

Pocono Water Works Company Inc. is submitting this Lead Service Line Replacement Program Petition in order to comply with Pennsylvania Public Utility Commission regulations regarding Lead Service Line Replacement Programs under Act 120 and 52 Pa. Code Chapter 65. The attached guide may be used to assist in the creation of a petition for a Lead Service Line Replacement Program (Petition). Any appendices should be placed at the end of the Petition. If filing by hard copy, only one original of each document is required. If any of the requested material is deemed to be of a confidential nature, please mark the materials “CONFIDENTIAL” in a bold or highlighted manner. These filings must be submitted to the Secretary by overnight delivery, priority, or certified mail to allow tracking of your filing. The Commission may reject a petition which fails to include the required information and documents.

Mail the filing to:

Secretary
Pennsylvania Public Utility Commission
Commonwealth Keystone Building, 2nd Floor
400 North Street
Harrisburg, PA 17120

To eFile, click on the Filing & Resources link on the Commission’s website at www.puc.pa.gov for instructions.

Questions concerning the petition process may be directed to the Bureau of Technical Utility Services at 717-787-5550; please ask to be directed to the Water/Wastewater section.

Checklist:

- ☐ Cover Letter.
- ☐ Lead Service Line Replacement Program Petition and appendices.
- ☐ Original signed and notarized Verification Statement.
- ☐ Certificate of Service evidencing Petition was served upon the appropriate parties.

The petition will be docketed by the Secretary’s Bureau of the Commission.



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA PUBLIC UTILITY COMMISSION
400 NORTH STREET, HARRISBURG, PA 17120

LEAD SERVICE LINE REPLACEMENT PROGRAM PETITION

Re: Petition for Lead Service Line
Replacement Program

Docket No. P-2024-_____

Pursuant to Section 1311(b)(2) of the Pennsylvania Public Utility Code, 66 Pa.C.S. § 1311(b)(2), and the Pennsylvania Public Utility Commission's (Commission's) Lead Service Line Replacement (LSLR) Regulations, 52 Pa. Code § 65.51, *et seq.*, the Company seeks Commission approval of its LSLR program and plan to replace Company-owned and customer-owned lead service lines (LSLs) and to recover the associated costs related to those replacements as set forth in the Company's Lead Service Line Replacement Program (LSLR Program). In accordance with the LSLR Program and proposed tariff revisions, upon approval by the Commission, the Company will be able to begin replacing customer-owned LSLs at its sole cost and recover a return on and of those costs pursuant to Act 120.

Company Name: Pocono Waterworks

Company Address: 513 Easton Turnpike, Lake Ariel, PA 18436

Telephone No.: (570) 493-2570

Email Address: jbbona@aol.com

Point of Contact:
Name: Joseph Bonamico
Title: President
Telephone No.: (570) 493-2570
Email Address: jbbona@aol.com

Appendix __

Pro Forma LSLR Program Tariff Supplement to Tariff

Appendix __

Data Responses to 52 Pa. Code § 53.52

Data Responses to 52 Pa. Code § 53.52

Part (a) Whenever a public utility, other than a canal, turnpike, tunnel, bridge or wharf company files a tariff, revision or supplement effecting changes in the terms and conditions of service rendered or to be rendered, it shall submit to the Commission, with the tariff, revision or supplement, statements showing all of the following:

(1) The specific reasons for each change.

Response: Pocono Water Works Company Inc. is submitting this Lead Service Line Replacement Program Petition to comply with Pennsylvania Public Utility Commission regulations regarding Lead Service Line Replacement Programs under Act 120 and 52 Pa. Code Chapter 65.

(2) The total number of customers served by the utility.

Response: Pocono Water Works Company Inc. currently serves approximately 1224 customers across its water systems.

(3) A calculation of the number of customers, by tariff subdivision, whose bills will be affected by the change.

Response: At this time, no direct customer impact is anticipated. The utility is currently developing and maintaining its service line inventory in compliance with Pennsylvania Public Utility Commission requirements.

(4) The effect of the change on the utility's customers.

