State Water Resources Control Board
Division of Drinking Water

Guidance for Electronic Submittal of School Lead Sample Results

Overview

School lead sample results are to be submitted to the Division of Drinking Water (Division) using our existing laboratory data submittal methods. Water systems collecting lead samples for schools must first log into the Division's School Lead Sampling and Reporting Tool (https://drinc.ca.gov/lsics/) to add school sample sites to a sample site inventory. Using this tool, the water system will then be assigned the sample site ID's needed to properly label samples for each school sample site.   Additional instructions are provided on the School Lead Sampling and Reporting tool.

NOTE: Registration is required for water systems that have not already registered for use of the Electronic Annual Reporting Tool within the Drinc Portal.

Adding schools to your Inventory

Once you are ready to create your lead sampling plan, you will need to generate sample site ID's so the results will get submitted via EDT properly. If your water system did not use the School Lead Sampling and Reporting Tool to compile the inventory of schools served, you will need to first get the schools requesting to be sampled into your inventory. Use the 'My School Inventory' tab to access the schools that are currently in your inventory. Click "Add new School you supply water to" to add a school to your inventory. Figure 1 shows the what you will see when you click on the My School Inventory tab.

Figure 1: Accessing your inventory

After clicking on "Add new School you supply water to", you will be directed to a page where you can add each school. Choose the water system that you would like to add the

school to. Then, type the school name in the "School Name" box. Usually, it is easiest to type only part of the school name and choose from the range of options that appear. For example, if the school is "Garden View Elementary", typing "Garden" and choosing from the options that appear is the quickest way to identify the school, as the spelling of the school name may be slightly different on our online database list of schools. Choose the correct school and click "Add Selected Schools to this Water System."

Figure 2: Adding schools to your inventory

Registering Sample Site ID's

After adding schools to your inventory, you will create Sample Site ID's. To create Sample Site ID's, click on the "Register Schools for Lead Sampling/Add Sample Site ID's" tab, located to the right of the "My School Inventory" tab.

Figure 3: Registering Sample Site ID's main page

The main page will show you the schools that you have been registered to be sampled. To register a new school, click "Register new School" You will see the following page.

REGISTER SCHOOLS FOR THE FOLLOWING WATER SYSTEM

Select the water system then select the school in the water system.
If the water system you want to register is not in the dropdown, remember to add

Then click 'Continue' to register that school for sampling.

Water System   CA1910191 - NORWALK - CITY, WATER DEPT. ∨
School List   -- Pick a school --   ∨
School Name
School Address
School City
School Zip

[Continue]

Figure 4: Choosing school to register

Choose the water system that you would like to register a school with. Once you choose the water system, click on the arrow in the "Pick a school" box to choose from the list of schools that you added to your Inventory. Click "Continue" after you have chosen the school. In your list of registered schools, click "Generate/View Sample Site ID's". This is where you will register Sample Site ID's.

To create a Sample Site ID, type in the location description in the box next to "New sampling location." Then click "Add this site." Clicking "Add this site" will automatically generate the sample site ID in the following format: <water system No.>-<alphabetic code for each school>-<alphabetic code for sample location>
i.e. 1910191-AAB-A

Water System   CA1910191
School Order   1
School Name | Corvallis Middle |
School Address | 11032 East Leffingwell R |
School City | Norwalk |
School Zip | CA |

THIS SCHOOL'S SAMPLING LOCATIONS.

	Sample Location	Location Description	Sample Site ID
Edit Delete	1	Teachers Lounge - Faucet Sink	1910191-AAB-A
Edit Delete	2	Cafeteria/Kitchen - Dish Washer	1910191-AAB-B
Edit Delete	3	Cover Lunch Area - Drinking Fountain	1910191-AAB-C
Edit Delete	4	Building 900 - Drinking Fountain	1910191-AAB-D
Edit Delete	5	Building 400 - Drinking Fountain	1910191-AAB-E

New sampling location: [   ] [Add this site]

To add distribution source sample site with letter "Z", click button below

[Add distribution source sample site]

Figure 5: Generating Sample Site ID's

In the example, the public water system number is CA1910191, (the CA is not used in the sample ID), and the '-AAB' is generated for a specific school that is registered by the public water system.The code used for each sample location will be -A, -B, -C, etc. to represent up to 25 sample locations at each school.

If you need to add a distribution source sample site due to an Action Level Exceedance per Assembly Bill 746 requirements, click on the "Add distribution source sample site" to generate the source sample site ID.

What Happens After Delivery to the Laboratory

It is critical that you generate the sample site ID's using the method discussed above, as these are the sample site ID's that the laboratory will need to upload the data to the online database.

The laboratories analyzing the lead results will upload the results to the Division of Drinking Water WQIR database using existing data submittal methods (i.e. "write-on or "LIMS"). The lab should first download the most current source library to be able to access the sample site ID's used for the lead in drinking water samples.

Questions/Comments

If you have any questions or comments, please contact us at DDW-PLU@waterboards.ca.gov or at (916) 322-9602.