User Guide Overview

This document is intended to provide guidance on how to properly complete the Louisiana Department of Health (LDH) Service Line Inventory Template . All systems must utilize the template to submit their service line inventory information to LDH by October 16, 2024. Systems may prefer to utilize other methods of tracking their service line materials (i.e., customized spreadsheet, database, software, billing system, etc.), however, the information must be complied into the LDH Service Line Inventory Template for submittal to LDH.

To avoid having your submittal rejected, do not alter the spreadsheet or submit your own version of the spreadsheet. We will only accept the original spreadsheet available on our website. Prior to populating the inventory, first save a copy to your hard drive or network drive (**see instructions in the Appendix at end of this document**). Remember to save your work as you go, and back up the spreadsheet so you do not lose your progress.

The LDH Service Line Inventory Template consists of the following 4 Tabs/Worksheets:

- **PWS Records Worksheet (REQUIRES SYSTEM ENTRY)**: Systems required to enter general system information and a summary of the methods used to determine service line material. In addition, systems must provide a description of how the system is making the inventory publicly available.

- **PWS Service Line Inventory Worksheet (REQUIRES SYSTEM ENTRY)**: Systems are required to provide:
  - The address for each service line connection (street address, city, state, zip code).
  - The service line material and basis of material classification for both the system-owned portion and customer-owned portion of the service line.
  - Service line connector material if a connector is used to connect the service line to the main.
  - Identify whether the system-owned portion of the service line was ever previously lead.

- **Service Lines to be Replaced Worksheet (AUTO-FILLED)**: No system entry required. This worksheet is auto-filled from the information provided by the system in the PWS Service Line Inventory Worksheet. It pulls all service lines classified as “Lead”, “Galvanized Requiring Replacement” and “Unknown” into the worksheet which may benefit systems with planning for replacements or proactive service line material verification. IMPORTANT! If a system wants to use the data in this worksheet, copy and paste it into a new MS Excel spreadsheet before using. Do not work directly in the SLs To Be Replaced Worksheet as it is automatically refreshed every 1 minute so any changes made to the data will be overwritten each time it is refreshed.

- **SL Summary Worksheet (AUTO-FILLED)**: No system entry required. This worksheet is auto-filled from the information provided by the system in the PWS Service Line Inventory Worksheet. This information will be used by LDH for required reporting to the United States Environmental Protection Agency (EPA).

The following sections provide detailed instructions on how to properly complete the PWS Records Worksheet and the PWS Service Line Inventory Worksheet.

PWS Records Worksheet (REQUIRES SYSTEM ENTRY):

The PWS Records Worksheet is a required element of the inventory template and is separated into 5 Parts as covered in detail below. Systems must provide general system information such as the System Name, PWSID, System POC, the submittal date and inventory type (initial or update). In addition, all systems must complete Parts 1 – 5 in the worksheet to verify how they are making their service line inventory publicly available and to summarize the material identification methods used to complete their service line inventory. Parts 1 – 5 are described below:

Part 1 – Historical Records Review: Describe each type of record reviewed and highlight the findings from the reviews. Be as detailed as possible. The Lead and Copper Rule Revisions (LCRR) require all systems to review their records as part of their initial inventory submittal.

Part 2 – Identifying Service Line Materials During Normal Operations: Indicate what routine activities that your water system is using to collect information on service line materials and verify whether you have developed a policy or SOP to collect this information. Provide a brief description of the policy or SOP implemented at your system. The LCRR requires systems to capture service line material during day-to-day activities of the system. As information is collected, the inventory must be updated. Systems are required to develop standard operating procedures (SOPs) or policies to ensure the information is being collected by staff and contractors and that the information is being used to update the service line inventory.

Part 3 – Service Line Investigations: If your water system is conducting field investigative methods to determine service line materials, identify them here. Field investigations are not required by the LCRR but are recommended by EPA to verify historical records and to supply information where records do not exist.

Part 4: Inventory Summary Table: This section is auto-filled, no system entry required. The Microsoft Excel worksheet will calculate the required values as you provide information for each service line on the PWS SL Inventory Worksheet. LDH will use the information in this table for reporting to the EPA.

