

Template for Assigning Roles

This template is provided for your reference and use and can be modified to accommodate the specific elements of your lead testing in the school drinking water program.

Assigned Roles and Responsibilities

Role	Responsibilities	Name / Contact Info (phone/email)	Back-up
Lead Testing in School Drinking Water Program Lead	Person(s) will act as the main point of contact for the lead testing in school drinking water program team. This person will communicate with the school and external partners (NYS DOH, local health department, consultants, etc.).		
Sampling Plan Contact	Person(s) will lead the effort to develop a sampling plan for the school. They will engage with other program points of contact including external partners as appropriate.		
Sample Collector(s)	Person(s) will ensure proper sample collection per the requirements set forth in Subpart 67-4 and delivery of samples to the Environmental Laboratory Approval Program (ELAP) approved laboratory.		
Environmental Laboratory Liaison Contact	Person(s) will manage communication and coordination of the lead testing in school drinking water program activities with an ELAP-approved laboratory.		
Sample Results Coordinator	Person(s) will review all sample results and will coordinate with program points of contact on the remedial response, reporting, and communication of sample results. This role will often be performed in conjunction with other roles.		

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Remediation Activities Contact	Person(s) will lead (may include oversight and/or implementation of) the remediation efforts and will engage with other internal and external partners to ensure successful completion of remediation activities.		
Health Commerce System (HCS) Coordinator	Person(s) manages new and existing Health Commerce System (HCS) accounts for a school.		
School Lead in Drinking Water Reporter	Person(s) is responsible for reporting data for the lead testing in the school drinking water program in the HCS/HERDS application and must be assigned the School Lead in Drinking Water Reporter role by an HCS Coordinator .		
Public Communications Contact	Person(s) responsible for communicating plans, results, and remediation efforts to the staff, students, parents/guardians, and public, (which may include media, civic groups, or other). This person is also responsible for overseeing the program related information on the school's website.		
Recordkeeping Contact	Person(s) responsible for compiling and maintaining all lead testing in school drinking water program documents in a central repository. This person will ensure the information retained is up to date.		