

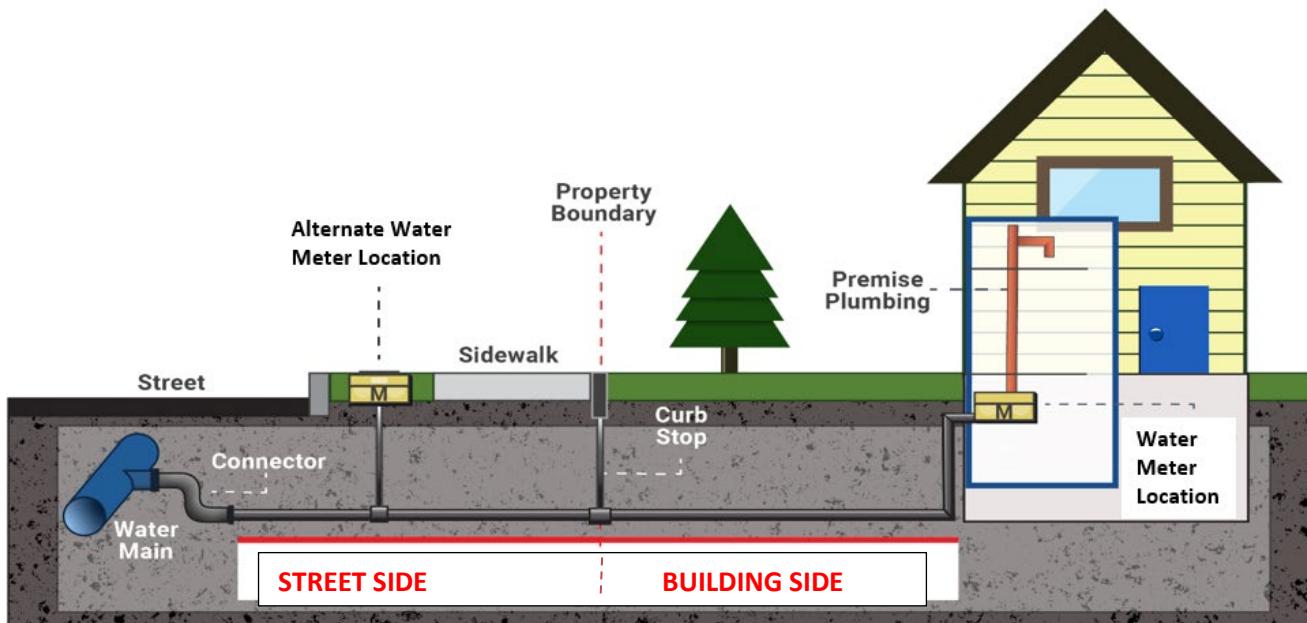
## Lead Service Line Inventory Template Instructions

The Lead & Copper Rule Revisions published on December 16, 2021, includes the requirement for Community Water Systems and Non-Community Non-Transient Water Systems to prepare lead service line (LSL) inventories by October 16, 2024. LSL inventories provide critical information on the locations of potentially high drinking water lead exposure. All service lines connected to the public water distribution system require inventory regardless of ownership status and includes consecutive connections, water haulers or water bottlers.

The following requirements are directly tied to the service line inventories:

- New site sampling plans
- LSL replacement plans
- Compliance Sampling methods
- LSL replacements

See helpful illustration below showing Water Main, Main-Curbstop, Curbstop-Building and Building which are all service lines that are included in the inventory.



### Detailed Lead Service Line Inventory Template Instructions

**Purpose:** Water systems will use this template to record materials for each service line in their distribution system and report inventory to MTDEQ.

#### General Instructions:

- Select the appropriate inventory worksheet for your water system
  - *MTDEQ Template for Community Water Systems*
  - *MTDEQ Template for Non-Community Non-Transient Water Systems*
- Save a copy of this inventory to your hard drive or network drive using your system PWSID to the filename (e.g., Date Service Line Inventory\_MT000XXXX).
- **Each row in this worksheet represents one service line** connecting the Water Main to the customer's Building plumbing (cistern, water haul truck, bottler). List every service line.

