

How to Classify Service Lines with Different Ownership Types

Every service line in a community or non-transient, non-community water system’s distribution system must be included in the lead service line inventory (inventory) due October 16th, 2024, regardless of ownership type. The North Carolina Department of Environmental Quality (NCDEQ) has developed a template for the inventory. Ownership information is documented in the “Inventory Summary” tab of the inventory template. There are two required classification columns in the “Detailed Inventory” tab: System-owned portion service line material classification (column G) and Customer-owned portion service line material classification (column P).

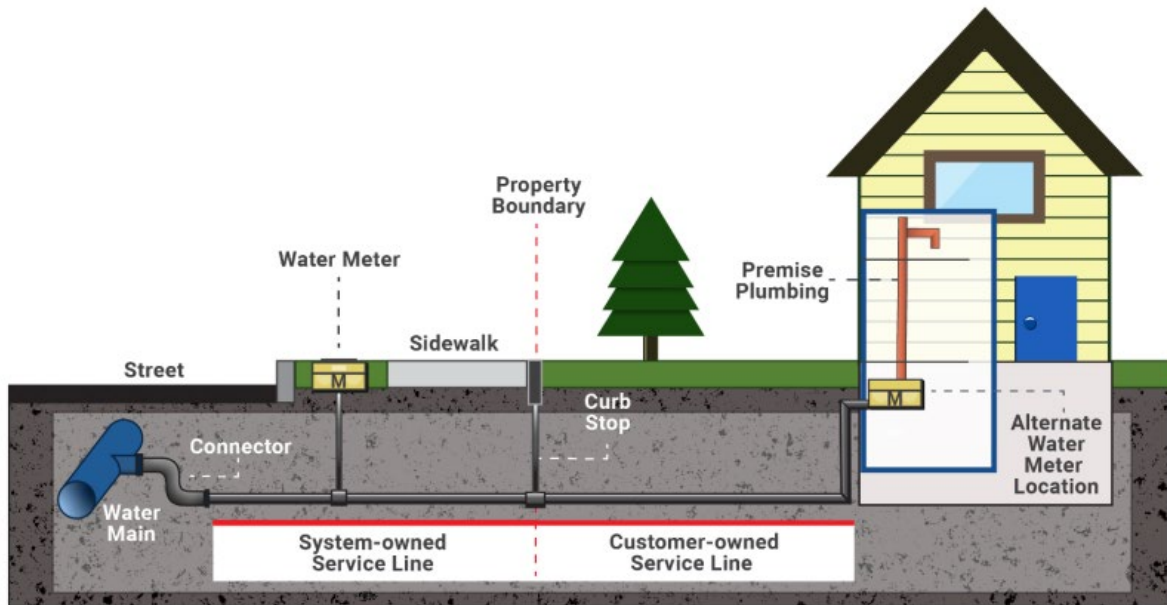
Detailed Inventory													
Important Instructions: Each row in this worksheet represents one service line connecting the water main to the customer's plumbing. The worksheet includes required and recommended elements; the columns with the aqua shading are required by the LCBR. The green column is a required, auto populated field that will update as systems provide system-owned and customer-owned service line material classification information. Column H is used in the green column calculation to determine if the customer-owned portion of the service line is galvanized requiring replacement. If column H is blank and the customer-owned portion is galvanized, the entire line will be classified as galvanized requiring replacement. Important notes for each column are in Row 13, also see the Template Instructions worksheet for detailed instructions. Remove provided examples before submitting your completed inventory.													
System-Owned Portion													
Sensitive Population? (Yes/No)	Disadvantaged Neighborhood? (Yes/No)	System-Owned Portion Service Line Material Classification	If Non-Lead in Column G, Was Material Ever Previously Lead?	Service Line Installation Date	Service Line Size	Basis of Material Classification	Was the Service Line Material Field Verified?	If "Yes" Service Line Material Was Field Verified:		Notes	Customer-Owned Portion Service Line Material Classification	Service Line Installation Date	Service Line Size
								Describe the Field Verification Method	Enter the Date of Field Verification				
Select Yes if sensitive subpopulation, e.g., day care, school, multifamily home. If Yes-Other, describe in the Notes field.	Does location meet state affordability guidelines or other measures?	Drop-down list includes recommended subclassifications. If "Non-Lead Other", describe in Notes field.	Select Yes, No, or Don't know. Used to determine if service line is galvanized requiring replacement.	Date, year, or estimated date range when the service line was installed or replaced.	Diameter in inches.	Select option from drop down list. If "Other," describe in the Notes field.	Select Yes or No.	Select option from drop down list. If "Other," describe in the Notes field.	Enter approximate date of field verification or date that the record was updated.	Can use this field for documenting additional relevant information, including when classification changes.	Drop-down list includes recommended subclassifications. If non-lead other, describe in Notes field.	Date, year, or estimated date range when the service line was installed or replaced.	Diameter in inches.
No	No	Non-lead - Plastic	No	1997	2	Installation date after lead ban	Yes	Customer self-identification	5/1/2019	Write in Notes	Galvanized	2012	2

