

TIMS User Guide:

How to Use the Tap Inventory Management System for School and Child Care Providers

November 1, 2023

Table of Contents

Introduction to TIMS	3
Logging Into TIMS and Requesting New User Accounts.....	3
School Staff	3
Child Care Providers.....	3
Requesting a New User Account	3
Help with Accessing Your Account	4
Editing Facility Information.....	5
Editing TIMS Email Notifications	6
Tap Information.....	8
Edit Existing Taps	9
Ordering Testing Kits (Work Orders)	12
Viewing Work Orders and Test Results	12
Submitting a New Work Order	12
Submitting Remediation Actions.....	16
Mandatory Remediations	16
Immediate Remediation Actions	16
Planned Remediation Actions.....	17
Permanent Remediation Actions.....	18
Voluntary Remediations.....	20
Immediate Remediation Actions	20
Planned Remediation Actions.....	20
Permanent Remediation Actions.....	21
Need Help?.....	22

Introduction to TIMS

TIMS is the Tap Inventory Management System. This is an online system for schools and non-school based child care providers to maintain and update their information to test their taps in accordance with Act 66 (2019). Through TIMS, schools and child care providers can update their facility information, maintain their list of taps that are used for consumption, order test kits, and submit remediation actions. [Learn more about testing for lead in school and child care drinking water.](#)

Logging Into TIMS and Requesting New User Accounts

You can access TIMS at <https://apps.health.vermont.gov/TIMS/>. We suggest bookmarking this page for quick access.

School Staff

Use your school-issued email address to access TIMS. If you already use this email address for an [account for other state services](#), click on “log into TIMS” and use that email address. If you are unable to log into TIMS with that email address, you will need to request a new user account.

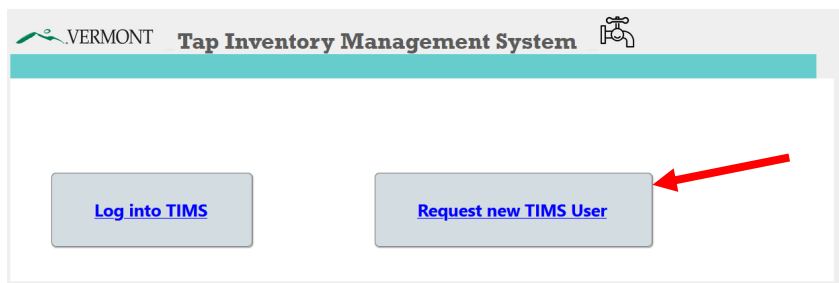
Child Care Providers

Click on “Log into TIMS” and use the email address you use to [log in to other state services](#) or CDDIS (which is the site used to enter your provider rates and attendance for children receiving Child Care Financial Assistance). If you are unable to log into TIMS with that email address, you will need to request a new user account.

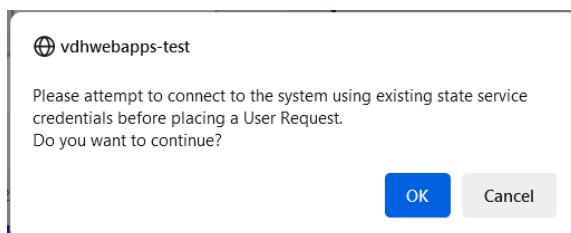
Requesting a New User Account

If you need to request a new user account, follow these steps:

1. Click on “Request new TIMS User.”



2. Click “OK” on the pop-up window.



3. Fill in all fields shown below. Select “I am a School or Child Care Provider user.” Enter the name of your school or child care program under “Facility.” You can add multiple facilities by clicking on “Add Facility.”

The screenshot shows a web form titled "TIMS User Request" with a teal header. The form contains the following fields and options:

- First Name:** Text input field.
- Last Name:** Text input field.
- Email:** Text input field.
- Phone:** Text input field.
- Password:** Text input field.
- Re-enter Password:** Text input field. A note to the right states: "Note: if your email address is already in use for another service with the state, your password will NOT be updated."
- I am a:** Radio button options:
 - School or Child Care Provider user
 - VDH or DEC Manager
 - Laboratory user
- Facility:** Text input field.
- Town of Location:** Dropdown menu.
- Facility Type:** Dropdown menu.
- Add Facility:** Button.
- Submit:** Button.
- Cancel:** Button.

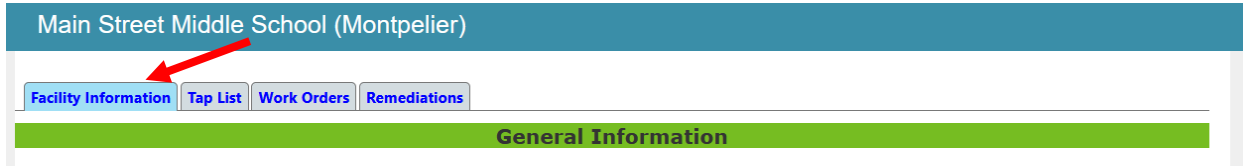
4. Once you have added all facilities you are associated with, click “Submit.” You will receive an email notification that your request has been sent. You will receive another notification when your account has been approved. **Please keep your email and password in a safe place for your records.**

Help with Accessing Your Account

If you forgot your password or account email or need other help related to logging into TIMS, go to the [login help page](#) for more information.

