



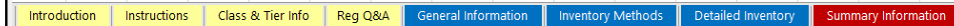
## SERVICE LINE INVENTORY FORM

### What is the purpose of this template?

The purpose of this template is to help water systems comply with the Service Line Inventory requirements of the January 15, 2021 Lead and Copper Rule Revisions (LCRR). This template provides fillable forms and tables that water systems can use to document their methods, organize their inventory, submit the initial inventory and inventory updates to the state, and document how they are making the inventory publicly available. Note that DEP does **NOT** require systems use this template for their inventory, but it is recommended. Refer to the worksheet "Reg Q&A" and EPA's 2022 Inventory Guidance for the regulated minimum inventory requirements and recommendations.

### How is the template organized?

This workbook contains several worksheets, which are accessed by clicking the tabs at the bottom of the workbook window. They appear like this:



The worksheets and cells in this template are color coded:

- Yellow sheets are instructions and background, blue sheets are templates for water systems.
- Gray shaded cells are background or instructions. Light blue cells are for data entry by the water system and light green cells are for data entry by the state. See the table below for a description of each worksheet.

### Information Relevant to this Template:

- The Pennsylvania Lead Ban Act went into effect on January 6, 1991.
- Pennsylvania regulations require all service line material types to be identified and reported.
- Materials classified as Non-Lead must be verified. Refer to the instructions for the Detailed Inventory tab, Column B for more information.
- Lead solder is not included in the designation of a lead service line, but this information should be recorded where known. Presence of lead solder is one factor used when determining tap sample monitoring tiering designations.

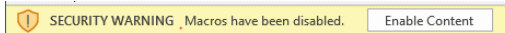
### Template Organization

Worksheet Type	Worksheet Name	Description
Background	Introduction	Introductory template information
	Instructions	Contains detailed instructions for systems and States.
	Class & Tier Info	Contains information on: <ul style="list-style-type: none"> <li>- how service line classification is determined when ownership is split between the system &amp; customer;</li> <li>- how LCRR tap sampling tiers are determined.</li> </ul>
	Reg Q&A	Explains the regulatory service line inventory requirements of the January 15, 2021 LCRR in Q&A format.
Templates for Water Systems	General Information	For systems to document relevant information about their system.
	Inventory Methods	For systems to document the methods and resources they used to develop their service line inventory.
	Detailed Inventory	For systems to organize their detailed inventory. Each row equals one service line connecting the water main to the customer's plumbing. Separate columns track locational information, the system-owned portion, the customer-owned portion, other possible sources of lead, and information for assigning a tap sample tiering classification.
Summary	Summary Information	This sheet automatically generates totals based on information in the Detailed Inventory worksheet.

### Template Use - General Steps

**Open the spreadsheet.** If you have a large amount of data it may take a few minutes. Please be patient.

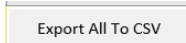
- This template will work with a Windows based PC and Excel 2013 or newer.
  - This spreadsheet may not support use by Mac PCs.
- If you see this message, click on Enable Content before you begin:



- If you do not see this message, and the macros do not work, contact [ra-padwis@pa.gov](mailto:ra-padwis@pa.gov) for assistance.

**Fill out the spreadsheet.** Detailed instructions are provided on the Instructions tab.

**Create export.** Once the inventory is final, use the "Export All To CSV" button to create the export files. **DO NOT OPEN THE EXPORTED CSV FILES.**



- A folder called "PA\_SLI" will be created on your desktop and the export files will be placed inside the folder:



- In addition, a hyperlink will be inserted into the spreadsheet which will link directly to the created folder:

#### Export Location:

[C:\Users\JohnDoe\OneDrive\Desktop\PA\\_SLI](C:\Users\JohnDoe\OneDrive\Desktop\PA_SLI)

- Three export files will be created with "GenInfo", "InvMeth", and "Details" appended to the file name.
- Each export file name will be date stamped using YYMMDD format.
- The date stamp appears at the beginning of the file name so that the export files will automatically sort by date.

### IMPORTANT NOTES about CSV files and spreadsheet. DO NOT OPEN THE CSV FILES.

- Each time CSV files are uploaded to DWELR, also save the SLI spreadsheet in the same folder. The spreadsheet should be saved with a unique name that includes the date (should match the date on the CSV file) and whether it is an Initial or Updated inventory.
- It is highly recommended to also save a backup copy of the CSV files and spreadsheet in another location to prevent accidental loss.



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### Getting Started

For best results READ and FOLLOW these instructions.

- Complete the **General Information** tab first. Some information entered on that tab carries through to the other tabs.
- Next complete the **Inventory Methods** and **Detailed Inventory** tabs. Your system totals will then appear in the **Summary Information** tab.
- The Detailed Inventory is entered **line by line**:
  - Information is initially typed into Row 7.
  - When the row is complete, click on the "Add To Inventory" button at the far right (column AM).
  - The values will be transferred to the list below. **Values in the list cannot be edited directly.**
  - *To edit previously entered service line information*, re-enter the Unique Service Line ID in Row 7, Column E. This will call up the previously entered information for that service line, which can then be edited and re-entered.
  - Each line entry will be date & time stamped in Column AN. Entries will be in order from newest to oldest.
  - If the spreadsheet gets "stuck" (can't enter data), click on the "Clear Top Row" button at the top of the page.
  - If the spreadsheet gets "stuck" after clicking Add to Inventory, look for a pop up window hidden behind the spreadsheet.
- After all tabs have been completed, export the information to csv files, following the steps on the Introduction tab under the section Template Use.

