

LEAD IN WATER ENROLLMENT SURVEY– PUBLIC SCHOOLS AND CHARTER SCHOOLS

The Clean Classrooms for Carolina Kids program helps fulfill North Carolina requirements for public schools and child care facilities related to lead in water, lead-based paint, and asbestos. The goal is to identify and eliminate exposure to lead and asbestos hazards where North Carolina children learn and play.

This reference document provides information on who should complete the enrollment survey and what is included in the enrollment survey, as well as a full copy of the questions that your facility can expect to answer in the enrollment survey.

Who should complete the enrollment survey?

Your facility should designate a primary contact to complete the survey and be the main point of contact for the lead in water section of the program. Additional individuals can help to complete the enrollment survey, if needed. To access the enrollment survey, you will need to complete the lead in water section training.

Primary Contact

The primary contact should be familiar with your facility's layout, taps, and water usage patterns. Additionally, the primary contact should be available to collect and ship water samples.

What is included in the enrollment survey?

The enrollment survey includes five different sections:

1. [Welcome](#)
2. [Building Information](#)
3. [Student Demographics](#)
4. [Water Taps](#)
5. [Finalize](#)

Welcome

1. Overview

The lead in drinking and cooking water enrollment survey walks you through questions so we can build and ship your mail-out water sampling kit.

There are five sections to the survey:

1. [Welcome](#)
2. [Building Information](#)
3. [Student Demographics](#)
4. [Water Taps](#)
5. [Finalize](#)

You must save your progress on each page. You can sign out and come back to complete your enrollment survey at any time.

Your enrollment is not finished until you complete and submit the survey.

Click the **Next** button to begin.

Note that the lead-based paint and asbestos surveys are in another module and can be done separately.

2. Contact Information

Add personnel to receive updates about your facility's progress in the lead-based paint section of our program. Added personnel must attend the pre-enrollment webinar and create an account to register before they can view or edit your facility's survey in the portal. Unregistered personnel will still receive email updates when added as a contact here.

You will need to enter the following information:

1. **First Name**
2. **Last Name**
3. **Email**
4. **Direct Phone Number**
5. **Title** (Teacher, Superintendent, Principal, Asbestos LEA Designee, Administrator, Facilities Staff, Other)

If 'Other': **Role/Title**

6. **Is this person a staff member of the facility or of the school district?** (School District Staff, Facility Staff)

3. Address Information

The physical addresses we have on file for your facility are listed below. It is required that your facility list at least one physical address. You may add additional addresses or modify existing addresses using the buttons below. You should not edit or delete the address designated for shipping as this will be used to send the sampling kit for the water section.



If your facility has multiple addresses, designate the main building as the physical address.

You will need to enter the following information:

1. Address
2. Address Details
3. City
4. State
5. ZIP Code
6. Address Type

Building Information

1. Overview

In this section, we will collect general information about your facility infrastructure.

Click the **Next** button to continue.

2. School Type

1. Select the school type for your facility:

- Public elementary school with pre-k or head start
- Public elementary school
- Public middle school
- Public high school
- Public charter school
- Other (such as CECAS, Migrant, LEP, etc.)

If 'Other': Please write in the school type that best describes your facility. [Free-text]

2. What is the size of your facility?

- <25,000 sq ft
- 25,000 – 100,000 sq ft
- >100,000 sq ft

3. Buildings

Please list each of the buildings, annexes, trailers, or other separate structures associated with your facility. We ask the year built for each building to determine if certain lead and asbestos regulations apply.



Please ensure your building name is specific to the building at your facility.

1. **Building Name:** [Free-text]
2. **Building Description:** [Free-text]
3. **Do you know the exact year that the building was built?**

If you are unsure of the year the building was built, RTI may be in contact for additional information.

- Yes
- No

If "Yes", **Year Built:** [Free-text]

If "No": **Year Built Estimate** [Dropdown]

- Before 1979
- Between 1979 and 1988
- Between 1988 and 1990
- Between 1990 and 2014
- After 2014

4. Floors/Zones

Please list at least 1 floor or zone for each building. If you have multiple buildings, please select the building you are adding zones to from the form below.



Lead and water sampling should be organized by floor, wing, or zone. If you have multiple floors, we recommend you list the top floor first and work your way down. If you have multiple wings, we recommend you list the wings furthest away first then work your way toward the center of the school.

