3Ts Team Roles and Responsibilities

This table provides an example of a table that can be used to record names and contact information of the 3Ts Program team and to designate roles and responsibilities. Documentation of responsibilities can ensure efforts are not unnecessarily duplicated.

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| **Role** | **Responsibilities** | **Assigned To** | **Back-up** |
| **3Ts Program Contact** | Act as the point of contact for the Lead Control Program. Communicate with the 3Ts Program team and external resources and program partners as necessary. |   |   |
| **Public Communications Contact** | Communicate testing plans, results, and remediation efforts to the public. The public consists of, but is not limited to, the school community, media outlets, civic groups, etc.  |   |   |
| **Partner Liaison Contact** | Work with certified laboratories, interest groups, the school board, and other partners supporting and interested in the school’s 3Ts Program to schedule activities and maintain communication. |   |   |
| **Sampling Plan and Execution Contact** | Lead the effort to develop a sampling plan for the school. Engage with other program points of contact and external resources and partners as appropriate. |  |  |
| **Remediation Activities Contact** | Lead the remediation efforts, if necessary. Engage with other program points of contact and external partners as appropriate, acting as the Program point of contact for those resources. |  |  |
| **Website and Social Media Contact** | This person will make sure websites and social media stay up to date with the latest information. |  |  |

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| **Public Hotline** | Will you have a website or hotline for people to use to get more information? This person can monitor this to ensure questions and concerns are being responded to. |  |  |
| **Recordkeeping Contact** | Ensure a central repository is created to house all 3Ts Program documents. Lead effort to create, maintain and update documentation with the team annually.  |  |  |
| **Communication of Lead Health Risks** | You should work with your health department to communicate lead health risks and information about blood lead testing for children. |  |  |