Add To Inventory

Clear Top Row

### General Template Instructions:

- The display size of the spreadsheet may be adjusted using the slider bar at the bottom right.
- All <LIGHT BLUE> fields should be completed.
- Failure to complete all required fields could result in mis-classification of service lines.
- Many boxes have dropdown menus. Click on the cell, then click on the arrow that appears to the right of the cell. The dropdown menu can also be accessed by using Alt-Down Arrow on the keyboard. Select a response from the list that appears. If an answer is not applicable, leave the dropdown response set to the default value (first item in list).
- Filtering has been enabled to allow the user to easily search for occurrences of certain text values or cell colors. Each column heading in Row 9 has an arrow at the bottom right. Click on the arrow to access the filter options.
  - Filtering can be used to easily find, for example, responses that require information to be entered into the Additional Comments field.
- If a selection from a dropdown menu causes the cell color to change to light brown, additional information needs to be entered in the Additional Comments field.
- If a cell or set of cells is XX'd out, those questions should not be answered.
- Where more detailed instructions are necessary, links have been provided from the form to this instruction page. Links are shown in **blue underlined text**. There are also links to return to the original form.



Click the following links for specific instructions:

- [Initial Inventory](#)
- [First Inventory Update](#)
- [Inventory Updates after First Update](#)
- [General Information Tab](#)
- [Detailed Inventory Tab - State Determined Values](#)
- [Detailed Inventory Tab - Locational Information](#)
- [Detailed Inventory Tab - System-Owned Portion](#)
- [Detailed Inventory Tab - Customer Owned Portion](#)
- [Detailed Inventory Tab - Tap Sampling Information](#)
- [Summary Information Tab](#)

### Initial Inventory

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1. On the General Information tab select "Yes" for "Initial Inventory?" and enter the date the initial inventory was completed.
2. On the Detailed Inventory tab, column F "Record Type" must remain as "Initial" for each service line being entered.
3. Proceed using Detailed Instructions by Tab below.
4. After all information is entered, export the csv files and save the spreadsheet.



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### First Inventory Update

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1. Start with the most recent version of the Inventory. 2. On the General Information tab select "Yes" for "Updated Inventory?" and enter the date of the update.  
 – Always retain the Initial Inventory date! – Enter or edit the information that is being updated. 3. On the Inventory Methods & Detailed Inventory tabs, answer the question "Are there any updates on this page?" 4. On the Detailed Inventory tab, in Column F "Record Type", select Update, Add or Inactive from the dropdown box for each line being updated. – If the record is being updated because the service line was replaced, enter the Date Replacement Completed in Column G. – Note: The Unique ID must match an existing ID unless the Record Type is Add.

5. After making updates, export the csv file and save the spreadsheet with a new file name. Retain a copy of each revision of the spreadsheet submitted to PA DEP.

### Inventory Updates after First Update

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1. Start with the most recent version of the Inventory  
 2. On the General Information tab select "Yes" for "Updated Inventory?" and enter the date of the update  
 – Always retain the Initial Inventory date!  
 – Enter or overwrite the information that is being updated  
 3. On the Inventory Methods tab, answer the question "Are there any updates on this page?"  
 4. On the Detailed Inventory tab, use the filter (Row 8) on the Record Type column (Column F) to select all of the records that were updated in the previous inventory (types Update, Add, Inactive).  
 – Change each previously updated Record Type to Retain.  
 – Continue with Inventory Updates as described under First Inventory Update

### General Information Tab

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#### Select "Yes" or "No" in response to the questions about Initial and Updated Inventory

- The Inventory type must be EITHER Initial or Updated. Do not select "Yes" for both of the questions.
- Enter the Initial Inventory date
- If this is an Updated Inventory, also enter the Updated Inventory date

**Total Population Served:** The number of residential customers; plus the average of the number of regular consumers served, per day, during a month; plus the average of the number of transient consumers served, per day, during a month.

**Number of Service Connections:** This field will auto-populate based on the number of entries in the Detailed Inventory.

**PWS Type:** Select either CWS or NTNCWS. All CWS and NTNCWS are required to submit a Service Line Inventory.

**Question 1:** If the PWS Type is CWS, this question must be answered "Yes" or "No". If the PWS type is NTNCWS, select "Not Applicable".

**Question 2:** AFTER completing the Detailed Inventory, the total number of service lines will be listed above. Confirm that the number of service lines listed matches the number of service connections reported on the most recent annual Average Daily Water Use form submitted to DEP.

**Question 3:** Indicate if the system serves any Disadvantaged Communities and the approximate percentage of service lines that are connected to members of a Disadvantaged Community. "Disadvantaged Community" is as defined in the most recent PennVest Intended Use Plan, which is available on line. Systems that serve Disadvantaged Communities may be eligible for additional funding under the Bipartisan Infrastructure Law.

### Detailed Inventory Tab - State Determined Values

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Unique Service line ID **MAY NOT BE CHANGED or DELETED** after submission to DEP. New unique service line IDs may be added during inventory updates. In limited instances, service line IDs may be inactivated.