1. **Floor/Zone Name** [Free-text]

If your building only has one floor, wing, or zone, list the zone as 'whole building.'

2. **Floor/Zone Description** [Free-text]

5. Water Source

1. What is the primary water source for your facility?

- City Water: A public water utility that may be publicly or privately owned.
- Community Well Water: Serving more than 25 people or more than 15 connections.
- Well Water: Classified by the EPA as non-transient, non-community water system serving more than 25 people for at least half the year.
- Well Water: Unregulated private well, serving fewer than 25 people.

If “City Water” or “Community Well Water”:

2. What is the name of the water system?

All public water systems in NC should be listed in the dropdown. You can find the name of your water system on your water utility bill. Select 'Not Listed' at the top of this list only if you cannot find your water system in this list.

If “Not Listed”:

3. What is the name of the water system? [Free-text]

6. Wastewater

1. Does the building have an onsite wastewater treatment system (e.g., septic tank) or a community wastewater system (e.g., sewer pipes connect to municipal wastewater treatment plant)?

If you are not sure how to answer this question, check your wastewater utility bill or ask someone in administration. Note that it is possible to have municipal water with an onsite wastewater system.

- Onsite Waste Water System
- Community Waste Water System

If “Onsite Waste Water System”:

2. Is the onsite wastewater system designed to handle the volume of water used at the facility to perform adequately?

- Yes
- No

3. When was the last time your onsite wastewater system was inspected or cleaned out?

- Within the last year
- Within the last five years
- Over five years ago
- Don't know

If “Over five years ago”:

4. In years, specify how long ago your onsite wastewater system was inspected or cleaned out. [Free-text]

7. Scheduling

1. What best describes your facility's schedule?

- Traditional – closed for an extended period over the summer in addition to standard holiday breaks
- Year-Round – closed for shorter vacation breaks after a certain number of school days
- Other

If "Other": **Describe your facility's schedule.** [Free-text]

2. Do campus, churches, clubs, or sports use your facility when it is not used for school purposes? (Select all that apply)

- Yes – weekends
- Yes – evenings
- Yes – summer
- Yes – vacation/holiday breaks
- Yes – after school
- No

8. Staffing

Facilities may have existing salaried or non-salaried staff that are qualified to replace water fountains, faucet fixtures, or add water filters. Please let us know about existing staff at your facility and your preference for who conducts the mitigation at your facility if lead levels are at or above the state action level. You can update your preference after receiving your results if there is a tap that requires mitigation.

1. Does your school facility or district have salaried facilities staff that are qualified to replace water fountains, faucet fixtures, or add and maintain water filters if needed?

- Yes, district staff (facilities person within district that serves whole district)
- Yes, school staff (facilities person within the school building)
- Yes, district and school staff
- No

2. At your school, do you have a non-salaried plumber or handyperson that you typically hire to do plumbing work?

- Yes
- No

If "Yes":

3. If lead levels are at or above the state action level and water fixtures or filters need to be installed at your facility, would you prefer that your existing facility or district staff, plumber, or handyperson complete water mitigation, if needed?

Note that we can ship necessary materials to the facility, but will not reimburse staff hours for labor.

- Yes, we prefer to use existing facility staff or plumber
- No, we prefer to use Clean Classroom for Carolina Kids plumbers

9. Service Line Material

Check for a lead or galvanized steel service line.



If you need help to check for this, ask your school or district facility staff or contact us for guidance.

Lead could get into the water from the service line that supplies water to the rest of the building. Please take a moment to check if your building has a lead or galvanized steel service line.

To check for lead service lines on your property, you'll need a metal tool, such as a screwdriver, and a magnet.

Step 1. Locate Where the Water Line Enters the Building. Typically, this is in the basement or lowest level. Look for the water meter and identify the inlet valve going into the building.

Step 2. Scratch off Rust or Corrosion on the Outside of the Pipe. Find a place to examine and use the metal tool to scrape off any rust or corrosion. If there is a covering around the pipe, uncover or unwrap the pipe first.

Step 3. See if the Magnet Sticks to the Pipe. If the magnet sticks, the pipes may be galvanized steel, which is typically a dull gray. Galvanized steel pipes can be a source of lead, especially if the galvanized steel pipes are downstream of leaded components in the distribution system of your public water supply.

Step 4. If the Magnet Does Not Stick, Check the Color of the Pipe. If the magnet does not stick, the pipes may be lead or copper. You can distinguish between these by the color (both are typically shiny). Lead pipe is silver or gray. Copper pipe is the color of a penny.

1. Does your building have a lead or galvanized steel service line?

If your facility requires water mitigation, your response to this question will be confirmed during the onsite visit.

View our lead service line [flyer for more information](#).

- Yes
- No

Student Demographics

1. Overview

In this section, we collect information on student demographic and socioeconomic information. Additionally, if we receive a large volume of requests in a short period of time, these responses help us better support facilities with greater need.

Click the **Next** button to continue.

2. School Demographics

Student Enrollment

1. How many students were enrolled during the latest school year? [Free-text]
2. What percentage of enrolled students are eligible for free and reduced lunch? [Free-text value between 0 and 100]

Race and Ethnicity

1. What percentage of enrolled students identify as the following race and ethnicity? [Free-text values between 0 and 100]
 - White
 - Black
 - Hispanic or Latino
 - American Indian or Alaskan Native
 - Asian
 - Pacific Islander
 - Two or More

Water Taps

1. Overview

Before enrolling, please follow this guidance for ONLY designating taps used for consumption (drinking or cooking) at <https://bit.ly/3CK-DesignatingTaps>.

Taps that SHOULD be listed for sample collection include:

- **Kitchen or Cafeteria Areas:** Food preparation taps in kitchens or cafeterias, including all faucets in multi-compartment sinks, pantry faucets, pot fillers and spray hoses to fill cooking pots;
- **In Classrooms:** Bubblers and food preparation or drinking taps that are specifically used for consumption;
- **In General:** Any bottle fillers or water fountains (list each spout);
- **For Sports:** A specific locker room tap used for water coolers during athletics; and
- **Optional – Plumbed-in Kitchen Appliances** (e.g., ice makers, kettles, soup makers).

This section will walk you through the process to list the name and location of each tap.



Note that a single tap should be listed only ONCE. For example, if you list a gym water fountain in the “Hallway Water Fountain” section, do not list it again in the “Gym” section.

Taps that SHOULD NOT be listed for sample collection include:

- **Kitchen or Cafeteria Areas:** EXCLUDE taps used ONLY for dishwashing in public schools or larger centers that have additional dishwashing sinks; handwash taps, or appliances that are not plumbed-in like coffee makers;
- **In Classrooms:** EXCLUDE handwash taps or “food preparation handwash sinks”;
- **Bathrooms:** EXCLUDE bathroom sinks and shower heads;
- **In General:** EXCLUDE eye wash sinks or safety showers, laundry/mop/janitorial taps; and
- **Outdoors:** EXCLUDE hose spigots or hoses.

We have signs that you can use at your facility to post the designated use for these taps.

Click the **Next** button below to continue.

2. Kitchen/Cafeteria

1. Select the **Add Tap** button to add a new tap.
2. Select the building, floor, and tap type. The location name should be identifiable by others. Note whether the tap is filtered and whether the fixture was replaced after 2014.
3. Continue until all cooking and drinking taps are listed.

Please omit any sinks not used for cooking or drinking. Do not list handwashing sinks or janitorial/utility taps like mop filling sinks. You can request “handwashing only” signs later in the survey.

Once finished select the Next button below to continue.

Add Tap

1. **Building** [Dropdown of building(s) entered in the Building Information section.]
2. **Floor/Zone** [Dropdown of floor/zone(s) entered in the Building Information section.]
3. **Tap Type**
 - Faucet
 - Fountain
 - Bottle Filler
 - Bubbler on Sink



Note that some **sinks** may have two taps associated with them – one for the faucet and one for a bubbler on the sink. You should list both of these separately.

Note that some **water fountains** may have two taps associated with them - one for the fountain itself and one for the bottle filler. You should list both of these separately.

4. Room/Area

When listing a room/area, please provide a meaningful name (e.g., Room 101). If you are adding a tap not listed in the dropdown, check the box below.

If a room/area is added:

Room/Area Description

When describing a room, choose additional characteristics that will be helpful in identifying exactly where the room is (e.g., classroom next to nurses' office.)

5. Tap Name [Free-text]

When listing a tap, please provide a meaningful name (e.g., left most kitchen sink on back wall).