Response: The program is intended to improve regulatory compliance and public health awareness regarding lead service lines. No interruption of normal water service is anticipated at this time.

(5) The direct or indirect effect of the proposed change on the utility's revenue and expenses.

Response: At this time, no significant financial impact is anticipated pending future inventory review and any potential future replacement activities.

(6) The effect of the change on the service rendered by the utility.

Response: No material change to the current water service is anticipated as a result of this filing.

(7) A list of factors considered by the utility in its determination to make the change. The list shall include a comprehensive statement about why these factors were chosen and the relative importance of each.

Response: The utility considered available historical records, system construction information, maintenance records, regulatory requirements, and public health considerations in preparing this filing.

(8) Studies undertaken by the utility in order to draft its proposed change.

Response: The utility reviewed available operational records, maintenance history, service line inventory information, and existing system information to support the development of its Lead Service Line Replacement Program filing.

(9) Customer polls taken and other documents that indicate customer acceptance and desire for the proposed change. If the poll or other documents reveal discernible public opposition, an explanation of why the change is in the public interest shall be provided.

Response: No customer polls have been conducted at this time.

(10) Plans the utility has for introducing or implementing the changes with respect to its ratepayers.

Response: The utility will continue developing and maintaining its service line inventory and will comply with applicable Pennsylvania Public Utility Commission requirements regarding lead service line identification, customer communication, and future replacement procedures if necessary.

(11) Commission orders or rulings applicable to the filing.

Response: (a) *Rulemaking to Implement Act 120 of 2018 at 52 Pa. Code Chapters 65 and 66*, Docket No. L-2020-3019521 (Final Rulemaking Order entered Mar. 14, 2022)

(b)

Appendix __

Lead Service Line Replacement Plan

Lead Service Line Replacement Plan Requirements 52 Pa. Code § 65.56	
(a) Service line inventory:	
(1)	Entities subject to this chapter shall submit to the Commission a service line inventory that complies with United States Environmental Protection Agency regulation at 40 CFR 141.1—143.20 as enforced by the Department of Environmental Protection, inclusive of future changes as those regulations may be amended. Submit one electronic working copy and one hard copy of the Company’s current service line inventory in a worksheet format and specify the Petition appendices where this information is provided.
Response: Pocono Water Works Company Inc. has prepared and attached service line inventory documentation for its water systems in accordance with available records and inventory development efforts.	
(2)	Identify the assumptions that the entity used or will use in completing its service line inventory.
Response: The utility utilized available historical records, operational records, maintenance observations, service line inventory information, and system construction information, where available, to assist in identifying service line materials.	
(3)	Until the inventory is complete, an entity shall provide detailed information regarding the progress of its service line inventory as part of its annual LSLR program report under § 65.59 (relating to LSLR program reports). Submit a statement acknowledging this requirement.
Response: Pocono Water Works Company Inc. acknowledges the requirement to continue updating and maintaining its service line inventory information as additional information becomes available.	
(4)	After an entity’s service line inventory is complete, it must be incorporated into the entity’s next LSLR plan update under § 65.57 (relating to periodic review of LSLR plan). Submit a statement acknowledging this requirement.
Response: Pocono Water Works Company Inc. acknowledges that completed inventory information will be incorporated into future Lead Service Line Replacement Program updates as required by applicable regulations.	
(b) Planning and replacements:	
(1)	Provide the entity’s projected annual investment in LSLRs with an explanation of the entity’s anticipated sources of financing.
Response: At this time, the utility has not identified any confirmed lead service lines requiring replacement. The utility will continue evaluating inventory information and will assess future replacement needs and potential funding sources if replacement activities become necessary.	