Part 5: Public Accessibility: Describe how you are making your service line inventory publicly accessible. Include a direct URL link to the inventory if you are making it available online. Under the LCRR, All Community Water Systems (CWSs) that serve more than 50,000 individuals must make their inventory available online (i.e., publish it on their website). CWSs that serve less than 50,000 individuals are not required to post their inventory online, however, they must make their inventory available upon request. LDH recommends that all CWSs, regardless of size, publish their inventories on their website so it is readily available to the public.

Please note that this PWS Records Worksheet is a required element of the inventory submittal. LDH will not accept an inventory unless all of the required elements are completed by the water system.

PWS Service Line Inventory Worksheet (REQUIRES SYSTEM ENTRY):

All community water systems (CWSs) and non-transient non-community water systems (NTNCWSs), even those without any lead service lines, must include the address of **every service line** connected to their distribution system in the inventory worksheet. In those instances where ownership of the service line is split, the inventory must include both the system-owned and customer-owned portions of the service line as shown in Figure 1 below. Systems must include all service lines, regardless of the actual or intended use. This includes, for example, service lines with non-potable applications such as fire suppression or those designated for emergency. These service lines could be repurposed in the future for a potable or non-emergency use. Water systems must include service lines connected to vacant or abandoned buildings, even if they are unoccupied and the water service is turned off.

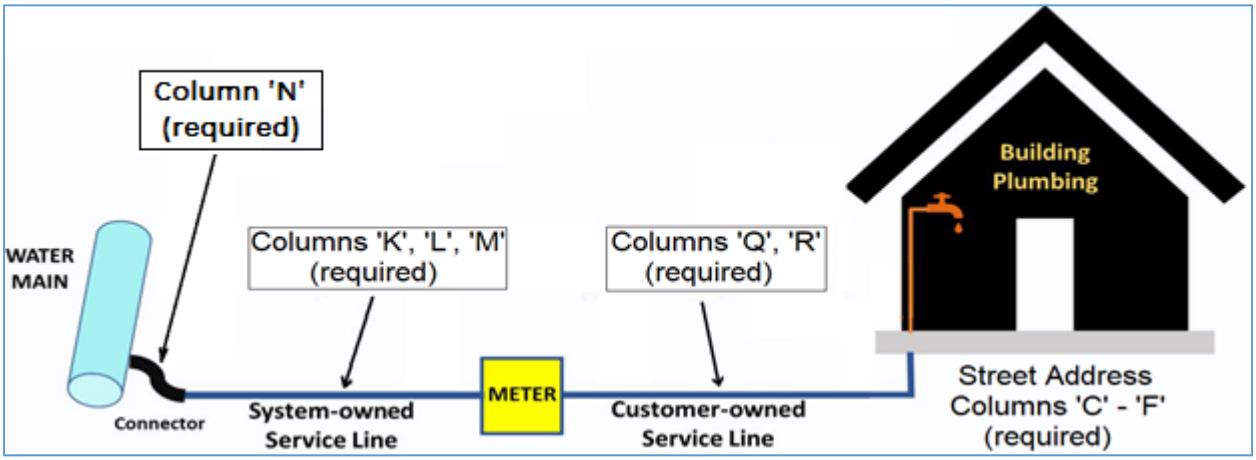


Figure 1 - Common Service Line Arrangement

Under the LCRR, lead goosenecks and pigtails (see Figure 2 below) are not considered lead service lines and do not have to be included in the inventory. However, LDH recommends systems include them in their inventory if their existence is known since these locations may be needed for LCRR lead and copper sampling plans.

Figure 2 – Lead Connectors (e.g., Goosenecks, Pigtails)

The PWS Service Line Inventory Worksheet consists of 22 Columns Total (A – V). Each column in the worksheet represents a different reporting element (address, service line material, service line installation date, etc.). Some of the elements are required and others are optional. Each one of the different reporting elements (columns) is covered in detail in the following sections.