6. Is the tap filtered?

- Yes
- No

7. Was this tap replaced after 2014?

- Yes
- No

3. Hallway Water Fountains



Note that some water fountains may have two "taps" associated with them - one for the fountain itself and one for the bottle filler. You should list both of these.

You will be guided through the same questions as the previous section, [Kitchen/Cafeteria](#), to add all taps used for drinking or cooking in hallways.

4. Gym and Locker Rooms



If you listed a gym water fountain in the previous section, you do not need to enter it here.

You will be guided through the same questions as the previous section, [Kitchen/Cafeteria](#), to add all taps used for drinking or cooking in gym and locker rooms.

5. Outside/Playground/Playing Fields

You will be guided through the same questions as the previous section, [Kitchen/Cafeteria](#), to add all taps used for drinking or cooking that are outside, at playgrounds, or at playing fields.

6. Classrooms



Note that some sinks may have two "taps" associated with them - one for the faucet and one for a bubbler on the sink. You should list both of these.

You will be guided through the same questions as the previous section, [Kitchen/Cafeteria](#), to add all taps used for drinking or cooking in classrooms.

7. Other Taps

You will be guided through the same questions as the previous section, [Kitchen/Cafeteria](#), to add all taps used for drinking or cooking in areas not previously listed.

8. Hand Wash Signs

Order Signs: Taps Not Used for Drinking and Cooking

Taps **not** used for cooking and drinking will not be sampled as a part of this program.

As part of this program, we will share signs to mount that clearly designate each tap that should not be used for drinking or cooking.

Please let us know **how many taps** are not used for drinking and cooking. This will be used for informational purposes and to share signs.

1. Number of "Cleaning and Handwash Only" mop/utility sinks
2. Number of "Landscaping Only" hoses or outdoor spigots
3. Number of "Handwash Only" classroom taps (one per tap, so two signs for a classroom with two sinks)
4. Number of "Handwash Only" bathroom taps (one per tap, so two signs for a bathroom with two sinks)
5. Number of "Shower and Handwash Only" locker room taps

Finalize

1. Submit Survey

Finalize and submit the enrollment survey. If you are not ready to submit, you may return to any section of the survey by selecting its name. Your progress will be saved, but you will have to continue through the survey from the point at which you stopped.

Before submitting enrollment, please review that you only included taps used for consumption (drinking or cooking) following this guidance at <https://bit.ly/3CK-DesignatingTaps>. If you are not ready to submit the survey, you may return to any section by selecting its name. Your progress will be saved, but you will have to continue through the survey from the point at which you stopped.

Taps that SHOULD be listed for sample collection include:

- **Kitchen or Cafeteria Areas:** Food preparation taps in kitchens or cafeterias, including all faucets in multi-compartment sinks, pantry faucets, pot fillers and spray hoses to fill cooking pots;
- **In Classrooms:** Bubblers and food preparation or drinking taps that are specifically used for consumption;
- **In General:** Any bottle fillers or water fountains (list each spout);
- **For Sports:** A specific locker room tap used for water coolers during athletics; and
- **Optional – Plumbed-in Kitchen Appliances** (e.g., ice makers, kettles, soup makers).

Taps that SHOULD NOT be listed for sample collection include:

- **Kitchen or Cafeteria Areas:** EXCLUDE taps used ONLY for dishwashing in public schools or larger centers that have additional dishwashing sinks; handwash taps, or appliances that are not plumbed-in like coffee makers;
- **In Classrooms:** EXCLUDE handwash taps or “food preparation handwash sinks”;
- **Bathrooms:** EXCLUDE bathroom sinks and shower heads;
- **In General:** EXCLUDE eye wash sinks or safety showers, laundry/mop/janitorial taps; and
- **Outdoors:** EXCLUDE hose spigots or hoses.

DO YOU NEED TO MAKE EDITS TO YOUR SURVEY? You can go back and remove, add, or edit taps BEFORE you press submit. If you have questions, visit the flyer again or contact us before submitting your enrollment.

A sampling kit with sampling process instructions will be created based on your responses to this enrollment survey. Do you agree that these taps are appropriately listed, that you only included taps used for consumption (e.g., drinking and cooking)?

- Yes
- No

Thank you for enrolling in our program to identify and eliminate exposure to lead in drinking and cooking water. You will receive notification emails on next steps and when you can expect your water sampling kit(s).