



# System Template Instructions

## Getting Started

1. Save a copy of the inventory template to your hard drive or network drive. Save the file using the following naming convention:  
**Water System ID Number\_LSLI\_MMDDYYYY** (e.g., *NC0011222\_LSLI\_10162024*).
2. Complete the **PWS Information, Inventory Methods, Inventory Summary, Detailed Inventory** and **Public Accessibility Documentation** worksheets by following the instructions below.
3. When you have completed all relevant worksheets, submit the inventory file to the state. Information on how to submit the inventory will be released at a later date.

## PWS Information Worksheet

**Purpose:** For water systems to document basic system information.

**Directions:** Include information about your facility, mailing address, contact person, and person who prepared the inventory by completing the light blue cells. For the question regarding your public water system (PWS) type, select the appropriate option (CWS for community water system or NTNCWS for non-transient non-community water system). For the question “If you are a CWS, do multi-family residence comprise at least 20% of the structures you serve,” click the light blue cell to use the drop-down menu.

## Inventory Methods Worksheet

**Purpose:** For water systems to document the methods and resources they used to develop and update their inventory.

**Directions:** You do not need to complete the information for PWS name and PWSID in rows 3 and 4, respectively. They will autofill from the information provided in the **PWS Information** worksheet.

**Part 1: Historical Records Review.** Describe the records you reviewed for your inventory and the level of confidence in these records (low, medium, high) for each of the five types of records that must be reviewed under the LCRR. Document other records that you reviewed in section 6. Refer to the examples provided in Column B and EPA’s 2022 Inventory Guidance for assistance.

**Part 2: Identifying Service Line Material During Normal Operation.**

- Question 1: Check each box that indicates during which normal operating activity(ies) your water system collects service line material information. If you check “other,” explain in the space below the question.
- Question 2: Use the dropdown menu to indicate if you developed or revised your standard operating procedures. If “yes,” include a description in the space below the question.

**Part 3: Service Line Investigations.**

- Question 1: Check each box that indicates the investigative methods used to prepare your inventory. If you check “other,” please explain in the space below the question.

- Questions 2 and 3: Enter your response to each question in the space below each question.

## Inventory Summary Worksheet

**Purpose:** For systems to provide a summary of their service line inventory, including information on ownership and the number of service lines for each of the four required materials classifications.

**Directions:** You do not need to complete the information for PWS name and PWSID in rows 3 and 4, respectively. They will autofill from the information provided in the **PWS Information** worksheet.

### Part 1: General Information.

- Question 1: use the dropdown menu to indicate if this is an initial inventory or inventory update.
- Question 2a: Use the dropdown menu to indicate who owns the service line. If other, describe in the space below the question.
- Question 2b: Include reference to any documentation that defines service line ownership in the system, such as a local ordinance, and if applicable, where ownership is split (e.g., property line, curb stop).
- Question 3a: Describe when the lead service lines were generally installed in your system.
- Question 3b: Describe when lead service lines were banned in your system including a reference to the state or local ordinance that banned their use.
- Question 4: Use the dropdown menu to indicate if you have any lead connectors in your system. For example, a lead gooseneck or pigtail that connects the service line to the water main. If you are unsure, select “Don’t Know.”
- Question 5: Provide your overall level of confidence in the inventory (i.e., “Low”, “Medium”, or “High”). Please explain your rationale in the space below the question.

### Part 2: Inventory Summary Table.

This summary table is for classifying and reporting material for the entire service line connecting the water main to the customer’s plumbing. The classifications in the column “Entire Service Line Material Classification” (Column X) in the **Detailed Inventory** worksheet will be used to calculate the total number of service lines for each of the four materials classifications in Table 1 of the **Inventory Summary** worksheet. Note that the calculation starts on row 14 of the **Detailed Inventory** worksheet. You will need to delete the examples in the **Detailed Inventory** worksheet.

#### Note that:

- Systems must track the system-owned and customer-owned portions separately in their inventory.
- A lead-lined galvanized service line is consistent with the definition of a lead service line under the LCRR (“a portion of pipe that is made of lead, which connects the water main to the building inlet”) (40 CFR § 141.2) and must therefore be classified in the inventory as a lead service line. Do **NOT**, however, count non-lead service lines with only a lead gooseneck or pigtail as lead service lines.

- EPA encourages water systems to identify other sources of lead such as goosenecks, pigtails, lead solder, or other fittings and equipment that contain lead as they are encountered or where records exist and to include this information in the inventory.

## Detailed Inventory

**Purpose:** To provide a template for water systems to use to track materials for each service line in their distribution system.

**Directions:** Each row in this worksheet represents one service line connecting the water main to the customer’s plumbing. The worksheet is organized into seven sections:

- Location Information
- System-Owned Portion
- Customer-Owned Portion
- Entire Service Line Material Classification
- Other Potential Sources of Lead
- Additional Information to Assign Tap monitoring Tiering
- Lead Service Line Replacement (LSLR)

Columns with aqua shading are required by the LCRR; the light green column is a required column that auto populates. All other columns with navy blue shading are optional with helpful information for water systems to consider. As explained below, you will either select your response from a dropdown menu or directly enter your information.