Editing Facility Information

Click on the “Facility Information” tab on the top left of the screen to view and edit your facility’s information.



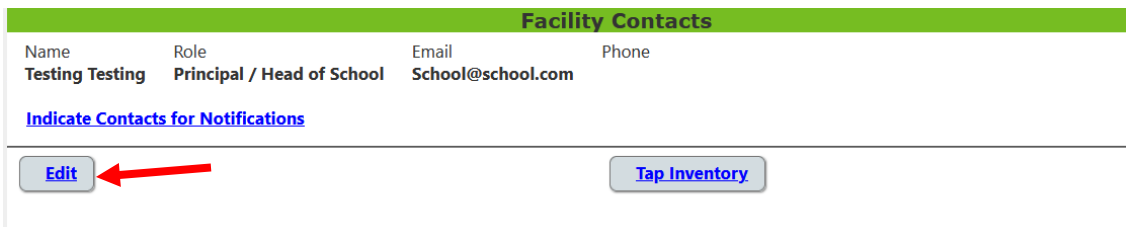
If you have access to one facility, you will see that facility’s information. If you have access to multiple facilities, you will see a list of those facilities. Click on the facility’s name to see the information for that facility.

If you need to **add or change** the facilities that you have access to, contact LeadSchool@vermont.gov (for schools) or LeadChildCare@vermont.gov (for child care providers).

IMPORTANT: Review and edit your facility information – including contact names and addresses – on a regular basis, especially before you order the test kits.

To edit your facility information, follow these steps:

1. Click “Edit” on the bottom left corner.



Please note: certain fields cannot be edited, including physical address and identification number. These fields are grayed out. You can edit common or previous names for your facility, phone and fax numbers.

The screenshot shows the 'General Information' form. It includes the following fields and values:

- Facility Name: Main Street Middle School
- Status: Active
- Common Name: (empty)
- Previous Name: Main Street Middle School
- Facility Type: School
- Town of Location: Montpelier
- Identification Number: PS173a
- Supervisory Union: (dropdown menu)
- Is this facility part of a larger facility?: (checkbox)
- Phone 1: (802) 333-3333
- Phone 2: (empty)
- Fax: (empty)
- Buttons: Save, Close Editing

2. To edit your **mailing or shipping addresses**, first uncheck the “Same as Physical Location” box, if it is already checked:

Facility Addresses

Physical Location Address
Address 1: 123 Street Address 2:
City/Town: Montpelier State: VT Zip Code: 05601 County: Washington

Mailing Address Same as Physical Location ←

Shipping Address Same as Physical Location ←

Then, you can edit the fields.

Mailing Address Same as Physical Location

Address 1: 123 Street **Address 2:**
City/Town: Montpelier **State:** VT **Zip Code:** 05601 **County:** Washington

3. You can edit **facility contacts** information, including the name, email address, and phone number for individuals at your facility.

You can add new contacts by clicking “Add Contact.”

Facility Contacts

1 **First Name:** Testing **Last Name:** Testing **Role:** Principal / Head of School

Email: School@school.com **Phone:** Ext: **Clear** **Add Contact** ←

4. Once you are done editing your facility information, scroll to the bottom and click “Save” or click “Close Editing” to cancel your edits.

Editing TIMS Email Notifications

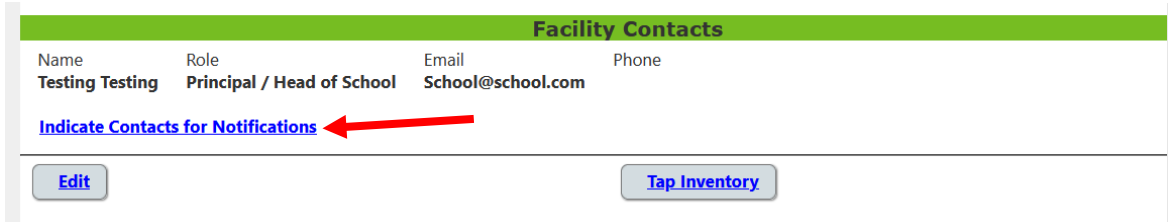
TIMS automatically sends notifications to specific facility contacts whenever:

- New work orders have been submitted.
- When results from the lab are available.
- When new remediation actions have been entered.

