



Lead Testing in School Drinking Water

Presentation for School Reporters

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September 24, 2018

School Reporting Requirements

Regulation Refresher

Subpart 67-4 Lead Testing in School Drinking Water was published in the State Register on May 9, 2018, and replaces the emergency regulation.

<https://regs.health.ny.gov/book/export/html/56608>

Monitoring, Response, and Reporting Provisions



Regulation Refresher

All school buildings in service as of September 6, 2016, shall have completed initial sampling as of October 31, 2016.

For buildings put into service after September 6, 2016, initial first-draw samples shall be performed prior to occupancy.

By November 11, 2016, schools shall have reported sampling results and their list of lead free buildings to the NYS Department of Health (the "Department"), local health department, and State Education Department, through the Department's designated statewide electronic reporting system (HERDS on the Health Commerce System (HCS)).

- Data is made available to the public on [Health Data New York](#), and updated nightly.

Schools shall collect first-draw samples again in 2020 or at an earlier time as determined by the commissioner and at least every 5 years thereafter.



Regulation Refresher

If the lead concentration of water at an outlet exceeded the action level of **15 micrograms per liter ($\mu\text{g}/\text{L}$) or parts per billion (ppb)**, the school shall have prohibited the use of the outlet until:

- (1) a lead remediation plan was implemented to mitigate the lead level of such outlet; and
- (2) test results indicate that the lead levels are at or below the action level.

In addition, the school shall provide building occupants with an adequate supply of potable water for drinking and cooking until remediation is performed and notify all staff and parental relation to children or students of the test results, in writing, as soon as practicable but no more than 10 business days after the school received the laboratory report.

Regulation Refresher

On July 6, 2018, the Department sent a letter to all public school district and BOCES Superintendents providing guidance/instruction for how to report Post Remediation Data to the Department in HERDS through HCS and how to identify and correct common data reporting errors and deficiencies.

The Post Remediation Data Entry Guidance was attached and is also available on the web at:

https://www.health.ny.gov/environmental/water/drinking/lead/docs/post_remediation_data_entry_guide.pdf



Timeline

2016

- **September 6, 2016:** Legislation (A.10740/S.8158) and Emergency Regulation (10 NYCRR Subpart 67-4) Issued
- **September 30, 2016:** Schools pre K through grade 5 complete sampling
- **October 31, 2016:** Schools grades 6 through 12 complete sampling

2017

- **January 27, 2017:** Initial report to the Governor
- Remediation and testing

2018

- **May 9, 2018:** Final Regulation Issued
- **July 6, 2018:** Letter to School Superintendents (Instructions for post remediation data entry)
- **September 24, 2018:** Webinar for Schools
- **October 12, 2018:** Deadline for Schools to complete data updates in HERDS (updated deadline)
- **December 2018:** Biennial report to the Governor

Post Remediation Data Entry Guidance

Tool to reference when entering post remediation data.

Main Objectives of the Guidance:

1. To help schools report outlet test results following remediation activities.
2. To help schools complete a quality review of the data reported in HERDS.
3. To help schools obtain a current status report of the number of outlets that *meet* or *exceed* the action level (> 15 ppb).

Post Remediation Data Entry Guidance

Guidance evolved following the release of the regulation based on difficulty in finding replacement outlets/parts that met the "Lead-Free" definition for faucets/outlets not manufactured for potable uses including:

- Lab sinks
- Lavatory hand washing sinks
- Outside hose bibs

This allowed School Superintendents to re-identify which outlets within a school building met the regulation criteria for sampling. Schools need to have an action plan in place to address these scenarios, which could include:

- Engineering controls
- Supervision
- Education
- Signage

Due to this, the total number of “applicable” outlets entered into HERDS may not equal the number of outlets sampled or the number of outlets with results.

- **The HERDS Sampling Form must be updated with the final count of “applicable” outlets**

Reporting Lead Data in HERDS

Reminder:

Reporting Lead data in the HERDS database involves filling out 2 surveys which include 3 forms under the “Activity” button:

- **Survey 1: School Drinking Water Lead-Free Building Survey (1 form)**
School Drinking Water Lead-Free Building Survey Form
- **Survey 2: School Drinking Water Sampling and Results Survey (2 forms):**
 1. School Drinking Water – Lead Sampling Survey Form
 2. School Drinking Water – Lead Results Survey Form

Selecting Surveys and Forms in HERDS

Activity:* Please Select Activity ▼

- Please Select Activity
- School Drinking Water Lead Free Building Survey
- School Drinking Water Sampling and Results Survey

• Forms:

- School Drinking Water - Lead Free Building Survey
- School Drinking Water - Lead Sampling Survey
- School Drinking Water - Lead Results Survey

*You **must** have the School Lead in Drinking Water Reporter role assigned to you by your school's HCS Coordinator to access the forms in HERDS.

Post Remediation Data Entry Guidance (page 1)

POST-REMEDATION DATA ENTRY GUIDE

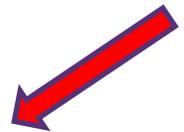
If you originally received one or more laboratory analysis result(s) greater than the action level and you have remediated, then you may be ready to update HERDS with post-remediation data. The table below is designed to inform you which items need to be updated.

Note: there are no anticipated changes to the Lead Free Survey regarding post-remediation data.

Survey/Question #	Post-Remediation Data Entry Guidance
Lead Sampling Survey <i>Sampling: School Website</i>	
Q1. Enter the website address where your school water analysis results will be posted. <i>Sampling: Sampling Numbers</i>	Update if blank or you have a more specific website address
Q2. How many total outlets have been identified by the school that require sampling?	Do not change unless there are outlets that no longer apply to Subpart 67-4, then remove them from Sampling Survey Q2
Q3. Out of the total number of outlets reported in #2, how many were sampled between 01/01/2015 and 09/06/2016, in a manner that <u>was fully compliant with the regulations</u> , and which had results at or below the action level?	Do not change
Q4. Out of the total number of outlets reported in #2, how many were sampled between 01/01/2015 and 09/06/2016, in a manner that <u>did not fully comply with the regulations</u> , which had results at or below the action level, and for which the school has requested a testing waiver?	Update to reflect current waiver request status
Q4a. Of the number of outlets reported in #4, how many outlets have received a waiver from sampling?	Update to reflect current status; you must receive official notice from the NYS DOH to claim you have been granted a waiver from sampling
Q5. Of the total number of outlets reported in #2, how many were sampled after 09/06/2016, in a manner that was fully compliant with the regulations? <i>Sampling: Sampling Complete</i>	Update to reflect current status
Q6. All outlets have been sampled. All samples have been submitted to an ELAP-approved laboratory for analysis.	Do not change if already checked; if unchecked, check the box
Q7. Enter the date all sampling completed: (MM/DD/YYYY)	Update to reflect date most recent sampling was completed

Lead Sampling Survey Form

- Q1.** Enter the website address where your school water analysis results are posted.
- Update *if blank or you have a more specific website address*
- Q2.** How many total outlets have been identified by the school that require sampling?
- Do not change unless there are outlets that no longer apply to Subpart 67-4. If so, remove them from Sampling Survey Q2.
- Q3.** Out of the total number of outlets reported in Q2, how many were sampled between 01/01/2015 and 09/06/2016, in a manner that was fully compliant with the regulations, and which had results at or below the action level?
- Do not change



Lead Sampling Survey Form (cont'd)

Q4. Out of the total number of outlets reported in Q2, how many were sampled between 01/01/2015 and 09/06/2016, in a manner that did not fully comply with the regulations, which had results at or below the action level, and for which the school has requested a testing waiver

- Update to reflect current waiver request status

Q4a. Of the number of outlets reported in Q4, how many outlets have received a waiver from sampling?