**Column A, Service Line Classification:** Will be determined automatically for each unique service line ID based on the responses in the Detailed Inventory. If the assigned classification is different than anticipated please double check the responses entered in this form. Service line classifications for joint ownership are determined according to the Class & Tier Info tab of this spreadsheet

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- If the designation is Galvanized Requiring Replacement, only the galvanized portion of the line needs to be replaced
- All determinations are subject to review and approval by Department staff



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**Column B, Sufficient Evidence for Determination of Non-Lead?:** Will be determined automatically based on responses. All determinations are subject to review and approval by Department staff. To provide sufficient evidence of the Non-Lead classification the system is expected to:

- Identify records that indicate Installation/replacement date after January 6, 1991 - OR -
- Conduct CCTV inspection inside service line over the full length - OR -
- Conduct mechanical excavation in at least 3 locations over the length of the service line\* - OR -
- Combine any TWO other investigation techniques from the dropdown lists
- Note: for jointly owned service lines, both portions must meet the criteria for the service line to be classified as Non-Lead

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\* Refer to Class & Tier Info tab for more information

**NOTE: If insufficient evidence-based techniques are indicated on the inventory form, this cell will turn RED**

**Column C, LCRR Sampling Tier:** Suggested Tiering Level based on responses in the Detailed Inventory. This field is determined automatically. This field is provided as a convenience for the water system and is not binding. Tiering is determined according to the Class & Tier Info tab of this spreadsheet.

\*For CWS, if the %MFRs is > 20%, a proportional number of MFRs may be assigned to Tier 1

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**Detailed Inventory Tab - Locational Information** [Return to Top](#)

**Column E, Unique Service Line ID:** The system-assigned unique ID for this service line (required field). The Unique ID:

- May contain up to 30 characters
- Can use letters and/or numbers in any combination
- Use only uppercase letters; lowercase letters will be converted to uppercase
- Can use hyphen (-), underscore (\_), period(.)
- May not use spaces, commas or other special characters (i.e., \*, !, @, etc.)

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**NOTE: If a duplicate ID or address is entered the boxes will turn RED**

**Column F, Record Type**

- Initial - Use this designation for the initial inventory submitted on or before October 16, 2024
- Update - Use this designation when submitting an updated inventory, to indicate the record is being revised
  - If the update is due to a service line replacement, enter the replacement date in Column G
- Add - Use this designation to add more service lines to an existing inventory
- Inactive - Use this designation to indicate a record is being inactivated. Records cannot be deleted. - Example: Property was made into a parking lot and the service line was decommissioned. - Add a text comment explaining the reason for inactivation in columns Y and/or AH.

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**Column G, Date Replacement Completed:** If the SL has been replaced since the initial inventory (or last inventory update), enter the replacement date here. Also change the Record Type in Column F to "Update". Remember to revise the Material Type and other information affected by the replacement for both the system and customer portions of the line.

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**Column H, Ownership Type:** Indicate whether the service line is owned, in its entirety, by the System, the Customer, or Jointly.

**IMPORTANT:** If the Ownership Type selected is System, any answers entered in the Customer-Owned columns will be grayed out, and vice versa.

→ Be careful when selecting Ownership Type as this affects the determination of the Service Line Classification.

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**NOTE:** If the service line is not jointly owned, but the user would like to submit information about two different segments of the line, select Joint ownership. Comments clarifying the ownership status may be entered under Question 4 on the General Information tab or in columns Y and/or AH of the Detailed Inventory.

**Columns M & N, School/Childcare Facility?:** Indicate if the service line provides water to a school and/or childcare facility.

- A child care facility is "a location that houses a licensed provider of child care, day care, or early learning services to children as determined by the State licensing agency."
- A school is "any building associated with public, non-public/private, or charter institutions that primarily provides teaching and learning for elementary or secondary students."
- An **elementary** school contains students in grades up to and including grade 8 (includes pre-school).
- A **secondary** school contains students in grades no less than 9 and no greater than 12.