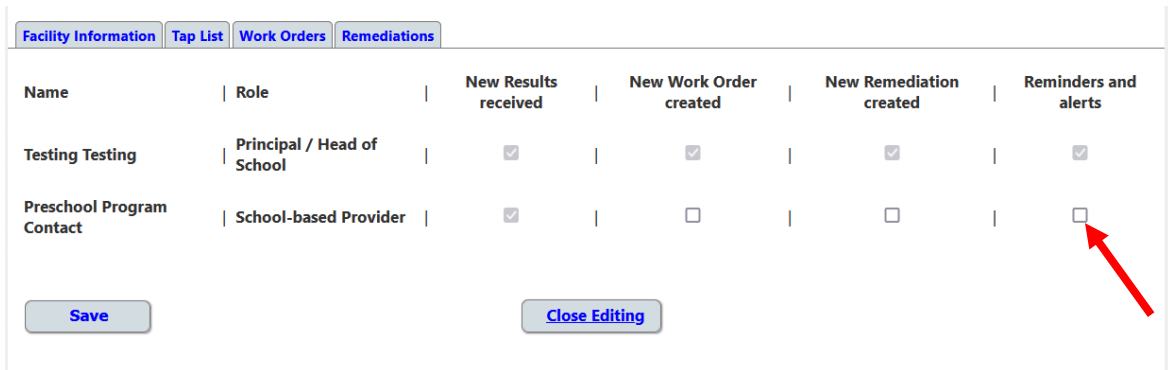
Certain facility contacts with specific roles receive these notifications by default. These include Child Care Director (for child care providers), Principal or Head of School, and Superintendent (for schools). You can add additional contacts to receive these notifications, such as facility managers or other staff members.

To view and add individuals to receive notifications:

1. You must close out of the facility edit view by clicking on “Save” or “Close Editing,” or click on the “Facility Information” tab at the top.
2. Then, click on “Indicate Contacts for Notifications” on the bottom left of the screen.



3. In the next window, click to check the types of notifications to receive for each contact. Then click “Save” to save your changes or “Close Editing” to close without saving.



Tap Information

The **tap list** shows the taps at your facility that are used for consumption (for example, drinking, cooking, food prep, making bottles and brushing teeth) and need to be tested. The tap list also shows taps that are no longer used for consumption and do not need to be tested.

IMPORTANT:

- Please regularly review the tap list for accuracy.
- Check if any new taps need to be added to the tap list.
- Check if there are any taps that are no longer used for consumption or have been removed from service. These taps do not need to be tested. You can update the status for these taps under the Remediations tab.

To view the tap list, click on the “Tap List” tab at the top of the TIMS page:

Main Street Middle School (Montpelier)

Facility Information **Tap List** Work Orders Remediations

Tap ID ↑	Status ↑	Building Name ↑	Room Number ↑	Fixture Location ↑	Fixture Type ↑	Outlet Type ↑	Fixture ↑
23T-00277	A	Test this new tap			Ice Machine		
23T-00278	A	RKs best tap			Bottle filler / dispenser		
23T-00279	A	NewTap2023			Sink		
23T-00280	A	Testing testing			Drinking fountain with chiller		
23T-00281	A	Swapped Combo			Combo: fountain/bottle filler	Bottle Filler	
23T-00282	A	Swapped Combo			Combo: fountain/bottle filler	Fountain	
23T-00283	A	Regular Combo			Combo: sink/fountain	Sink	
23T-00284	A	Regular Combo			Combo: sink/fountain	Fountain	

Records Found : 8

[Add New Tap](#) [Back to Facility Information](#)

Taps with the Status “A” are active and used for consumption. Taps with a Status “I” are considered inactive and do not need to be tested. You can also view the tap list by clicking on “Tap Inventory” from the bottom of the Facility Information tab.

Facility Contacts

Name	Role	Email	Phone
Testing Testing	Principal / Head of School	School@school.com	

[Indicate Contacts for Notifications](#)

[Edit](#) [Tap Inventory](#)

Edit Existing Taps

To add a new tap, follow these steps:

1. From the Tap List tab, click “Add New Tap.”

23T-00280	A	Testing testing			Drinking fountain with chiller		
23T-00281	A	Swapped Combo			Combo: fountain/bottle filler	Bottle Filler	
23T-00282	A	Swapped Combo			Combo: fountain/bottle filler	Fountain	
23T-00283	A	Regular Combo			Combo: sink/fountain	Sink	
23T-00284	A	Regular Combo			Combo: sink/fountain	Fountain	

Records Found : 8

[Add New Tap](#) [Back to Facility Information](#)

2. Enter the tap information. You must enter **at least one** of the three tap description fields (Building, Room name/number, Fixture Location). For example, you may enter *Room Number: 102 and Fixture Location: Classroom*, or you may only enter *Fixture Location: Kitchen*.