- Update to reflect current status; you must receive official notice from the Department (NYSDOH) to claim you have been granted a waiver from sampling

Q5. Of the total number of outlets reported in Q2, how many were sampled after 09/06/2016, in a manner that was fully compliant with the regulations?

- Update to reflect current status

Lead Sampling Survey Form (cont'd)

Q6. All outlets have been sampled. All samples have been submitted to an ELAP-approved laboratory for analysis.

- Do not change if already checked; if unchecked, check the box

Q7. Enter the date all sampling completed: (MM/DD/YYYY)

- Update to reflect the date the most recent sampling was completed

Post Remediation Data Entry Guidance (page 2)

POST-REMEDIATION DATA ENTRY GUIDE

Lead Results Survey	
Lead Analysis Results	
Q1. Enter the total number of outlets with a lead analysis result less than or equal to the action level:	Update <i>add</i> outlets that are no longer greater than the action level
Q2. Enter the total number of sampled outlets with a lead analysis result greater than the action level:	Update <i>subtract</i> outlets that had lower than action level post-remediation laboratory results
Notes: 1) Action level is 15 micrograms per liter (µg/L) or parts per billion (ppb) (or 0.015 mg/L or parts per million (ppm)) 2) Lead Analysis Results Survey Q1+Q2 should equal Lead Sampling Survey Q2 3) If there are outlets that no longer apply to Subpart 67-4, then remove them from Lead Sampling Survey Q2	
<i>Outlets Above Action Level Taken Out of Service or Appropriate Signage Posted</i>	
Q3. All outlets with lead analysis results greater than the action level have been taken out of service or, for bathroom sinks, appropriate signage has been posted not to drink the water.	Check if you have 1 or more outlets with a lead analysis result greater than the action level; Uncheck if all outlets are ≤ 15 ppb
<i>All Lead Reports Received</i>	
Q4. The school has received laboratory analysis results for all samples collected.	Do not change
Q5. Enter the date all laboratory analysis reports were received: (MMDD/YYYY)	Update with the date you received the most recent reports, regardless if initial or post-remediation sampling results

Please update and submit the HERDS forms as additional results are received.

The information you provide will be made available to the public on Health Data NY (<https://health.data.ny.gov/>). The data displayed on Health Data NY is updated daily. For assistance with completing the forms, please email us at lead.in.school.drinking.water@health.ny.gov.

If you have technical questions about the lead testing in school drinking water regulation, please contact your local health department (LHD). Copy and paste the following link for an interactive map that has links to contact information for each LHD: http://www.health.ny.gov/environmental/water/drinking/doh_pub_contacts_map.htm

To update data in HERDS:

1. Sign into the [Health Commerce System](#)
2. Click on the HERDS application from "My Applications"
3. Select "Facility" on the Level Selector page
4. Click on the Data Entry tab
5. Select the appropriate activity, organization (school), and form
6. Once you complete a form, select "Save," "Review & Submit," and "Submit". All three must be selected to fully submit each form.

Reminder: You can update the forms in HERDS as many times as needed. HERDS should always reflect current and accurate information and is intended to be modified as more data is received.

Lead Results Survey Form (page 2)

Q1. Enter the total number of outlets with a lead analysis result less than or equal to the action level:

- Update to *add outlets that are no longer greater than the action level*

Q2. Enter the total number of sampled outlets with a lead analysis result greater than the action level:

- Update to *subtract outlets that had lower than action level post remediation laboratory results*

Notes:

1. Action level is > 15 ppb
2. Lead Analysis Results Survey form Q1+Q2 should equal Lead Sampling Survey form Q2
3. If there are outlets that no longer apply to Subpart 67-4, then remove them from Lead Sampling Survey form Q2

Lead Results Survey Form cont'd

- Q3.** All outlets with lead analysis results greater than the action level have been taken out of service or, for bathroom sinks, appropriate signage has been posted not to drink the water.
- Check *if you have 1 or more outlets with a lead analysis result greater than the action level;*
 - Uncheck *if all outlets are ≤ 15 ppb*
- Q4.** The school has received laboratory analysis results for all samples collected.
- Do not change
- Q5.** Enter the date all laboratory analysis reports were received: (MM/DD/YYYY)
- Update *with the date you received the most recent reports, regardless if initial or post remediation sampling results*

Data Quality Checks

Data Quality Checks

Most Common Errors:

1. Website missing
2. Missing total # of outlets
3. Total # of outlets not equal to total # of outlets with results
4. Sampling not completed or missing date sampling was completed
5. Results not received or missing date when results were received
6. "Lead-Free Building Survey" not started or submitted

▪ Most misunderstood!

Lead-Free Building Survey - Deficiency

This survey has 1 form that **must be filled out** for every school building that falls under Subpart 67-4.

“Lead-Free Building”: Any school *building* (not a new wing, addition, etc.) with internal plumbing that meets the new definition of “Lead-Free” as defined by 1417 of the Federal Safe Drinking Water Act.

A building can be deemed “lead-free” if:

- The building was constructed after January 4, 2014 or
- A New York State Professional Engineer or Architect certifies the building (internal plumbing) to be lead-free. School must keep documentation on file.

Health Electronic Response Data System (HERDS)

Level Selector Home Activity Management Permissions Management Forms Management **Data Entry** Reports

- Data Entry

Activity: School Drinking Water Lead Free Building Survey

Organization: Z TEST PUBLIC SCHOOL (038808998889)
[#Show Organization Info](#)

Form: School Drinking Water - Lead Free Building Survey

Data Entry Type: Schools - Public

Data Entry Name: Z TEST PUBLIC SCHOOL (038808998889)
[#Show Facility Info](#)

[Delete Survey Data](#)

Every school under Subpart 67-4 must complete the School Drinking Water Lead Free Building Survey and Form.

Number of Lead Free Buildings

Do you have any lead-free buildings constructed after January 4, 2014, or buildings that meet the lead-free requirements under section 1417 of the federal Safe Drinking Water Act? [?](#)
Is a Required field.