(2)	Provide the entity's projected number of LSLRs per calendar year with an explanation of how the projection was determined and a statement that this number is consistent with the entity's annual cap on LSLRs.
Response:	At this time, the utility has not identified any confirmed lead service lines requiring replacement. Future replacement projections will be evaluated as additional inventory information becomes available.
(3)	Identify the prioritization criteria considered by the entity when developing its LSLR schedule.
Response:	If lead service lines are identified in the future, the utility will prioritize replacement activities based on regulatory requirements, public health considerations, operational needs, and available inventory information.
(4)	Provide an explanation of the entity's processes and procedures to address emergency repairs or replacements which reveal LSLs.
Response:	During emergency repair or maintenance activities, the utility may review and document observed service line material information and will address any identified lead service lines in accordance with applicable Pennsylvania Public Utility Commission requirements.
(5)	Provide the entity's processes and procedures to obtain acceptance of a LSLR prior to LSLR project commencement if the customer is the property owner, and the entity's processes and procedures to obtain acceptance prior to LSLR project commencement if the customer is not the property owner
Response:	If replacement of a lead service line becomes necessary, the utility will coordinate with the customer and/or property owner to obtain appropriate authorization before replacement activities.
(6)	Provide the entity's processes and procedures based upon acceptance of a LSLR, including:
(i)	A copy of the consent agreement form by which the customer or property owner, if the customer is not the property owner, will authorize the LSLR. Specify the Petition appendices where this information is provided.
Response:	A sample consent agreement form is attached in the Appendix section of this filing.
(ii)	A brief description of the entity's process for LSLRs under normal conditions and under atypical conditions.
Response:	If lead service line replacement activities become necessary, the utility will coordinate scheduling, customer notification, operational review, and replacement activities in accordance with applicable regulatory requirements and operational conditions.
(iii)	An explanation of the entity's process for coordination with the customer, and property owner, if the customer is not the property owner, and the information the entity will provide to the customer and the property owner throughout the LSLR process.

Response: The utility will communicate with affected customers and/or property owners regarding any future lead service line replacement activities, scheduling requirements, access needs, and applicable customer information.
(iv) The entity's process for addressing LSLR completion or closeout, or both, with the customer and property owner, if the customer is not the property owner.
Response: Upon completion of any future lead service line replacement activities, the utility will document completed work and maintain applicable operational and inventory records.
(7) Provide the entity's lead/material recycling and disposal efforts, including a description of what the entity will do with proceeds from recycling and disposal efforts.
Response: If lead service line replacement activities become necessary in the future, removed materials will be handled and disposed of in accordance with applicable environmental and regulatory requirements.
(8) Provide a detailed explanation of the industry-accepted practices that the entity plans to use to replace entity-owned and customer-owned LSLs.
Response: If lead service line replacement activities become necessary, the utility intends to utilize industry-accepted replacement practices, operational procedures, and applicable regulatory standards for service line replacement activities.
(9) Provide a detailed explanation of how the entity's acquisition of water distribution systems will be integrated into the entity's efforts to complete LSLRs throughout its water distribution systems.
Response: If additional water distribution systems are acquired in the future, the utility will evaluate and incorporate applicable service line inventory information into its Lead Service Line Replacement Program processes and records.
(10) Provide a copy of the entity's procedure for documenting refusal of, or failure to accept, the offer by the entity to replace a LSL, including the entity's duty to: (i) provide the customer and property owner, if the customer is not the property owner, with a complete disclosure of the known health hazards from the continued use of a LSL, (ii) inform the customer or property owner, if the customer is not the property owner, that refusal or failure to accept will require replacement of the customer-owned LSL, at the customer or property owner's expense, within 1 year from LSLR project commencement for the customer or property owner, if the customer is not the property owner, to be eligible for reimbursement, and (iii) communicate to the customer and property owner, if the customer is not the property owner, that failure to allow the entity to complete the LSLR or to replace the customer-owned LSL concurrent with the entity replacing the entity-owned LSL will lead to termination of water service under the provisions of the entity's tariff. Specify the Petition appendices where this information is provided.
Response: A sample refusal and non-acceptance procedure is attached in the Appendix section of this filing.
(c) Communications, outreach, and education:

(1) Provide copies of all printed and broadcast material to be distributed under the entity's LSLR program. Specify the Petition appendices where this information is provided.
Response: Sample customer communication and educational materials are attached in the Appendix section of this filing.