[Facility Information](#) [Tap List](#) [Work Orders](#) [Remediations](#)

Tap Information

Building: *(if facility has more than one building)* Room name/number: Fixture Location:

Fixture Type:

3. Select the Fixture Type from the drop-down menu.

If you need help identifying fixture type, [see photos of fixture types](#). If you still need help after reviewing the photos, email LeadSchool@vermont.gov (schools) or LeadChildCare@vermont.gov (child care providers), and a Vermont Department of Health staff member will help you.

Fixture Type:

- Bottle filler / dispenser
- Combo: fountain/bottle filler
- Combo: sink/fountain
- Drinking fountain with chiller
- Drinking fountain without chiller
- Ice Machine
- Kitchen kettle
- Other
- Pot filler
- Sink

Lab ID: Status:

Source:

For a combo fixture, select the Outlet Type for Outlet 1 and Outlet 2. If the combo fixture in your facility has three outlets (for example, two fountains and a bottle filler), one outlet must be listed as a separate tap.

Fixture Type:
Combo: fountain/bottle filler

Outlet 1: Tap ID: [] Historic First Lab ID: [] Status: Active Outlet Type: Fountain
Last Permanent Remediation Action: [] Remediation Date: []

Outlet 2: Tap ID: [] Historic First Lab ID: [] Status: Active Outlet Type: Bottle Filler
Last Permanent Remediation Action: [] Remediation Date: []

4. Enter information in Fixture Detail to differentiate between taps that may be in the same location or have similar descriptions. For example, if there are two sinks in the same classroom, this field can be used to describe the physical location of the taps, like left/right, north/south, large/small, upstairs/downstairs, etc.

Fixture Detail: [] Used for child care, pre-school or after-school program

Save Delete Cancel

5. **For schools:** select the check box “is used for child care” for any tap that is used by a child care or preschool, or after school program.

Fixture Detail: [] Used for child care, pre-school or after-school program

Save Delete Cancel

For child care providers: you will see Source drop-down menu. Choose the type of water source that serves your facility. A public water source is sometimes called town or city water and is controlled or operated by a water supplier. Select this option if you receive a water bill. The other choices in the list are private water sources that serve less than 25 people. Examples of private water sources are a drilled well, dug well, spring or surface water.

If you have a well or a spring, for Well Shocked, select whether chlorine has been used to disinfect it in the last two weeks. For Well Tag, provide the tag number from the metal plate on the well.

The screenshot shows a web form with the following fields and controls:

- Fixture Detail:** A text input field.
- Well has been shocked:** A dropdown menu.
- Well Tag # (for Drilled wells):** A text input field.
- Treatment:** A section with checkboxes for Softener, Sediment filter, UV, RO, and Other.
- Source:** A dropdown menu with the following options: Drilled Well, Dug Well, Other, Public, Spring, Surface (lake/pond), Surface (river), and Surface (stream/creek). A red arrow points to the dropdown arrow.
- Buttons:** "Save" and "Delete" buttons.

6. Once you are done adding a new tap or editing an existing tap, click on “Save” to save your changes, “Delete” to clear your changes, or “Cancel” to cancel your edits.

Ordering Testing Kits (Work Orders)

You can order test kits by submitting a work order in TIMS. You can submit your order directly to the Vermont Department of Health Laboratory or [select from a list of other certified drinking water laboratories](#) that offer Act 66 testing.

Schools and child care providers are required to test their taps every three years, or any time a new tap is installed.

Viewing Work Orders and Test Results

To view previous work orders, or submit a new work order, click on the “Work Order” tab:

Work Order ID	Date of Work Order	Submitted by	Number of Samples	Type	Date of Results	Status
R23-00423	8/15/2023	VSCMA TestUser	6	Follow-up		Generated For unknown lab
R23-00310	7/18/2023	Roxanne Karimi	13	Initial	7/18/2023	Partial Results Results

You will see a list of previous work orders. Click on a Work Order ID number to view details of previous work orders. Click on “Results” to view the results from a work order.

IMPORTANT: A complete summary of current lead testing results, including whether any taps need to be remediated can be found on the [public results website](#).

Submitting a New Work Order

You can create a work order to **test all taps** in your facility that are used for consumption by clicking on “Create a work order for all taps.”

Work Order ID	Date of Work Order	Submitted by	Number of Samples	Type	Date of Results	Status
R23-00423	8/15/2023	VSCMA TestUser	6	Follow-up		Generated For unknown lab
R23-00310	7/18/2023	Roxanne Karimi	13	Initial	7/18/2023	Partial Results Results

To create a work order for **new taps only**, you must first add the new tap(s) to the Tap List, then click on “Create a work order for new taps only.”