Enter the name of each lead free building. Multiple entries can be added.

To enter individual building:

1. Click **Save & Add** under the Building Name section to add the name of each lead free building.
2. Enter building names into the blank fields. **Do not** overwrite a previous entry.
3. **Repeat** until all lead free building names are entered.

Building Name

[Save & Add](#)

1. Building Name [Delete](#) [Edit](#) test

HERDS Demonstration and Scenarios

Access surveys/forms in HERDS

- Sign into NYS Health Commerce System (HCS)
- Click 'HERDS' from the list under 'My Applications'
- Select 'Facility' under 'User Access Level', if given an option (NOT 'District')
- Click Data Entry, then the appropriate Activity, Organization (school), and Form

Activity:*

Please Select Activity ▼

Please Select Activity

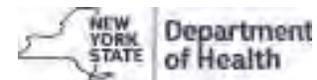
School Drinking Water Lead Free Building Survey

School Drinking Water Sampling and Results Survey

- Forms:
 - School Drinking Water - Lead Free Building Survey
 - School Drinking Water - Lead Sampling Survey
 - School Drinking Water - Lead Results Survey

DEMO

*You **must** have the School Lead in Drinking Water Reporter role assigned to you by an HCS Coordinator to access the forms in HERDS.



Access surveys/forms in HERDS

Slides 44-95 were not reviewed during the Live Webinar but provide step by step guidance of what was demonstrated.

Please review these slides if you need additional guidance related to HCS and HERDS.

Common Scenarios When Updating HERDS

Post Remediation Data Not Updated in HERDS

Scenario: You review your data in HERDS and notice exceedances (outlets > 15 ppb), even though all outlets have already been remediated and results came back under the action level (≤ 15 ppb). Your school has not yet updated HERDS with post remediation results.

Actions:

- Open the Post Remediation Data Entry Guide
- Update the Sampling Survey Form and Results Survey Form
- Click 'Save', 'Review & Submit', and 'Submit' when done
- Confirm that there are no other data issues

Initial Sampling Count Changed Over Time

Scenario: You open HERDS to review your data and notice that the total # outlets (Sampling Survey Form) does not equal the total # of outlets with results (Results Survey Form). The data shows 115 total outlets sampled and only 110 outlets with results. You recall that after sampling data was entered your Superintendent reassessed which outlets needed testing and only reported results for the applicable outlets.

Actions:

- Open the Post Remediation Data Entry Guide
- Sign into HERDS to update the total number of outlets on the Sampling Survey Form (Q2)
- Click 'Save', 'Review & Submit', and 'Submit' when done
- Review the rest of your data to make sure it is current and accurate

Lead Free Building Survey Form- Never Started

Scenario: No one from your school has started/completed the Lead Free Building Survey.

Actions:

- Sign into HERDS and complete the Lead Free Building Survey Form
- Click 'Save', 'Review & Submit', and 'Submit' when done
- Check to make sure the other forms are completed

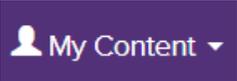
Troubleshooting

“I don’t see any activities in HERDS”

You likely do not have the School Lead in Drinking Water Reporter role assigned to you

You need to work with your HCS Coordinator to have the role assigned

To find your HCS Coordinator:

- From HCS, click  , then ‘Look up my coordinators’

“I have the School Lead in Drinking Water Reporter role assigned, but I do not see activities in HERDS”

Select ‘facility’ at the Level Selector step

- The forms must be completed under each individual school
- If this does not correct the problem, then there may be an error in how the role was assigned. Email lead.in.school.drinking.water@health.ny.gov with a brief description.

“I don’t see the role to assign” – HCS Coordinator

The School Lead in Drinking Water Reporter role only exists at the **Facility/School level**

If your HCS Coordinator states that they can’t see the role, then they are most likely trying to add it under the District level

Advise them to try adding the role for each individual school at the **Facility/School level**

Renovated Building Not in HERDS

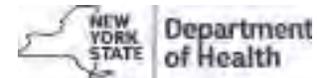
Scenario: A building in your district was renovated and it does NOT appear in HERDS.

Action:

- Email the Department with the school name, BEDS code (12 digit identifier), and whether the building houses students. The Department will assist with adding the building to HERDS for reporting purposes.

Department email:

Lead.in.school.drinking.water@health.ny.gov



New School Building Needs to be added to HERDS

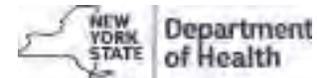
Scenario: Your district has a new school building.

Action:

- Email the Department with the school name, BEDS code (12 digit identifier), and whether the building occupies students. The Department will assist with adding the building to HERDS for reporting purposes.

Department email:

Lead.in.school.drinking.water@health.ny.gov



Staff Turnover – New School Lead in Drinking Water Reporter

Scenario: The former School Lead in Drinking Water Reporter retired, or is no longer involved in the project. There **is** an active HCS Coordinator at the school.

Action:

- School must assign a person the School Lead in Drinking Water Reporter role to perform data entry
- The new reporter will need an HCS account
- An HCS Coordinator must finalize the HCS Account and assign the role to the new reporter before the new reporter can access the forms in HERDS

Staff Turnover- No HCS Coordinator to assign role

Scenario: Everyone who was involved with HCS/HERDS has left and there are no active HCS Coordinators.

Action:

- Email Department with the school name and BEDS code (12 digit identifier), and contact information for someone who will be the HCS Coordinator. The Department will assist to get the HCS Coordinator set up. The School Lead in Drinking Water Reporter role cannot be assigned until the school has an active HCS Coordinator.
- The Department will work with the school to get the new HCS Coordinator established.

Department email: Lead.in.school.drinking.water@health.ny.gov

Anticipated Challenges

- Staff turnover
- Expired passwords/forgotten account information
- Common issues schools experienced from last round
 - Selecting 'District' instead of 'Facility' at the Level Selector page when trying to enter HERDS data
 - Trying to enter data without having the School Lead in Drinking Water role assigned

Department of Health

HCS Help

Forgot your password?

Forgot your User ID?