Both columns must be completed to accurately classify the service line. This guidance reviews how to classify service lines for different numbers of owners.

One Owner

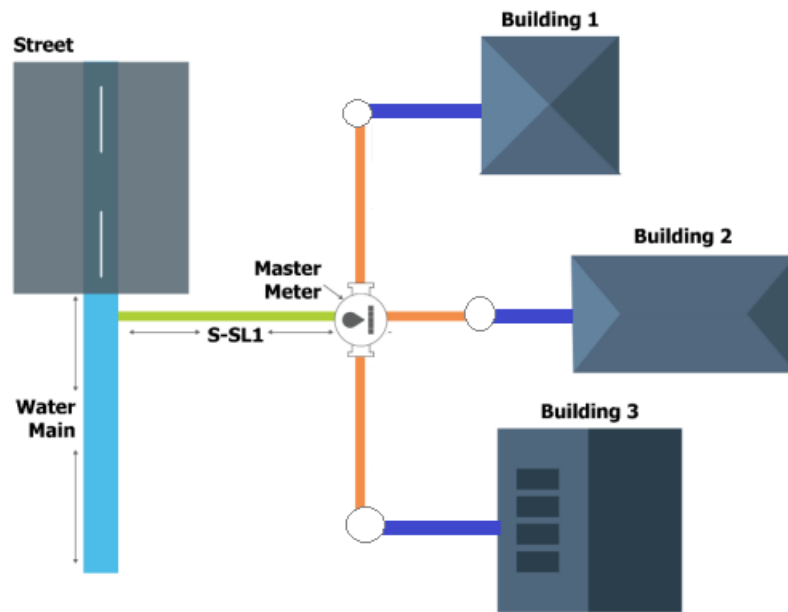
If one entity owns the entire service line, both classification columns must still be completed. If there is only one material type for the entire line, enter the same material type in both columns. If there is more than one material type, put the upstream material type in the system-owned column and the downstream material type in the customer-owned column.

Two Owners



The inventory template is set up for systems where the service line has two owners. Classify the system-owned (or upstream owner) portion of the service line under the system-owned column and the customer-owned (or downstream owner) portion of the service line in the customer-owned column.

Three or More Owners



In this example, the green service line is owned by the water system, the orange service line is owned by a private company, such as an HOA or a developer, and the blue service line is owned by a private homeowner.

In this case, the green system-owned service line would be classified under the system-owned column. The customer-owned column would be classified as the highest priority material type of the orange or blue service line. The materials of the lower priority service lines should be documented in the Notes column (column W).

In order of priority:

1. Lead
2. Galvanized
3. Unknown
4. Non-lead – Copper
5. All other non-lead