



### WHO should use this Sampling eTracker?

This sampling eTracker is a recordkeeping and reporting tool. It is intended for child care facilities and small schools with ten (10) or fewer outlets when collecting drinking water samples for lead testing. If more than 10 outlets exist, use the *Sampling eTracker for Schools* located at [www.epa.gov/safewater/3Ts](http://www.epa.gov/safewater/3Ts).

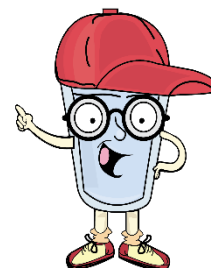
If your facility is receiving funding from the state under the Water Infrastructure Improvements for the Nation (WIIN) Act grant to test for lead in drinking water, this tool contains an auto-populating form (**Table 4**) that can be used to submit reportable information to the state. If you have questions, you can find your EPA Region and state program at <https://www.epa.gov/dwcapacity/wiin-2107-lead-testing-school-and-child-care-program-drinking-water-state-grant-program>.

### WHY should I use this Sampling eTracker?

- ◆ **For Recordkeeping:** This tool serves to track testing results and any action taken following sample results with any level of lead detected. It is especially helpful for communicating to staff, parents, school districts, or others that may request this information.
- ◆ **For Reporting:** This tool contains the data elements needed for reporting to the state if the child care facility or small school is receiving funding from the state under the WIIN Act grant.

### HOW do I use this Sampling eTracker?

This is a PDF file with fields to be filled in manually for **Tables 1, 2, and 3**. **Table 4** is auto-populated and does not need to be filled in manually. If you prefer to fill out a hard copy, you can print out the form. When printing, choose the "auto" option under orientation in the Print dialog box. **Note:** It is recommended that WIIN grant recipients fill this Sampling eTracker out electronically in order for **Table 4. State Report for WIIN Grant Recipients** to auto-populate.



### Instructions on How to Use the Forms in this eTracker Tool

Note: For WIIN grant recipients, an asterisk (\*) indicates that the data field is used to auto-populate fields in **Table 4. State Report for WIIN Grant Recipients**.

Forms	Intended For:	Description
<b>Table 1. Testing Table</b>	All Facilities	Used to track which outlets are sampled, record details of the sampling process, and document sample results.
<b>Table 2. Taking Action Table</b>	Non-WIIN Grant Recipients	Helps track action(s) for sampling results with detectable lead levels.
<b>Table 3. Taking Action Table</b>	WIIN Grant Recipients	Helps track action(s) for sampling results with detectable lead levels.
<b>Table 4. State Report</b>	WIIN Grant Recipients	An auto-populated report that you can use to submit data directly to the state WIIN grant program. Note: It uses data fields from <b>Table 1</b> and <b>Table 3</b> .
<b>Glossary</b>	All Facilities	Defines the data elements in <b>Tables 1, 2, and 3</b> .







## Sampling eTracker for Child Care Facilities and Small Schools

### Table 3. Taking Action Table for WIIN Grant Recipients

**Indicate the status and type of action your facility is taking in response to detected lead levels in your drinking water samples.** Note: It is recommended that facilities prioritize taking action on the outlets with the highest concentrations of lead. **Immediate action should be taken on sample results above the Program Remediation Trigger.**

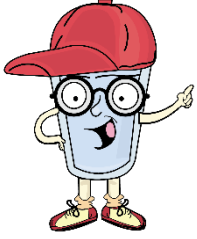
Sample ID * <i>(ENTER from Table 1 sample(s) which triggered actions)</i>	Follow-up* <i>(SELECT a status for each sample)</i>	Remediation* <i>(SELECT a status for each sample)</i>	Replacement* <i>(SELECT a status for each sample)</i>	General Notes <i>(ENTER additional information here about Taking Action activities)</i>
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## Table 4. State Report for WIIN Grant Recipients

This table will **auto-populate** based on data entered into **Tables 1 and 3** for fields indicated with an asterisk (\*). Facilities that have received WIIN grant funds would use this table to submit reportable lead testing data to their state. **DO NOT enter data into this table.**

