



Service Line Inventory Template for WA Small Public Water Systems

Revised by Washington State Department of Health September 2024

What is the purpose of this template?

The purpose of this template is to help small and medium sized water systems comply with the service line inventory requirements of EPA's Lead and Copper Rule Revisions (LCRR). The EPA 2022 Excel template was modified by Washington State Department of Health.

How is the template organized?

The **worksheets** in this template are color coded:

- Yellow sheets are instructions and background.
- Dark blue sheets are templates for systems.

The **cells** in this template are also color coded:

- Gray cells are background or instructions.
- Light blue cells are fillable cells for systems.
- Aqua cells are the required fields in the **Detailed Inventory** worksheet.

Template Organization		
Worksheet Type	Worksheet Name	Description
Background	Template Instructions_System	Contains detailed instructions for systems.
	Classifying SLs	Summarizes requirements for classifying the entire service line when ownership is split (<i>i.e.</i> , when the system owns a portion and the customer owns a portion).
Templates for Water Systems	PWS Information	For systems to document basic system information.
	Detailed Inventory	Provides the minimum data columns for water systems to use to track materials for each service line in their distribution system. Each row equals one service line connecting the water main to the customer's plumbing. Systems can customize the worksheet by adding or deleting columns.
	Public Accessibility Doc.	For systems to provide documentation to states on how they met the public accessibility requirements of the LCRR.

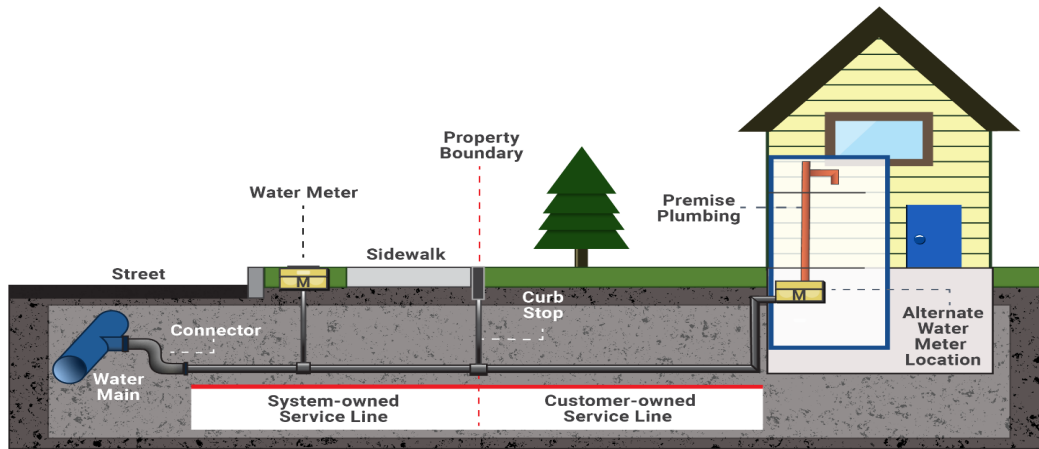
Classifying the Entire Service Line When Ownership Is Split

Purpose of this worksheet: To summarize EPA's requirements for classifying the entire service line when ownership is split.

Introduction

In many cases, service line ownership is **split** meaning that the system owns a portion and the customer owns a portion of the service line. Exhibit 1 below is a diagram of a possible division in service line ownership between the water system and customer. While the LCRR requires the inventory to categorize each service line or portions of the service line where ownership is split, a single classification per service line is also needed to support various LCRR requirements, such as lead service line replacement (LSLR), tap sampling, and risk mitigation. **Table 1 below indicates how to classify the material for the entire service line when ownership is split between the water system and customer.** For more information, see EPA's, *Guidance for Developing and Maintaining a Service Line Inventory* (2022).

Exhibit 1. Example of Service Line Ownership Distinction between the Water System and Customer



Source: Exhibit 2-2 of *Guidance for Developing and Maintaining a Lead Service Line Inventory* (USEPA, 2022).

Table 1: Classification of Entire Service Line When Ownership is Split

System-Owned Portion	Customer-Owned Portion	Classification for Entire Service Line
Lead	Lead	Lead
Lead	Galvanized Requiring Replacement	Lead
Lead	Non-lead	Lead
Lead	Unknown	Lead
Non-lead	Lead	Lead
Non-lead and never previously lead	Non-lead - galvanized	Non-lead
Non-lead	Non-lead - material other than galvanized	Non-lead
Non-lead	Unknown	Unknown
Non-lead, but may have previously been lead	Galvanized Requiring Replacement	Galvanized Requiring Replacement
Unknown	Lead	Lead
Unknown	Galvanized Requiring Replacement	Galvanized Requiring Replacement
Unknown	Non-lead	Unknown
Unknown	Unknown	Unknown

Source: Exhibit 2-3 of *Guidance for Developing and Maintaining a Service Line Inventory* (USEPA, 2022).

