Accessing the Construction Materials Report

Your system's Construction Materials Report should be used as part of your historical records review for the Lead Service Line Inventory. See the instructions below to download the report.

Go to the Lead & Copper Data Acquisition Tool: <u>https://www.ncwater.org/?page=679</u>.

If you are downloading the construction materials report for one system, continue to Section A. If you are downloading the report for multiple systems either complete Section A as many times as needed or go to Section B.

- A. Download Instructions for one water system.
 - 1. Use the system's Invitation Code to log in. If you do not have the invitation code, email pwss.lcr@ncdenr.gov.
 - 2. Once you log in, click "Download Your Water System's Data"

C Division of Water Resources	ب
Lead & Copper Data Acquisition	
Welcome ASHEVILLE CITY OF	
Please select one of the following options: Enter Construction Materials Report Enter Sampling Pool Siting Plan - Site Selection Process Enter Sampling Pool Details	
Download Your Water System's Data	

- 3. An Excel file will be downloaded to your computer. Open the file to view your Construction Materials Report.
- B. Download Instructions for multiple water systems.
 - 1. Click "Download All Reported Lead & Copper Data" on the home page.

NC Division of Water Resources	±
Lead & Copper Data Acquisition	
Enter Invitation Code* Continue Download All Reported Lead & Copper Data	

- 2. Once the report is downloaded, open the Excel file.
- 3. Select the desired column to be used to filter your results.

- 4. Go to Data > Filter. File Home Insert Page Layout Formulas Data Review View Help Acrobat AC. 🔲 Queries & Connections Clear ₽↓ E Properties Reapply Get From Refresh From From Table/ Recent Existing Sort Filter Z↓ 🗟 Edit Links Data ∽ Text/CSV Web Range Sources Connections $\mathsf{AII} \backsim$ Advanced Get & Transform Data Queries & Connections Sort & Filter
- 5. A carrot will appear in the selected column. Click the carrot to open the list of entries. Uncheck "(Select All)." Type your desired search criteria into the search bar or select from the list.



6. Click "OK" to filter results.