VERMONT ACT 66 LEAD TESTING

Work Order ID	Date of Work Order	Submitted by	Number of Samples	Type	Date of Results	Status
R23-00423	8/15/2023	VSCMA TestUser	6	Follow-up		Generated For unknown lab
R23-00310	7/18/2023	Roxanne Karimi	13	Initial	7/18/2023	Partial Results Results

Create a work order for all taps

Create a work order for new taps only

To submit a work order, follow these steps:

1. Select the name of the contact who will receive the test kit shipment from the drop-down menu.

To add a new contact, first go to the Facility Information tab and follow the instructions above.

At the bottom of the screen, click “Continue” to go to the next step or click “Cancel.”

VERMONT ACT 66 LEAD TESTING

Step 1

Step 2

Step 3

Step 4

Continue >>

Cancel

Review facility information and tap list. To edit a tap, click on the Tap ID.

Facility Name: **Main Street Middle School**

Facility ID: **PS173a**

Location Town: **Montpelier**

Phone: **(802) 333-3333**

Type: **School**

Physical Location: **Main Street Middle School
123 Street
Montpelier, VT 05601**

Send Reports to: **Main Street Middle School
Testing Testing
123 Street
Montpelier, VT 05601
School@school.com**

Ship testing kits to: **Main Street Middle School** *

v

123 Street
Montpelier, VT 05601

List of active taps in the facility

Tap ID	Building, Room, Fixture location	Fixture Type	Outlet Type	Fixture Detail
23T-00277	Test this new tap	Ice Machine		
23T-00278	RKs best tap	Bottle filler / dispenser		
23T-00279	NewTap2023	Sink		
23T-00280	Testing testing	Drinking fountain with chiller		
23T-00281	Swapped Combo	Combo: fountain/bottle filler	Bottle Filler	
23T-00282	Swapped Combo	Combo: fountain/bottle filler	Fountain	
23T-00283	Regular Combo	Combo: sink/fountain	Sink	
23T-00284	Regular Combo	Combo: sink/fountain	Fountain	

Continue

Cancel

2. Review the list of samples to be collected.

- Most taps will need to have two samples collected, a first draw sample and a flush sample.
- Combo taps with two outlets have three samples collected, a first draw sample from each of the two taps, and one flush sample from either tap.
- Ice machines have just one first draw sample collected (some ice).

Click “continue” at the bottom of the screen to go to the next step or click “Cancel.”

Tap ID	CollectionType	Building, Room, Fixture location	Fixture Type	Outlet Type	Fixture Detail
23T-00277	First Draw	Test this new tap	Ice Machine		
23T-00278	First Draw	RKs best tap	Bottle filler / dispenser		
23T-00278	Flush	RKs best tap	Bottle filler / dispenser		
23T-00279	First Draw	NewTap2023	Sink		
23T-00279	Flush	NewTap2023	Sink		
23T-00280	First Draw	Testing testing	Drinking fountain with chiller		
23T-00280	Flush	Testing testing	Drinking fountain with chiller		
23T-00281	First Draw	Swapped Combo	Combo: fountain/bottle filler	Bottle Filler	
23T-00282	First Draw	Swapped Combo	Combo: fountain/bottle filler	Fountain	
23T-00282	Flush	Swapped Combo	Combo: fountain/bottle filler	Fountain	
23T-00283	First Draw	Regular Combo	Combo: sink/fountain	Sink	
23T-00284	First Draw	Regular Combo	Combo: sink/fountain	Fountain	
23T-00283	Flush	Regular Combo	Combo: sink/fountain	Sink	

3. Select which lab you would like to use to test your water samples. You have two choices: the Vermont Department of Health Lab or an alternate lab.

IMPORTANT: Alternate labs will **not** automatically receive your work order. You must save your work order and send it to an alternate lab.

- To order from the Vermont Department of Health Lab, click “Submit Work Order to VDH Lab.” The Health Department Lab will automatically receive your order and contact you for payment and further instructions.
- OR**
- To order from an alternate lab, click “Save Work Order for alternate lab” to download your work order to send to another laboratory. Click the link to view a list of certified drinking water laboratories. Contact the lab you chose to find out if they require a specific format (for example, Excel file, PDF, or CSV file). Follow the instructions on the next step to save your work order.

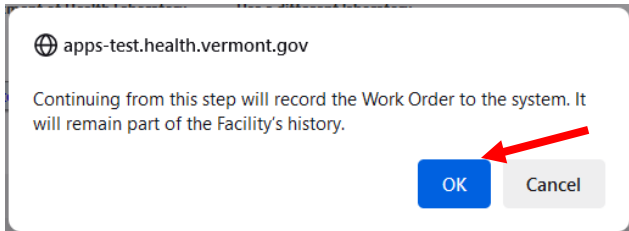
Select a laboratory to test your water samples.

Use the Vermont Department of Health Laboratory. Use a different laboratory.

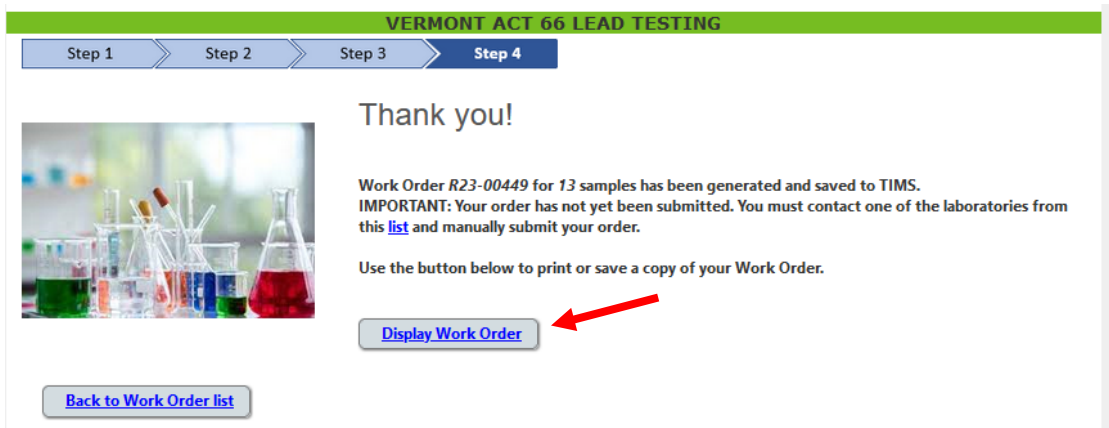
You can find a list of accredited laboratories here.

<https://www.healthvermont.gov/lab/drinking-water#altlab>

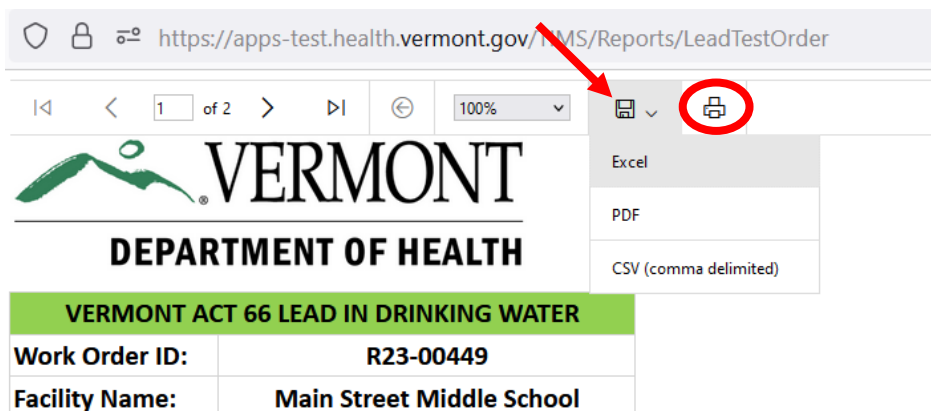
IMPORTANT: Once you submit your work order to the Health Department Lab or save your work order for an alternate lab, your work order cannot be deleted from the system. Click “OK” to continue or “Cancel” to cancel your order.



4. To save your work order (if you ordered from an alternate lab), click on “Display Work Order.”



Your work order will pop up in a new window. Click on the disk icon. You can save your work order as an Excel file, PDF, or CSV file, depending on which format the lab you chose requires. You can also print a hard copy of your work order by clicking on the print button circled below.



Submitting Remediation Actions

You can submit remediation actions for any tap with results by clicking on the “Remediations” tab in the main menu. Remediation actions are classified as either mandatory remediations or voluntary remediations. **Mandatory remediations are required.** Voluntary remediations are not required.

To submit the remediation actions for **taps with results at or above 4 parts per billion (ppb)**, click on “Mandatory Remediations.”

To submit a remediation action for **taps with results below 4 ppb**, click on “Voluntary Remediations.”



Mandatory Remediations

Mandatory remediations are required. To submit the required remediation actions for taps with results at or above 4 ppb, click on “Mandatory Remediations.” You will then see a Mandatory Remediation Tap List that will include a list of all tested taps with results at or above the action level of 4 ppb.

Immediate Remediation Actions

Using the drop-down menu next to Immediate, select the immediate remediation action completed for each tap. Only enter remediation actions that have already been completed.

Please note: immediate remediation actions must be completed and submitted in this form within 5 business days of receiving results.

Mandatory Remediation Tap List			
Tap ID	Fixture Location	Fixture Details	Remediation Actions
23T-00543	A120 Science	Sink, 4	Immediate: "Do not drink – for hand washing only" sign posting Planned: <input type="text"/> Permanent: <input type="text"/>
23T-00574	A157	Sink	Immediate: "Do not drink – for hand washing only" sign posting Planned: <input type="text"/> Permanent: <input type="text"/>

A red arrow points to the 'Immediate' dropdown menu for the second tap, which is open and showing options: "Do not drink – for hand washing only" sign posting, "Do not drink – for hand washing only" sign posting, Fixture is not used for drinking or cooking. Sampled in error, Removal from service, and Point-of-use filter installation (after consultation with DEC).