Available Materials/Assistance

Department has and continues to:

Update materials on [NYSDOH Lead Testing of School Drinking Water website](#)

Develop guidance for Schools

- Post Remediation Data Entry Guide
- HERDS and HCS Guidance

Fall 2018 Webinars with Local Health Departments and Schools

Local Health Department outreach

2018 Schedule

- **September 24:** Webinar for Schools
- **October 12:** Deadline for Schools to complete data updates in HERDS (updated deadline)
- **December:** Biennial report to the Governor

Contacts

Questions about data reporting including post remediation data reporting should be directed to your respective Local Health Department

https://www.health.ny.gov/environmental/water/drinking/doh_pub_contacts_map.htm

Questions about HCS/HERDS should be directed to the Department

Email: Lead.in.school.drinking.water@health.ny.gov

or

Call Bureau of Water Supply Protection: 518-402-7650



Questions

Slides 44-95 are for reference only and may be visited during the Q&A Session



Department
of Health

Gaining Access to Health Commerce System and HERDS Data Entry Application

June 2018

Lead Testing in School Drinking Water

Outline

- Health Commerce System (HCS) Access
- HERDS (Data Entry Application) Access
- How to Open HERDS
- Troubleshooting

Overview of steps to access HERDS Data Entry forms

1. Obtain a Health Commerce System Account (HCS)
2. Be assigned the 'School Lead in Drinking Water Reporter' role by your HCS Coordinator
3. Sign into HERDS (data entry application) on HCS

Health Commerce System (HCS) Access

Where to register

1) Open your web browser and enter this web address in the address bar:

<https://commerce.health.state.ny.us>

2) On the HCS log in page, click:

Create an HCS Account

3) Answer the pop-up to choose the type of account you will register for, then:

- a) Register for an account
- b) Enroll your account on the HCS.

Must be done with your HCS Coordinator.

HCS Login

User ID
User ID

Password

Remember HCS ID OFF

Sign In

OR

Click Here → Create an HCS Account

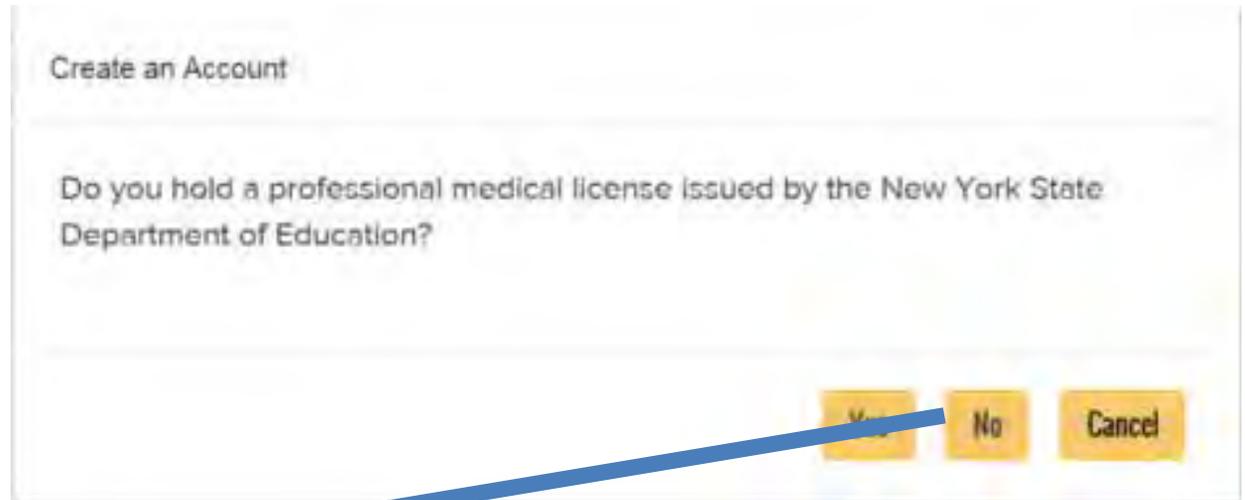
Next: Answer the pop-up question

Create an Account

Do you hold a professional medical license issued by the New York State Department of Education?

Yes No Cancel

If 'no', register for a general HCS user account



Create an Account

Do you hold a professional medical license issued by the New York State Department of Education?

Yes No Cancel

Register for an account

To register for an account. This is a two step process:

1. Register for an account. (Step A in the quick reference guide)
2. Enroll your account on the HCS. This step must be done with your HCS Coordinator. (Step B in the quick reference guide)

[Quick Reference Guide](#)

How to register ('No' to pop-up- HCS User Account)

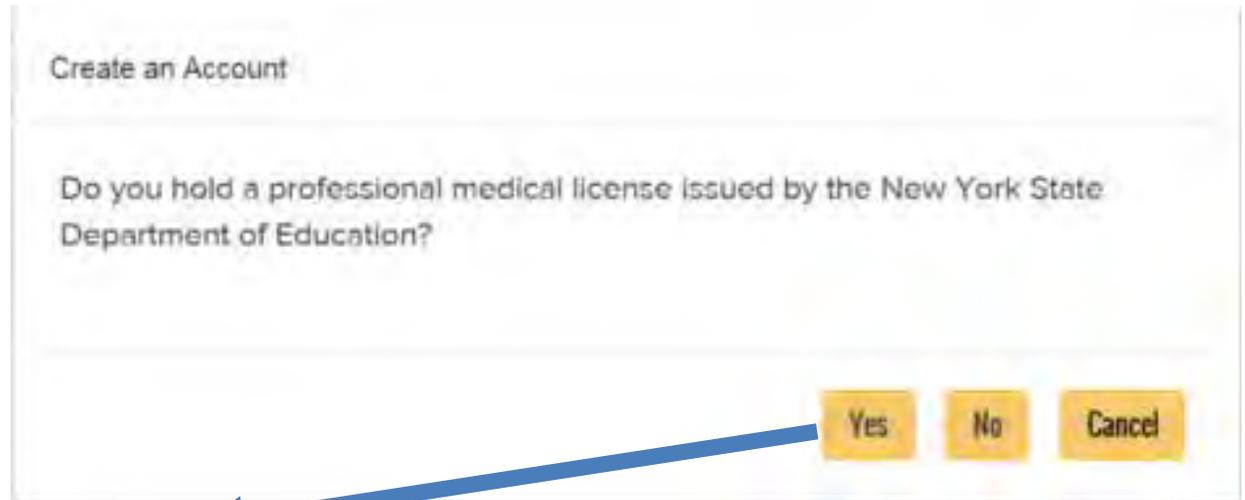
1. Complete the Name, Address and Policy Statement sections, and click **Continue**
 - NOTE: Your name must match what is on your Photo ID
2. Create a user ID and password, click **Continue**
3. Answer at least six of the 27 secret questions, click **Register**
4. Verify your account information, and click **Confirm**
5. Print your Account Registration Completion information, click **OK**
6. Print your confirmation email that your user ID was created
7. See your ***HCS Coordinator** with your Account Registration Completion email printout and your Photo ID. Your HCS Coordinator will finalize your new HCS user account.

Most school
personnel
WILL register
for this type of
account

**REGISTER
ONLY ONCE!**

*If you do not know your HCS Coordinator, or your school needs a new HCS Director/Coordinator please call the Commerce Accounts Management Unit (CAMU) at 1-866-529-1890, option 1 (M-F 8am-4:45pm).

If 'yes', apply for an HCS Medical Professions account



Create an Account

Do you hold a professional medical license issued by the New York State Department of Education?