<b>Location:</b> City, state, and zip code in which the facility is located.	
<b>Facility Name:</b> Name of the child care facility.	
<b>Program Remediation Trigger (in ppb):</b> Level of lead detected in a sample that triggers immediate follow-up, remediation, or replacement actions.	
<b>Number of Children Enrolled:</b> Number of students enrolled at the school at time of testing.	
<b>Sampling Begin Date:</b> Date the facility began sampling.	
<b>Sampling End Date:</b> Date the facility ended sampling.	
<b>Number of Samples Tested:</b> Total number of samples tested from the facility.	
<b>Number of Samples with Lead Detected:</b> Total number of samples with lead detected.	
<b>% of Samples with Lead Detected:</b> Percentage of samples with lead detected.	
<b>Number of Samples with Lead Detected Above the Program Remediation Trigger:</b> Number of samples with lead detected above the Program Remediation Trigger.	
<b>Number of Outlets with Planned Follow-Up:</b> Number of outlets tested where, having detected any level of lead, follow-up actions have been planned.	
<b>Number of Outlets with In-progress Follow-Up:</b> Number of outlets tested where, having detected any level of lead, follow-up actions have been started but not completed.	
<b>Number of Outlets with Completed Follow-Up:</b> Number of outlets tested where, having detected any level of lead, follow-up actions have been completed.	
<b>Number of Outlets with Planned Remediation:</b> Number of outlets tested where, having detected any level of lead, remediation actions have been planned.	
<b>Number of Outlets with In-Progress Remediation:</b> Number of outlets tested where, having detected any level of lead, remediation actions have been started but not completed.	
<b>Number of Outlets with Completed Remediation:</b> Number of outlets tested where, having detected any level of lead, remediation actions have been completed.	
<b>Number of Outlets with Planned Replacement:</b> Number of outlets tested where, having detected any level of lead, replacement actions have been planned.	
<b>Number of Outlets with In-progress Replacement:</b> Number of outlets tested where, having detected any level of lead, replacement actions have been started but not completed.	
<b>Number of Outlets with Completed Replacement:</b> Number of outlets tested where, having detected any level of lead, replacement actions have been completed.	

## Glossary of Terms



### Glossary of Terms (in order of appearance on form)

**Note:** An asterisk (\*) indicates that a field is used to auto-populate **Table 4. State Report for WIIN Grant Recipients**. When you enter data into the cells with an asterisk in **Table 1. Testing Table** and **Table 3. Taking Action Table for WIIN Grant Recipients**, it automatically populates fields in **Table 4. State Report for WIIN Grant Recipients**. If your facility is receiving funding from a WIIN grant, the information you enter into these cells can be used to submit

reportable information to the state.

### Table 1: Testing Table (All Facilities)

#### Facility Name\*

- ◆ The full name of the child care or school facility conducting the lead testing. This is a required field and must be filled in.

#### Number of Children Enrolled\*

- ◆ The number of children enrolled in the child care facility or school at the time of testing.

#### Certified Lab Name and Phone Number

- ◆ Name and contact number of the certified laboratory being used to analyze the water samples for lead.

#### Unit of Measure (ppb or µg/L)

- ◆ This is the unit of measure used by the certified lab and also the unit of measure for the **Program Remediation Trigger**. Unit of measure should not be entered with the individual sample results.

#### Street Address, City, State, and Zip Code\*

- ◆ The complete address of the child care or school facility conducting the test. This should be the physical address where the facility is located.

#### Program Remediation Trigger (ppb)\*

- ◆ This is the lead level detected in a water sample that you have selected to trigger immediate follow-up, remediation, or replacement actions when exceeded. This level should be determined as part of completing your sampling plan under the U.S. EPA 3Ts program or state program. The level may be set by the facility and/or state depending on existing state regulations and funding support. Your state may have set this level through a state regulation. If your facility is receiving funding from the state, through the Water Infrastructure Improvements for the Nation Act (WIIN) grant, then the state is required to set this level for your facility. For more guidance on this level, ask your state or refer to the 3Ts guidance at <https://nepis.epa.gov/Exe/ZyPDF.cgi/P100VLI2.PDF?Dockey=P100VLI2.PDF>.
- ◆ This level should be in ppb or µg/L. Enter only the number. For example, if the **Program Remediation Trigger** is 10 ppb, enter 10. Unit is indicated by the "Unit of Measure" field.

#### Sampler's Name(s)

- ◆ The name(s) of the individual(s) who collected the samples.

## Glossary of Terms

### Sample ID\*

- ◆ The Sample ID should be a unique name to identify a sample based on the outlet type being tested and its location. Outlet types can be bathroom faucet; classroom faucet; drinking water fountain; kitchen faucet; nurse's office sink; and Water cooler (chiller unit). *Example Sample ID: Room 101 Drinking Water Fountain.*
- ◆ The sample ID may also include the sample type (*Example: Room 101 Drinking Fountain - 1<sup>st</sup> Draw*). This sample ID may be entered in both the Testing and Taking Action Tables.

### Sample Date\*

- ◆ Date sample was collected at each outlet (MM/DD/YYYY).

