

TESTING LEAD CONTENT IN DRINKING WATER OF SCHOOL FACILITIES

2020/21 Reports - Instructions

INTRODUCTION

This guide has been written to assist school districts with the submission of their reports on testing lead content in drinking water of school facilities.

The following tabs are provided for your reference and use:

- Instructions:** Guide for completing the report for testing lead content in drinking water of school facilities
- Lead Content Testing Report:** Worksheet to capture water quality report and data for tested or assessed facilities.

NOTE - School districts must complete lead content testing on all school facilities once every 3 years.

Therefore a minimum of 1/3 (or 33%) of the school facilities in a school district's inventory must be tested each year.

The Ministry of Education expects that all facilities in VFA Facility be tested.

Please contact Luc Jermann if you need assistance accessing VFA Facility.

All fields are to be completed except those that are greyed out.

The completed spreadsheet must be emailed by **March 31, 2021** attention Luc Jermann, Program Evaluation Analyst, at:

CapitalManagementBranch@gov.bc.ca

School districts are responsible for verifying all information provided to the Ministry of Education

SUBMISSION HEADINGS	INSTRUCTION
SCHOOL DISTRICT INFORMATION	
SD No.	:Enter the school district number.
SD Name	:The school district name will populate automatically when the SD No. is entered.
SD Contact Name	:Provide the name of the primary school district contact regarding report submission.
SD Contact Phone	:Provide the phone numbers of school district's contact person.
Report Date	:Indicate the date of when the report is submitted to The Ministry of Education
HEALTH AUTHORITY (HA) INFORMATION	
Region	:Provide the name of health authority region where your school district is located.
Contact Name	:Provide contact name of health authority officer/staff that worked with your district in completing this report.
Contact Phone	:Provide contact phone numbers of health authority officer/staff that worked with your district in completing this report.
Report Submitted to HA	:Did your school district submitted this report to the Health Authority? (YES/NO).
Report Submission Date	:Indicate the date of when the report was submitted to the Health Authority (e.g., January 10, 2018).
SCHOOL FACILITY INFORMATION	
SD Number	:value will populate automatically as per entry above.
Ministry Facility Code	:The Ministry Facility Code as per the School Master List - http://www.bced.gov.bc.ca/apps/imcl/imclWeb/SchoolContactSelector.do :If the code or name is incorrect, please follow the update instructions as per the site.
School Facility Name	:Indicate the name of the facility, including school type (i.e. Elementary, Middle, or Secondary), for additional structure. If the facility is not in VFA please provide the address of the facility within the School Facility Name. Please do not enter program names, instead enter the Facility Name and if desired the program name in brackets.
Year Built	:Indicate the year of when the school facility was built.
Date of Test (mm/yyyy)	:Indicate the date of when the facility was tested (e.g., Jun-18 for June 2018).
Total Samples	:Indicate the total samples taken for testing. For example, input two (2) if pre-and post-flush water samples were taken.
Water Fixture Type	:Select the type of water fixture tested from the dropdown menu: Sink, Tap, Water Fountain, Water Filling Station, Pipe, and Other.
Lead Level Result (mg/L)	:Provide Lead Level Result (in mg/L) for each sample taken. Apply appropriate conversion if sample was measured in unit other than mg/L (milligrams per liter).
Exceed Maximum Acceptable Concentrations	:The pass or fail indication (No or Yes) will populate automatically after test result is provided. If sample results reveal lead levels above the maximum allowable concentration of 0.005 mg/L as stated from the Guidelines for Canadian Drinking Water Quality by Health Canada, the school district in consultation with their regional Health Authority must commence daily flushing immediately, or deactivate and place a "Not in Use" sign on the water source.
MITIGATION STRATEGY & PUBLIC COMMUNICATION PLAN	
Mitigation Strategy Description	:Describe mitigation strategy for schools that show lead levels above the maximum allowable concentration of 0.005 mg/L as stated from the Guidelines for Canadian Drinking Water Quality by Health Canada.
Describe Public Communication Plan	:Describe public communication plan should testing result in elevated levels of lead.
ADDITIONAL INFORMATION	
Comments	:Provide additional comments, as may be required.
Next scheduled date of testing (mm/yyyy)	:Provide the date of when the facility is scheduled for another water quality testing. School districts must complete lead content testing on all school facilities once every 3 years. Therefore a minimum of 1/3 (or 33%) of the school facilities in a school district's inventory must be tested each year.
Ministry Submission Period	:This field will be used by the Ministry of Education for data inventory purposes.

If this workbook opens in Excel Online, click the ellipses and then click download