Yes No Cancel

[Apply for an HCS Medical Professions account](#)

To apply for a Health Commerce System (HCS) account for prescribing and non-prescribing medical professionals.

[Quick Reference Guide](#)

If you are a prescriber, registration of your medical practice is required in order for you to establish HCS accounts for employees who will access the Prescription Monitoring Program (PMP) as your designee. Be sure to follow these steps to obtain an account, register your practice and set up users as designees:

1. You must apply for an HCS Medical Professions account - [Paperless HCS Medical Professions Account Quick Reference Guide](#)
2. You must Register your Medical Practice - [Paperless HCS Medical Practice Account Quick Reference Guide](#)
3. Your staff must Register for an HCS user account at <https://apps.health.ny.gov/pub/usertop.html>

How to register –HCS Medical Professions Account

Most school personnel will NOT register for this type of account

Apply for an HCS Medical Professions Account

1. Click '**Apply** for an HCS Medical Professions account'
2. Click 'I have a NYS DMV driver license or NYS DMV Non-driver Photo ID'
Note: If you do not have a NYS driver license, you can still apply by clicking 'I do not have a NYS DMV driver license or NYS DMV Non-driver Photo ID'
3. Enter your medical profession information and click **Submit**
Important! Your first and last name, license type, professional license number, and SSN must match what is in the NYSED Office of the Professions
4. Enter your DMV information from your driver license or non-driver photo ID exactly as it appears on your driver's license, click **Submit**
Important! Your first and last name, license number, date of birth, gender, and ZIP codes must match what is on your NYS driver license or NYS Non-driver photo ID.
5. Enter your contact information (fields marked with an asterisk are required)
Agree to terms outlined in the Security and Use Policy (SAUP), check the box, and **Submit**
6. Congratulations, you have an HCS account. Keep your User ID as it will be required for all HCS access.
If you have issues logging in to the HCS with your userid and password, please call the Commerce Accounts Management Unit (CAMU) at 1-866-529-1890, option 1 (M-F 8am-4:45pm).

HERDS (Data Entry Application) Access

Role Assignment Required for HERDS Form Access

- To access the school lead in drinking water forms, the reporter must first be assigned the following **role** by their HCS Coordinator:

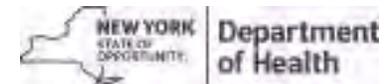
School Lead in Drinking Water Reporter

Request Access to the HERDS application for a new user (with HCS access)

Have the individual designated to report on school lead in drinking water email their HCS Coordinator requesting to be added to the HERDS role of **School Lead in Drinking Water Reporter** for each individual school they will be reporting for.

If you do not know who your HCS Coordinator is and you have access to HCS, you can look them up following these steps:

- 1) Log into HCS
- 2) Click  and select **Look up my coordinators**
- 3) A list will appear with the name, phone number, and email address for each of your HCS Coordinators

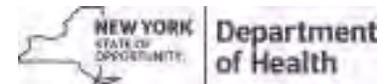


How to assign a role in the HCS Communications Directory (For HCS Coordinators)

1. Click **Coordinator's Update Tool**
2. Select the appropriate organization
3. Click **Manage Role Assignments** (blue tab)
4. Click the **Modify** link located to right of the role name
5. Under section 2 (if no one is currently in role) or section 3 (if someone in role), then select the name of the person with an ID you wish to add to the role and click **Add Role Assignments**. **Avoid adding a person to the role if you see an "na" after their name**, especially if you know the user has an existing HCS account.
 - 5a. If you cannot locate the person in the list, then proceed to the last option, enter the person's last name in the Search for Person(s) by name, and click **Submit**
 - 5b. Select the person in the list with a valid user ID
 - 5c. **DO NOT** click the 'Assign' link, this does not create an account
6. Click **Add Role Assignments**.

9/25/2018

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Not sure if you have the role for each school?

Check to see what roles you have by organization in HCS

- Log into HCS
- Select  from the top of the screen
- Click “See what roles I hold”
- A list will appear
 - If you do not see “School Lead in Drinking Water Reporter” assigned to you for each individual school you are to report under, then work with your HCS Coordinator to have the role added.

Name	Amanda St. Louis
Role Description	Organization Name
HERDS System Administrator	NYSDOH CEH
School Data Reporter	Z TEST PUBLIC SCHOOL
School Lead in Drinking Water Reporter	DOH TEST SCHOOL 1
School Lead in Drinking Water Reporter	Z TEST PUBLIC SCHOOL

9/25/2018

How to Open HERDS (Data Entry Application)

Sign into Health Commerce System

1. https://commerce.health.state.ny.us/public/hcs_login.html
2. Scroll down to the bottom left if you
 1. Forgot your password
 2. Forgot your User ID



HCS Login

User ID

Password

Remember HCS ID OFF

Sign In

OR

Create an HCS Account



Department of Health

HCS Help

[Forgot your password?](#)

[Forgot your User ID?](#)

Getting into HERDS: Click on it from “My Applications”

Health Commerce System

Home My Content Print Search Help

Welcome Michele L. Herdt

Search

My Applications

- Acronyms & Abbreviations
- CART
- Congenital Malformations
- County Survey
- Emergency Contacts
- Form Builder
- HCBC
- HERDS**
- IHANS (Notification System)
- LeadWeb
- NH Surveillance
- School Survey
- ServNY

Refresh My Applications List

Important Health Events

ZIKA VIRUS RESPONSE

NYS PMP

Visualization Portal

Important Health Notifications

Posted	Priority	Keyword	Source	Audience	Description	Recipients
09/23/2016	Advisory	Commissioner's Letter	NYSDOH		Dr. Zuckers September 2016 Monthly Letter	Recipients
09/21/2016	Advisory	New HERDS Role	NYSDOH		HERDS: New School Lead in Drinking Water Role; Please Add Designees ASAP	Recipients
09/07/2016	Advisory	Dear Administrator Letter (DAL)	NYSDOH		Dear Administrator Letter from the NYSDOH for your prompt attention	Recipients
09/02/2016	Alert	Storm Hermine	NYSDOH		Home Care Emergency Survey Posting for storm Hermine	Recipients
09/01/2016	Advisory	Tropical Storm Guidance	NYSDOH		Provider guidance: preparation for potential impacts of Tropical Storm Hermine	Recipients
08/31/2016	Advisory	Commissioner's Letter	NYSDOH		August 2016 Commissioners Letter NYS-ARTF and Accurate Contact Info on HCS	Recipients

Showing notifications sent in the past 30 days

Newsroom Highlights...

New Items

09/27/2016 DAL-NH-16-04 Section 12 - State Enforcem...

Newsletters

09/22/2016 October 2016 Aware Prepare Update

How to add HERDS to 'My Applications'

If you do not already see HERDS listed under 'My Applications', you can follow these steps to add it to your list:

- Log into HCS
- Select  My Content ▾ from the top of the screen
- Click "All applications"
- Select **S**, then School Survey (HERDS) from the applications listed
- Click the green circle with a plus sign on the right of the application name
 -  → 
- Return to Home page, it will now appear under "My Applications"

Select 'Facility' if you see Level Selector options

- a. **DO NOT** click 'District'
- b. if you only have facility-level access, you may not see any options

The screenshot displays the HERDS 3.0 interface. At the top left, it says "Health Electronic Response Data System (HERDS)". At the top right, it shows "HERDS 3.0 : axs39 () 78 Online User(s) | [About](#) | [Comments](#) | Session idle time expires in 60 min". Below this is a "Level Selector" tab. The main content area contains a "Level Selector" form with the label "User Access Level: *". There are two radio button options: "State" and "Facility". A red arrow points from the text "Select Facility" to the "Facility" radio button. Below the radio buttons is a yellow "Submit" button. A red arrow points from the text "Then Click Submit" to the "Submit" button. On the left side of the form, there is a red-bordered box containing the text: "You can only edit the school lead in drinking water forms from the Facility Level".

Health Electronic Response Data System (HERDS)

HERDS 3.0 : axs39 () 78 Online User(s) | [About](#) | [Comments](#) | Session idle time expires in 60 min

Level Selector

Level Selector

User Access Level: *

State

Facility **Select Facility**

Submit **Then Click Submit**

You can only edit the school lead in drinking water forms from the Facility Level

Troubleshooting

“I don’t see any activities in HERDS”

- You likely do not have the School Lead in Drinking Water Reporter role assigned to you
- You need to work with your HCS Coordinator to have the role assigned
- To find your HCS Coordinator:
 - From HCS, click  , then “Look up my coordinators”

“I have the School Lead in Drinking Water Reporter role assigned, but I do not see activities in HERDS”

- Please select **facility** at the Level Selector step
 - The forms must be completed under each individual school
 - If this does not correct the problem, then there may be an error in how the role was assigned. Email lead.in.school.drinking.water@health.ny.gov with a brief description

“I don’t see the role to assign” – HCS Coordinator

- The School Lead in Drinking Water Reporter role only exists at the **facility/school level**
- If your HCS Coordinator states that they can’t see the role, then they are most likely trying to add it under the District level
- Advise them to try adding the role for each individual school at the facility/school level

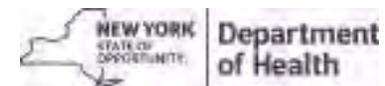
Thank You!

Additional questions?

Ask your local health department representative,
or email us at

Lead.in.school.drinking.water@health.ny.gov,

or call us at 518-402-7650





Department
of Health

HERDS Data Entry Guidance

June 2018

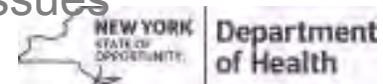
Lead Testing in School Drinking Water

Outline

- 2018 Goals
- How to Open HERDS
- HERDS Data Entry
- Troubleshooting

2018 Goals

- Review and Update all previously submitted data
 - Check for data quality issues
 - Is everything filled in and accurate?
 - Do the numbers add up?
 - Follow Post-Remediation Data Entry Guidance
 - **Complete by October 1, 2018**
- Fall 2018 begins data quality checks
 - State and local health departments will begin reaching out to schools about data inconsistencies
- What's next?
 - Fall 2018 webinar to address outstanding data reporting issues
 - The next round of sampling begins in 2020, stay tuned!



How to Open HERDS (Data Entry Application)

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HCS Login

User ID

Password

Remember HCS ID OFF

Sign In

OR

Create an HCS Account



Department of Health

HCS Help

[Forgot your password?](#)

[Forgot your User ID?](#)

To enter HERDS: Click on it from “My Applications”

The screenshot shows the Health Commerce System interface. At the top, there is a navigation bar with a home icon, 'Home', 'My Content', 'Print', 'Search', and 'Help'. Below the navigation bar, the user is welcomed as 'Michele L Herdt'. A search bar is present. The 'My Applications' sidebar on the left lists various tools, with 'HERDS' highlighted by a red arrow. The main content area features 'Important Health Events' (including Zika Virus Response, NYS PMP, and Visualization Portal), 'Important Health Notifications' (a table of notifications), 'Newsroom Highlights...', 'New Items', and 'Newsletters'. The Department of Health logo is visible in the bottom right corner.

My Applications

- Acronyms & Abbreviations
- CART
- Congenital Malformations
- County Survey
- Emergency Contacts
- Form Builder
- HCBC
- HERDS**
- IHANS (Notification System)
- LeadWeb
- NH Surveillance
- School Survey
- SarvNY
- Refresh My Applications List

Important Health Notifications

Posted	Priority	Keyword	Source	Audience	Description	Recipients
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09/17/2016	Advisory	Dear Administrator Letter (DAL)	NYSDOH		Dear Administrator Letter from the NYSDOH for your prompt attention	Recipients
09/02/2016	Alert	Storm Hermine	NYSDOH		Home Care Emergency Survey Posting for storm Hermine	Recipients
09/01/2016	Advisory	Tropical Storm Guidance	NYSDOH		Provider guidance: preparation for potential impacts of Tropical Storm Hermine	Recipients
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Department of Health

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- Click "All applications"
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 -  → 
- Return to Home page, it will now appear under "My Applications"

Select 'Facility' if you see Level Selector options

- a. **DO NOT** click 'District'
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The screenshot displays the HERDS 3.0 interface. At the top left, it says "Health Electronic Response Data System (HERDS)". At the top right, it shows "HERDS 3.0 : axs39 () 78 Online User(s) | [About](#) | [Comments](#) | Session idle time expires in 60 min". Below this is a "Level Selector" tab. The main content area shows a "Level Selector" form with the label "User Access Level: *". There are two radio button options: "State" and "Facility". A red arrow points to the "Facility" option with the text "Select Facility". Below the radio buttons is a yellow "Submit" button. A red arrow points to the "Submit" button with the text "Then Click Submit". On the left side of the form, there is a red-bordered box containing the text: "You can only edit the school lead in drinking water forms from the Facility Level".

Health Electronic Response Data System (HERDS)

HERDS 3.0 : axs39 () 78 Online User(s) | [About](#) | [Comments](#) | Session idle time expires in 60 min

Level Selector

Level Selector

User Access Level: *

State

Facility **Select Facility**

Submit **Then Click Submit**

You can only edit the school lead in drinking water forms from the Facility Level

HERDS Data Entry

What needs to be completed?

