PWS Information

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

Facility Information			
Water System Name:			
PWSID:	Population Served (number of people):	Number of Service Connections:	PWS Type: ☐ CWS ☐ NTNCWS
If you are a CWS, do multi-family residences comprise at least 20% of the structures you serve?			Select "Yes", "No" or "NA"
Mailing Address			
Street or P.O. Box:			
City or Town:		State:	Zip Code:
System Contact Person			
Name:		Title:	
Telephone:		Email:	
Person Who Prepared Inventory (if different from above)			
Name:		Title/Affiliation:	
Telephone:		Email:	

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Inventory Summary

PWS Name:	
PWSID:	
Enter Date Last Updated:	

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

Part 1. General Information

1. Is this the **Initial Inventory** or an **Inventory Update**? Select "Initial" or "Update"

2a. Who **owns the service lines** in your system? *If other, please explain below.* Select Ownership Type

2b. Is there documentation that defines service line ownership in your system, such as a local ordinance? *If yes, please describe below and explain where ownership is split (e.g., property line, curb stop).* Select "Yes" or "No"

3a. Describe when lead service lines were generally installed in your system.

3b. When were lead service lines banned in your system? Reference the state or local ordinance that banned the use of lead in your system.

4. Do you have lead goosenecks, pigtails or connectors in your system? Select "Yes" or "No" or "Don't Know

5. What is your overall level of confidence in the inventory (*i.e.* , "Low", "Medium", or "High.") Please explain your rationale below.

Select Level of Confid

Part 2. Inventory Format

Describe your inventory format in the space provided below (*e.g.* , the **Detailed Inventory** worksheet, custom spreadsheet, GIS map). Provide the filename and/or web address if applicable. ***Note that the state may require you to submit your detailed inventory of each service line in your distribution system.***

Part 3. Inventory Summary Table [1]

Enter the total number of each service line material type from your inventory. Remember this is the overall service line material classification for each service line.

Service Line Material Classification	Definition	Total Number of Service Lines
Lead	Any portion of the service line is known to be made of lead.[2]	
Galvanized Requiring Replacement (GRR)	The service line is not made of lead, but a portion is galvanized and the system is unable to demonstrate that the galvanized line was never downstream of a lead service line.	
Non-Lead	All portions of the service line are known NOT to be lead or GRR through an evidence-based record, method, or technique.	
Lead Status Unknown	The service line material is not known to be lead or GRR. For the entire service line or a portion of it (in cases of split ownership), there is not enough evidence to support material classification.	
	TOTAL	0

Notes

[1] This summary table is for reporting material for the entire service line connecting the water main to the customer's plumbing. See the **Classifying SLs** worksheet for additional guidance on assigning a materials classification to the entire service line when ownership is split. Remember that systems must track the system-owned and customer-owned portions separately in their inventory.

[2] A lead-lined galvanized service line is consistent with the definition of an LSL 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 an LSL. Do NOT, however, count non-lead service lines with a lead gooseneck or pigtail as lead service lines unless required by your state.

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Inventory Methodology

PWS Name:	
PWSID:	
Enter Date Last Updated:	

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

Part 1: Historical Records Review

Type of Record	Describe the Records Reviewed for Your Inventory and Indicate Your Level of Confidence (*e.g.* , Low, Medium, or High)
1. Previous Materials Evaluation *Example: Locations of Tier 1 lead tap sampling locations that are served by a lead service line.*	
2. Construction Records and Plumbing Codes *Examples: Local ordinance adopting an international plumbing code. Permits for replacing lead service lines.*	
3. Water System Records *Examples: Capital improvement plans. Standard operating procedures. Engineering standards.*	
4. Distribution System Inspections and Records Examples: *Distribution system maps. Tap cards. Service line repair/replacement records. Inspection records. Meter installation records.*	
5. Other Records	

Part 2: Identifying Service Line Material During Normal Operations

1. During which normal operating activities are you collecting information on service line material? Check all that apply.

- ☐ Water meter reading
- ☐ Water meter repair or replacement
- ☐ Service line repair or replacement
- ☐ Water main repair or replacement
- ☐ Backflow prevention device inspection
- ☐ Other

If "Other", please explain:

2. Did you develop or revise standard operating procedures to collect service line material information during normal operation? Select "Yes" or "No"

If "Yes", please describe:

Part 3: Service Line Investigations

1. Identify the service line investigation methods your system used to prepare the inventory (check all that apply). If a water system chooses an investigation method not specified by the state under 40 CFR §141.84(a)(3)(iv), state approval is required. ***Note that investigations are not required by the LCRR but can be used by systems to assess accuracy of historical records and gather information when service line material is unknown.***

- ☐ Visual Inspection at the Meter Pit
- ☐ Customer Self-Identification
- ☐ CCTV Inspection at Curb Box - External
- ☐ CCTV Inspection at Curb Box - Internal
- ☐ Water Quality Sampling - Targeted
- ☐ Water Quality Sampling - Flushed
- ☐ Water Quality sampling - Sequential
- ☐ Water Quality Sampling - Other
- ☐ Mechanical Excavation
- ☐ Vacuum Excavation
- ☐ Predictive Modeling
- ☐ Other

If "Other", please explain:

2. If "Predictive Modeling", please briefly describe the model and inputs used:

3. How did you prioritize locations for service line materials investigations? For example, did you consider environmental justice and/or sensitive populations, did you use predictive modeling, and/or did you target areas with high number of unknowns?

Public Accessibility Documentation

PWS Name:	
PWSID:	
Enter Date Last Updated:	

Purpose of this worksheet: For systems to provide documentation to states on how they met the public accessibility requirements of the LCRR.

1. Select the location identifiers that you use for your service line inventory. Check all that apply.

- ☐ Address
- ☐ Street
- ☐ Block
- ☐ Intersection
- ☐ Landmark
- ☐ GPS Coordinates
- ☐ Other

If "Other", please describe:

2. Does ***every service line*** have a location identifier? Select "Yes" or "No"

If "No", explain. Remember that location identifiers are required for service lines that are lead and galvanized requiring replacement.

3. How are you making your inventory publicly accessible? Check all that apply. *Remember that if your system serves > 50,000 people, you* ***must*** *provide the inventory online.*

- ☐ Interactive online map
- ☐ Static online map
- ☐ Online spreadsheet
- ☐ Printed service line map
- ☐ Printed tabular data
- ☐ Information on water utility mailings or newsletter
- ☐ Hard copy information available in water system office
- ☐ Other

If "Other", please describe: