



Guidance for Reporting Lead Testing in School Drinking Water Information to New York State

NYS DOH Electronic Reporting System: HERDS

To report lead test results and other required information to NYS, schools must complete the 2020 School Lead in Drinking Water Reporting form using the NYS DOH's electronic reporting system called HERDS accessed through the NYS Health Commerce System (HCS). The HCS is a secure online communications system operated by the NYS DOH and can be accessed at:

https://commerce.health.state.ny.us/public/hcs_login.html

To Report in HERDS, you must:

- Have an HCS account
- Be assigned the “**School Lead in Drinking Water Reporter**” role by an HCS Coordinator from your school or school district.

If you do not already have access, you will need to work with an HCS Coordinator for your school or school district to be assigned the School Lead in Drinking Water Reporter role. More instructions on how to obtain access and navigate the HCS and HERDS can be found in **Appendices F, G and H** in the **Lead Testing in School Drinking Water Program Guidance Manual**: [Lead in Schools Guidance Document \(ny.gov\)](#)

Guide to Completing the 2020 School Lead in Drinking Water Reporting Form

For the 2020 compliance period, the 2020 School Lead in Drinking Water Reporting form has 12 questions. The following section walks you through each question and provides guidance for answering the questions. Schools must update this form as additional results are received, and actions are taken to address lead in drinking water.

Questions appearing in **red boxes** must be answered following initial sampling and updated as remediation is performed, and post-remediation lead results are received. Questions in **blue boxes** do not require update following completion of all initial sampling.

Question 1. I understand that the information I am reporting is for the lead testing in school drinking water program for the 2020 compliance period.*

Instructions:

Check the box to indicate 'yes'.

*A response to this question is required to submit the form.

Additional Information:

Schools should report their lead results for the 2020 compliance period in this form. The 2020 compliance period extends from January 1, 2020 to December 31, 2024. Initial sampling for the 2020 compliance period must occur between January 1, 2020 and December 31, 2020 *unless a school opens after that time period.*

Question 2: Was the school building you are reporting for constructed after January 4, 2014 or has a New York State Professional Engineer or Architect certified that the internal plumbing of the building is lead-free?

Instructions:

Select one of the following options:

- **No:** The internal plumbing for the school building or portion of a building is NOT deemed lead-free.
- **Yes (Entire Building):** The internal plumbing for the entire school building is deemed lead-free.
- **Yes (Partial Building):** The internal plumbing in a portion of a building (addition or wing), or in a separate structure or building associated with the school you are reporting for is deemed lead-free. *Call or email the NYS Department of Health's Lead Testing in School Drinking Water Program at 518-402-7650 or lead.in.school.drinking.water@health.ny.gov for additional guidance related to reporting for partial lead-free buildings.*

Additional Information:

A lead-free school building is any building or portion of a building (addition or wing) with internal plumbing that meets the new definition of lead-free, as defined by Section 1417 of the Federal Safe Drinking Water Act. A building can be deemed lead-free if:

- (1) it was built after January 4, 2014; or
- (2) a NYS Professional Engineer or Architect certified the building to be lead-free.

A lead-free building is exempt from sampling.

Question 3: Enter the website address where your school water lead results are posted.

Instructions:

Provide the URL to the page on the school's website where the Lead in School Drinking Water information is posted. This should be updated if the URL changes during the compliance period.

Additional Information:

Schools are required to post their lead results and any remediation plans on their website **as soon as possible and within six weeks of receiving the laboratory reports**. In addition to completing this form, schools must post a list of their lead-free buildings on the school's website.

Sampling Information

Question 4: How many total outlets have been identified by the school that require sampling?

Instructions:

Enter the number of outlets that have been identified by the school that are used or could potentially be used for drinking or cooking (including food preparation).

Enter zero (0) if Question 2 = 'Yes, Entire Building' and no samples were collected.

Question 5: Have all outlets been sampled, and samples submitted to an ELAP-approved laboratory for analysis?

Instructions:

- **Yes:** Sampling is complete for all applicable outlets identified in Question 4 and those samples were submitted to an ELAP-approved laboratory for analysis.
- **No:** Sampling is not complete for all applicable outlets identified in Question 4 and/or samples have not yet been submitted to an ELAP-approved laboratory for analysis.
- **N/A:** Not Applicable. N/A should be selected for those schools constructed after January 4, 2014 or with internal plumbing meeting the lead-free requirements defined by Section 1417 of the Federal Safe Drinking Water Act (Question 2 = 'Yes, Entire Building') and no samples were collected.

Additional Information:

All samples must be analyzed by an environmental laboratory certified by the NYS DOH's Environmental Laboratory Approval Program (ELAP) to conduct lead in drinking water analysis.

Question 6: Enter the date all **INITIAL** sampling was completed for this compliance period: (MM/DD/YYYY)

Instructions:

Enter the date when all initial sampling **was completed** during the 2020 compliance period. This should NOT reflect post-remediation sampling.

Lead Results

Question 7: Enter the total number of outlets with a lead result less than or equal to the action level (0 ppb - 15 ppb):

Instructions:

Enter the total number of outlets with a lead result less than or equal to the action level of 15 ppb to reflect **the most current** lead results available. This field should be updated as lead results become available including post-remediation results.

Enter zero (0) if no outlets had a lead result less than or equal to the action level, or if Question 2 = 'Yes, Entire Building' and no samples were collected.

Additional Information:

The action level for lead is 15 ppb (parts per billion) which may also be written as 15 mcg/L (micrograms/Liter), 0.015 mg/L (milligrams/Liter), or 0.015 ppm (parts per million).

Question 8: Enter the total number of outlets with a lead result greater than the action level (over 15 ppb):

Instructions:

Enter the total number of outlets with a lead result greater than the action level of 15 ppb to reflect the most current lead results available. This field should be updated as lead results become available including post-remediation results.

Enter zero (0) if no outlets had a lead result greater than the action level, or if Question 2 = 'Yes, Entire Building' and no samples were collected.

Additional Information:

The action level for lead is 15 ppm (parts per billion) which may also be written as 15 µg/L (micrograms/Liter), 0.015 mg/L (milligrams/Liter), or 0.015 ppm (parts per million).

Question 9: Has your school received laboratory results for all initial samples collected for this compliance period?

Instructions:

This refers to the receipt of laboratory results for the initial sampling performed during the 2020 compliance period and does NOT refer to post-remediation sampling.

Select one of the following options:

- **Yes:** All laboratory results were received for the initial 2020 compliance sampling.
- **No:** Awaiting laboratory results for the initial 2020 compliance sampling.
- **N/A:** Not Applicable. This should be selected for those schools constructed after January 4, 2014 or with internal plumbing meeting the lead-free requirements defined by Section 1417 of the Federal Safe Drinking Water Act (Question 2 = 'Yes, Entire Building') and no samples were collected.

Question 10: Enter the date all laboratory reports were received for the initial samples collected for this compliance period: (MM/DD/YYYY)

Instructions:

Enter the date when all laboratory reports were received for the initial sampling. This does NOT include dates related to post-remediation sampling.

This question can only be answered if Question 9 = 'Yes'

Response and Remediation

Question 11: Have the outlets with lead results greater than the action level (15 ppb) been taken out of service, remediated, or are appropriate controls in place to ensure water is not used for drinking or cooking?

Instructions:

Select one of the following options:

- **Yes:** All outlets exceeding the lead action level (15 ppb) have been removed from service, remediated, or appropriate controls (such as signs and supervision) have been instituted.
- **No:** Some outlets exceeding the lead action level (15 ppb) remain in service and appropriate controls (such as signs and supervision) have not been instituted.
- **N/A:** Not Applicable. There were no outlets that exceeded the lead action level (15 ppb) and therefore no measures or controls were needed. In addition, 'N/A' should be selected for those schools constructed after January 4, 2014 or with internal plumbing meeting the lead-free requirements defined by 1417 of the Federal Safe Drinking Water Act (Question 2 = 'Yes, Entire Building') and no samples were collected.

Question 12: Identify the status of remediation.

Instructions:

Select one of the following options:

- **Not Started:** One or more outlets exceed the lead action level (15 ppb) and remediation is planned but not performed yet.
- **On-going:** One or more outlets exceed the lead action level (15 ppb) and remediation is underway but incomplete.
- **Complete:** One or more outlets exceeded the lead action level (15 ppb), remediation was performed, and post-remediation test results were equal to or less than the lead action level (0 ppb -15 ppb). No additional remediation is underway.

- **N/A:** Not Applicable. There were no outlets that exceeded the lead action level (15 ppb) and therefore no remediation was needed. In addition, N/A should be selected for those schools constructed after January 4, 2014 or with internal plumbing meeting the lead-free requirements defined by Section 1417 of the Federal Safe Drinking Water Act (Question 2 = 'Yes, Entire Building') and no samples were collected.

Additional Information:

Remediation may include permanent outlet removal, outlet or plumbing replacement, a formal flushing program, filter installation with continued maintenance of the filter, or other engineering controls. After remediation is complete samples must be collected to confirm lead is equal to or less than the action level (0 ppb -15 ppb).

Click "**Submit**" to complete the 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.

Instructions:

To complete the attestation and submit the form you must **click three (3) times** as follows:

1. Once the form is complete, click "**Save All**"
2. Then click "**Review & Submit**"
 - a. If changes need to be made, you can select 'Enter or Modify Data' from the review screen, then repeat step 1.
3. Finally, click "**Submit Data**" to send the 2020 School Lead in Drinking Water Reporting form to the NYS DOH.

Reminder : Schools must post on the school's website:

- Numeric test results of all lead testing;
- Information about remedial actions taken; and
- A list of any lead-free buildings.

The posting should be readily visible on the school's website and must remain posted for the duration of the compliance period.

Questions may be directed to lead.in.school.drinking.water@health.ny.gov or by phone to 518-402-7650.