PWS Information

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

Facility Information

Water System Name:

Sun Cove Public Water System

PWSID:	Population Served (number of people):	Number of Service Connections:	PWS Type:
851249	180	419	<input type="checkbox"/> CWS <input type="checkbox"/> NTNCWS

If you are a CWS, do multi-family residences comprise at least 20% of the structures you serve?

Select "Yes" or "No"

Mailing Address

Street or P.O. Box:

PO Box 59

City or Town:	State:	Zip Code:
Cashmere	WA	98815

System Contact Person

Name:	Title:
Jason Williams	Water Manager
Telephone:	Email:
509 885 6920	h2operations@yahoo.com

Person Who Prepared Inventory (if different from above)

Name:	Title/Affiliation:
Telephone:	Email:

Detached Inventory

Inventory Item	Quantity	Unit	Description	Location	Status	Inventory Value		Inventory Cost	
						Current Value	Original Cost	Current Value	Original Cost
Item 1	100	kg	
Item 2	50	kg	
Item 3	200	kg	
Item 4	75	kg	
Item 5	150	kg	
Item 6	30	kg	
Item 7	120	kg	
Item 8	60	kg	
Item 9	90	kg	
Item 10	40	kg	
Item 11	110	kg	
Item 12	80	kg	
Item 13	50	kg	
Item 14	130	kg	
Item 15	70	kg	
Item 16	100	kg	
Item 17	60	kg	
Item 18	90	kg	
Item 19	40	kg	
Item 20	110	kg	
Item 21	80	kg	
Item 22	50	kg	
Item 23	130	kg	
Item 24	70	kg	
Item 25	100	kg	
Item 26	60	kg	
Item 27	90	kg	
Item 28	40	kg	
Item 29	110	kg	
Item 30	80	kg	
Item 31	50	kg	
Item 32	130	kg	
Item 33	70	kg	
Item 34	100	kg	
Item 35	60	kg	
Item 36	90	kg	
Item 37	40	kg	
Item 38	110	kg	
Item 39	80	kg	
Item 40	50	kg	
Item 41	130	kg	
Item 42	70	kg	
Item 43	100	kg	
Item 44	60	kg	
Item 45	90	kg	
Item 46	40	kg	
Item 47	110	kg	
Item 48	80	kg	
Item 49	50	kg	
Item 50	130	kg	

