

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.	Update if blank or you have a more specific website address
<i>Sampling: Sampling Numbers</i>	
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?	Update to reflect current status
<i>Sampling: Sampling Complete</i>	
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

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Lead Results Survey	
<i>Lead Analysis Results</i>	
Q1. Enter the total number of outlets with a lead analysis result less than or equal to the action level:	Update <i>add outlets that are no longer greater than the action level</i>
Q2. Enter the total number of sampled outlets with a lead analysis result greater than the action level:	Update <i>subtract outlets that had lower than action level post-remediation laboratory results</i>
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 <i>if you have 1 or more outlets with a lead analysis result greater than the action level;</i> Uncheck <i>if all outlets are ≤ 15 ppb</i>
<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: (MM/DD/YYYY)	Update <i>with the date you received the most recent reports, regardless if initial or post-remediation sampling results</i>

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.