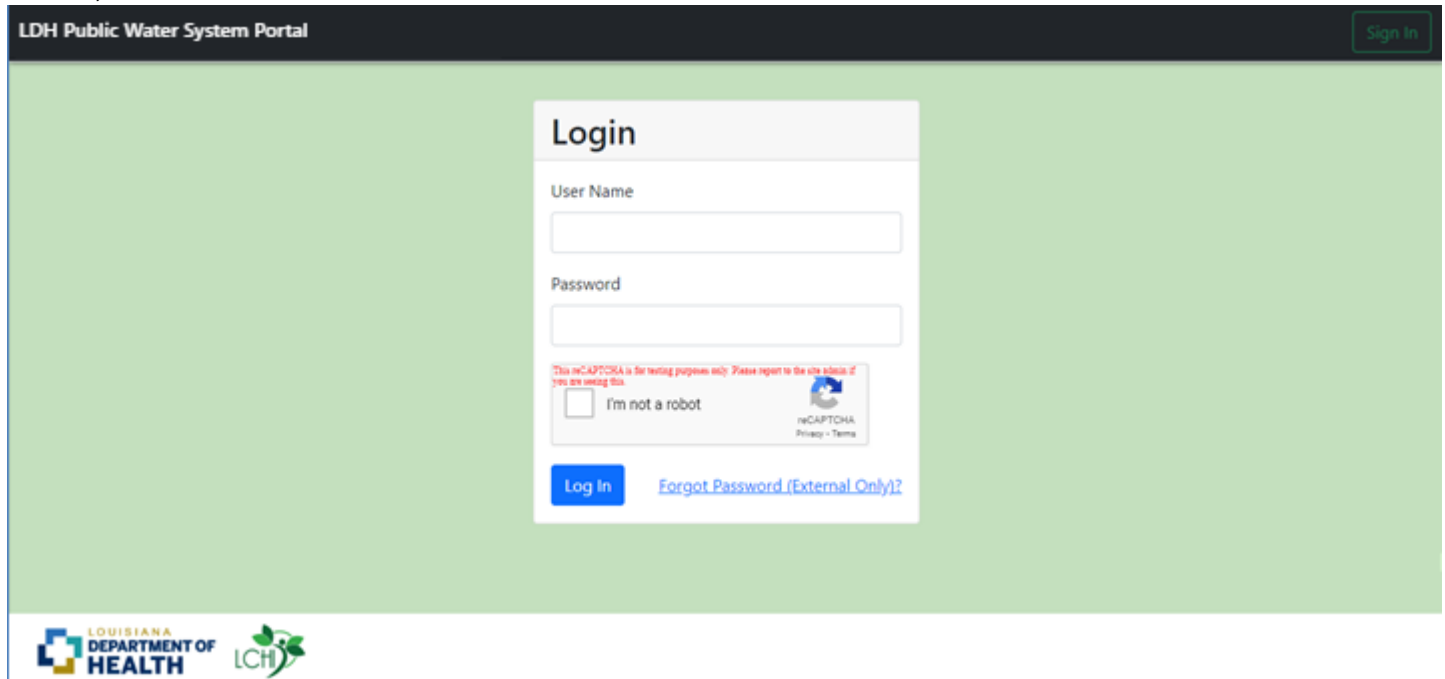
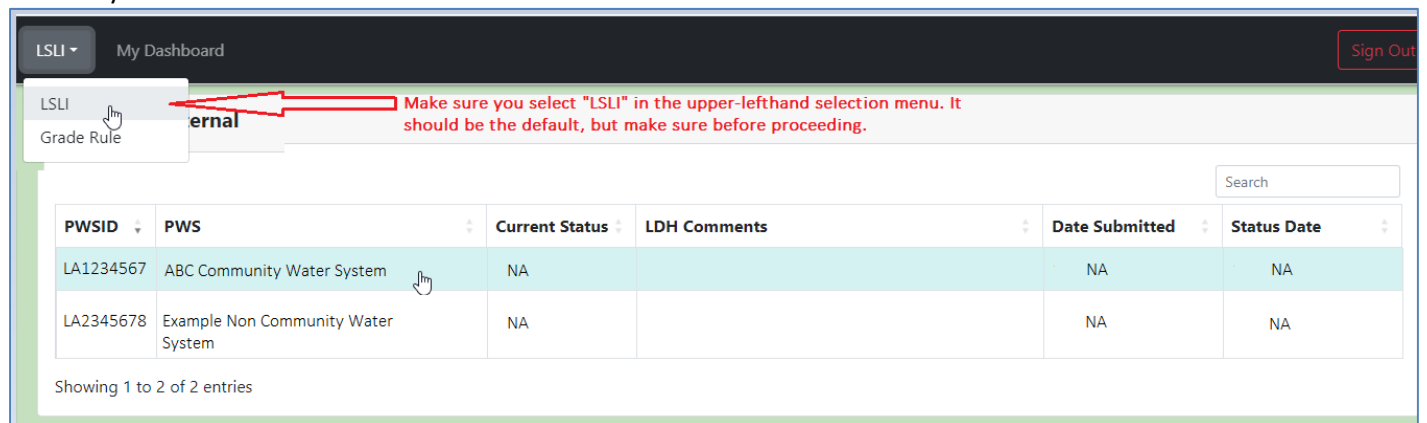