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Detailed Inventory Tab - System-Owned Portion	<a href="#">Return to Top</a>
<p><b>Columns O through Y:</b> Complete the information in these columns for the <b>System-Owned Portion</b> of the service line <b>ONLY</b>.</p> <ul style="list-style-type: none"> <li>– If there is a portion of the service line that is customer-owned, that information should be entered in columns Z through AH.</li> <li>– If there is no system-owned portion, leave these boxes empty or set to the default value.</li> </ul>	<a href="#">Return to Form</a>
<p><b>Column P, Was Material Ever Previously Lead?:</b> If the response is "no", enter the evidence in the Additional Comments field (Column Y)</p>	<a href="#">Return to Form</a>
<p><b>Column Q, Lead Pigtails, Goosenecks or Connectors Upstream?</b> Indicate if there is a lead pigtail, gooseneck or connector between the main and the system-owned portion of the service line. If the response is "no", enter the evidence in the Additional Comments field (Column Y).</p>	<a href="#">Return to Form</a>
<p><b>Columns R &amp; S, Installation Date:</b></p> <ul style="list-style-type: none"> <li>– Select the decade from the dropdown box</li> <li>– If a more specific date is known, enter it in column S</li> <li>– If no information about installation date is available, note that under Additional Comments (Column Y).</li> </ul>	<a href="#">Return to Form</a>
<p><b>Column T, Diameter:</b> Enter the service line pipe inner diameter, in inches. Use up to two decimal places.</p>	<a href="#">Return to Form</a>
<p><b>Columns U through X, Basis of Material Classification:</b> At least one Basis of Material Classification must be selected for all service lines. Selections in these columns will be used to determine if there is sufficient evidence for a designation of Non-Lead. Refer to instructions for Column B for more information.</p> <ul style="list-style-type: none"> <li>– Use the dropdown menus in columns U &amp; V to select non-field-based investigation method(s).</li> <li>– Use the dropdown menu in column W to select field-based verification method(s), and enter the date performed in Column X.</li> <li>– <b>IMPORTANT NOTE:</b> Water sampling can only be used as a basis for investigation if the system does not have Corrosion Control Treatment.</li> </ul>	<a href="#">Return to Form</a>
<p><b>Column Y, System-Owned Service Line Additional Comments:</b> Free form text field to enter additional pertinent or required information.</p>	<a href="#">Return to Form</a>
Detailed Inventory Tab - Customer Owned Portion	<a href="#">Return to Top</a>
<p><b>Columns Z through AH:</b> Complete the information in these columns for the <b>Customer-Owned Portion</b> of the service line <b>ONLY</b>.</p> <ul style="list-style-type: none"> <li>– If there is a portion of the service line that is system-owned, that information should be entered in columns O through Y.</li> <li>– If there is no customer-owned portion, leave these boxes empty or set to the default value.</li> </ul>	<a href="#">Return to Form</a>
<p><b>Column AA, Lead Pigtails, Goosenecks or Connectors Upstream?</b> Indicate if there is a lead pigtail, gooseneck or connector upstream of the customer-owned portion of the service line. If the response is "no", enter the evidence in the Additional Comments field (Column AH).</p> <ul style="list-style-type: none"> <li>– Do not include pigtails, goosenecks or connectors in the System-Owned portion of the service line; these should be accounted for in Column Q.</li> <li>– Do not include pigtails, goosenecks or connectors that are downstream of the service line.</li> </ul>	<a href="#">Return to Form</a>
<p><b>Columns AB &amp; AC, Installation Date:</b></p> <ul style="list-style-type: none"> <li>– Select the decade from the dropdown box</li> <li>– If a more specific date is known, enter it in column AC <ul style="list-style-type: none"> <li>– Enter the date in mm/dd/yyyy format</li> </ul> </li> <li>– If no information about installation date is available, note that under Additional Comments.</li> </ul>	<a href="#">Return to Form</a>
<p><b>Columns AD through AG, Basis of Material Classification:</b> At least one Basis of Material Classification must be selected for all service lines. Selections in these columns will be used to determine if there is sufficient evidence for a designation of Non-Lead. Refer to the instructions for Column B for more information.</p> <ul style="list-style-type: none"> <li>– Use the dropdown menus in columns AD &amp; AE to select non-field-based investigation method(s).</li> <li>– Use the dropdown menu in column AF to select field-based verification method(s), and enter the date performed in Column AG.</li> <li>– <b>IMPORTANT NOTE:</b> Water sampling can only be used as a basis for investigation if the system does not have Corrosion Control Treatment.</li> </ul>	<a href="#">Return to Form</a>
<p><b>Column AH, Customer-Owned Service Line Additional Comments:</b> Free form text field to enter additional pertinent information.</p>	<a href="#">Return to Form</a>



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**Detailed Inventory Tab - Tap Sampling Information** [Return to Top](#)

**Columns AI through AL, Information to Assign Tap Monitoring Tiering:** Fill out information in these columns to automatically assign Tiers to tap sampling monitoring locations. [Return to Form](#)

**Column AI, Service Line Connected To:** Indicate if the service line is connected to a Single Family Residence (SFR), Multi-Family Residence (MFR), or Other type of building

- The building is considered a single family residence if one service line provides drinking water for one family.
- The building is considered a multi-family residence if one service line provides drinking water for multiple families (e.g., apartment complex where there is only a single service line).
- If the connection cannot be categorized as an SFR or MFR choose Building/Other.

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**Column AJ, POE Treatment Present?** Locations with Point-Of-Entry treatment for Inorganic Chemicals are not eligible for sampling under the Lead and Copper Rule.

- POE refers to treatment where the service line enters the building/residence. POE does NOT include treatment at or prior to the entry point into the distribution system.
- IMPORTANT: If the location has a POU (Point-Of-Use) filter, sample from a different tap. For example, if the kitchen tap has a filter, collect a sample from the bathroom tap.
- Do NOT collect LCR samples from a location with a POU filter. Do not remove the POU filter to collect a sample.

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**Summary Information** [Return to Top](#)

No information needs to be entered in this form. The tables will auto-populate based on the answers provided in this spreadsheet.

**Service Line Classification Summaries:** The total number of Lead, Galvanized Requiring Replacement, Lead Status Unknown, and Non-Lead services lines is displayed. Breakout information regarding Schools & Daycares is also provided.

**Tap Sampling Monitoring Locations by Tier:** A breakdown of the tap sampling location Tier assignments based on the information entered in the Detailed Inventory.

