

# LCCA Program Management Tool User's Guide

## (ver. 2.0.0)

Rev. April 2019

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## IMPORTANT CONCEPTS TO KEEP IN MIND

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- **Do not use the browser's back button for navigation.** Doing so will exit you from the application.
- **Sample Result data is loaded into the tool once per day.** This means that sampling results are not immediately available within the tool. No data is loaded over the weekend.
- **It is important to maintain up-to-date contact information** (for both the account and facilities) in the tool for MassDEP to contact you. See the section [Contact Information](#) for instructions on how to update your contact information.

## FORMATTING USED IN THIS GUIDE

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- Any text that appears as **Example** in this guide represents a button. The text color coincides with the color of the button in the tool.
- Any text that appears as **Example** in this guide represents a form field.
- Any text that appears as **Example** in this guide represents the title of a modal, i.e., popup box, or section header.

## USEFUL LINKS

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- You can find the link to the tool, this guide, and other materials related to the Assistance Program on the MassDEP website at <https://www.mass.gov/assistance-program-for-lead-in-school-drinking-water>.
- You can find your school's unique DOE ID # at [Massachusetts Department of Elementary and Secondary Education School and District Profiles](http://profiles.doe.mass.edu/) (<http://profiles.doe.mass.edu/>).

## REQUIREMENTS

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- A modern desktop browser such as Google Chrome or Mozilla Firefox, with Javascript enabled.
- The tool has been tested to work with the following desktop browsers:
  - Google Chrome v.50
  - Mozilla Firefox v.47
  - Microsoft Internet Explorer v.10 (**Note, you will not be able to print pdf documents due to a rendering issue**)
- Note, the tool is currently **NOT** compatible with the iPhone or iPad due to an iOS rendering issue.

## LOGGING IN & INITIAL SET UP

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1. Go to <https://script.google.com/a/macros/madwpdep.org/s/AKfycbxP99K-Cd5B3ioE7nswN0peOEndcGrXwVk6zJcS5iHxzGO55B1k/exec> using one of the browsers listed in the Requirements section above.
2. Enter the 12-digit PIN number provided to you by a Technical Assistance Provider or via email from MassDEP Drinking Water Program.
3. If this is your first time logging in to your account, or if you do not have a primary point of contact associated with your account, the system will prompt you to enter this information. Primary point of contact information is required.



## NAVIGATION & GENERAL TASKS

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See Figure 1 for an overview of navigating the user interface.

### Add a Facility to Your Account (School or Early Education and Care Facility)

1. From the main screen, click the button labeled [Add School or EEC Facility](#).
2. Select the **Facility Type**. Choices are **School** or **Public Early Education or Child Care Facility**.
3. The **Town** list will load with a choice of towns. Select the town in which the facility is located.
4. **Facility Name** will populate with only those facilities that match the **Facility Type** and **Town** selected. Select from the list of facilities. If the facility you want to add is not listed, click on the button labeled [Can't find your facility?](#) and follow the steps outlined in [Notify MassDEP of a Missing Facility](#).
5. Click the button labeled [Add Selected Facility](#) to add the facility to your list of facilities, i.e. left most column.

### Delete a Facility from Your Account (School or Child Care Facility)

Deleting a facility is permanent. You will not be able to recover any data (sampling locations, remediation actions, etc.) you entered for a facility after you delete it from your account.

1. Click on the facility you want to delete from the left most column.
2. From the main screen click on the button labeled [DELETE FACILITY](#).
3. A popup box titled [Confirmation](#) will appear asking you to confirm.
4. Click on the button labeled [Delete Facility](#) to delete the facility from your list of facilities. **Deleting a facility is permanent. You will not be able to recover any data you entered for a facility after you delete it from your account.**

### Notify MassDEP of a Missing Facility

1. Click on the button labeled [Add School or EEC Facility](#).
2. In the footer of the popup box click on the button labeled [Can't find your facility?](#)
3. Another popup box will appear titled [Facility Inquiry](#).

4. Select the **Facility Type**, enter the **Town** in which the facility is located, the **Facility Name**, **Org Code**, and any other **Additional Information** about the facility. **Org Code** is a unique identifier assigned by either the Massachusetts Dept. of Education (for schools) or the Massachusetts Dept. of Early Education and Care (for early education and childcare facilities). If you do not know the Org Code of the facility, providing the street address of the facility in **Additional Information** will be very helpful for MassDEP to locate the facility and add it into the system.
5. Click on the button labeled **Submit**. This will send an email to MassDEP Drinking Water Program.

## CONTACT INFORMATION

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It is important to maintain updated contact information for the primary point of contact and the facility contact. **The information entered in the LCCA Program Management Tool is how MassDEP will contact you through email, mail, and phone. It is important that you keep this information current.**

There are two types of contacts.