**Step #1:** The link to access the LDH LSLI Portal will be posted on our website at: <https://ldh.la.gov/page/LSLI>. Once you are on the portal login page, enter your **User Name** and **Password**, Check “I’m not a robot”, then click “**Log In**”.

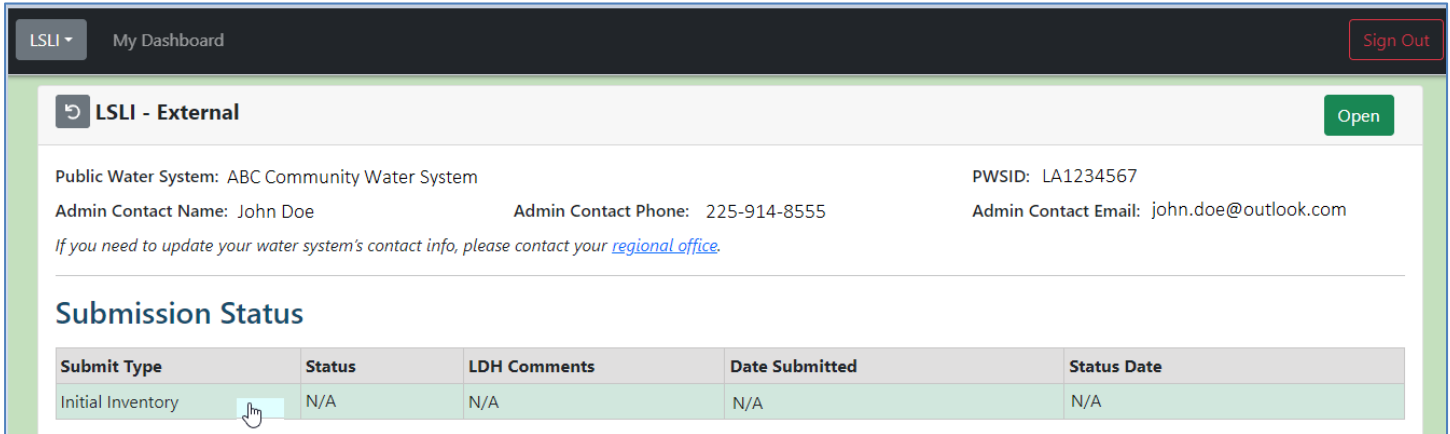
NOTE: The Administrative Contact for each water system will receive an email with instructions on how to set up your account. Systems that received a grade in 2023 in the grade rule portal should use their same user name and password. If you are unsure of who is listed as the Administrative Contact for your system, you can check on the Drinking Water Viewer at <https://sdw.ldh.la.gov/DWW/>. Search by System Name or PWSID #, then Under Roles, look for the “AC” contact, that is the email address the directions for access will be emailed.