Appendix A – Hamlin Service Line Inventory
(SLI HAMLIN attached as Exhibit A)

Appendix B – Log Road Service Line Inventory
(SLI LOG ROAD attached as Exhibit B)

Appendix C – Mountain Crest Service Line Inventory
(SLI MOUNTAIN CREST attached as Exhibit C)

Appendix D – Ryan Hill Service Line Inventory
(SLI RYAN HILL attached as Exhibit D)

Appendix E – Port Florence Service Line Inventory
(SLI PORT FLORENCE attached as Exhibit E)

Appendix F – Pine Grove Service Line Inventory
(SLI PINE GROVE attached as Exhibit F)

Appendix G – Woodlyn Residences Service Line Inventory
(SLI WOODLYN RESIDENCES attached as Exhibit G)

Appendix H – Killiam Tract Service Line Inventory
(SLI KILLIAM TRACT attached as Exhibit H)

Appendix I – Lyndale Service Line Inventory
(SLI LYNNDALE attached as Exhibit I)

Appendix J – Big Woods Service Line Inventory
(SLI BIG WOODS attached as Exhibit J)

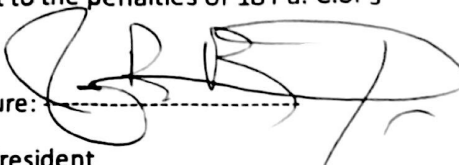
Appendix K– Refusal / Non-Response Procedure

Verification Statement

Commonwealth of Pennsylvania
County of Lackawanna

VERIFICATION STATEMENT

I, Joseph Bonamico, hereby state that the facts above set forth are true and correct to the best of my knowledge, information, and belief, and that I expect to be able to prove the same at a hearing held in this matter. I understand that the statements herein are made subject to the penalties of 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities).

Signature: 

Title: President

Date: 05/23/2026

Signed and sworn to (or affirmed) before me

on MAY 23, 2026

by JOSEPH BONAMICO

Commonwealth of Pennsylvania - Notary Seal
Kip A. Conforti, Notary Public
Lackawanna County
My commission expires August 7, 2028
Commission number 1221194
Member, Pennsylvania Association of Notaries


KIP A. CONFORTI, Notary

Appendix __

Certificate of Service

Joseph Bonamico
CERTIFICATE OF SERVICE

I hereby certify that I have this day, the 23 day of May 2026, served a true copy of the foregoing documents upon the parties listed below in accordance with the requirements of §§ 1.54 (relating to service by a party) and 65.55(a) (relating to LSLR program requirements):

SERVED VIA ELECTRONIC MAIL AND FIRST CLASS MAIL, POSTAGE PREPAID

Bureau of Investigation & Enforcement
Pennsylvania Public Utility Commission
400 North Street
Harrisburg, PA 17120
akaster@pa.gov

Office of Consumer Advocate
555 Walnut Street
Forum Place, 5th Floor
Harrisburg, PA 17101
ra-oca@paoca.org

Office of Small Business Advocate
555 Walnut Street
Forum Place, 1st Floor
Harrisburg, PA 17101
ra-sba@pa.gov

Signature: Joseph Bonamico
Title: President
Date: 05/23/2026

Appendix __

Service Line Inventory Electronic Working Copy

An electronic working copy of the Company's Service Line Inventory is included in the enclosed CD-ROM or USB flash drive or filed with the Commission's Secretary's Bureau electronically via the e-file system.

Appendix __

Company LSLR Refusal and Non-Acceptance Procedure

[INSERT A COPY OF THE ENTITY'S LSLR REFUSAL AND NON-ACCEPTANCE
PROCEDURE HERE]

If a customer refuses inspection, replacement, or investigation of a service line, the Company will document the refusal, maintain records of communication attempts, and follow up with written notice, telephone communication, or a field visit when appropriate.



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF SAFE DRINKING WATER

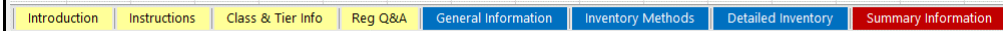
SERVICE LINE INVENTORY FORM

What is the purpose of this template?

