Templates for Documenting and Tracking Remedial Actions

Two templates are provided for your reference and use and can be modified to accommodate the specific elements of your lead testing in the school drinking water program.

Template for Recordkeeping of Outlets Tested (Applicable Outlets) that Exceeded the Lead Action Level and the Remedial Actions that were/are implemented.

Outlets that Exceeded the Lead Action Level and the Remedial Actions that were/are implemented.

Outlets Exceeding the Lead Action Level (5 micrograms per liter)													
			Sample Results		Remedial Actions (Please check all that apply)								
Laboratory ID	Outlet Location (or Sample ID)	Outlet Type ¹	Initial (ppb)	Post Remediation	Outlet or Plumbing Replacement ²	Permanent Removal³	Filter Installed and Maintained	Signage	Supervision	Continuing Education	Flushing	Engineering Controls ⁴	Notes/Comments

¹Outlet type may include a drinking fountain/bubbler, kitchen outlets, or other.

² Outlet or Plumbing Replacement: Would include replacing existing fixtures or plumbing components with options that meet the 2014 Safe Drinking Water Act 1417 (a) (4) definition of lead-free (not containing more than 0.2 percent lead when used with respect to solder and flux; and not more than a weighted average of 0.25 percent lead when used with respect to the wetted surfaces of pipes, pipe fittings, plumbing fittings, and fixtures).

³Removing the fixture and/or capping the supply line before the fixture.

⁴ Engineering controls may include locked doors, keys to operate an outside hose bib, or other.

Template for Recordkeeping for Outlets NOT Requiring Testing (Non-Applicable Outlets) in accordance with Subpart 67-4

Outlets that were determined to be outside the scope of the regulation (Subpart 67-4) and do not require sampling.

Outlets Not Tested												
Outlet	Outlet	Remedial Actions (Please check all that apply)										
Location	Type ¹	Engineering Controls ²	Supervision	Education	Signage	Notes/Comments ³						
						story outlets, tempered outlets, or other						

¹Outlet type may include custodial closet outlets for cleaning water, dishwashing outlets, laboratory outlets, tempered outlets, or other.

² Engineering controls may include locked doors to custodial closets, special keys to operate an outside hose bib, or other.

³ This field may describe why an outlet was excluded from sampling and the controls in place to ensure it is not used by students for drinking or staff for cooking or food preparation.