Quick Reference Guide – PWS Service Line Inventory Reporting Elements			
Column(s)		**Required/ Optional**	**Description**
A - B	**System Info**	Auto-filled	System Name and PWSID # are auto-filled from the information the system provides in the PWS Records Worksheet. If a system fails to provide their PWSID or System Name in the PWS Records Worksheet, the inventory will not be accepted by LDH.
C - F	**Street Address**	**REQUIRED**	**DO NOT LEAVE BLANK**. System is required to provide the Street Address, City, State and Zip of each individual service line connected to their system.
G – J	**Additional Locational Information**	Optional	Columns 'G' – 'J' are optional but provide the system with an opportunity to associate a unique service line id (i.e., billing system number), GPS coordinates, and any other additional location identified such as subdivision name, building number, building name, etc.
K	**System-Owned Service Line Material**	**REQUIRED**	**DO NOT LEAVE BLANK**. Select the material or composition of the service line owned by the public water system from the drop-down list provided. This portion of the service line is typically between the water main and the water meter. Must be populated with one of the choices from the drop-down menu.
L	**Basis of Material Classification (System-Owned)**	**REQUIRED**	**DO NOT LEAVE BLANK**. Select the method used to determine the service line material from the drop-down list provided. Select from this list the techniques or resources used to identify the service line materials on the system-owned portion of the service lines. Select "Not Applicable" if the material is unknown or there is no system-owned portion of service line.
M	**Was the Service Line Material Ever Previously Lead?**	**REQUIRED**	**DO NOT LEAVE BLANK**. Three choices are available in a drop-down menu (Yes, No, Don't Know). In some cases a service line was previously lead but has since been replaced. Important for determining if downstream/customer-owned galvanized service line requires replacement. If the customer's line is galvanized and the systems line is, or potentially ever was lead, the customer's line is considered "galvanized requiring replacement".
N	**Service Line Connector**	REQUIRED	A Connector, also referred to as a gooseneck or pigtail, means a short segment of piping not exceeding two feet that can be bent and is used for connections between rigid service piping, typically connecting the service line to the main. Connectors are not considered to be a service line, but may be required to be included in future inventory updates under the EPA LCRI. Therefore, we strongly suggest including them in your initial inventory to reduce future burden.
O	**Service Line Installation Date (System-Owned)**	Optional	This is an optional field but is recommended when the system knows when their portion of the service line was installed or replaced. Select the appropriate date range (decade) from the drop down menu provided. If no reasonable estimate is available, leave this column blank.
P	**Comments (System-Owned)**	Optional	Optional field that the system can use to provide additional information on the system-owned portion of the service line (i.e., more info on the material, additional description of the basis of material classification, more info on the service line installation or replacement date, etc.).
Q	**Customer-Owned Service Line Material**	**REQUIRED**	**DO NOT LEAVE BLANK**. Select the material or composition of the portion of the service line owned by the customer from the drop-down list provided. This portion of the service line is typically after the water meter and continues to the connection with the premise plumbing. Must be populated with one of the choices from the drop-down menu.
R	**Basis of Material Classification (Customer-Owned)**	**REQUIRED**	**DO NOT LEAVE BLANK**. Select the method used to determine the service line material from the drop-down list provided. Select from this list the techniques or resources used to identify the service line materials on the customer-owned portion of the service lines. Select "Not Applicable" if the material is unknown or there is no customer-owned portion of service line.
S	**Service Line Installation Date (Customer-Owned)**	Optional	This is an optional field but is recommended when the system has a reasonable estimate of when the customer-owned portion of the service line was installed or replaced. Select the appropriate date range (decade) from the drop down menu provided. If no reasonable estimate is available, leave this column blank.
T	**Comments (Customer-Owned)**	Optional	Optional field. Systems can use to provide additional info on the customer-owned portion of the service line (i.e., more info on the material, basis of classification, installation date, etc.).
U	**Material Classification for the Entire Service Line**	Auto-filled	No system-input required. The spreadsheet has built in logic that automatically populates this field based on what the system-inputs into Columns 'K', 'M' and 'Q'.
V	**Additional Comments**	Optional	Optional field that the system can use to record any additional information.