The purpose of this template is to help water systems comply with the Service Line Inventory requirements of the January 15, 2021 Lead and Copper Rule Revisions (LCRR). This template provides fillable forms and tables that water systems can use to document their methods, organize their inventory, submit the initial inventory and inventory updates to the state, and document how they are making the inventory publicly available. Note that DEP does **NOT** require systems use this template for their inventory, but it is recommended. Refer to the worksheet "Reg Q&A" and EPA's 2022 Inventory Guidance for the regulated minimum inventory requirements and recommendations.

How is the template organized?

This workbook contains several worksheets, which are accessed by clicking the tabs at the bottom of the workbook window. They appear like this:



The worksheets and cells in this template are color coded:

- Yellow sheets are instructions and background, blue sheets are templates for water systems.
 - Gray shaded cells are background or instructions. Light blue cells are for data entry by the water system and light green cells are for data entry by the state.
- See the table below for a description of each worksheet.

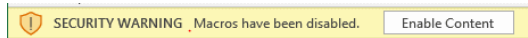
Information Relevant to this Template:

Template Organization		
Worksheet Type	Worksheet Name	Description
Background	Introduction	Introductory template information
	Instructions	Contains detailed instructions for systems and States.
	Class & Tier Info	Contains information on: - how service line classification is determined when ownership is split between the system & customer; - how LCRR tap sampling tiers are determined.
	Reg Q&A	Explains the regulatory service line inventory requirements of the January 15, 2021 LCRR in Q&A format.
Templates for Water Systems	General Information	For systems to document relevant information about their system.
	Inventory Methods	For systems to document the methods and resources they used to develop their service line inventory.
	Detailed Inventory	For systems to organize their detailed inventory. Each row equals one service line connecting the water main to the customer's plumbing. Separate columns track locational information, the system-owned portion, the customer-owned portion, other possible sources of lead, and information for assigning a tap sample tiering classification.
Summary	Summary Information	This sheet automatically generates totals based on information in the Detailed Inventory worksheet.

Template Use - General Steps

Open the spreadsheet. If you have a large amount of data it may take a few minutes. Please be patient.

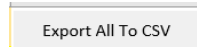
- This template will work with a Windows based PC and Excel 2013 or newer.
- This spreadsheet may not support use by Mac PCs.
- If you see this message, click on Enable Content before you begin:



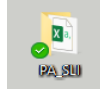
- If you do not see this message, and the macros do not work, contact ra-padwis@pa.gov for assistance.

Fill out the spreadsheet. Detailed instructions are provided on the Instructions tab.

Create export. Once the inventory is final, use the "Export All To CSV" button to create the export files. **DO NOT OPEN THE EXPORTED CSV FILES.**



- A folder called "PA_SLI" will be created on your desktop and the export files will be placed inside the folder:



- In addition, a hyperlink will be inserted into the spreadsheet which will link directly to the created folder:

Export Location:
[C:\Users\JohnDoe\OneDrive\Desktop\PA_SLI](C:\Users\JohnDoe\OneDrive\Desktop\PA_SLI)

- Three export files will be created with "GenInfo", "InvMeth", and "Details" appended to the file name.
- Each export file name will be date stamped using YYMMDD format.
- The date stamp appears at the beginning of the file name so that the export files will automatically sort by date.

IMPORTANT NOTES about CSV files and spreadsheet. DO NOT OPEN THE CSV FILES.

- Each time CSV files are uploaded to DWELR, also save the SLI spreadsheet in the same folder. The spreadsheet should be saved with a unique name that includes the date (should match the date on the CSV file) and whether it is an Initial or Updated inventory.
- It is highly recommended to also save a backup copy of the CSV files and spreadsheet in another location to prevent accidental loss.



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF SAFE DRINKING WATER

SERVICE LINE INVENTORY FORM

Getting Started

For best results **READ** and **FOLLOW** these instructions.