**Step #2:** When you log in it will bring you to your main dashboard. Make sure the top-left menu displays “LSLI”. If you are the Administrative Contact for more than 1 community water system, each water system connected to you will be listed under your email account in the LSLI Portal. Click the system in the table for which you would like to upload an inventory for.



**Step #3:** You are now on the submission status page. Click on the submission status table to begin the submission process.



LSLI - External Sign Out

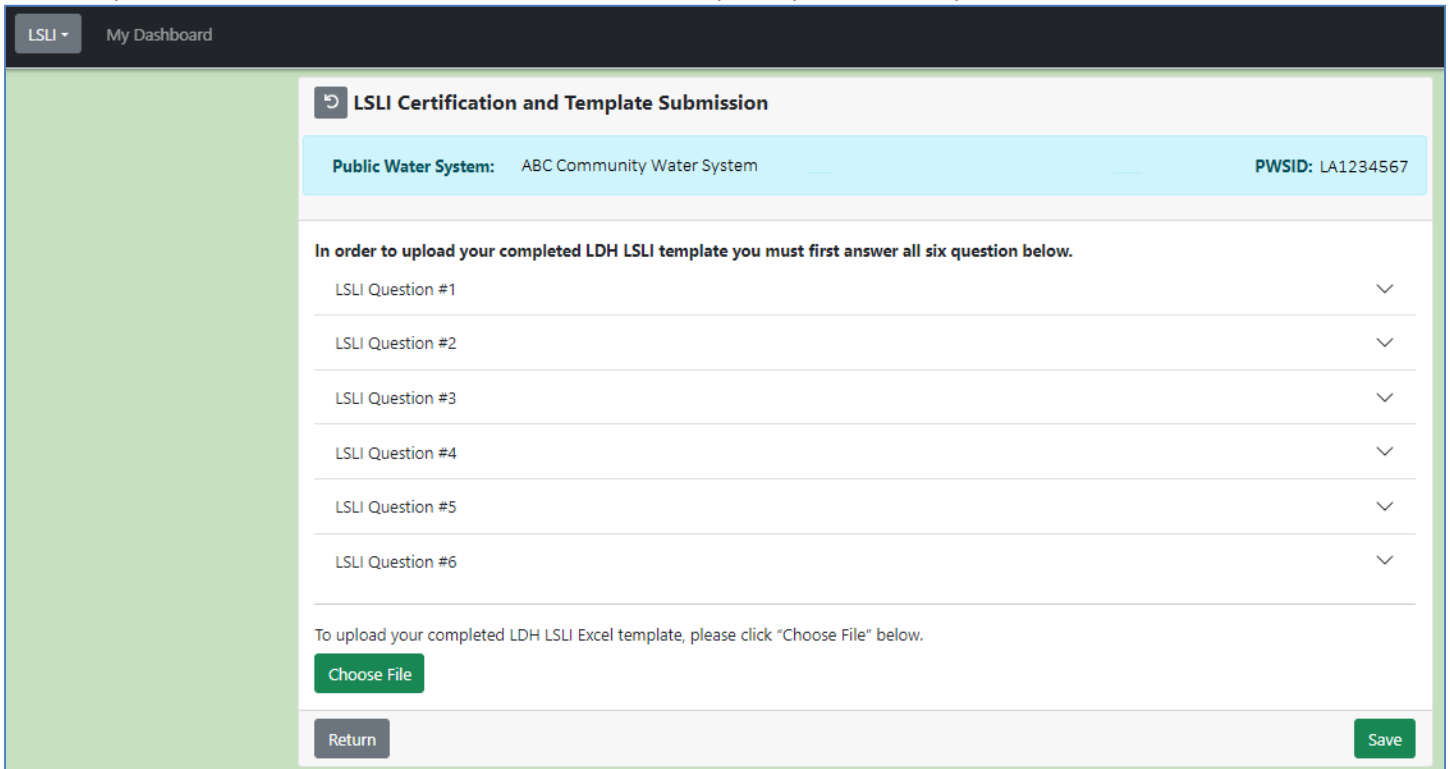
Public Water System: ABC Community Water System PWSID: LA1234567  
 Admin Contact Name: John Doe Admin Contact Phone: 225-914-8555  
Admin Contact Email: john.doe@outlook.com  
*If you need to update your water system's contact info, please contact your [regional office](#).*