### 1. Primary Point of Contact (Account Level Contact)

The Primary Point of Contact is the contact person for the account. If your account contains more than one facility, the primary point of contact will usually be the superintendent or facilities manager, or other school district level employee.


### 2. Facility Primary Contact

The Facility Primary Contact is the contact person for a given facility. This will usually be the person responsible for collecting and logging drinking water samples at each school facility (this may or may not be the same person for all school facilities).

### Add/Edit the Primary Contact for the Account

1. Click on the **User**  icon located in the top right corner of the screen, next to the **Exit** button.
2. A popup box titled **Edit Primary Contact** will appear.
3. Fill in the requested information.
4. Click the button labeled **Update**.

### Add/Edit the Primary Contact for the Facility

1. Click on the facility from the list of facilities in the left column.
2. Click on the **User**  icon located below the facility's name in the facility details.
3. A popup box titled **Edit Primary Contact** will appear.
4. Fill in the requested information.
5. Click the button labeled **Update**.

## NOTIFICATIONS TAB

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The Notifications tab lists all sample results that require further actions. Notifications for sample results fall into three categories:

1. Lead sampling results above 0.015 mg/L (15 ppb)
2. Lead sampling results between 0.001 mg/L (1 ppb) and 0.015 mg/L (15 ppb)
3. Copper sampling results above 1.3 mg/L (1300 ppb)

Notifications only display when a sampling result in one of the above categories does not have an associated remediation action performed after the collection date of the drinking water sample.

Click on the Sample Location ID #, e.g. **001**, to view sampling results and to view, enter, and delete any remediation actions taken at the location/fixture.

### Enter a Remediation Action

1. Click the button labeled **Add Actions**.
2. Select the appropriate action from the dropdown list.
3. Click **Add Action**.
4. A row appears with the selected action.
5. If you selected "Other" as the action from the dropdown list you must enter a brief **Action Description**.
6. Enter the **Date Performed**.
7. Repeat steps 3 through 7 for any additional actions.
8. Click **Update**.

### Delete a Remediation Action

1. Click the button labeled **Delete Action**.
2. A **Confirmation** pop-up will appear.
3. Click **Delete Action**.

## SAMPLE LOCATIONS TAB

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The Sample Locations tab lists the sample locations at the selected facility. From this tab you can add new locations, modify existing locations, view sampling results, and keep track of remediation actions performed.

### Displaying Active, Inactive, and Retired Sample Locations

Use the dropdown list located to the far right side above the table listing of sample locations. The default selection is “Showing Active Locations”. Select “Showing Inactive Locations” to display all inactive sample locations. Similarly, select “Showing Retired Locations” to display all active sample locations.

### Add a New Sample Location

The Sample Location ID # is an auto-generated sequence beginning with 001. Internally, the system creates two sub-locations for every sample location, a “P” location (primary location) and an “F” location (flush location). These sub-locations do not appear in the LCCA Program Management Tool, but will appear on the system generated Chain-of-Custody forms to differentiate between the Primary and Flush sample.

1. Click on the button labeled **Add New Sample Location**.
2. A popup box titled **Add New Sample Location** will appear.
3. The fields **Facility** and **Location ID** are pre-populated and disabled. **Location ID** is calculated by incrementing the last created **Location ID**. For example, if you have the following active sample location IDs:

- 001
- 002
- 005

the next calculated sample location ID will be 006.

4. Select the correct **Location Type**.
5. Enter a **Location Description** for the sample location. Although a description is useful, and recommended, you can use the field in other ways, depending on your needs. For instance, if you have an existing sample location coding system that does not follow the MassDEP coding convention you can use the **Location Description** to act as a crosswalk.

6. Click the button labeled **Add Location**. The sample location appears in the list of active sample locations.

### **Edit an Existing Sample Location**

1. Click the button labeled **Edit Location** for the sample location you want to modify.
2. A popup box titled **Edit Sample Location** will appear.
3. The only editable fields are **Location Type** and **Location Description**.
4. Modify the information as desired then click the button labeled **Update**

### **Inactivate a Sample Location**

If a sample location/fixture is temporarily out-of-service, or not used for drinking purposes but you still want to inventory the location/fixture, you may want to inactivate a location. Inactivating a location will prevent the location from displaying in the list of active locations; it will NOT appear on the system-generated chain of custody form, bottle labels file, and sampling plan document. You can reactivate an inactive location at any time.

1. Click the button labeled **Edit Location** for the sample location you want to inactivate.
2. A popup box titled **Edit Sample Location** will appear.
3. Click the button labeled **Inactivate Location**.
4. A confirmation popup box will appear. Click **Inactivate Location**.

### **Activate an Inactive Sample Location**

1. Click the button labeled **Edit Location** for the sample location you want to activate.
2. Click the button labeled **Activate Location**.