**2 Surveys,
which include
3 Forms**

2 Surveys	3 Forms
School Drinking Water Lead Free Building Survey	School Drinking Water Lead Free Building Survey
School Drinking Water Sampling and Results Survey	1: School Drinking Water- Lead Sampling Survey Form
	2: School Drinking Water- Lead Results Survey Form

All 3 forms must be completed for every public school and BOCES in New York State

Important to note:

- **You can update the forms as many times as necessary**
- Each time a form is submitted, there is an attestation statement indicating:
 - “By clicking the ‘Submit’ button, I attest that all the data entered above is true and correct to the best of my knowledge, that I understand that such information shall be used for assessing regulatory compliance, and that I am authorized to submit this data on behalf of the school district or BOCES.”

Lead Free Building Form Tips

- **All schools** must complete the Lead Free Building Form.
 - If your school's internal plumbing - *not individual outlets* - meets the definition of a lead free building as defined in Section 1417 of the federal Safe Drinking Water Act, list the school in the Lead Free Building form.
- If the entire school's internal plumbing is deemed lead free, enter zeros in the School Lead in Drinking Water Sampling and Results forms.
 - These are 2 distinct forms that have to be completed, even if your school's internal plumbing meets the definition of a lead free.

From HERDS landing page, click “Data Entry”

Health Commerce System

Home - My Content - Print Search Help +

Health Electronic Response Data System (HERDS)

HERDS 3.0 : ax539 (Faculty) 190 Online User(s) | [About](#) | [Comments](#) | [Help](#)

Session idle time expires in 60 min

Level Selector **Home** **Data Entry** Reports

To Do General Periodic

Showing Pages 1-2 Number Of Records Per Page: 5

Activity	Reporting Organization	Data Entry Organization	Form	Permission	Completion Status
School Drinking Water Lead Free Building Survey	DOH TEST SCHOOL 1	DOH TEST SCHOOL 1	School Drinking Water - Lead Free Building Survey	Save/Submit	Not Started
School Drinking Water Lead Free Building Survey	Z-TEST PUBLIC SCHOOL	Z-TEST PUBLIC SCHOOL	School Drinking Water - Lead Free Building Survey	Save/Submit	Saved
School Drinking Water Sampling and Results Survey	DOH TEST SCHOOL 1	DOH TEST SCHOOL 1	1: School Drinking Water - Lead Sampling Survey	Save/Submit	Not Started
School Drinking Water Sampling and Results Survey	Z-TEST PUBLIC SCHOOL	Z-TEST PUBLIC SCHOOL	1: School Drinking Water - Lead Sampling Survey	Save/Submit	Not Started
School Drinking Water Sampling and Results Survey	DOH TEST SCHOOL 1	DOH TEST SCHOOL 1	2: School Drinking Water - Lead Results Survey	Save/Submit	Not Started

System/Activity Messages

Showing Pages 0-0 Number Of Messages Per Page: 5

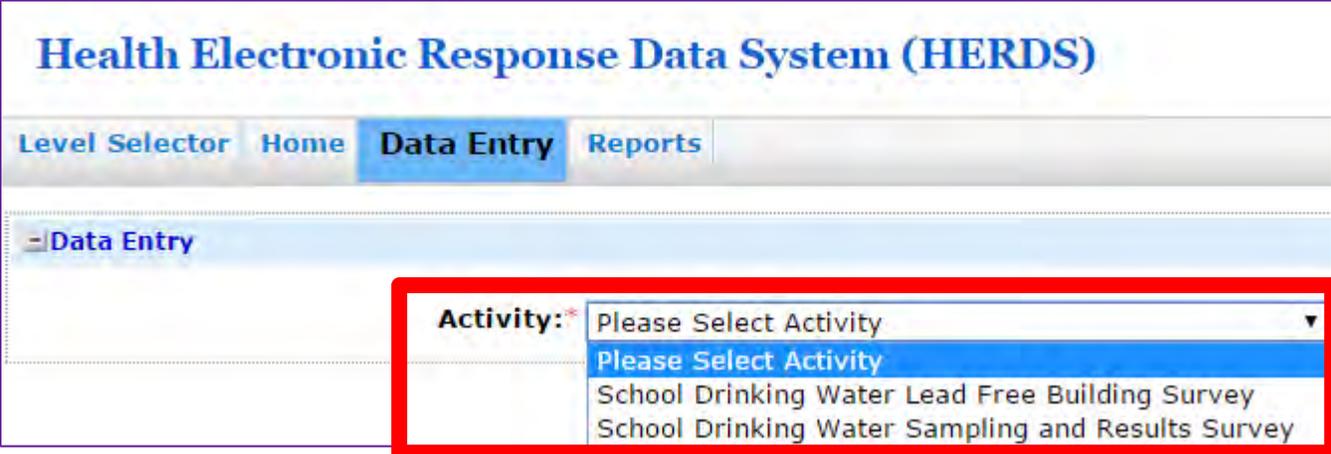
Message Type	Activity	Message Posted	Message
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Department of Health

9,

Select appropriate activity

- Select one of the activities (surveys) below
 - If neither appear and you are reporting for a school, then you need the School Lead in Drinking Water Reporter role assigned to you by an HCS Coordinator
 - If you are from an LHD and don't see any activities, then you need a role (up to your supervisor) assigned to you, by an HCS Coordinator



The screenshot displays the Health Electronic Response Data System (HERDS) interface. At the top, the title "Health Electronic Response Data System (HERDS)" is shown in blue. Below the title is a navigation bar with four tabs: "Level Selector", "Home", "Data Entry", and "Reports". The "Data Entry" tab is currently selected and highlighted in blue. Below the navigation bar, there is a section titled "Data Entry" with a minus sign icon. A dropdown menu is open, showing the following options: "Please Select Activity", "Please Select Activity", "School Drinking Water Lead Free Building Survey", and "School Drinking Water Sampling and Results Survey". The dropdown menu is highlighted with a red border. In the bottom right corner, the text "Department of Health" is visible.

9/25/2018

Select your organization and form

Level Selector Home **Data Entry** Reports

Data Entry

Activity:* School Drinking Water Sampling and Results

Organization:* DOH TEST SCHOOL 1 (010001991111) ▼
 ⚙ Show Organization Info

Form:* Please Select Form ▼
 Please Select Form
 1: School Drinking Water - Lead Sampling Survey
 2: School Drinking Water - Lead Results Survey

Includes schools for which you have been assigned the 'school lead in drinking water role'

Note: the Lead Free Building Survey automatically selects the form since there is only one eligible form to choose from

Review form and organization (school) selection at the top

Health Commerce System

Data Entry

Activity: School Drinking Water Sampling and Results Survey

Organization: Z TEST PUBLIC SCHOOL (038808998889)
[Show Organization Info](#)

Form: 1: School Drinking Water - Lead Sampling Survey

Data Entity Type: Schools - Public

Data Entity Name: Z TEST PUBLIC SCHOOL (038808998889)
[Show Facility Info](#)

Form Information

Navigational Style: Section

Required Field Data Saved to Work Area Data Submitted
Current Field/Selection Field Information Field with Rules Warning Error

Data Entry Data Review Data Submission

1: School Drinking Water - Lead Sampling Survey Save All Review & Submit Reset

Export options: View Data PDF Blank Form PDF

Show/Hide sections

Please update and submit this form as additional information is made available.