- Complete the **General Information** tab first. Some information entered on that tab carries through to the other tabs.
- Next complete the **Inventory Methods** and **Detailed Inventory** tabs. Your system totals will then appear in the **Summary Information** tab.
- The Detailed Inventory is entered **line by line**:
 - Information is initially typed into Row 7.
 - When the row is complete, click on the "Add To Inventory" button at the far right (column AM).
 - The values will be transferred to the list below. **Values in the list cannot be edited directly.**
 - *To edit previously entered service line information*, re-enter the Unique Service Line ID in Row 7, Column E. This will call up the previously entered information for that service line, which can then be edited and re-entered.
 - Each line entry will be date & time stamped in Column AN. Entries will be in order from newest to oldest.
 - If the spreadsheet gets "stuck" (can't enter data), click on the "Clear Top Row" button at the top of the page.
 - If the spreadsheet gets "stuck" after clicking Add to Inventory, look for a pop up window hidden behind the spreadsheet.
- After all tabs have been completed, export the information to csv files, following the steps on the Introduction tab under the section Template Use.

Add To Inventory

Clear Top Row

General Template Instructions:

- The display size of the spreadsheet may be adjusted using the slider bar at the bottom right.
- All <LIGHT BLUE> fields should be completed.
- Failure to complete all required fields could result in mis-classification of service lines.
- Many boxes have dropdown menus. Click on the cell, then click on the arrow that appears to the right of the cell. The dropdown menu can also be accessed by using Alt-Down Arrow on the keyboard. Select a response from the list that appears. If an answer is not applicable, leave the dropdown response set to the default value (first item in list).
- Filtering has been enabled to allow the user to easily search for occurrences of certain text values or cell colors. Each column heading in Row 9 has an arrow at the bottom right. Click on the arrow to access the filter options.
 - Filtering can be used to easily find, for example, responses that require information to be entered into the Additional Comments field.
- If a selection from a dropdown menu causes the cell color to change to light brown, additional information needs to be entered in the Additional Comments field.
- If a cell or set of cells is XX'd out, those questions should not be answered.
- Where more detailed instructions are necessary, links have been provided from the form to this instruction page. Links are shown in [blue underlined text](#). There are also links to return to the original form.

Click the following links for specific Instructions:

[Initial Inventory](#)
[First Inventory Update](#)
[Inventory Updates after First Update](#)
[General Information Tab](#)
[Detailed Inventory Tab - State Determined Values](#)
[Detailed Inventory Tab - Locational Information](#)
[Detailed Inventory Tab - System-Owned Portion](#)
[Detailed Inventory Tab - Customer Owned Portion](#)
[Detailed Inventory Tab - Tap Sampling Information](#)
[Summary Information Tab](#)

Initial Inventory

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1. On the General Information tab select "Yes" for "Initial Inventory?" and enter the date the initial inventory was completed.
2. On the Detailed Inventory tab, column F "Record Type" must remain as "Initial" for each service line being entered.
3. Proceed using Detailed Instructions by Tab below.
4. After all information is entered, export the csv files and save the spreadsheet.



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DEPARTMENT OF ENVIRONMENTAL PROTECTION
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SERVICE LINE INVENTORY FORM

First Inventory Update

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1. Start with the most recent version of the Inventory.
2. On the General Information tab select "Yes" for "Updated Inventory?" and enter the date of the update.
 - Always retain the Initial Inventory date!
 - Enter or edit the information that is being updated.
3. On the Inventory Methods & Detailed Inventory tabs, answer the question "Are there any updates on this page?"
4. On the Detailed Inventory tab, in Column F "Record Type", select Update, Add or Inactive from the dropdown box for each line being updated.
 - If the record is being updated because the service line was replaced, enter the Date Replacement Completed in Column G.
 - Note: The Unique ID must match an existing ID unless the Record Type is Add.
5. After making updates, export the csv file and save the spreadsheet with a new file name. Retain a copy of each revision of the spreadsheet submitted to PA DEP.