Detailed Description of Reporting Elements (Columns):

Columns 'A' and 'B' (System Information) AUTO-FILLED: Columns 'A' and 'B' are auto-filled from the system information provided in the PWS Records Worksheet each time a new service line is added. This auto-fill function prevents the system from having to reenter their system name and PWSID for each row. If a system fails to provide their PWSID or System Name in the PWS Records Worksheet, the inventory will not be accepted by LDH.

Columns 'C', 'D', 'E', 'F' (Address) REQUIRED: Systems must enter the Street Address, City, State and Zip Code associated with each service line. Systems can provide additional information such as subdivision names or building names/numbers into Column 'J' (Additional Location Identifier). This might be necessary when multiple service lines serve the same address such as a hospital or apartment building.

Column 'G' (Unique Service Line ID) OPTIONAL: Systems may enter a unique ID for the service line to assist with tracking. You may enter any alphanumeric designator that you use to identify a service line or meter (i.e., billing number, meter number, etc.).

Column 'H' and 'I' (Latitude/Longitude) OPTIONAL: Systems can use this field to enter the latitude and longitude of each service connection in decimal degrees. Example: Latitude: 31.4523; Longitude: -85.6316.

Column 'J' (Additional Location Identifier) OPTIONAL: Systems can use this field when multiple service lines serve the same address such as a hospital or apartment building, or to identify other useful locational information such as subdivision names, etc.

Columns 'K' and 'Q' (System and Customer Owned Service Line Material) REQUIRED: Systems must select the material of each service line from one of the following options in the drop-down menu provided:

- **Lead:** A service line made of lead. Please note that lead connectors such as goosenecks or pigtails, are not considered lead service. Connector materials should be included in Column 'N'.
- **Galvanized Iron/Steel:** An iron or steel service line that is 'galvanized' or coated with zinc.
- **Non-Lead - Copper**: A service line made of copper.
- **Non-Lead - Plastic:** A service line made of plastic materials, such as, PVC, CPVC, PEX, etc.
- **Non-Lead - Other:** A service line that is not Lead, but is not copper, plastic, or galvanized iron/steel. If this option is selected, the specific material should be identified in the corresponding comments field (Column 'P' or Column 'T').
- **Non-Lead - Material Unknown:** A service line that is not Lead, but the specific material is unknown. This may be the case where a system makes a "non-lead" determination based on the date of construction or service line installation being after the date of the Louisiana Lead Ban (September 20, 1988). In such cases the system may not know the material but can list the service line as "non-lead" based on the date of construction/installation date.
- **Unknown**: A service line of completely unknown material(s) such as when the system has no records or documented evidence that specifies material.
- **No System Owned Portion:** When the service line is entirely owned by the customer or other entity.
- **No Customer Owned Portion:** When the service line is entirely owned by the system.

Columns 'L' and 'R' (Basis of Material Classification – System and Customer Owned Portions) REQUIRED: Systems must select the techniques or resources used to identify their service line materials from one of the following options in the drop-down menu provided

- **Local Building/Plumbing Codes or Ordinances:** Select if the material was identified from local codes, ordinances or rules of service that prohibited the use of lead service lines or specified service line material.
- **Construction Drawings/Maps:** Select if the material was determined from past construction drawings, maps or similar records.
- **Installation Date after Lead Ban:** Select if the system has a record that shows the date of construction or service line installation date was after the Louisiana Lead Ban (September 20, 1988).
- **Installation Record (for example, tap card):** This includes any service line installation record where the material is documented.
- **Service Line Repair/Replacement Record:** This could include any service line or water meter repair or replacement record where the material is documented.
- **Service Line Diameter is Greater than 2 inches:** The use of lead piping greater than 2-inches was extremely rare. Therefore, LDH will allow all service lines larger than 2-inches, regardless of installation date, to be classified as "non-lead" if supported by records and the system is not aware of any lead service lines in their distribution system that are larger than 2-inches in diameter.
- **Visual Inspection (for example, visual confirmation at meter pit):** Select if your system was able to visually confirm the material (i.e., meter box inspections or other instances where the system was able to visually confirm the material).
- **Service Line Excavation.** Select if the system excavated/removed soil to determine service line material. This includes potholing, mechanical, vacuum, and other similar forms of excavation.
- **Statistical Analysis/Predictive Model:** Requires state approval. Select if your system obtained state approval and made their material classification determination using statistical analysis or predictive modeling.
- **Other (Describe in Comments Column 'P'):** Select if your system utilized a different method than those provided in the drop down menu. If this option is selected, describe the material identification method used in the corresponding comments field (Column 'P' or Column 'T').
- **Not Applicable:** Select this option if the material is unknown or if there is no system-owned portion of service line.