After selecting all immediate remediation actions, scroll to the bottom of the page and click “Save” to save your actions or “Close Editing” to close without saving. An email confirmation with the remediation actions you entered will be sent to the contacts associated with the facility after you click “Save.”

Planned Remediation Actions

To submit your planned remediation action, use the drop-down menu next to Planned.

Please note: Planned remediation actions must be submitted **within 6 months** of receiving your results.

Mandatory Remediation Tap List			
Tap ID	Fixture Location	Fixture Details	Remediation Actions
23T-00543	A120 Science	Sink, 4	Immediate: "Do not drink – for hand washing only" sign posting Planned: <input type="text"/> Permanent: <input type="text"/>
23T-00574	A157	Sink	Immediate: <input type="text"/> Planned: <input type="text"/> Permanent: <input type="text"/>
23T-00593	A207	Sink, 2	Immediate: <input type="text"/> Planned: <input type="text"/> Permanent: <input type="text"/>

After selecting planned actions for each tap, click “Save” to save your actions or “Close Editing” to close without saving. An email confirmation with the planned actions you entered will be sent to the contacts associated with the facility after you click “Save.”

Permanent Remediation Actions

Once you have completed all permanent remediation actions for all taps with results at or above 4 ppb, use the drop-down menu to select the permanent remediation action completed.

Please note: Permanent remediation actions must be completed and submitted **within 18 months** of receiving results.

Mandatory Remediation Tap List			
Tap ID	Fixture Location	Fixture Details	Remediation Actions
23T-00543	A120 Science	Sink, 4	Immediate: "Do not drink - for hand washing only" sign posting Planned: Fixture replacement Permanent:
23T-00574	A157	Sink	Immediate: "Do not drink - for hand washing only" sign posting Planned: Fixture replacement Permanent:
23T-00593	A207	Sink, 2	Immediate: Automatic flushing device installation Planned: Fixture is not used for drinking or cooking Permanent: Fixture replacement
23T-00597	A211 Science	Sink, 2	Immediate: Removal from service - new fixture installation in other location Planned: Removal from service - no replacement Permanent: Service line replacement

After selecting the completed remediation actions for each tap, click “Save” to save your actions or “Close Editing” to close without saving. An email confirmation with the permanent actions you entered will be sent to the contacts associated with the facility after you click “Save.”

IMPORTANT: Immediate, Planned, and Permanent actions must be selected for all taps in the “Mandatory Remediations Tap List” before the follow-up testing process will be initiated.

Once all actions for the taps in the list have been selected and you click “Save,” the following message appears. Select “OK” to begin follow-up testing. Select “Cancel” to cancel.

By moving forward, you are confirming that all Permanent Remediation Actions reported have been implemented and are ready for Follow-up testing.
Your Permanent Remediation Actions will be communicated to the Agency of Natural Resources once you have generated the Follow-up testing Work Order.

OK

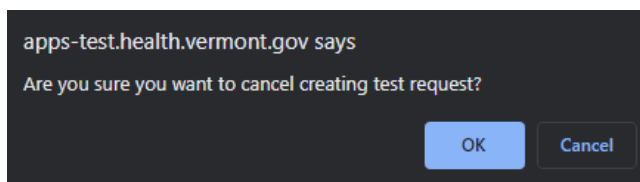
Cancel

Once you click “OK,” you will be prompted to order follow-up test kits. The steps are the same as for ordering initial test kits. [Follow the steps on how to submit a new work order.](#)

IMPORTANT: Any taps with permanent remediation actions that are “Removal from service” or “Fixture is not used for drinking or cooking” do not require follow-up testing and are considered inactive. Inactive taps will not be included in the list of taps that need follow-up testing. If all taps listed on your tap list are considered inactive, you will see a message that says “No Follow-up needed” after you click “OK.”

After generating the work order for follow-up test kits, all contacts associated with the facility will receive an email confirmation with the work order details and instructions on how to prepare for follow-up testing.

IMPORTANT: If you cancel the work order, your remediation actions will not be officially submitted. You must complete all steps to generate the work order for your remediation actions to be submitted. Select “OK” in the window below to confirm cancelling the work order, select “Cancel” to continue submitting your work order.



Voluntary Remediations

Voluntary remediations are not required. If you would like to complete remediation actions for taps with results below 4 ppb, click on “Voluntary Remediations.” You will be shown a Voluntary Remediation Tap List that will include a list of all taps with results below 4 ppb.

Immediate Remediation Actions

Using the drop-down menu next to “Immediate,” select the immediate remediation action completed for each tap. Only enter remediation actions that have already been completed.