Inventory Updates after First Update

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1. Start with the most recent version of the Inventory
2. On the General Information tab select "Yes" for "Updated Inventory?" and enter the date of the update
 - Always retain the Initial Inventory date!
 - Enter or overwrite the information that is being updated
3. On the Inventory Methods tab, answer the question "Are there any updates on this page?"
4. On the Detailed Inventory tab, use the filter (Row 8) on the Record Type column (Column F) to select all of the records that were updated in the previous inventory (types Update, Add, Inactive).
 - Change each previously updated Record Type to Retain.
 - Continue with Inventory Updates as described under First Inventory Update

General Information Tab

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Select "Yes" or "No" in response to the questions about Initial and Updated Inventory

- The Inventory type must be EITHER Initial or Updated. Do not select "Yes" for both of the questions.
- Enter the Initial Inventory date
- If this is an Updated Inventory, also enter the Updated Inventory date

Total Population Served: The number of residential customers; plus the average of the number of regular consumers served, per day, during a month; plus the average of the number of transient consumers served, per day, during a month.

Number of Service Connections: This field will auto-populate based on the number of entries in the Detailed Inventory.

PWS Type: Select either CWS or NTNCWS. All CWS and NTNCWS are required to submit a Service Line Inventory.

Question 1: If the PWS Type is CWS, this question must be answered "Yes" or "No". If the PWS type is NTNCWS, select "Not Applicable".

Question 2: AFTER completing the Detailed Inventory, the total number of service lines will be listed above. Confirm that the number of service lines listed matches the number of service connections reported on the most recent annual Average Daily Water Use form submitted to DEP.

Question 3: Indicate if the system serves any Disadvantaged Communities and the approximate percentage of service lines that are connected to members of a Disadvantaged Community. "Disadvantaged Community" is as defined in the most recent PennVest Intended Use Plan, which is available on line. Systems that serve Disadvantaged Communities may be eligible for additional funding under the Bipartisan Infrastructure Law.

Detailed Inventory Tab - State Determined Values

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Unique Service line ID **MAY NOT BE CHANGED or DELETED** after submission to DEP. New unique service line IDs may be added during inventory updates. In limited instances, service line IDs may be inactivated.

Column A, Service Line Classification: Will be determined automatically for each unique service line ID based on the responses in the Detailed Inventory. If the assigned classification is different than anticipated please double check the responses entered in this form. Service line classifications for joint ownership are determined according to the Class & Tier Info tab of this spreadsheet

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- If the designation is Galvanized Requiring Replacement, only the galvanized portion of the line needs to be replaced
- All determinations are subject to review and approval by Department staff



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SERVICE LINE INVENTORY FORM

Column B, Sufficient Evidence for Determination of Non-Lead? : Will be determined automatically based on responses. All determinations are subject to review and approval by Department staff. To provide sufficient evidence of the Non-Lead classification the system is expected to:

- Identify records that indicate Installation/replacement date after January 6, 1991 - OR -
- Conduct CCTV inspection inside service line over the full length - OR -
- Conduct mechanical excavation in at least 3 locations over the length of the service line* - OR -
- Combine any TWO other investigation techniques from the dropdown lists
- Note: for jointly owned service lines, both portions must meet the criteria for the service line to be classified as Non-Lead

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* Refer to [Class & Tier Info tab](#) for more information

NOTE: If insufficient evidence-based techniques are indicated on the inventory form, this cell will turn RED

Column C, LCRR Sampling Tier: Suggested Tiering Level based on responses in the Detailed Inventory. This field is determined automatically. This field is provided as a convenience for the water system and is not binding. Tiering is determined according to the Class & Tier Info tab of this spreadsheet.

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*For CWS, if the %MFRs is > 20%, a proportional number of MFRs may be assigned to Tier 1

Detailed Inventory Tab - Locational Information

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Column E, Unique Service Line ID : The system-assigned unique ID for this service line (required field). The Unique ID:

- May contain up to 30 characters
- Can use letters and/or numbers in any combination
- Use only uppercase letters; lowercase letters will be converted to uppercase
- Can use hyphen (-), underscore (_), period(.)
- May not use spaces, commas or other special characters (i.e., *, !, @, etc.)

