Appendix B: Flow Chart

Does your facility receive its drinking water from a public utility?

Yes  

Is your facility licensed by the Maryland State Department of Education (MSDE) as serving students in pre-Kindergarten through grade 12?

Yes  

Is your facility a daycare center/preschool licensed solely by the Office of Child Care (OCC)?

No  

Your facility is not required to test for lead under House Bill 270.

Has your school previously tested for lead in all drinking water outlets after April 8, 2013 and were all test results less than or equal to 5 ppb?

No  

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Does your school only use bottled water for drinking and food/drink preparation?

Yes  

Your school may be eligible for a waiver from testing. If desired, complete and submit Waiver Application Type 1 (Previous Testing) to MDE. If not desired, go to page 2

No  

Go to page 2

Are the service line and all plumbing within your school building made of lead-free materials?

Yes  

Your facility may be eligible for a waiver from testing. If desired, complete and submit Waiver Application Type 2 (Bottled Water) to MDE

No  

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Your facility is not required to test for lead under House Bill 270.
Test all outlets used for drinking water and food/drink preparation, including ice machines and hot drink machines and submit samples to laboratory for analysis within 14 days of sample collection. Any outlet that is not tested must have signage.

Are all test results less than or equal to 20.4 ppb?

Yes

No

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Report all test results to MDE, MSDE, and your local health department within 30 days of samples being analyzed by the laboratory, using the following forms:
- Sample Collection Form
- Laboratory Results Reporting Form
- Official laboratory report signed by the Laboratory Director

Certify to MDE, MSDE, and the appropriate local health department that all drinking water outlets were tested in accordance with the regulation and provide other required information using the Lead Sample Summary Certification Form within 30 days after the samples were analyzed or 30 days after the end of the school calendar year in which the samples were collected,

Are all test results less than or equal to 5.4 ppb?

Yes

No

Your facility may be eligible for a waiver from future testing. If desired, complete and submit Waiver Application Type 1 to MDE and MSDE. If not desired, repeat testing in 3 years.

Repeat testing in 3 years.

Certify to MDE, MSDE, and the appropriate local health department that all drinking water outlets were tested in accordance with the regulation and provide other required information using the Lead Sample Summary Certification Form within 30 days after the samples were analyzed or 30 days after the end of the school calendar year in which the samples were collected,

Are all test results less than or equal to 5.4 ppb?

Yes

No

Repeat testing in 3 years.

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If an outlet has an elevated level of lead (All of the following must be performed)

**Close off access** to water from the outlet within 24 hours of receiving laboratory report with elevated levels of lead,

**Collect a flushed sample** from each outlet with an elevated level of lead within 5 school days of receiving laboratory report with elevated levels of lead, and send to laboratory for analysis within 14 days of sample collection

**Report all test results** to MDE, MSDE, your local health department and MDH, within 30 days of flushed samples being analyzed by the laboratory, using the following forms:

- Sample Collection Form
- Laboratory Results Reporting Form
- Official laboratory report signed by the Laboratory Director

**Send notification** of elevated test results to parents, teachers, and staff within 10 school days of receiving laboratory report with elevated levels of lead,

**Submit** Certification of Elevated Lead Sample Result Notice to MDE and MSDE within 30 days of sending notification of elevated levels of lead,

**Post test results on school website** within 30 school days of receiving laboratory report with elevated levels of lead,

**Perform remediation** on outlets with elevated levels of lead

**Submit** Remedial Plan of Action Form to MDE and MSDE within 30 days of receiving laboratory report with elevated levels of lead,

**Certify** to MDE, MSDE, and the appropriate local health department that all drinking water outlets were tested in accordance with the regulation and provide other required information using the Lead Sample Summary Certification Form within 30 days after the samples were analyzed or 30 days after the end of the school calendar year in which the samples were collected.
After performing remediation, **collect follow-up first-draw samples** to assess if the remedial actions performed reduced lead in the outlet.

**Submit Completion of Remediation Form** to MDE and MSDE and post remedial actions taken on school's website within 30 school days of performing remediation.

**Submit results** to MDE and MSDE within 10 school days of receiving laboratory report, using the following forms:
- Sample Collection Form
- Laboratory Results Reporting Form
- Official laboratory report signed by the Laboratory Director

Are the follow-up test results less than or equal to 20.4 ppb?

- **Yes**
  - **Return outlet to service**

- **No**
  - **Perform remediation again**

**Repeat testing** of all outlets in 3 years