### **Retire a Sample Location**

A sample location should only be retired if the fixture was permanently removed and not replaced will not be replaced in the future. A location should also be retired if it was created in error or if the location ID # is being used as a placeholder (i.e., to skip a

location ID # in the auto-sequence). A retired location does not appear system-generated chain of custody form, bottle labels file, and sampling plan document.

**Retiring a location is irreversible – proceed with caution.**

1. Click the button labeled [Edit Location](#) for the sample location you want to retire.
2. A popup box titled [Edit Sample Location](#) will appear.
3. Click the button labeled [Retire Location](#).
4. A popup box titled [Confirmation](#) will appear.
5. Click the button labeled [Retire Location](#) to retire the sample location.

### **Enter Remediation Actions**

You can enter remediation actions from the Notifications tab or the Sample Locations tab. For instructions on how to enter remediation actions from the Notification tab, see instructions in Notifications Tab.

- Entering the same set of actions for multiple locations:
  1. Check the checkbox next to each sample location for which you want to enter the same set of action(s).
  2. Click [Enter Actions for Selected](#).
  3. Select the appropriate action from the dropdown list.
  4. Click [Add Action Taken](#).
  5. A row appears with the selected action.
  6. If you selected Other as the action from the dropdown list you must enter a **description** of the action.
  7. Enter the **Date Performed**.
  8. Repeat steps 3 through 7 for any additional actions.
  9. Click [Update](#).
- Entering actions for a single location:
  1. Click [View Sample Results & Actions](#) for the sample location for which you want to enter actions.
  2. From the popup click [Add Actions](#).
  3. Select the appropriate action from the dropdown list.
  4. Click [Add Action Taken](#).
  5. A row appears with the selected action.
  6. If you selected Other as the actin from the dropdown list you must enter a **description** of the action.
  7. Enter the **Date Performed**.

8. Repeat steps 3 through 7 for any additional actions.
9. Click [Update](#).

#### **Delete a Remediation Action**

1. Click the button labeled [Delete Action](#).
2. A [Confirmation](#) pop-up will appear.
3. Click [Delete Action](#).



## DOWNLOADS TAB

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The Downloads tab lists the facility-specific documents available for download. You can generate and download the following form and documents:

- Chain of Custody form (PDF)
- A CSV (comma separated values) file for creating Bottle Labels using a program such as Microsoft Word.
- A printable sampling plan (PDF)

### **Generate and Download a Chain of Custody Template/Form**

- Click [Download Chain of Custody Template](#). The process of creating the template may take up to a few minutes depending on the number of active sample locations.
- After the popup disappears click [Download Chain of Custody Template \(pdf\)](#). The PDF will open in a new browser tab.
- If your Chain of Custody form is out-of-sync with the list of sampling locations in the Sample Locations tab, you can force the system to re-generate the Chain of Custody by clicking on [Regenerate the Chain of Custody Template](#).

### **Generate Sample Bottle Label Data**

The downloadable file is a CSV (comma separated values) file. It can be used as the source data when creating bottle labels using Microsoft Word through its mail merge function.

- Click [Download Bottle Label Data](#). The process of creating the file should be relatively quick, but may take up to a few minutes depending on the number of active sample locations.
- After the popup disappears click [Download Bottle Label Data \(csv\)](#).
- If your Bottle Label file is out-of-sync with the list of sampling locations in the Sample Locations tab, you can force the system to re-generate the CSV file by clicking [Regenerate Bottle Label Data](#).

### **Generate Sampling Plan**

The Sample Plan can be used when conducting sampling to take notes.

- Click [Download Sampling Plan](#). The process of creating the file should be relatively quick, but may take up to a few minutes depending on the number of active sample locations.
- After the popup disappears click [Download Sampling Plan \(pdf\)](#).

If your Sampling Plan file is out-of-sync with the list of sampling locations in the Sample Locations tab, you can force the system to re-generate the PDF file by clicking [Regenerate Sampling Plan](#).

## UPLOADS TAB

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The Uploads tab is where you can upload and store documents such as your facility's sample locations map and plumbing profile. Note, any documents uploaded are accessible by the public. **Do not upload any documents containing sensitive data.**

### Upload a Document

1. Click [Upload Document](#).
2. A popup titled [Upload Document](#) appears.
3. Click on [Choose File](#) (note: the text may differ depending on the browser you are using).
4. Your computer's operating system will display a file browser. Locate the file you want to upload and either double-click the file or click on Open (note: the text may differ depending on your operating system).
5. Enter a **Document Title** for the document. This is similar to a filename.
6. Enter a **Document Description** for the document.
7. Click on [Submit](#). Depending on the size of your file and your internet connection speed it may take a minute or two to finish uploading.
8. Your uploaded file will appear in the list of files below the button labeled [Upload Document](#).

Figure 1.0

