VDH
VIRGINIA DEPARTMENT OF HEALTH

Protecting You and Your Environment

Instructions on how to access and use School Mold Reporting Tool

June 2021
v.1.0

1. Enrolling in the School Mold Reporting Tool and Creating a New Account:

Note: - Please only use the Chrome browser.

All new and first time enrollees of the School Mold Reporting Tool (SMRT) will need to complete this step. Returning users will have a customized link that they can use to access SMRT.

Please navigate to the following website

https://www.vdh.virginia.gov/environmental-health/public-health-toxicology/school-mold-reporting/

Under "School Reporting Resource" there is a link.

https://redcap.vdh.virginia.gov/redcap/surveys/?s=JH9K4R8794

Click the link above and it will open the following SMRT enrollment page.
(Next Page)

School Mold Reporting Tool | Mold Reporting Enrollment

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User Enrollment Form

School Email/LoginID (This email will be used for communications from the system)
* must provide value

Enter your school's email address. This will be your login ID

Password
* must provide value

Enter a string password (at least 6 characters, upper case, lower case, numbers) which you will use to login

Date of Enrollment
* must provide value

Enter the Date of Enrollment

School Name
* must provide value

256

Enter your school's official name, as listed in the School Board

Type of School
* must provide value

Select Type of School: Elementary, Middle, High

Public/Private
* must provide value

Pu

Select Public or Private School

School District
* must provide value

Only

If Public, then select School District from drop down list

School Address

Street Address
* must provide value

e.g 1

Enter school's 911 address

Suite #

e.g 2

Enter Suite # (if any)

City/County
* must provide value

Select City/County

Zipcode
* must provide value

Enter Zipcode

Is the School within a 100-year flood zone?
* must provide value

Select if school is within 100-year flood zone

School Contact Information	
First Name * must provide value	Enter the First Name of the contact person, VDH will contact this person for follow-ups, if any
Last Name * must provide value	Enter the Last Name of the contact person, VDH will contact this person for follow-ups, if any
Position Title/Role * must provide value	Select Position Title/Role of the contact person
Phone Number * must provide value	Enter Phone Number of contact person
Extension	Enter Extension code of the phone number (if any)
Contact Email (Enter if different than official school email/login ID)	Enter contact person's email address ONLY IF different than official school email/login ID
✓	

Click "Check Mark" button on the bottom of the page to submit your enrollment form. Once you submit the form it will take you to the main screen. You will also receive an email (used to create the school LogIn ID) with your username, password, and the link to this main screen. **Please do not delete this email. Mark this email so that you can easily find it because the link provided in this email is specific to your account and you will use it to log into the SMRT for future submissions.**

2. Main Screen

Please choose from the options listed under the "Status" column

A confirmation email is also sent to your School Email/Login ID with a unique link to log in.
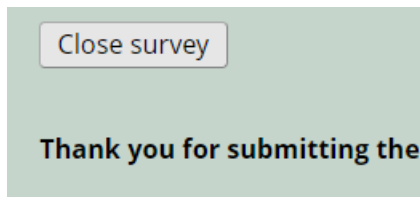
☰ Survey Queue
Main Menu

⊛ Get link to my survey queue

Status	Survey Title
Begin survey	**Mold Sampling Plan** – #1
Begin survey	**Mold Sampling Results/Conditions** – #1

The main screen will provide you with two options you can select "Mold Sampling Plan" or "Mold Sampling Results/Conditions".

If you are submitting a mold sampling plan, click on the top "Begin Survey" button. If you are submitting Mold Sampling results, click on the bottom "Begin Survey" button. Once you login, the following screens (4) Mold Sampling Plan or (5) Mold Sampling Results/Conditions will appear depending on which option you selected.

Note: SMRT automatically times out after 30 minutes. SMRT will save the data entered prior to prompting you to re-enter your username and password.

You can exit out of SMRT by clicking "Close Survey" button in the top left.

3. Login Screen for the returning users OR after timeout:

If you are returning to the SMRT using the link provided in the enrollment email (used to create the school Login ID), you will see the following login screen before getting access to the data entry screen.

4. Mold Sampling Plan

Mold Sampling Plan

Please provide the following information for the Sampling Plan

Date of Sampling Plan
* must provide value

Enter the Date of the Sampling Plan

Total Number of Indoor Sampling Locations
* must provide value

Enter Total Number of Indoor Sampling Locations

Sampling Method
* must provide value
256

Enter Sampling Method used

Analytical Method
* must provide value
256

Enter Analytical Method used

Analytical Laboratory Name
* must provide value
256

Enter Analytical Laboratory Name

Analytical Laboratory State
* must provide value

Select Analytical Laboratory State from the dropdown list

Analytical Laboratory Zipcode
* must provide value

Enter Analytical Laboratory Zipcode

Upload Sampling Plan Document (Only One Document Per Page)
* must provide value
Pleas

Upload ONE Sampling Plan per record in pdf/word/or excel format

Submit and
↻ Add another Sampling Plan

Click this button ONLY if submitting more than one sampling plan

– or –

✓

Save & Return Later

Click "Check Mark" to submit the plan AND return to the Main Screen

Click this button to save and return to SMRT at a later time

Note: (1) Once you click on the "Check Mark" button you will not be able to edit the submitted data. (2) If you click on the "Save & Return Later" button, you will be asked to enter your email address.

Your survey responses were saved!

You have chosen to stop the survey for now and return at a later time to complete it. To return to this survey, you will need the survey link to this survey.