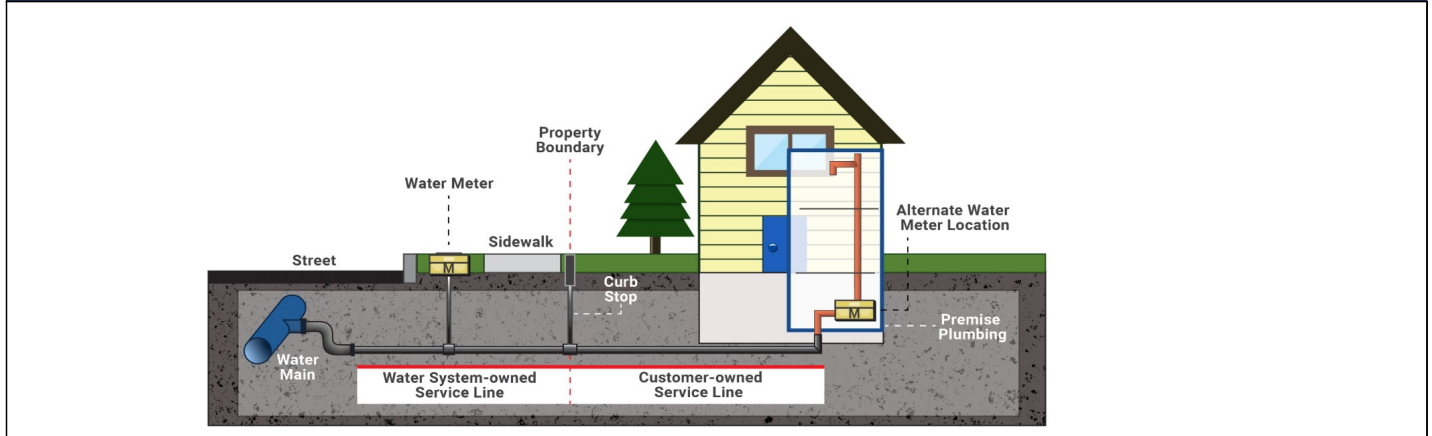


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**IMPORTANT NOTE:** The classification of a service line applies to the entire length of the service line, regardless of ownership

**Service Line Designation Where Ownership Is Split Between the Water System and Customer**



System-Owned Portion		Customer-Owned Portion		Service Line Classification <sup>2,3,4,5</sup>
Material Type		Material Type		
Lead or lead-lined		Any material		Lead
Any material		Lead or lead-lined		Lead
Unknown		Any material but lead, lead-lined or galvanized		Lead Status Unknown
Any material but lead or lead-lined		Unknown		Lead Status Unknown
Any material but lead, lead-lined, galvanized, or unknown		Any material but lead, lead-lined, galvanized, or unknown		Non-Lead
System-Owned Portion		Customer-Owned Portion		
Lead Connector Upstream?	Material Type	Lead Connector Upstream?	Material Type	
No	Any material but lead or lead-lined	No	Galvanized	Non-Lead
No	Galvanized	No	Any material but lead, lead-lined, or unknown	Non-Lead
No	Galvanized	No	Galvanized	Non-Lead
No	Not previously lead	No	Galvanized	Non-Lead
Yes or Not sure	Galvanized	Any response	Any material but lead, lead-lined or unknown	Galvanized Requiring Replacement
Yes or Not sure	Any material but lead or lead-lined	Any response	Galvanized	Galvanized Requiring Replacement
No	Any material but lead or lead-lined	Yes or Not sure	Galvanized	Galvanized Requiring Replacement
Any response	Previously lead or unsure if previously lead	Any response	Galvanized	Galvanized Requiring Replacement

<sup>1</sup> Any determination of Non-Lead is subject to review and approval by the Department

<sup>2</sup> It is only necessary to replace the portions of the service line that are Lead or Galvanized Requiring Replacement.

<sup>3</sup> When both portions of the service line are Lead or Galvanized Requiring Replacement, both portions must be replaced at the same time. Partial replacements are not allowed.

<sup>4</sup> If either portion of the service line is classified as Lead Status Unknown, it must be replaced unless further investigation changes the classification to Non-Lead. The change in classification must be submitted to the Department in the Updated Inventory.

<sup>5</sup> The presence of lead connectors, goosenecks or pigtails is only relevant to the determination of Galvanized Requiring Replacement.



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LCRR Tap Sampling Tier Determination			
Tier Level	Applies To:	* May Apply To:	**Does NOT apply to:
1	CWS Systems: Single Family Residence connected to a Lead Service Line NTNC Systems: Any building type connected to a Lead Service Line	CWS Systems: Multi Family Residence connected to a Lead Service Line if Multi Family Residences make up MORE than 20% of the distribution system	CWS & NTNC Systems: Service lines classified as Galvanized Requiring Replacement or Lead Status Unknown
2	CWS Systems: Any Building/Other connected to a Lead Service Line	CWS Systems: Multi Family Residence connected to a Lead Service Line if Multi Family Residences make up LESS than 20% of the distribution system	CWS Systems: Service lines classified as Galvanized Requiring Replacement or Lead Status Unknown; NTNC Systems
3	CWS Systems: Single Family Residences connected to a Galvanized Requiring Replacement Service Line NTNC Systems: Any building type connected to a Galvanized Requiring Replacement Service Line		CWS & NTNC Systems: Services lines classified as Lead Status Unknown
4	CWS Systems: Service lines connected to a Single Family Residence that contains copper pipes with lead solder		CWS Systems: Services lines classified as Lead Status Unknown; NTNC Systems
5	CWS Systems: Single Family and Multi Family Residences where the plumbing is representative of other locations served by the system NTNC Systems: Any building type where the plumbing is representative of other locations served by the system	CWS Systems: Service lines connected to a Building/Other location IF there are an insufficient number of Single Family or Multi Family Residential Tier 5 sites available	

\* Buildings/residences with a Point of Use (POU) treatment device MAY be used for LCRR Tap Sampling - IF - there is another tap location that is used to dispense potable which does NOT have a POU device installed. It is not acceptable to sample from a location where the POU device has been removed for purposes of collecting a sample.

\*\* Buildings/residences with a Point of Entry (POE) treatment device may NOT be used for LCRR Tap Sampling.



