

SEPA “Communicating Data” Project Annual Checklist

Starting Out


- ☐ Complete the “Sandbox Course for Teacher Training.”
- ☐ Submit all forms, including the teacher agreement.
- ☐ Register for the DataCom Workshop.
- ☐ Familiarize yourself with the All About Arsenic website.
- ☐ Think about where you'll integrate your drinking water project into your curriculum.
- ☐ Attend the DataCom Workshop in person if possible.

Introducing SEPA

When you're ready to start:


- ☐ Contact your scientist-partner.
- ☐ Send the invoice for your classroom award
- ☐ Purchase materials for the sample kit.
- ☐ Integrate the project anywhere in your curriculum.
- ☐ Develop hypotheses with your students.


Sample Collection and Shipping

- ☐ Prepare test kits using materials listed on the [Project Management Page](#)
- ☐ Check that you are using the current datasheet, parent letter, permission form, and sample protocol
-  ☐ Add the intergenerational activity for students and parents/guardians to the sample kit
- ☐ Distribute kits to your students, keeping track of who gets which sample numbers and which are returned in an Excel or Google sheet.
- ☐ Ensure that all completed datasheet information is entered into Anecdata
- ☐ Package and ship your samples to Dartmouth's Trace Element Analysis page. Do not send any samples not accompanied by a signed permission form. Shipping deadlines and addresses are on the LabCentral [SEPA Data to Action](#) workspace homepage.

Waiting for Results

- ☐ Sample results could take up to 4 weeks from the sample submission deadline, although turnaround time is quicker when there are no issues like permission slips with no samples or samples without permission slips!
- ☐ While you are waiting, introduce students to Tuva software. You should already have your professional subscription to Tuva; if not, let us know. Two activities that students can relate to right away are [Arsenic in Well Water](#) and [Can Arsenic be Filtered Out?](#)
- ☐ Explore our own Drinking Water Dataset on our custom Tuva Platform at arsenicdata.tuvalabs.com

-  ☐ Begin exploring the Science Communication Toolkit and thinking about outreach.
- ☐ Connect with your scientist partner.
- ☐ Consider doing a bioassay with plants, planaria, water fleas, or fruit flies.
- ☐ Plan water-related field trips to your water treatment plant or to a water testing lab.

-  ☐ Encourage students to attend Community Medical School events with parents
- ☐ Discuss the outcomes of intergenerational activities. What did students learn?

Results

Your school's results will be uploaded to Anecdota and the Tuva platform

- ☐ Walk students through checking their results
- ☐ Let families know that their test results are available on Anecdota...they can use the look-up tool on the homepage of All About Arsenic (scroll to the bottom!)
- ☐ Explore the updated Tuva dataset that will include your student's data. Your students could develop questions like, how much variability is there in our drinking water data? How many samples exceed EPA standards for arsenic, uranium, lead, and manganese? How do these metals relate to each other and other metals?
- ☐ Have students decide what essential information needs to be communicated beyond the classroom!

Community Outreach

Disseminate your school's results through a planned outreach activity. This could include hosting a public event like a community meeting or participating in another event like a select board meeting, town committee meeting, science fair, parent-teacher conferences, etc.



- ☐ Start with the [Science Communication Toolkit](#) on the All About Arsenic website. Students need to complete worksheets in the Science Communication Toolkit, individually, in working groups, or together with the teacher as a classroom activity to identify their audience, define the framework of communication, and choose a medium such as posters, brochures, PowerPoint presentations, etc.
- ☐ Contact Scientist Partner to review materials and support outreach efforts
- ☐ Share products with the project PI and coordinator to ensure accuracy and readiness for dissemination.

Evaluation

Throughout the project, all participating teachers will be required to complete evaluation components.

- ☐ Submit Quarterly Reports through LabCentral using the deadline schedule on the SEPA Data to Action Workspace Home Page.
- ☐ Respond to evaluators requesting that you complete evaluations and surveys or participate in interviews.
- ☐ Complete a Case Study at the end of your project or by April 3rd, 2026, so we can do annual reporting to NIH by April 15!
- ☐ Also complete the [Google Tracking Sheet](#), so we have numbers for final reporting.



- ☐ All final student outreach products should be deposited in our shared [Google Folder](#).

Case Studies

When you have wrapped up the project, write up your process and results.

- ☐ Peruse other case studies on the [All About Arsenic website](#) for inspiration
- ☐ Use the case study template provided on the [Project Management page](#) on the website.
- ☐ Send the case study to drinkingwater@mdibl.org by April 3rd, 2026.