Year	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total
2012	1	1	1	1	4	1	1	1	1	4
2013	1	1	1	1	4	1	1	1	1	4
2014	1	1	1	1	4	1	1	1	1	4
2015	1	1	1	1	4	1	1	1	1	4
2016	1	1	1	1	4	1	1	1	1	4
2017	1	1	1	1	4	1	1	1	1	4
2018	1	1	1	1	4	1	1	1	1	4
2019	1	1	1	1	4	1	1	1	1	4
2020	1	1	1	1	4	1	1	1	1	4
2021	1	1	1	1	4	1	1	1	1	4
2022	1	1	1	1	4	1	1	1	1	4
2023	1	1	1	1	4	1	1	1	1	4
2024	1	1	1	1	4	1	1	1	1	4
2025	1	1	1	1	4	1	1	1	1	4
2026	1	1	1	1	4	1	1	1	1	4
2027	1	1	1	1	4	1	1	1	1	4
2028	1	1	1	1	4	1	1	1	1	4
2029	1	1	1	1	4	1	1	1	1	4
2030	1	1	1	1	4	1	1	1	1	4
2031	1	1	1	1	4	1	1	1	1	4
2032	1	1	1	1	4	1	1	1	1	4
2033	1	1	1	1	4	1	1	1	1	4
2034	1	1	1	1	4	1	1	1	1	4
2035	1	1	1	1	4	1	1	1	1	4
2036	1	1	1	1	4	1	1	1	1	4
2037	1	1	1	1	4	1	1	1	1	4
2038	1	1	1	1	4	1	1	1	1	4
2039	1	1	1	1	4	1	1	1	1	4
2040	1	1	1	1	4	1	1	1	1	4
2041	1	1	1	1	4	1	1	1	1	4
2042	1	1	1	1	4	1	1	1	1	4
2043	1	1	1	1	4	1	1	1	1	4
2044	1	1	1	1	4	1	1	1	1	4
2045	1	1	1	1	4	1	1	1	1	4
2046	1	1	1	1	4	1	1	1	1	4
2047	1	1	1	1	4	1	1	1	1	4
2048	1	1	1	1	4	1	1	1	1	4
2049	1	1	1	1	4	1	1	1	1	4
2050	1	1	1	1	4	1	1	1	1	4
2051	1	1	1	1	4	1	1	1	1	4
2052	1	1	1	1	4	1	1	1	1	4
2053	1	1	1	1	4	1	1	1	1	4
2054	1	1	1	1	4	1	1	1	1	4
2055	1	1	1	1	4	1	1	1	1	4
2056	1	1	1	1	4	1	1	1	1	4
2057	1	1	1	1	4	1	1	1	1	4
2058	1	1	1	1	4	1	1	1	1	4
2059	1	1	1	1	4	1	1	1	1	4
2060	1	1	1	1	4	1	1	1	1	4
2061	1	1	1	1	4	1	1	1	1	4
2062	1	1	1	1	4	1	1	1	1	4
2063	1	1	1	1	4	1	1	1	1	4
2064	1	1	1	1	4	1	1	1	1	4
2065	1	1	1	1	4	1	1	1	1	4
2066	1	1	1	1	4	1	1	1	1	4
2067	1	1	1	1	4	1	1	1	1	4
2068	1	1	1	1	4	1	1	1	1	4
2069	1	1	1	1	4	1	1	1	1	4
2070	1	1	1	1	4	1	1	1	1	4
2071	1	1	1	1	4	1	1	1	1	4
2072	1	1	1	1	4	1	1	1	1	4
2073	1	1	1	1	4	1	1	1	1	4
2074	1	1	1	1	4	1	1	1	1	4
2075	1	1	1	1	4	1	1	1	1	4
2076	1	1	1	1	4	1	1	1	1	4
2077	1	1	1	1	4	1	1	1	1	4
2078	1	1	1	1	4	1	1	1	1	4
2079	1	1	1	1	4	1	1	1	1	4
2080	1	1	1	1	4	1	1	1	1	4
2081	1	1	1	1	4	1	1	1	1	4
2082	1	1	1	1	4	1	1	1	1	4
2083	1	1	1	1	4	1	1	1	1	4
2084	1	1	1	1	4	1	1	1	1	4
2085	1	1	1	1	4	1	1	1	1	4
2086	1	1	1	1	4	1	1	1	1	4
2087	1	1	1	1	4	1	1	1	1	4
2088	1	1	1	1	4	1	1	1	1	4
2089	1	1	1	1	4	1	1	1	1	4
2090	1	1	1	1	4	1	1	1	1	4
2091	1	1	1	1	4	1	1	1	1	4
2092	1	1	1	1	4	1	1	1	1	4
2093	1	1	1	1	4	1	1	1	1	4
2094	1	1	1	1	4	1	1	1	1	4
2095	1	1	1	1	4	1	1	1	1	4
2096	1	1	1	1	4	1	1	1	1	4
2097	1	1	1	1	4	1	1	1	1	4
2098	1	1	1	1	4	1	1	1	1	4
2099	1	1	1	1	4	1	1	1	1	4
2100	1	1	1	1	4	1	1	1	1	4

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 One

2. If you used a lead ban date to classify non-lead, what date did you use? Provide rationale if date used is prior to 1986.

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

Part 2. Inventory Summary Table ¹

The below summary will help you when submitting your inventory to the state. The classifications listed in the "Detailed Inventory" tab Column K "Entire Service Line Material Classification" are used to calculate the total number of service lines for each of the four material classifications below. **These are the totals for the four classifications for all service lines inventoried.**

Service Line Material Classification	Definition	Total Number of Service Lines (REQUIRED to be reported under the LCRR)
Lead	Any portion of the service line is known to be made of lead. ²	0
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.	0
Non-Lead	All portions of the service line are known NOT to be lead or GRR through an evidence-based record, method, or technique.	441
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.	0
TOTAL		441

Notes

¹This 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.

²A 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.

Public Accessibility Documentation

PWS Name: Sun Cove Public Water System

PWSID: 851249

Enter Date Last Updated:

01/10/25

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?

Yes

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: