

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. To begin, the water system must first associate schools served by the water system, through the Division's [Drinking Water Information Clearinghouse Portal](#) (Drinc Portal), to develop a sample site inventory and to obtain sample site IDs.

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

Developing a Sample Site Inventory

Water systems collecting lead samples for schools must first log into the [Drinc Portal](#) to add school sample sites to a sample site inventory. A new Menu Item has been added to the Drinc Portal entitled, "School Lead Sampling and Reporting Tool". The water system must be registered in the Drinc Portal to use the "School Lead Sampling and Reporting Tool". Using this tool, the water system will then be assigned the sample ID's needed to properly label samples for each school sample site. Additional instructions are provided on the Drinc portal tool.

How to Label School Lead Samples

Water systems collecting lead samples should then label the samples using the following sample ID format: <water system No.>-<school ID>-<sample ID>
i.e. 1710001-005-1

What Happens After Delivery to the Laboratory

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").

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