### Location Information

- **Column B – Unique Service Line ID:** Assign a unique ID to each row that represents one service line. You can number each row starting with the number 1 and ending with the number that equals the number of service lines included in your inventory.
- **Column C – Street Address & Column D – Other Location Identifies:** Enter a street address in Column C with the option of including another, non-address location identifier (e.g., block, intersection, landmark, GPS coordinates, or water meter) in Column D for each service line.  
*Note that the LCRR requires the publicly accessible inventory to include a location identifier for each lead and galvanized requiring replacement service line. EPA recommends that systems consider using addresses as their location identifier and to also include this information for non-lead and unknown service lines.*
- **Column E – Sensitive Population:** Indicate if the location serves a sensitive population using the dropdown menu. If you select, “Yes-Other”, provide additional information in Column O-Notes.
- **Column F – Disadvantaged Neighborhood:** Indicate if the location meets the state affordability guidelines and/or other measures using the dropdown menu.

### System-Owned Portion

Complete the information in Columns G-O if either (1) the system owns the entire service line, or (2) ownership is split, where the system owns a portion, and the customer owns a portion.

- **Column G – System-Owned Service Line Material Classification:** use the dropdown menu to select the recommended material subclassifications for the system-owned portion. If you select “Non-lead – Other”, provide additional information in Column O – Notes.
- **Column H – If Non-Lead, Was Material Ever Previously Lead?:** Use the dropdown menu to select “Yes”, “No”, or “Don’t know.” This information is important for determining if a downstream/customer-owned galvanized service line requires replacement.
- **Column I – Service Line Installation Date:** Enter the date, year, or estimated date range when the service line was installed or replaced.
- **Column J – Service Line Size:** Enter the diameter in inches. This information may be useful as a screening method to help identify if a service line is lead. Most lead service lines are 2 inches or less in diameter.
- **Column K – Basis of material Classification:** Use the dropdown menu to select the method used for materials classification. If the method you used is not one of the options, select “Other” and describe the basis for materials classification in Column O – Notes.
- **Column L – Was the Service Line Material Field Verified:** Select “Yes” or “No” from the dropdown menu.
- **Column M – Describe the Field Verification Method and Column N – Enter the Date of the Field Verification:** If you selected “Yes” in Column L, use the dropdown menu to select the method used for field verification. If the method you used is not one of the options, select “Other” and describe the field verification in Column O – Notes.
- **Column O – Notes:** Use this column to provide any additional information, such as additional details about the basis of material classification, additional information on the field verification method, or documentation of previous materials classification.

#### Customer-Owned Portion

- Complete the information in **Columns P – W** if either (1) the customer owns the entire service line, or (2) ownership is split, where the system owns a portion, and the customer owns a portion. See the instructions above for the system-owned portion.

#### Entire Service Line Material Classification

- **Column X – Entire Service Line Classification:** This field is auto-populated to indicate which of the required four service line material classifications apply to the entire service line based on your entries for the system-owned portion (Column G) and customer-owned portion (Column P). Refer to the **Classifying SL** worksheet for information on how material is classified for the entire service line when ownership is split. The inventory summary sheet will auto-calculate the total service lines in each of the four categories based on the auto populated classifications in the Entire Service Line Classification column (Column X).

#### Other Potential Sources of Lead

- **Column Y – Is there a Lead Connector?:** Use the dropdown menu to indicate if there is a lead connector. For example, a lead gooseneck or pigtail used to connect the water main to the service line.

- **Column Z – Is there Lead Solder in the Service Line?:** use the dropdown menu to indicate if there is lead solder in the service line.
- **Column AA – Describe Other Fittings and Equipment Connected to the Service Line that Contain Lead:** Include any other lead-containing fittings and equipment that are connected to the service line, such as backflow preventers and/or meters.

### Additional Information to Assign Tap Monitoring Tiering

Columns AB through AE are for documenting additional information that is helpful in assigning a tap sample tiering classification as follows:

- **Column AB – Building Type Connected to the Service Line:** Use the dropdown menu to indicate if the building type connected to the service line is single family, multiple family residence, building or other.
- **Column AC – Point-of-Entry or Point-of-Use Treatment Present:** Use the dropdown menu to indicate if the home or building connected to the service line has a point-of-entry or point-of-use device.
- **Column AD – Does the Interior Building Plumbing Contain Copper Pipes with Lead Solder Installed Before Your State’s Lead Ban (March 1987)?:** use the dropdown menu to indicate if lead solder pre-dates your state’s lead ban.
- **Column AE – Current LCR Sampling Site:** Use the dropdown menu to indicate if you have identified this location as a sampling site for lead and copper tap sampling.

### Lead Service Line Replacement (LSLR)

- **Column AF – Date of System-owned LSLR:** Indicate the date the system-owned portion of the lead service line was replaced, if applicable.
- **Column AG – Date of Customer-owned LSLR:** indicate the date the customer-owned portion of the lead service line was replaced, if applicable.

## Public Accessibility Doc. Worksheet

**Purpose:** For systems to provide documentation to the state on how they met the public accessibility requirements of the LCRR.

### Directions:

- You do not need to complete the information for PWS name and PWSID in rows 3 and 4, respectively. They will autofill from the information provided in the **PWS Information** worksheet.
- Question 1: Check each box that indicates the location identifies that you used for your service line inventory. If you check “Other,” please explain in the space below the question.
- Question 2: use the dropdown menu to indicate if every service line has a location identifier. If “no,” explain in the space below the question. **Remember that the LCRR requires systems to use a location identifier for service lines that are lead and galvanized requiring replacement.**
- Question 3: Check each box that indicates how you are making your inventory publicly accessible. If you check “Other,” please explain in the space below the question. **Note that the LCRR requires all systems that serve more than 50,000 people to provide the inventory online.**