

# LCRR Lead Service Line Inventory Template

Lead & Copper Rule Revisions

How to Navigate Within Inventory Template

**This tutorial will help guide you through MS Excel document -  
Lead Inventory Template**

	A	B	C	D	E	F	G	H	I	
1	PWSID	Street Address	Apartment/Unit Number	Town	State	Zipcode	County	Is Lead Connector Present?	What is the Main to Curbstop Service Line Material?	Was t Curbst ev
2	MT000XXXX	Street Address	Unit 1	Town	MT	59XXX	County	Yes	Non Lead - Other	
3	MT000XXXX	Street Address	Unit 2	Town	MT	59XXX	County	Yes	Non Lead - Other	
4	MT000XXXX	Street Address	Unit 3	Town	MT	59XXX	County	Yes	Non Lead - Other	
5	MT000XXXX	Street Address	Buikding 4	Town	MT	59XXX	County	Unknown	Unknown likely lead	

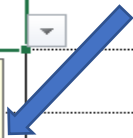
Each Row represents one service line connecting the Water Main to the customer's plumbing.

List all service lines for your system.

L	M	
<p><b>How did you determine the Service Line Material?</b></p>	<p><b>Service Line Material Comment</b></p>	<p><b>Who Serv</b></p>
<p>how did you determine the service line material?</p>		



← SLIDE SQUARE UP – DOWN TO MOVE UP AND DOWN ROWS



how did you determine the service line material?

SLIDE BAR AT BOTTOM MOVES COLUMNS RIGHT AND LEFT



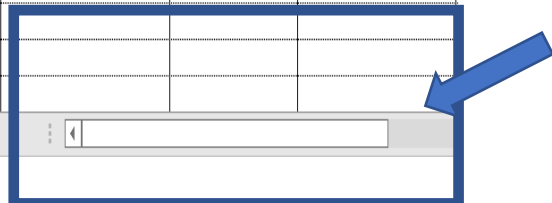
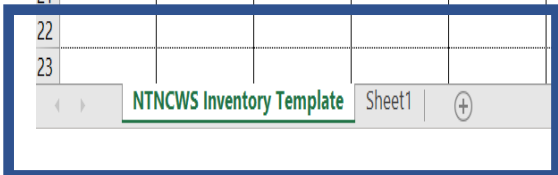
SLIDE LEFT- RIGHT TO INCREASE – DECREASE SIZE (NOW SET AT 165%)

	A	B	C	D	E	F	G	H	I	J	K	L
	PWSID	Street Address	Apartment/Unit Number	Town	State	Zipcode	County	Is Lead Connector Present?	What is the Current Service Line Material?	Was the Service Line Material ever Lead?	Service Line Installation Date	How did you determine the Service Line Material?
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												

1. Starting at the top cell (Col A and Row 2) – Notice yellow popup square direction box which provides some info on what should be added to the cell. These are throughout the template as an aide.

2. The bottom of the Template tab should be your classification of PWS, for example this template is for **NTNCWS – NonTransient NonCommunity**

3. Also, at the bottom is a left/right slide bar that you use to slide to other columns in the template. Slide right to view (Col M through Col U). (Please be sure to fill in all template columns even if the response is “unknown” or “other”).



	I	J	K	L	M	N	O	P
	What is the Current Service Line Material?	Was the Service Line Material ever Lead?	Service Line Installation Date	How did you determine the Service Line Material?	Service Line Material Comment	Who owns the Service Line?	Indicate Service Line Diameter	General Comments
1								
2								
3								
4								
5								
6								
7								
8								

Service line material type

1. Selection from dropdown arrow will highlight as blue.

	I	J	K	L	M	N	O	P
	What is the Current Service Line Material?	Was the Service Line Material ever Lead?	Service Line Installation Date	How did you determine the Service Line Material?	Service Line Material Comment	Who owns the Service Line?	Indicate Service Line Diameter	General Comments
1								
2								
3								
4								
5								
6								
7								
8								

- Lead
- Galvanized Iron/Steel
- Non Lead - Plastic
- Non Lead - Copper
- Non Lead - Other
- Unknown likely lead
- Unknown unlikely lead
- Unknown material unknown

2. Highlight the correct response or in some cases use "unknown" or "non-lead - other".

O	P	Q	R	S	T
Indicate Service Line Diameter	General Comments	What type of Building?	Is there Water Treatment in the Building?	What is the Building Plumbing Material?	What was the Building Plumbing Installation date?