## **Community Water Systems (CWS Inventory Template)**

### **Description for each Column**

- **Column A – PWSID:** Enter your systems public water supply (PWS) identification number. It should be 9 characters long (e.g., MT000XXXX). Use the same PWSID number for each service line inventory entry.
- **Column B – Street Address:** Enter the street address associated with the service line. Do not include unit or apartment numbers in this field. That information is entered in Column C.
- **Column C – Apartment/Unit Number:** If Applicable, enter the unit, apartment, or Building number in this field. If not applicable leave blank.
- **Column D – Town:** Enter town associated with this service line.
- **Column E – State:** Enter state associated with this service line. Please use 2-character abbreviation (MT) from the dropdown.
- **Column F – Zip code:** Enter 5-digit zip code
- **Column G – County:** Enter County associated with service line address.
- **Column H – Is Lead Connector Present?** Use the dropdown menu to indicate if there is a lead connector. For example, a lead gooseneck or pigtail used to connect the Water Main to the service line.
- **Column I – What is the Streetside Service Line Material?:** Use the dropdown menu to select the material subclassifications for the **Main-Curbstop** portion.
- **Column J – Was the Streetside Material Ever Lead?:** Use the dropdown menu to select "Yes", "No", or "Unknown." This information is important for determining if a downstream/customer-owned service line requires replacement.
- **Column K – Streetside Service Line Install Date:** Use the dropdown menu to select the appropriate date range of when the service line was installed. If you are unsure, select unknown.
- **Column L – Building Side Service Line Material:** Use the dropdown menu to select the material subclassifications for the **Main-Curbstop** portion.
- **Column M – Building Side Service Line Installation Date:** Use the dropdown menu to select the appropriate date range of when the service line was installed. If you are unsure, select unknown
- **Column N – How did you determine the Service Line Material?:** Use the drop-down menu to select the method used to determine the service line material type. If the method you used is not one of the options, select "Other" and describe the basis for materials classification in Column O – Service Line Material Comment.
- **Column O – Service Line Material Comment:** Use this field to provide any additional information, such as additional details about the basis of material classification, additional information on the field verification method, or documentation of previous materials classification. There is a 2,000-character limit on this field.

- **Column P – Service Line Classification** - Service line classification is programmed into template to autofill Column P based on your input entered. This is an autofill field and cannot be edited.
- **Column Q - Who Owns the Service Line?**: Use the dropdown menu to select who owns the service line (system owned, customer owned, or combination)
- **Column R – Indicate Service Line Diameter**: Use the dropdown menu to select the service line diameter.
- **Column S – General Comments**: Use this field to add any comments or additional information. There is a 2,000-character limit on this field.
- **Column T – What Type of Building?**: Use the dropdown menu to indicate if the building type connected to the service line is single family, multiple family residence, Building or other. Use “Non-piped” if your system is a water hauler. This information is used to determine the tiering classification for the new site monitoring plans.
- **Column U – Is there Water Treatment in the Building?**: Use the dropdown menu to indicate if the home or Building connected to the service line has a point-of-entry or point-of-use device. These devices may include water softeners, reverse osmosis, or filters. This information is used to determine the tiering classification for the new site monitoring plans.
- **Column V – What is the Building Plumbing Material?**: Use the dropdown menu to select what the premise plumbing within the house or Building consists of. This information is used to determine the tiering classification for the new site monitoring plans.
- **Column W – What was the Building Plumbing Installation date?**: Use the dropdown menu to select the appropriate date range when the premise plumbing was installed. Typically, will be the same date as the house or Building construction unless a renovation was completed. This information is used to determine the tiering classification for the new site monitoring plans.

