MN DEPARTMENT OF HEALTH

Results Reporting Instructions and Frequently Asked Questions

LEAD IN DRINKING WATER RESULTS REPORTING

Background

The purpose of this document is to help Early Care and Education Settings (ECES) to provide the necessary information to the Minnesota Department of Health (MDH) to meet the requirements of the state statutes which require public schools, charter schools, and child care centers to report lead in drinking water testing results to MDH. This information must be sent to MDH in a uniform way so that it can be used to share publicly. Family child care providers are not required to report test results.

1. In order to meet the requirements, you can download the Results and Remediation Reporting Spreadsheet (Excel) (https://www.health.state.mn.us/communities/environment/water/docs/leadreporttemplate.xlsx).

2. Complete the fields as required.

3. To submit the spreadsheet to MDH you will attach it to an email and send to MDH Lead Results Reporting at Lead.Results.Reporting.MDH@state.mn.us.

After MDH receives the spreadsheets from facilities the results and remediation actions will be uploaded to a dashboard where the public will be able to search for the information by facility name and address. We anticipate making the dashboard publicly available by December 2024.

Understanding and Completing the Spreadsheet Tabs

The bottom of the spreadsheet has two tabs that you can enter information into and a tab with definitions. You can navigate between tabs by left-clicking each tab with your mouse.

Facility Information (Info) Tab

This tab contains information about each building. The following describes each field you will complete.

Field to Complete	Description of Response
Facility or Building Name	This is the official name of your facility, building or business.
Did the facility test using the MDH testing program (WIIN)? (Yes or No)	If your facility tested using the MDH testing program answer YES. If not, answer NO.
Facility Type (School or Child Care)	Indicate the type of facility
School ID Number or Child Care License Number	Child Care Centers should use their license number and can check for it at DHS License Lookup (https://licensinglookup.dhs.state.mn.us/). Schools should use the number (format XXXX-XX-XXX) assigned by Minnesota Department of Education at Minnesota Department of Education (https://public.education.mn.gov/MdeOrgView/search/tagged/MDEORG_DISTRICT_SCHOOL).
Facility or Building Address	This is the physical address for the facility where results are being reported.

Field to Complete	Description of Response
Mailing Address	This is the address where your facility or business accepts mail, if different than the facility or business address.
Contact Person	Person the MDH staff can contact if there are questions about your submission.

Title	This is the title of the contact person, such as Principal, Facilities Director, Maintence Supervisor, Teacher, Owner etc.
Phone	This is the phone number of the contact person.
Email	This is the email of the contact person.
Lead Related Website (if applicable, required for schools)	Copy the link or URL of the website for your school's information on lead testing. Schools are required to provide information to parents about their lead testing and water management plans and update their website annually. **This is optional for child care centers.**

Also on the facilities information tab is a table for summary information about your results. This information is useful for MDH to identify across all schools and child cares the magnitude and impact of testing statewide.

Summary Data	Answer
Total number of samples	This is the total number of samples you are reporting.
Total number of fixtures sampled	This is the total number of unique fixtures that you have sampled.
Total number of results 5 ppb or more	The total number of samples with results that are 5 ppb or more.
Total number of remediation actions	This is the total number or remediation actions or fixtures that were remediated. Include fixtures that have been removed from service in this number.
Next Scheduled Sampling Date (Month/Year)	**This is the month and year that you next expect to sample at this building.**

Results and Remediation Tab

This is the tab where you will list all the fixtures you have tested, the results of each sample, and the remediation actions your facility has taken. Below is a list of each field and a definition or explanation for how you will complete the field. You may find that many of the results are the same, see our Tips and Tricks section for how to use the autofill options. Most laboratories will provide paper results in either digital or paper copy. Some labs may provide results in a spreadsheet format upon request, but you will still need to add in your specific facility actions. Providing a good description of each fixture and actions taken can help community members identity fixtures of concern and reduce the number of questions you get.

Please note that if your facility has tested for lead in the last 5 years you are not required to sample again just for the purposes of reporting. Your facility can maintain its testing schedule. Facilities that will sample again in future year can complete just the Facility Information tab OR may provide results from their most recent sampling event. Only sample results from August 1, 2023 onward must be reported to meet statutory requirements. For example: A facility that completed testing for lead in drinking water in 2021 does not need

to test again until 2026. They can either report their 2021 results to be included on the MDH dashboard or just complete the Facility Information tab to let us know when they will test again. Information typically provided by the laboratory is shown in green.

Field Name	Definition/Explanation of Response	Where does this information come from?
Unique Sample Site Identification Number	A unique number or code using numbers and or letters that a facility assigns to each fixture in the building. This prevents confusion about which sample goes with which fixture.	Facility
Fixture Type	Describes the type of fixture such as sink, fountain, bottle filler, ice machine, kitchen kettle, coffee machine, etc.	Facility
Location Description	Specific description of the location of the fixture. Ex. Classroom sink in Room 112 or Left drinking fountain in gym.	Facility
Fixture Status	Describes if the fixture is currently being used and how it is used. Examples are Active-Consumption, Inactive-Consumption, Active-Nonconsumption, Inactive-Nonconsumption.	Facility
Sample Collection Type	Initial First Draw, Initial Flushed, Follow-up First Draw, Follow-up Flushed, Other.	Facility
Date/Time Collected	Date and time the sample was collected. Ex. 2/12/2024 7:03 PM or 3/8/24 13:02.	Lab
Date/Time Analyzed	Date and time the sample was analyzed. Ex. 2/12/2024 7:03 PM or 3/8/24 13:02.	Lab
Numeric Result	This is the number representing the result reported by the lab. Ex. 5.12, 7.03, 89.02. **For results that are not detected please use ND**.	Lab
Unit of Measure	This is the unit of the result reported by the lab. Ex. Parts per billion (ppb), micrograms per liter (ug/L).	Lab
Name of Laboratory Used For Analysis	The name of the laboratory used for sample analysis.	Lab
Remediation Action	Describes the type of remediation (if needed). Select from drop down menu. You only need to complete if result is 5ppb or more. If the action you took is not listed select OTHER and describe.	Facility
Other Remediation-Please Describe	Use this field to type in your remediation action if the choice was not listed in the Remediation Action Drop down menu.	Facility
Was Remediation Successful (ie. Follow-up testing below 5 ppb)	Select from the drop down. Options are Yes, No, Not Applicable(N/A), and Pending Results	Facility

Tips and Tricks

How to Autofill a Column

If you have many values that are the same and want to save time you can fill a column using autofill. Select one or more fields (boxes) you want to use as a basis for filling additional fields. Drag the fill handle (small box that appears in the bottom right corner of the field) down to fill the fields you want to complete. If needed, click Auto Fill Options and choose the option you want.

Frequently Asked Questions

1. **Question:** Our facility sampled in 2020 do we need to submit results? **Answer:** Only results from August 1, 2023, onward need to be submitted to MDH to meet the statutory requirements. Most facilities are testing once every 5 years. If it is not your year to test you can complete just the Facility Information Tab and indicate when you will next sample.

2. **Question:** Our facility sampled before the results were required to be reported. Can we still submit our results if we want them to be included in the results dashboard so our families and community will see that we sampled? **Answer:** Yes.

3. **Question:** Does testing and results reporting impact our child care license? **Answer**: At this time there are no violations, fines or impacts to your license. If MDH becomes aware that a facility has not tested or has not reported results, we will reach out to provide awareness of the state statute.

4. **Question:** How long will it take for results we report to be made available on MDH's website. **Answer:** MDH will review results, reach out to facilities if there are questions and then post results once our dashboard is complete. Results are expected to be publicly available in December 2024. The dashboard will be updated on a rolling basis at least annually.

5. **Question:** Will I only submit results to MDH once? **Answer:** Facilities will submit results to MDH annually and MDH will update the dashboard with the new data.

6. **Question:** The results from our lab indicated no detection or ND, less than the reporting level or showed a symbol "<" what do we do? **Answer:** You will still complete the information for each fixture but indicate in the results column ND for not detected.

7. **Question:** Do we need to keep the results from our lab after we reported them to MDH? **Answer:** Yes. You should keep either your original physical copy or a digital copy of your original results. The originals are your official record of completing the testing. Schools are required by statute to keep this information for 15 years.

8. **Question:** Our facility uses a bottled water delivery service (5 gallon bottles) do we still need to test/report for lead? **Answer:** Yes. You should test the fixture that the bottled water runs through, and the test will let you know if there is any lead present in the device. You may also want to ask the water provider for a copy of their water test results and report that. The water bottle standards are set by the food and drug administration bottled water is not allowed to have more than 5 ppb of lead in it. If you have other fixtures in the building that are accessible to children such as bathrooms or other sinks where they may drink water you should test those or post them as not for drinking.

9. **Question**: What if we do not have changes next year? **Answer:** You can submit the same spreadsheet. Some facilities may not have new sampling results but will add additional remediation actions or preventative actions even without sampling again (instituting flushing plans, preventative maintence, adding filters, etc.). Some facilities may need to report a change in sampling schedule due to construction/maintence.

Minnesota Department of Health
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To obtain this information in a different format, call: 651-201-4700.