Main Street Middle School (Montpelier)

Facility Information Tap List Work Orders Remediations

Voluntary Remediations can be recorded for the following taps that tested BELOW the action level of 4 ppb.

- Remediating fixtures with results less than 4 ppb is optional.
- Follow-up testing is required for any tap with a new remediation action that is used for consumption.

Voluntary Remediation Tap List

Active Taps:

Tap ID	Fixture Location	Fixture Details	Remediation Actions
23T-00281	Swapped Combo	Combo: fountain/bottle filler, Fountain	Immediate: Planned: Permanent:

Initiate Follow-up Testing

Close Editing

After selecting all immediate remediation actions, scroll to the bottom of the page and click “Initiate Follow-up Testing” to save your actions or “Close Editing” to close without saving. An email confirmation with the remediation actions you entered will be sent to the contacts associated with the facility after you click “Save.”

Planned Remediation Actions

To submit your planned remediation action, use the drop-down menu next to “Planned.”

Voluntary Remediation Tap List

Active Taps:

Tap ID	Fixture Location	Fixture Details	Remediation Actions
23T-00281	Swapped Combo	Combo: fountain/bottle filler, Fountain	Immediate: Planned: Permanent:

Initiate Follow-up Testing

After selecting actions for each tap, click “Initiate Follow-up Testing” to save your actions, or “Close Editing” to close without saving. An email confirmation with the remediation actions you entered will be sent to the contacts associated with the facility after you click “Save.”

Permanent Remediation Actions

Once you have completed the voluntary permanent remediation actions, use the drop-down menu to select the permanent remediation action completed.

Facility Information Tap List Work Orders Remediations

Voluntary Remediations can be recorded for the following taps that tested BELOW the action level of 4 ppb.

- Remediating fixtures with results less than 4 ppb is optional.
- Follow-up testing is required for any tap with a new remediation action that is used for consumption.

Voluntary Remediation Tap List

Active Taps:

Tap ID	Fixture Location	Fixture Details	Remediation Actions
23T-00281	Swapped Combo	Combo: fountain/bottle filler, Fountain	Immediate: <input type="text"/> Planned: <input type="text"/> Permanent: <input type="text"/>

2023 - Vermont Department of Health, TIMS Version 1.0.2023.02.15

After you have selected permanent remediation actions for your taps. Click “Initiate Follow-up Testing” to save your changes and generate a follow-up work order or click “Close Editing” to close without saving.

After you click “Initiate Follow-up Testing,” you will see the following message:

By moving forward, you are confirming that all Permanent Remediation Actions reported have been implemented and are ready for Follow-up testing.
Your Permanent Remediation Actions will be communicated to the Agency of Natural Resources once you have generated the Follow-up testing Work Order.

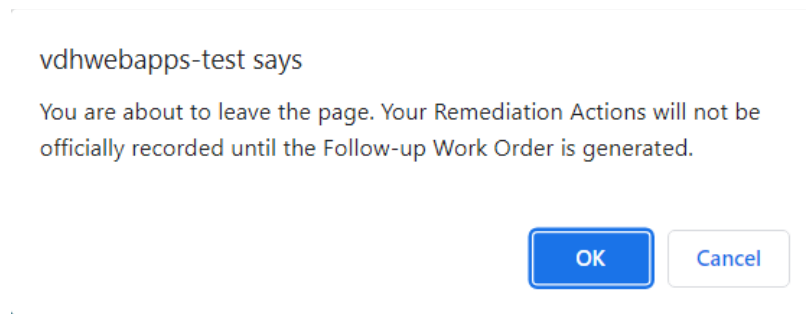
Click “OK” to continue or “Cancel” to cancel without saving.

Once you click “OK,” you will be prompted to order follow-up test kits. The steps are the same as for ordering initial test kits. [Follow the steps on how to submit a new work order.](#)

IMPORTANT: Any taps with permanent remediation actions that are “Removal from service” or “Fixture is not used for drinking or cooking” do not require follow-up testing and are considered inactive. Inactive taps will not be included in the list of taps that need follow-up testing. If all taps listed on your tap list are considered inactive, you will see a message that says “No Follow-up needed” after you click “OK.”

After generating the work order for follow-up test kits, all contacts associated with the facility will receive an email confirmation with the work order details and instructions on how to prepare for follow-up testing.

IMPORTANT: If you cancel the work order, your remediation actions will not be officially submitted. You must complete all steps to generate the work order for your remediation actions to be submitted. Select “OK” in the window below to confirm cancelling the work order, select “Cancel” to continue submitting your work order.



Need Help?

For assistance editing facility information, taps, or submitting work orders, contact:

- LeadSchool@vermont.gov for schools
- LeadChildCare@vermont.gov for child care providers

For assistance with remediation actions, contact ANR.DECSchoolLeadProject@vermont.gov.