### Submission Status

Submit Type	Status	LDH Comments	Date Submitted	Status Date
Initial Inventory	N/A	N/A	N/A	N/A

**Step #4:** LSLI Certification and Template Submission. Systems MUST answer all 6 questions before being allowed to upload their completed LDH LSLI Inventory Template. The “Choose File” button is locked until all 6 questions are answered. Click on each question for the questions to appear and answer appropriately.

Once all questions are answered, click on “Choose File” to upload your inventory.



LSLI - My Dashboard

### LSLI Certification and Template Submission

Public Water System: ABC Community Water System PWSID: LA1234567

In order to upload your completed LDH LSLI template you must first answer all six question below.

- LSLI Question #1 ▼
- LSLI Question #2 ▼
- LSLI Question #3 ▼
- LSLI Question #4 ▼
- LSLI Question #5 ▼
- LSLI Question #6 ▼

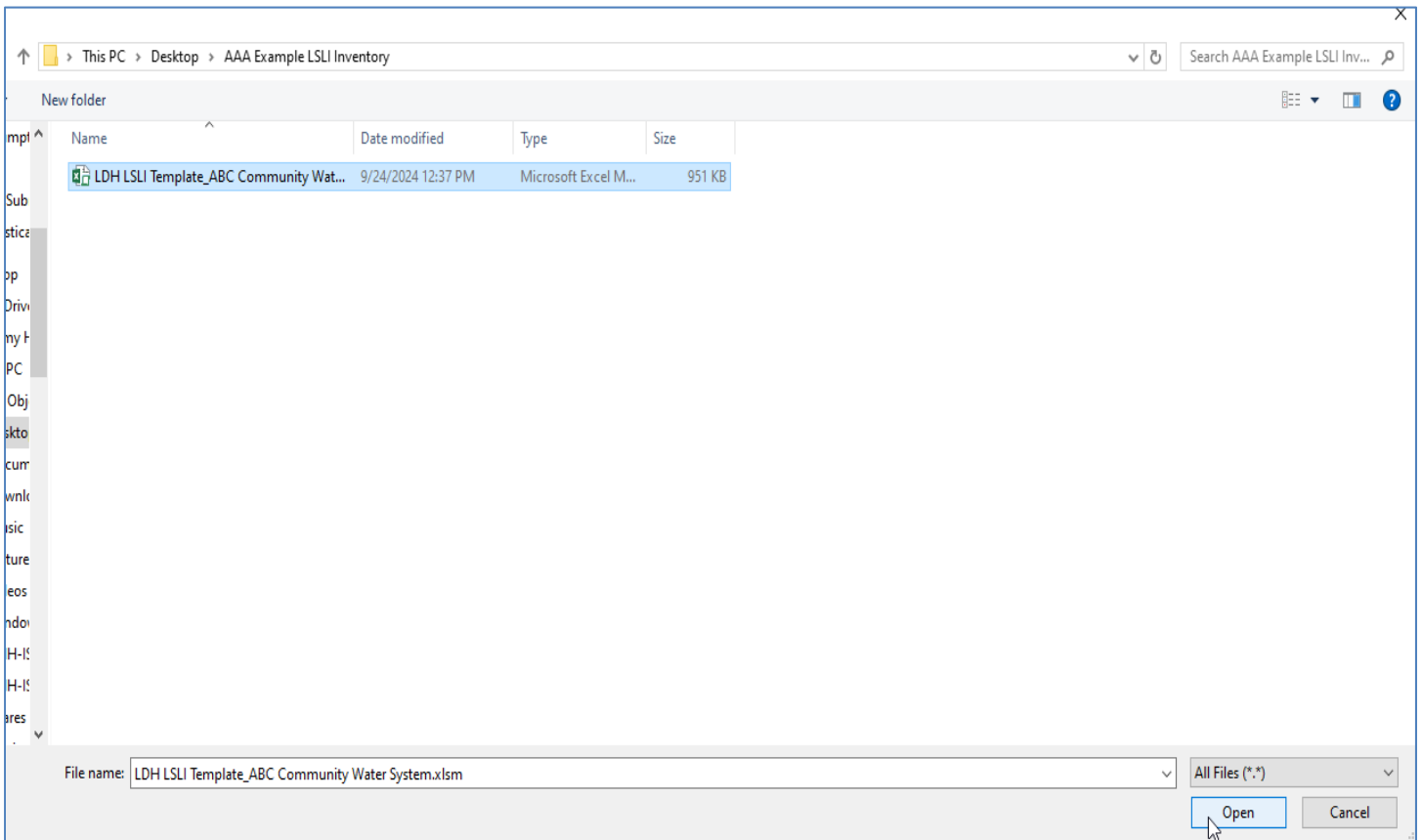
To upload your completed LDH LSLI Excel template, please click “Choose File” below.

Choose File

Return Save

**Step #5:** Locate the folder on your computer where you have saved your completed LDH Inventory Template. To upload, double click the file, or highlight the file and select “Open” on the bottom-right corner.

**IMPORTANT!** Make sure you select the correct template that you intend to submit. Some systems might have multiple versions of their LSLI Template on their computer so make sure you know which one is the correct version prior to completing this step.



**Step #6:** Once your file is successfully uploaded, you will see the file name appear next to the “Choose File” button. To finish the submittal process, click “Save”. Large files make take several minutes to upload. Your browser may ask if you want to wait or cancel the upload. Click wait and be patient. You will know it was uploaded when you see the file name next the “Choose File” Button.

**IMPORTANT:** Do not forget to click “Save” after the file is uploaded or your template will NOT be submitted.

**LSLI Certification and Template Submission**

Public Water System: ABC Community Water System PWSID: LA1234567

**In order to upload your completed LDH LSLI template you must first answer all six question below.**

LSLI Question #1 ▼

LSLI Question #2 ▼

LSLI Question #3 ▼

LSLI Question #4 ▼

LSLI Question #5 ▼

LSLI Question #6 ▼

To upload your completed LDH LSLI Excel template, please click “Choose File” below.

LDHLSLITemplate\_ABCCommunityWaterSystem.xlsm
 ←
Once uploaded, you will see the file name appear. To submit, click "Save".
→

**Step #7:** Once the submittal is made, you will see the status of your submission listed as “Pending”. A confirmation email will be sent to the system Administrative Contact showing that the submittal was successful.

LSLI ▾ My Dashboard Sign Out

**LSLI - External** Open

Public Water System: ABC Community Water System PWSID: LA1234567

Admin Contact Name: John Doe Admin Contact Phone: 225-914-8555

Admin Contact Email: john.doe@outlook.com

*If you need to update your water system's contact info, please contact your [regional office](#).*

**Submission Status**

Submit Type	Status	LDH Comments	Date Submitted	Status Date
Initial Inventory	Pending	N/A	10/6/2024 12:32:04 PM	10/6/2024 12:32:04 PM

**IMPORTANT! Prior to uploading your completed LDH LSLI Template, check for these common mistakes:**

- In the PWS RECORDS tab/worksheet of the LDH LSLI Template, make sure you have entered the correct PWSID. The PWSID must include “LA” in front of the PWSID # without any spaces as shown below.
  - Correct format: LA1234567 (see below example)
  - Wrong format: 1234567 (missing “LA” in front)
  - Wrong format: LA 1234567 (space between LA and 1234567)

Public Water Supply (PWS) & Inventory Information		
PWS Name:	Test Water System	
PWSID:	LA1234567	
Enter Date Planned to Report to LDH:	10/16/2024	
Is this the Initial Inventory or an Inventory Update?	Initial inventory	
PWS's Preferred Point of Contact	Name:	John Doe
	Phone:	225-748-8247
	Email Address:	john.doe@gmail.com

- In Part 1 of the PWS Records Worksheet (see below): Make sure you provide a description of the records you reviewed. If no records were useful in identifying service line materials or service line installation dates, add a statement that you reviewed your records, but nothing was helpful in identifying materials. Under the LCRR, systems are required review their records. Failure to complete could result in a violation.