## **Non-Community Non-Transient Water Systems** **(NTNCWS Inventory Template)**

### **Description for each Column**

- **Column A – PWSID**: Enter your systems public water supply (PWS) identification number. It should be 9 characters long (e.g., MT000XXXX). Use the same PWSID number for each inventory entry.
- **Column B – Street Address**: Enter the street address associated with the service line. Do not include unit or apartment numbers in this field. That information is entered in Column C.
- **Column C – Apartment/Unit Number**: If Applicable, enter the unit, apartment, or Building number in this field. If not applicable leave blank.
- **Column D – Town**: Enter town associated with this service line.
- **Column E – State**: Enter state associated with this service line. Please use 2-character abbreviation (MT) from dropdown.

- **Column F – Zip code:** Enter 5-digit zip code
- **Column G – County:** Enter County associated with service line address.
- **Column H – Lead Connector Present?:** Use the dropdown menu to indicate if there is a lead connector. For example, a lead gooseneck or pigtail used to connect the water Main to the service line.
- **Column I –What is the Current Service Line Material?:** Use the dropdown menu to select the recommended material subclassifications for the **Main-Curbstop** portion.
- **Column J – Was the Service Line Material Ever Lead?:** Use the dropdown menu to select "Yes", "No", or "Unknown." This information is important for determining if a downstream/customer-owned galvanized service line requires replacement.
- **Column K –Service Line Installation Date:** Use the dropdown menu to select the appropriate date range of when the service line was installed. If you are unsure, select unknown.
- **Column L – How did you determine the Service Line Material?:** Use the drop-down menu to select the method used to determine the service line material type. If the method you used is not one of the options, select "Other" and describe the basis for materials classification in Column M – Service Line Material Comment.
- **Column M – Service Line Material Comment:** Use this field to provide any additional information, such as additional details about the basis of material classification, additional information on the field verification method, or documentation of previous materials classification. There is a 2,000-character limit on this field.
- **Column N – Service Line Classification:** Service line classification is programmed into template to autofill Column N based on your input entered. This as is an autofill field and cannot be edited.
- **Column O – Who owns the Service Line?:** Use the dropdown menu to select who owns the service line (system owned, customer owned, or combination)
- **Column P - Indicate Service Line Diameter:** Use the dropdown menu to select the service line diameter.
- **Column Q – General Comments:** Use this field to add any comments or additional information. There is a 2,000-character limit on this field.
- **Column R – What Type of Building?:** Use the dropdown menu to indicate if the building type connected to the service line is school, hospital, childcare, Building or other. Use "Non-piped" if your system is a water hauler. This information is used to determine the tiering classification for the new site monitoring plans.
- **Column S – Is there Water Treatment in the Building?:** Use the dropdown menu to indicate if the building connected to the service line has a point-of-entry or point-of-use device. These devices may include water softeners, reverse osmosis, or filters. This information is used to determine the tiering classification for the new site monitoring plans.
- **Column T – What is the Building Plumbing Material?:** Use the dropdown menu to select what the premise plumbing within the building consists of. This information is used to determine the tiering classification for the new site monitoring plans.

- **Column U – What was the Building Plumbing Installation date?:** Use the dropdown menu to select the appropriate date range when the premise plumbing was installed. Typically, will be the same date as the building construction unless a renovation was completed. This information is used to determine the tiering classification for the new site monitoring plans.

**Special instructions for:**

**Consecutive Connections** – Consecutive connection systems are required to complete and submit a lead service line inventory. Refer to **Column C – Apartment/Unit Number**; where applicable, enter the unit, apartment, or Building number in this field. Complete remaining inventory and submit.

**Systems with 210 Exclusions** - Are required to complete and submit a lead service line inventory for service lines within their system.

**Water Haulers** – Answer **Column R – What Type of Building?**; as “Non-piped”. For Community systems answer **Column T – What is the Building Plumbing Material?**; as to the relevant material of the tank and connection line. Complete remaining inventory and submit.

**Water Bottlers/Water Fill Stations** – Answer (Community) **Column T – What is the Building Plumbing Material?**; or (NTNC) **Column R – What Type of Building** as “Non-piped”.

Complete remaining inventory and submit.

**Submittal Instructions**

1. When you have completed the worksheet save a copy of this inventory to your hard drive or network drive 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) .

For further guidance please refer to [Lead & Copper Rule | Montana DEQ \(mt.gov\)](#)