The information you provide will be made available to the public on Health Data NY (<https://health.data.ny.gov/>). The data displayed on Health Data NY is updated daily.

For assistance with completing this form, please email us at lead.in.school.drinking.water@health.ny.gov.

If you have technical questions about the lead testing in school drinking water regulation, please contact your local health department (LHD). Copy and paste the following link for an interactive map that has links to contact information for each LHD: http://www.health.ny.gov/environmental/water/drinking/doh_pub_contacts_map.htm

Health Data NY

To Enter Information Regarding Lead Free Buildings

- Select “School Drinking Water Lead Free Building Survey” from the Activity Drop Down menu.
- Scroll down and answer the question and enter any lead-free buildings you may have.
- Click **Save All**, then **Review & Submit**, and then **Submit your data**.

School Drinking Water Lead Free Building Survey

The information you provide will be made available to the public on Health Data NY (<https://health.data.ny.gov/>). The data displayed on Health Data NY is updated daily.

For assistance with completing this form, please email us at lead.in.school.drinking.water@health.ny.gov.

If you have technical questions about the lead testing in school drinking water regulation, please contact your local health department (LHD). Copy and paste the following link for an interactive map to contact information for each LHD: http://www.health.ny.gov/environmental/water/drinking/doh_pub_contacts_map.htm

Number of Lead Free Buildings

Do you have any lead-free buildings constructed after January 4, 2014, or buildings that meet the lead-free requirements under section 1417 of the federal Safe Drinking Water Act? Yes No

Enter the name of each lead free building. Multiple entries can be added.
To enter individual building:

1. Click **Save & Add** under the Building Name section to add the name of each lead free building.
2. Enter building names into the blank fields. **Do not** overwrite a previous entry.
3. Repeat until all lead free building names are entered.

Building Name	Save & Add
3. Building Name <input type="text"/>	Delete Edit Building C
2. Building Name <input type="text"/>	Delete Edit Building B
1. Building Name <input type="text"/>	Delete Edit Building A

Attestation

By clicking the 'Submit' button, I attest that all the data entered above is true and correct to the best of my knowledge, that I understand that such information shall be used for assessing regulatory compliance, and that I am authorized to submit this data on behalf of the school district or BOCES.

School Drinking Water - Lead Free Building Survey

This must be completed for all schools

Only add buildings whose internal plumbing is deemed lead free for the school you selected at the top

Click Save All, then Review & Submit, and then Submit your data.

To Enter Information Regarding Sampling for Lead in Drinking Water

- From the Data Entry screen, select “School Drinking Water Sampling and Results Survey” from the Activity Drop Down menu.
- Under Form, Select “1: School Drinking Water – Lead Sampling Survey”.
- Answer questions 1-5 (required).
- Answer questions 6 and 7 when applicable.
- You may return to this form as many times as necessary to update it until all sampling is complete.
- **Click Save All, then Review & Submit, and then Submit your data.**

1: School Drinking Water- Lead Sampling Survey

NEW JERSEY Health Commerce System

Home My Content Print

School Website

1. Enter the website address where your school water analysis results will be posted.

2. How many total outlets have been identified by the school that require sampling? ?

3. Out of the total number of outlets reported in #2, how many were sampled between 01/01/2015 and 09/06/2016, in a manner that was fully compliant with the regulations, and which had results at or below the action level? ?

4. Out of the total number of outlets reported in #2, how many were sampled between 01/01/2015 and 09/06/2016, in a manner that did not fully comply with the regulations, which had results at or below the action level, and for which the school has requested a testing waiver? ?

4a. Of the number of outlets reported in #4, how many outlets have received a waiver from sampling?

5. Of the total number of outlets reported in #2, how many were sampled after 09/06/2016, in a manner that was fully compliant with the regulations?

6. All outlets have been sampled. All samples have been submitted to an ELAP-approved laboratory for analysis. ?

7. Enter the date all sampling completed: (MM/DD/YYYY)

Attestation **^^^ This should reflect most recent sampling completion date**

By clicking the 'Submit' button, I attest that all the data entered above is true and correct to the best of my knowledge, that I understand that such information shall be used for assessing regulatory compliance, and that I am authorized to submit this data on behalf of the school district or BOCES.

1: School Drinking Water - Lead Sampling Survey

This must be completed for all schools

Update waiver status

Only check this box and fill in the date if sampling is complete

Click Save All, then Review & Submit, and then Submit your data.

To Enter Information Regarding Results of Lead in Drinking Water Testing

- Once you have results to report, from the Data Entry screen, select “School Drinking Water Sampling and Results Survey” from the Activity Drop Down menu.
- Under Form, Select “2: School Drinking Water – Lead Results Survey”.
- Answer questions 1-5 as applicable. You may return to this form as many times as necessary to update it until all results have been received.
- **Click Save All, then Review & Submit, and then Submit your data.**

2. School Drinking Water- Lead Results Survey

Form must be completed for all schools

NEW YORK STATE Health Commerce System

Home My Content Print Search

Lead Analysis Results

1. Enter the total number of outlets with a lead analysis result less than or equal to the action level: UPDATE ?

2. Enter the total number of sampled outlets with a lead analysis result greater than the action level: UPDATE ?

Outlets Above Action Level Taken Out of Service or Appropriate Signage Posted

3. All outlets with lead analysis results greater than the action level have been taken out of service or, for bathroom sinks, appropriate signage has been posted not to drink the water. ? ← Uncheck if all outlets are ≤ 15 ppb

All Lead Reports Received

4. The school has received laboratory analysis results for all samples collected.

5. Enter the date all laboratory analysis reports were received: (MM/DD/YYYY)

Attestation
^^^ This should reflect most recent results received date

By clicking the 'Submit' button, I attest that all the data entered above is true and correct to the best of my knowledge, that I understand that such information shall be used for assessing regulatory compliance, and that I am authorized to submit this data on behalf of the school district or BOCES.

2: School Drinking Water - Lead Results Survey

Results Form Q1 + Q2 should = Sampling Form Q2

Only check this box and fill in the date if all lab results have been received

Click Save All, then Review & Submit, and then Submit your data.

Troubleshooting

“I don’t see any activities in HERDS”

- You likely do not have the School Lead in Drinking Water Reporter role assigned to you
- You need to work with your HCS Coordinator to have the role assigned
- To find your HCS Coordinator:
 - From HCS, click  , then “Look up my coordinators”

“I have the School Lead in Drinking Water Reporter role assigned, but I do not see activities in HERDS”

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Thank You!

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