### Sample Time

- ◆ This is the time the sample was collected. Indicate AM/PM.

### Sample Type

- ◆ This indicates the type of sample collected: first-draw, follow-up flush, or sequential for each 250 mL sample.
- ◆ **Primary or First Draw:** This type of sample is collected after an 8-18 hour stagnation period and at the beginning of the day before water has been used at the facility. These results will indicate if the fixture and its parts are a source of lead in your water.
- ◆ **Follow-up Flush:** This sample type is collected after the First Draw sample yields an elevated lead result. The fixture is first flushed for typically 30 seconds before collecting a sample. These results will indicate if the pipes behind the fixture are a source of lead in the water.
- ◆ **Sequential:** This type of sampling is more advanced and would occur if a follow-up flush sample also yielded a high lead result. Sequential samples are collected as a series of samples to determine the source of lead.
- ◆ For more information on sample types, refer to [3Ts Module 4: Developing a Sampling Plan](#) and [3Ts Module 5: Conducting Sampling & Interpreting Results](#).

### Sample Result (received from the lab)\*

- ◆ The concentration of lead detected in the water sample. Enter a number without the corresponding unit. If the result is 5 ppb, enter 5. If no lead was detected, enter 0. Unit is indicated by the "Unit of Measure" form field.

### Notes

- ◆ This field can be used to record additional information not included in the other columns, such as outlet details.

## Table 2: Taking Action Table (Non-WIIN Grant Recipients)

### Sample ID

- ◆ Enter the sample ID of a sample with results that triggered additional actions. If a lead sample result was above the **Program Remediation Trigger** (which is determined by you or your state), then your facility should take immediate action. If a lead sample result was at or below the **Program Remediation Trigger**, EPA recommends taking action to further minimize



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potential exposure. Some example actions may include posting a sign at the fixture to inform that lead was found, installing filters, and implementing routine flushing. More details can be found at <https://www.epa.gov/ground-water-and-drinking-water/3ts-module-6>

### Does the outlet have a filter or aerator installed?

- ◆ Build-up can accumulate in filters and aerators and may lead to elevated lead levels, so it is important to note their presence during sampling. If the sample results are high, the first step would be to remove and clean the aerator or change the filter. If this is not known, enter "Unknown."

### Taking Action Activities

- ◆ Action your facility is taking in response to a sample result with any level of lead detected. Data should be entered here for all samples collected.
- ◆ Taking Action activities may include but are not limited to the following and are already populated in the drop-down menu (for your use): None, Follow-up Testing, Provide Water Bottles, Post "Do Not Drink" Signs, Flushing, Temporarily Shut Off Outlet, Clean Aerators and Re-test, Install Filter, Replace Outlet, Replace Lead Service Line, Combination of Activities, and Other. If no follow-up actions are taken, select None.

### Action Start Date

- ◆ Date the action was started in response to a sample result with any level of lead detected.

### Action Completed Date

- ◆ Date the action was completed in response to a sample result with any level of lead detected.

### General Notes

- ◆ This is an open field to include any applicable additional notes.

## Table 3: Taking Action Table (WIIN Grant Recipients)

### Sample ID\*

- ◆ Enter the sample ID of a sample with results that triggered additional actions. If a lead sample result was above the **Program Remediation Trigger** (which is determined by you or your state), then your facility should take immediate action. If a lead sample result was at or below the **Program Remediation Trigger**, EPA recommends taking action to further minimize potential exposure.

### Follow-up\*

- ◆ These are short-term measures that may include but are not limited to steps such as follow-up testing; communication; issuing do not drink orders; providing students with water bottles to bring water from home; or temporarily shutting-off the outlet. *This does not include activities related to remediation or replacement.*

### Remediation\*

- ◆ These can be short-term or long-term activities, which may include but are not limited to routine maintenance, such as cleaning debris from aerators; initiating protocols for flushing the

## Glossary of Terms

building's piping system; turning off contaminated outlets; or installing a filter. *This does not include fixture or outlet replacement.*

### Replacement\*

- ◆ Replacement here refers to permanent long-term strategies, which include but are not limited to replacing lead service lines, fixtures, or internal piping in the facility.

Status Options for Follow-up, Remediation, and Replacement Actions*	
<b>Planned</b>	Actions have been planned but not started.
<b>In-progress</b>	Actions have been started but not completed.
<b>Completed</b>	Actions have been completed.
<b>N/A</b>	No action is being taken on this result.

### General Notes

- ◆ This is an open field to include any applicable additional notes. For example, this could be used to report additional details of any follow-up, remediation, and/or replacement actions that have been planned or implemented.