Survey link for returning

You may bookmark this page to return to the survey, OR you can have the survey link emailed to you by providing your email address below. If you do not receive the email soon afterward, please check your Junk Email folder.

| Enter email address | Send Survey Link |

* Your email address will not be stored

Please make sure to enter the same email as used to create "School Email/LogIn ID" for enrollment. User may not get access to the data entry forms and previous submission if any other email address besides the "School Email/LogIn ID" is used.

Or if you wish, you may continue with this survey again now.

Continue Survey Now

Click this button to return to SMRT

(3) User will receive an email with a unique link that will bring you back to the unfinished record.

(4) Once the email address is submitted, please close the browser tab.

5. Mold Sampling Results/Conditions

Mold Sampling Results/Conditions

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Please provide the following information for Mold Sampling Results

Indoor Sampling Date
* must provide value

Enter the Indoor Sampling Date

Duration of Sampling

in mi

Enter the Duration of Sampling in minutes

Sampling Location
* must provide value

256
e.g

Enter unique Sampling Location descriptor (e.g. classroom #, auditorium, office, bathroom)

Visible Signs of Mold or Water Damage
* must provide value

Enter if visible signs of mold or water damage were observed. If unsure/not known, enter "Unknown"

Health Complaints at this Location
* must provide value

Enter if mold related health complaints were received for this location. If unsure/not known, enter "Unknown"

Temperature Range

Minimum
* must provide value

deg

Enter the Minimum Temperature Range in degrees Fahrenheit

Maximum
* must provide value

deg

Enter the Maximum Temperature Range in degrees Fahrenheit

Relative Humidity RH

Minimum
* must provide value

%

Enter the Minimum Relative Humidity RH percentage

Maximum
* must provide value

%

Enter Maximum Relative Humidity RH percentage

(Next Page)

Carbon Dioxide (CO2)

Minimum
* must provide value

ppm | Enter Minimum Carbon Dioxide (CO_2) in ppm

Maximum
* must provide value

ppm | Enter Maximum Carbon Dioxide (CO_2) in ppm

Carbon Monoxide (CO)

Minimum
* must provide value

ppm | Enter Minimum Carbon Monoxide (CO) in ppm

Maximum
* must provide value

ppm | Enter Maximum Carbon Monoxide (CO) in ppm

Mold Results
Note: - Only re[...]
If not detected[...]

NOTE: When you enter the Indoor sample results the fields for corresponding Outdoor Sample results will show. It is mandatory to enter Outdoor results if Indoor results are greater than zero

Organism(s)	Indoor Sample		Outdoor Sample	
	Raw Count	Spores/Cubic meter (m3)	Raw Count	Spores/Cubic meter (m3)
Alternaria				
Arthrinium				
Ascospores (Any result with the word Ascospores)				
Aspergillus/Penicillium				

Enter Raw Count and/or Spores/Cubic meter (m3) for applicable Organism(s) Indoor Samples

Enter Raw Count and/or Spores/Cubic meter (m3) for corresponding Outdoor Samples

NOTE: - Please click on "Add another Mold Sampling Results" to add mold results for another location in the school. Once you are done adding Mold Sampling Results for all locations, click the "Check Button" to go to the next screen and add Outdoor Sampling Conditions. You will not be able to return to Mold Sampling Results once you click on the "Check Button."

Submit and

🔁 Add another Mold Sampling Results

Click on this button to submit mold results for additional sampling locations

– or –

✓

Click "Check Mark" to submit the plan and move to "Outdoor Sampling Condition"

Save & Return Later

Click this button to save and return to SMRT at a later time

Note: (1) Once you click on the "Check Mark" button you will not be able to edit the submitted data. (2) SMRT automatically times out after 30 minutes. SMRT will save the data entered prior to prompting you to re-enter your username and password.

6. Outdoor Sampling Condition

Outdoor Sampling Condition

Please provide the following information for the Outdoor Sampling Condition

Sampling Result Date
* must provide value

> Enter the Sampling Result Date; this should be the same as the date entered for "Mold Sampling Results/Conditions"

Precipitation
* must provide value

> Select Precipitation (rain event) option from the list

Upload Mold Results Document (Only One Document Per Page)
* must provide value

> Upload ONE Sampling Plan per record in pdf/word/or excel format

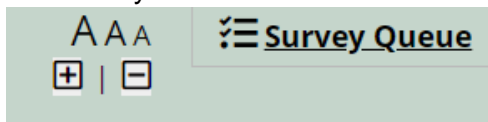Please upload pdf, xlsx, MS Word format file. Max file size is 64 MB

Submit and

⟳ Click the "Check Button" below to submit the outdoor sampling condition

> Do not click on this message

– or –

✓

> Click "Check Mark" to submit the outdoor sampling conditions and results document; then return to the Main Screen

Save & Return Later

> Click this button to save and return to SMRT at a later time

Note: All sampling locations included in the attached sampling report must be entered in step 5 (Mold Sampling Results/Conditions) using the "Add another Mold Sampling Results" button.

Additional Notes

1. The Survey Queue and Font buttons appear on the top right corner of the screen.

   A A A
   ⊞ | ⊟   ⧉ Survey Queue

   Clicking on Survey Queue will show you a pop-up version of the main screen.
   Clicking on + and –zooms in or out on the screen.

2. We do not recommend clicking on the "Get link to my Survey Queue" button. Instead, we recommend that the users click on the "Save & Return Later" button. Users may not get access to the data entry forms and previous submissions if any other email address

   ⧉ Get link to my survey queue

   besides the "School Email/LogIn ID" is used.