Column 'M' (Was System-Owned Service Line Material Ever Previously Lead?) REQUIRED: Galvanized service lines that are or potentially ever were downstream of a lead service line can adsorb lead and contribute to lead in drinking water long after the upstream lead lines have been replaced. Therefore, such lines are classified as "Galvanized Requiring Replacement" for the purposes of the inventory. In order to demonstrate if the system-owned portion of the service line was ever lead, one of the following 3 options must be selected from the drop-down menu:

- **Yes.** Select "Yes" when the system-owned service line is currently lead or was previously lead but has since been replaced. Note: If the customer-owned portion is galvanized and "Yes" is selected, it will be considered a galvanized requiring replacement.

- **No.** Select "No" if the system-owned portion of the service line was never previously lead or there is no system-owned portion of the service line.
- **Don't Know.** Select "Don't Know" if you are unsure if the system-owned service line was ever previously lead (i.e., no records or documentation). Note: If the customer-owned portion is galvanized and "Don't Know" is selected, it will be considered a galvanized requiring replacement.

Column 'N' (Service Line Connector) REQUIRED: A *Connector*, also referred to as a gooseneck or pigtail, means a short segment of piping not exceeding two feet that can be bent and is used for connections between rigid service piping, typically connecting the *service line* to the main. These are not considered to be a lead service line. However, under the proposed EPA Lead and Copper Rule Improvements (LCRI), systems will be required to include connector material in future updates to their inventory. Therefore, we strongly suggest including them in your initial inventory to reduce future burden. To do so, use the dropdown menu and select the appropriate option:

- **Lead.** Where the connector is made of lead.
- **Replaced Lead.** Where the connector was previously made of lead but has been removed or replaced.
- **Never Lead.** Where the connector is determined through an evidence-based record, method, or technique not to be made of lead, and there was never a lead connector present.
- **Unknown.** Where connector material is not known.
- **No Connector Present.** Where there is not a connector in use.

Columns 'O' and 'S' (Service Line Installation Date) OPTIONAL: Select the appropriate date range of construction or service line installation from the drop down menus in columns 'O' and 'S' if you know when the system-owned or customer-owned portion of the service line was installed or replaced. This is an optional field so if no records are available, leave the column blank. If the system would like to record a more precise date of construction or service line installation date, the system can utilize the comment fields provided in the worksheet to do so.

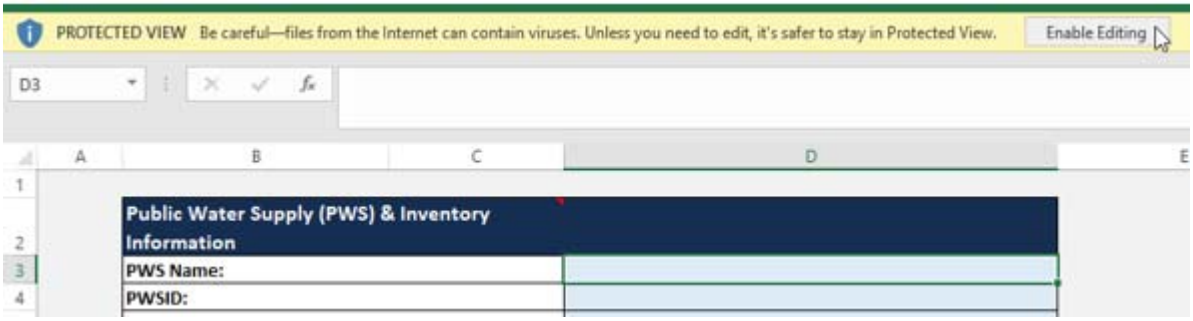
Columns 'P' and 'T' (Comments Fields) OPTIONAL: Use columns 'P' and 'T' if you want to provide additional information on the system-owned or customer-owned portion of the service line (i.e., more info on the material classification, additional information on the basis of classification, more precise service line installation date, etc.).