Part 1: Historical Records Review	
Type of Record	Describe the Records Reviewed for Your Inventory
1. Previous Materials Evaluation <i>Example: Locations of Tier 1 lead tap sampling locations that are served by a lead service line.</i>	
2. Construction Records, Ordinances, and Plumbing Codes <i>Examples: Codes, Ordinances or rules of services that prohibited lead piping, permits for installing or replacing service lines.</i>	
3. Water System Records <i>Examples: Capital improvement plans. Standard operating procedures. Engineering standards.</i>	
4. Distribution System Inspections and Records <i>Examples: Distribution system maps. Tap cards. Service line repair/replacement records. Inspection records. Meter installation records.</i>	
5. Other Records	

- In Part 2 of the PWS Records Worksheet (see below): Under the LCRR, systems are required to implement a policy or procedure to verify service line materials during normal operations that afford them the opportunity to see the lines (i.e., line repairs, meter replacement projects, etc.). Make sure such a policy is implemented and staff is aware to use field work that exposes service line materials as an opportunity to update, or verify the accuracy of the inventory. In Part 2, select the type of routine work where materials will be verified, then select “Yes” in section 2 to verify the policy was created.

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.	
<input type="checkbox"/> Water meter reading	<input type="checkbox"/> Water main repair or replacement
<input type="checkbox"/> Water meter repair or replacement	<input type="checkbox"/> Backflow prevention device inspection
<input type="checkbox"/> Service line repair or replacement	<input type="checkbox"/> Other
If "Other", please explain:	
2. Did you develop a policy or standard operating procedure to collect service line materials during routine activities?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If "Yes", please describe:	

- In Part 3 of the PWS Records Worksheet (see below): If methods other than records were used to identify materials in your inventory, select the methods that were used in Part 3.

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. <i>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</i>	
<input type="checkbox"/> Visual Inspection	<input type="checkbox"/> Predictive Modeling
<input type="checkbox"/> Customer Self-Identification	<input type="checkbox"/> Statistical Analysis
<input type="checkbox"/> Mechanical Excavation	<input type="checkbox"/> Other
<input type="checkbox"/> Vacuum Excavation	
If "Other", please explain:	
2. If the system utilized Predictive Modeling or Statistical Analysis, please briefly describe the process below:	

- In Part 5 of the PWS Records Worksheet: All systems are required to make their inventory publicly available under the LCRR. Provide the methods used to make your inventory available to your customers. If you made it available online, provide a link to the website in the space provided. For more information and guidance on how to make your inventory publicly available, see Chapter 7 of the EPA Service Line Inventory Guidance Manual at: [https://www.epa.gov/system/files/documents/2022-08/Inventory%20Guidance\\_August%202022\\_508%20compliant.pdf](https://www.epa.gov/system/files/documents/2022-08/Inventory%20Guidance_August%202022_508%20compliant.pdf).

**Part 5. Public Accessibility**

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.*

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

*If "Other", please describe:*

If the inventory is available online (i.e., system's website, etc.), provide a link to the website below:

- In the PWS SL Inventory Worksheet (see below): If you see any rows that are highlighted yellow it means you are missing required information in in that entry. This will likely result in a violation. Make sure all of the required fields are populated. The required fields are columns C, D, E, F, K, L, M, Q, R.

1	System Info		Location Information							
2	PWSID (Autofill)	System Name (Autofill)	Street Address	City	State	Zip	Unique Service Line ID	Latitude (Recommended)	Longitude (Recommended)	Additional Location Identifier (e.g. building number, building name)
3	LA1234567	Test Water System	123 Test Street	Baton Rouge	LA	70816				
4										
5										
6										
7										
8										
9										