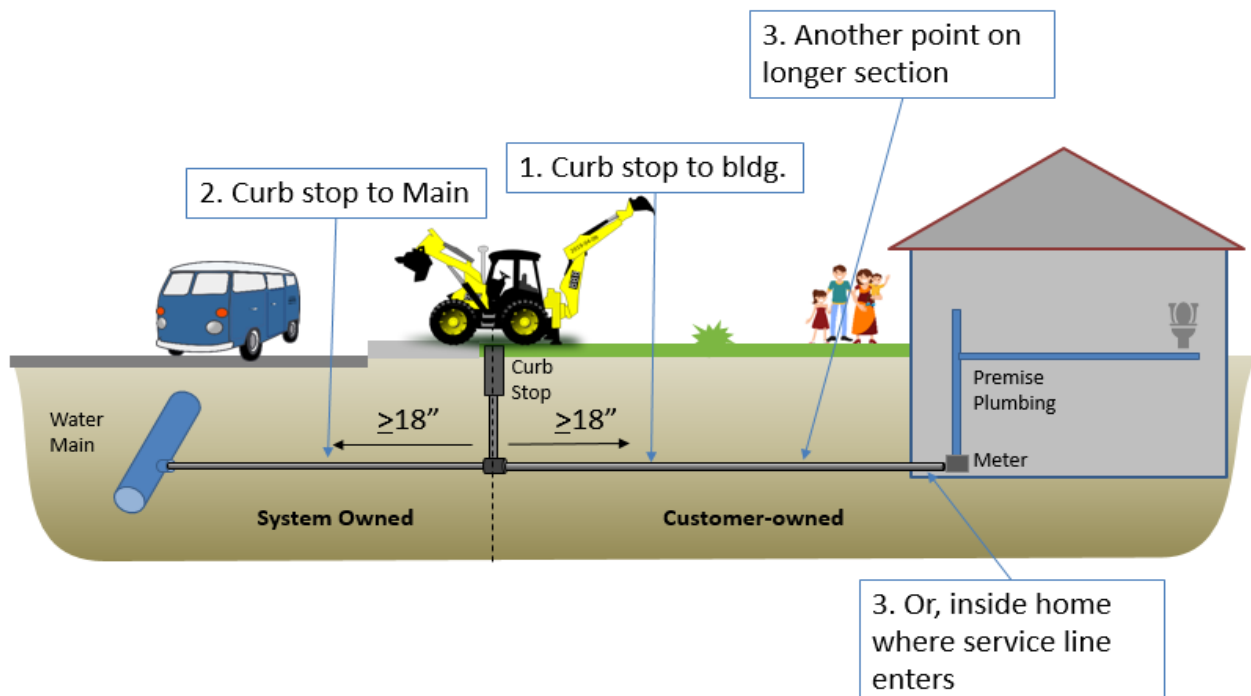
## SERVICE LINE INVENTORY FORM

### Using Mechanical Excavation as Evidence of Non-Lead

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- "Mechanical Excavation" refers to any technique that allows physical access to the exterior of the service line piping, including but not limited to: trenching, potholing, and vacuum extraction.
- To provide sufficient evidence for a designation of Non-Lead, mechanical excavation must be performed at a minimum of 3 locations across the length of the service line, as follows\*:
1. Curb stop to building
    - A minimum of 18 inches from the curb stop – OR – • If the distance to the building is less than 18 inches, halfway to the building
  2. Curb stop to water main
    - A minimum of 18 inches from the curb stop – OR –
    - If the distance to the water main is less than 18 inches, halfway to the main
  3. Third point (choose one)
    - Inside the home where the service line enters if visible (must be inspected by system personnel - OR - the home owner must submit a clear photograph to the water system)
    - OR –
    - A second excavation point in the longer section of the service line that is at least halfway between the first point and the building or water main
- \*EXCEPTION: If the system is using Mechanical Excavation as the means of identification on only one side of a Jointly-owned system, then only two-points of verification are needed on that side.

## 3-Point Field Verification – Non-Lead



**SERVICE LINE INVENTORY FORM**

Inventory Requirements of the LCRR		
Question	Answer	Regulatory Citation(s)
1. Who must prepare a service line inventory?	All community water systems (CWSs) and non-transient non-community water systems (NTNCWSs).	40 CFR §141.84(a)
2. What material classification should I use?	Service lines must be classified as one of four types: – Lead, – Galvanized Requiring Replacement (GRR), – Non-Lead, (specify the actual material such as copper or plastic), or – Lead Status Unknown. → This spreadsheet will determine the service line classification for you if completed correctly. → Where the material is unknown, EPA recommends that systems consider using subclassifications to capture additional information (e.g., unknown - unlikely lead).	40 CFR §141.84(a)(4) and §109.706
3. What if the service lines in my system are split ownership, meaning that my system owns a portion and the customer owns a portion?	The inventory <b>must</b> include both the system-owned and customer-owned portions of the service line; however, systems must count each service line from the water main to the interior building plumbing <b>only once</b> for determining the number of service lines requiring replacement (i.e., lead service lines and GRR), assigning a tap sample tiering classification, and facilitating reporting of inventory information to states and EPA. See the "Class & Tier Info" tab for information on how the spreadsheet classifies service lines that have split ownership.	40 CFR §§141.84(a)(2) & (a)(7)(i)
4. What information should I use to identify service line material and prepare my inventory?	You <b>must</b> use previous materials evaluation, construction and plumbing codes/records, water system records, distribution system inspections and records, information obtained through normal operations, and state-specified information to prepare your inventory. EPA recommends systems consider additional service line investigation methods such as visual inspection, water quality sampling, and excavation.	40 CFR §§141.84(a)(3) & (a)(5)
5. When is the initial inventory due?	October 16, 2024.	40 CFR §141.80(a)(3) <sup>1</sup>
6. What if I have no Lead, Galvanized Requiring Replacement (GRR), or Lead Status Unknown service lines?	You have some different requirements that are explained in the answers to questions 7, 8, and 9.	N/A
7. Do I need to update my inventory?	<b>For systems with Lead, GRR, or Lead Status Unknown service lines</b> The service line inventory should improve over time with better information. You <b>must submit inventory updates</b> to your state on the following frequency: (1) Annually if you conduct lead tap sampling semi-annually or annually. (2) Triennially (i.e., once every 3 years) if you conduct lead tap sampling triennially. <b>For systems with only Non-Lead service lines</b> You are not required to provide an update. However, if you subsequently find any LSL or galvanized requiring replacement service line, you <b>must</b> notify your state within 30 days and prepare an updated inventory on a schedule established by the state.	40 CFR §141.90(e)(3)
8. Do I need to make my information publicly available?	<b>For systems with Lead, GRR, or Lead Status Unknown service lines</b> You <b>must</b> make the inventory publicly available and include a locational identifier for lead service lines and GRR. Water systems serving more than 50,000 people <b>must</b> provide inventories on-line. <b>For systems with only Non-Lead service lines</b> You can provide a written statement, in lieu of the inventory, that your distribution system has no lead service lines or GRR service lines along with a general description of all applicable sources used to make that determination.	40 CFR §§141.84(a)(8) & (a)(9)
9. Do I need to include a statement in my Consumer Confidence Report (CCR)?	<b>For systems with Lead, GRR, or Lead Status Unknown service lines</b> CWSs <b>must</b> indicate how the public can access the service line inventory information in their CCR. <b>For systems with only Non-Lead service lines</b> CWSs <b>must</b> include a statement that a service line inventory contains no lead service lines and instructions on how to access the information.	40 CFR §141.153(d)(4)(xi)
10. What information must States report to EPA?	For each water system, the number of Lead, GRR, and Lead Status Unknown service lines in its distribution system, reported separately.	40 CFR §142.15(c)(4)(iii)(D)

**Notes:**

<sup>1</sup> On June 10, 2021, EPA signed a rule extending the compliance date from January 16, 2024 to October 16, 2024 (86 FR 31939).



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF SAFE DRINKING WATER

### SERVICE LINE INVENTORY FORM

## General Information

### Revision Tracking

Inventory Type:	Initial Inventory Date (Required):	Updated Inventory Date:
Initial	9/23/2024	

### Facility Information

Water System Name:

**WOODLAND HILLS**

PWSID (7-digit number):	Total Population Served (number of people):	Number of Service Connections:	PWS Type:
<b>2640051</b>	<b>320</b>	<b>155</b>	<i>CWS</i>
1. If CWS, do multi-family residences comprise $\geq$ 20% of the structures served?			<i>No</i>
2. Does the number of service connections reported on the Detailed Inventory tab (shown above), match the number reported to DEP on the annual Average Daily Water Use form?			<i>Yes</i>
3. Does the water system serve any Disadvantaged Communities?			<i>No</i>
<i>If Yes, enter approximate percentage:</i>			<i>0%</i>
4. Is there documentation that defines service line ownership in this system, such as a local ordinance?			<i>Yes</i>
<i>If Yes, describe below (250 character maximum):</i>			
ASSOCIATION BY-LAWS			

### Physical Address

Street (No P.O. Boxes):

**10 PINETREE DR**

City or Town:	State:	Zip Code:
<b>PAUPACK</b>	<b>PA</b>	<b>19438</b>

### Mailing Address (if different from Physical Address)

Street or P.O. Box:

**7 PINETREE COURT**

City or Town:	State:	Zip Code:
<b>LAKEVILLE</b>	<b>PA</b>	<b>18428</b>

### Contact Person

Name:	Title:
<b>JOE OCNWAY</b>	<b>POA MEMBER</b>
Telephone (ten digit):	Email:
<b>516-369-4734</b>	<a href="mailto:JWCCON@NETSCAPE.NET">JWCCON@NETSCAPE.NET</a>

Report Prepared By:	Same as Contact Person?	<b>No</b>
Name:	Title/Affiliation:	
<b>J.R. BONAMICO STR</b>	<b>CERTIFIED OPERATOR</b>	
Telephone (ten digit):	Email:	
<b>(570) 689-4017</b>	<b>POCONOWATERWORKS@GMAIL.COM</b>	

## Public Access Documentation

How is the system making its inventory accessible to the public? Check all that apply.

NOTE: If the system serves > 50,000 people, the inventory MUST be provided on-line.

- |   |  |
|---|--|
| <input type="checkbox"/> Interactive on-line map  | <input checked="" type="checkbox"/> Information on water utility mailings or newsletter    |
| <input type="checkbox"/> Static on-line map       | <input checked="" type="checkbox"/> Hard copy information available in water system office |
| <input type="checkbox"/> Printed service line map | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Printed tabular data     |  |

*If "Other", please describe (250 character maximum):*



**SERVICE LINE INVENTORY FORM**

**Inventory Methodology**

PWS Name: WOODLAND HILLS  
PWSID: 2640051

	No
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**Part 1: Historical Records Review**

Type of Record	Examples	Describe the Records Reviewed (250 character maximum)	Level of Confidence in Records
1. Previous Materials Evaluation	Locations of Tier 1 lead tap sampling locations that are served by a lead service line.		No Records
2. Construction and Plumbing Codes and Records	Local ordinance adopting an international plumbing code. Permits for replacing lead service lines.		No Records
3. Water System Records	Distribution system maps. Tap cards. Meter installation records. Standard operating procedures.		No Records
4. Distribution System Inspections and Records	Service line repair/replacement records. Inspection records.		No Records
5. Other			No Records

**Part 2: Identifying Service Line Material During Normal Operations**

1. During which normal operating activities is information collected about service line material? Check all that apply.

<input type="checkbox"/> Water meter reading	<input checked="" type="checkbox"/> Water main repair or replacement
<input type="checkbox"/> Water meter repair or replacement	<input type="checkbox"/> Backflow prevention device
<input checked="" type="checkbox"/> Service line repair or replacement	<input checked="" type="checkbox"/> Other

*If "Other", please explain (250 character maximum):*  
RECORD OF CONSTRUCTION. AS-BUILTS

2. Has the system developed standard operating procedures (SOPs) for collecting service line material information during normal operation?  
*If "Yes", please describe (250 character maximum):*

No

**Part 3: Service Line Investigations**

1. Identify the service line investigation methods used by the system to prepare this inventory (check all that apply).

Column A: File/Record Review	Column B: Analytics	Column C: Physical Inspection
<input checked="" type="checkbox"/> Customer Self-identification	<input type="checkbox"/> Statistical Analysis	<input type="checkbox"/> Visual Inspection at Existing Access Point
<input checked="" type="checkbox"/> Previous Materials Evaluation	<input type="checkbox"/> Predictive Modeling	<input type="checkbox"/> CCTV Inspection Inside Pipe
<input type="checkbox"/> Installation Record (e.g., tap card)	<input type="checkbox"/> Water Quality Sampling	<input type="checkbox"/> CCTV Inspection Outside Pipe (Curb Box)
<input checked="" type="checkbox"/> Repair or Replacement Record	<input type="checkbox"/> Other analytics technique	<input type="checkbox"/> Mechanical Excavation (e.g., Potholing, Trenching)
<input type="checkbox"/> Other type of record review		<input type="checkbox"/> Other physical inspection method

*If "Other", please explain (250 character maximum):*

2. How are service line locations selected for physical inspection?  
For example, environmental justice, sensitive populations, statistical modeling, or targeting areas with high numbers of Lead Status Unknowns? (250 character maximum)

BY YEAR BUILT





COMMONWEALTH OF PENNSYLVANIA  
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 BUREAU OF SAFE DRINKING WATER

**SERVICE LINE INVENTORY FORM**

**Inventory Response Summary information**

PWS Name: WOODLAND HILLS  
 PWSID: 2640051

*NOTES: Information will autofill based on the responses in the Detailed Inventory. Record types marked "Inactive" are not included.*

**Service Line Classification Summary**

Service Line Classification	Definition	Number	Percentage
<b>Lead</b>	Any portion of the service line is known to be made of lead.	0	
<b>Galvanized Requiring Replacement</b>	A portion of the service line is galvanized and is downstream from: – a portion that was previously lead or is of unknown lead status – connectors that are lead or unknown	0	
<b>Lead Status Unknown</b>	The service line material is not known. There is not enough evidence to support material classification.	156	101%
<b>Non-Lead</b>	An evidence-based record, method, or technique has demonstrated that ALL portions of the service line are NOT lead or GRR.	0	
<b>TOTAL NUMBER OF ACTIVE SERVICE LINES ENTERED IN THE DETAILED INVENTORY</b>		155	101%

**Service Line Classification by School/Childcare Summary**

		Number	Percentage
<b>Service Lines Connected to a Childcare facility:</b>		0	
	Lead	0	
	Galvanized Requiring Replacement	0	
	Lead Status Unknown	0	
	Non-Lead	0	
<b>Service Lines Connected to an Elementary School:</b>		0	
	Lead	0	
	Galvanized Requiring Replacement	0	
	Lead Status Unknown	0	
	Non-Lead	0	
<b>Service Lines Connected to an Secondary School:</b>		0	
	Lead	0	
	Galvanized Requiring Replacement	0	
	Lead Status Unknown	0	
	Non-Lead	0	
<b>Lead Status Unknown Service Lines:</b>		0	
	Likely Lead	0	
	Unlikely Lead	0	



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**SERVICE LINE INVENTORY FORM**

**Inventory Response Summary information**

PWS Name: WOODLAND HILLS  
 PWSID: 2640051

*NOTES: Information will autofill based on the responses in the Detailed Inventory. Record types marked "Inactive" are not included.*

**Tap Sample Monitoring Locations by Tier**

Tier	Number	Percentage
Tier 1	0	
*Tier 1 – or – Tier 2	0	
Tier 2	0	
Tier 3	0	
Tier 3 (if not enough Tier 1)	0	
Tier 4	0	
Tier 5	2	1%
**Tier 5 (if not enough SFR & MFR)	0	
Tier 5 (if not enough Tier 1 & 3)	154	99%
Systems w/POE do not meet tiering criteria	0	
<b>NUMBER OF TIERED LOCATIONS:</b>	156	
<b>NUMBER OF SERVICE LINE LOCATIONS NOT TIERED:</b>	-1	-1%

\*For CWS, if the %MFRs is > 20%, a proportional number of MFRs may be assigned to Tier 1

\*\*For CWS, if there are insufficient SFR & MFR Tier 5 structures, may use Building/Other