Column 'U' (Material Classification for the Entire Service Line) AUTO-FILLED: No entry required. The spreadsheet has built in logic that automatically populates this field based on what the system-inputs into Columns K, M and Q.

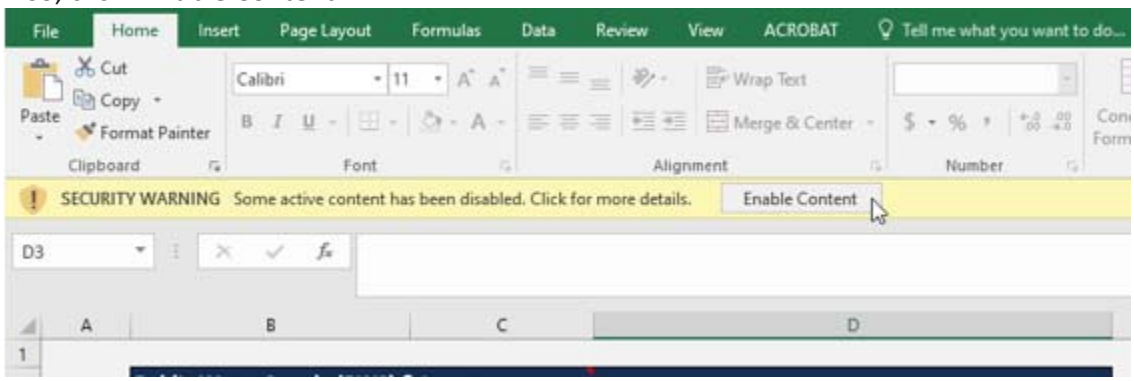
Column 'V' (Additional Comments) OPTIONAL: Optional field that the system can use to record any additional information.

Appendix (getting started):

Step 1: Upon opening, you may get a message that states "Enable Editing" as shown in the following figure. If so, click "Enable Editing".

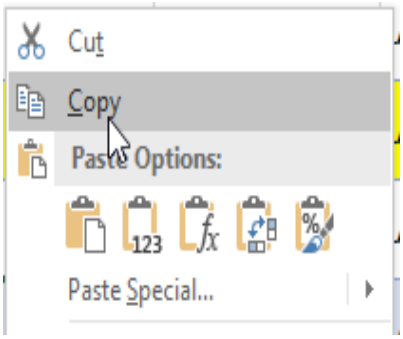


Step 2: You may also receive a 2nd message that states "Enable Content" as shown in the following figure. If so, click "Enable Content".

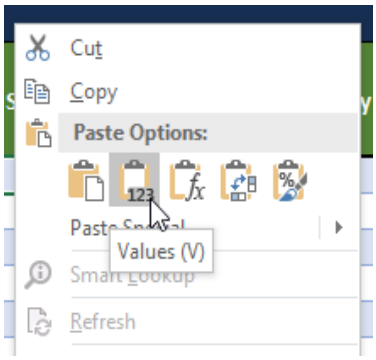


Step 3: Save a copy of the LDH SL Inventory Template to your computer's hard drive or network before you begin populating the template. When saving, include the system name and PWSID in the file name as shown here: Example File Name: ***LDH LSLI Template_LA1234567_Testville Water System***
You are now ready to begin populating the template. Remember to save your work as you go, and back up the spreadsheet so you do not lose your progress.

Important Note: DO NOT use CUT/PASTE to move data around in the spreadsheet. If you need to move data use the COPY/PASTE function and paste the data as "Values" as shown in the following figures:



Do NOT use "Cut", use "Copy"



Paste the data as "Values" (icon shown here)