1. Selection from dropdown arrow will highlight as blue.

2. Highlight the correct response or in some cases use "unknown" or "non-lead - other".

Type of plumbing material within the customer's building

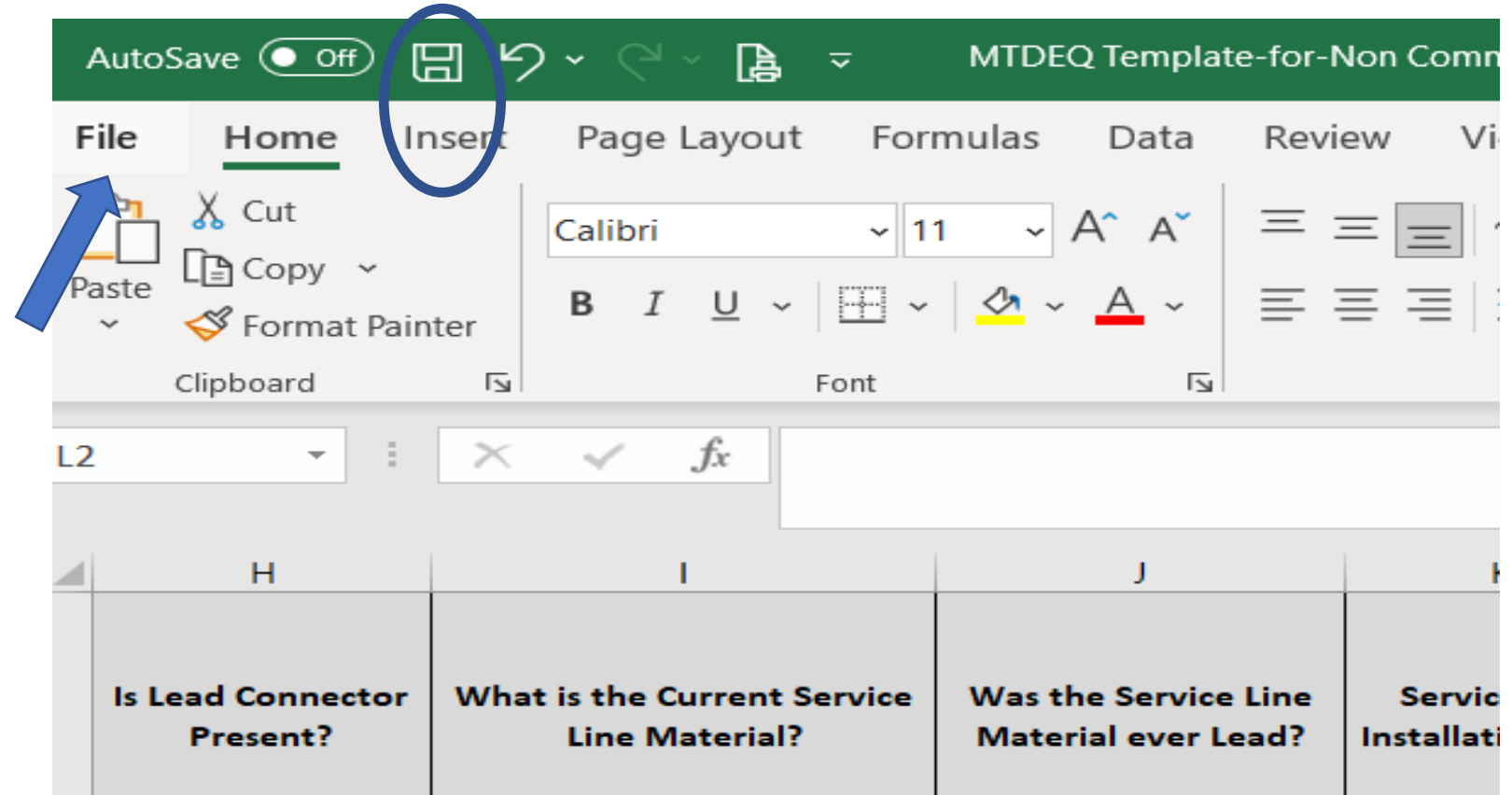
O	P	Q	R	S	T
Indicate Service Line Diameter	General Comments	What type of Building?	Is there Water Treatment in the Building?	What is the Building Plumbing Material?	What was the Building Plumbing Installation date?

- Lead
- Galvanized Iron/Steel
- Non Lead - Plastic
- Non Lead - Copper
- Non Lead - Other
- unknown



Plumbing material within the

**File  
Save As**  
DATE Service Line Inventory  
MT000XXXX



**Attach document to email**  
and send to  
[LeadandCopper@mt.gov](mailto:LeadandCopper@mt.gov)

### **SAVE DOCUMENT**

1. When you have completed your inventory save a copy to your hard drive or network using your system PWSID as the filename (e.g., Date Service Line Inventory\_MT000XXXX).
2. Submit the file electronically to MTDEQ at [LeadandCopper@mt.gov](mailto:LeadandCopper@mt.gov) .