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NOTE: If a duplicate ID or address is entered the boxes will turn RED

Column F, Record Type

- Initial – Use this designation for the initial inventory submitted on or before October 16, 2024
- Update – Use this designation when submitting an updated inventory, to indicate the record is being revised
 - If the update is due to a service line replacement, enter the replacement date in Column G
- Add – Use this designation to add more service lines to an existing inventory
- Inactive – Use this designation to indicate a record is being inactivated. Records cannot be deleted.
 - Example: Property was made into a parking lot and the service line was decommissioned.
 - Add a text comment explaining the reason for inactivation in columns Y and/or AH.

[Return to Form](#)

Column G, Date Replacement Completed: If the SL has been replaced since the initial inventory (or last inventory update), enter the replacement date here. Also change the Record Type in Column F to "Update". Remember to revise the Material Type and other information affected by the replacement for both the system and customer portions of the line.

[Return to Form](#)

Column H, Ownership Type: Indicate whether the service line is owned, in its entirety, by the System, the Customer, or Jointly.

IMPORTANT: If the Ownership Type selected is System, any answers entered in the Customer-Owned columns will be grayed out, and vice versa.

→ Be careful when selecting Ownership Type as this affects the determination of the Service Line Classification.

[Return to Form](#)

NOTE: If the service line is not jointly owned, but the user would like to submit information about two different segments of the line, select Joint ownership. Comments clarifying the ownership status may be entered under Question 4 on the General Information tab or in columns Y and/or AH of the Detailed Inventory.

Columns M & N, School/Childcare Facility?: Indicate if the service line provides water to a school and/or childcare facility.

- A child care facility is "a location that houses a licensed provider of child care, day care, or early learning services to children as determined by the State licensing agency."
- A school is "any building associated with public, non-public/private, or charter institutions that primarily provides teaching and learning for elementary or secondary students."
- An **elementary** school contains students in grades up to and including grade 8 (includes pre-school).
- A **secondary** school contains students in grades no less than 9 and no greater than 12.

[Return to Form](#)



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BUREAU OF SAFE DRINKING WATER

SERVICE LINE INVENTORY FORM

Detailed Inventory Tab - System-Owned Portion	Return to Top
Columns O through Y: Complete the information in these columns for the System-Owned Portion of the service line ONLY. – If there is a portion of the service line that is customer-owned, that information should be entered in columns Z through AH. – If there is no system-owned portion, leave these boxes empty or set to the default value.	Return to Form
Column P, Was Material Ever Previously Lead? : If the response is "no", enter the evidence in the Additional Comments field (Column Y)	Return to Form
Column Q, Lead Pigtails, Goosenecks or Connectors Upstream? Indicate if there is a lead pigtail, gooseneck or connector between the main and the system-owned portion of the service line. If the response is "no", enter the evidence in the Additional Comments field (Column Y).	Return to Form
Columns R & S, Installation Date: – Select the decade from the dropdown box – If a more specific date is known, enter it in column S – If no information about installation date is available, note that under Additional Comments (Column Y).	Return to Form
Column T, Diameter : Enter the service line pipe inner diameter, in inches. Use up to two decimal places.	Return to Form
Columns U through X, Basis of Material Classification : At least one Basis of Material Classification must be selected for all service lines. Selections in these columns will be used to determine if there is sufficient evidence for a designation of Non-Lead. Refer to instructions for Column B for more information. – Use the dropdown menus in columns U & V to select non-field-based investigation method(s). – Use the dropdown menu in column W to select field-based verification method(s), and enter the date performed in Column X. – IMPORTANT NOTE: Water sampling can only be used as a basis for investigation if the system does not have Corrosion Control Treatment.	Return to Form
Column Y, System-Owned Service Line Additional Comments : Free form text field to enter additional pertinent or required information.	Return to Form
Detailed Inventory Tab - Customer Owned Portion	Return to Top
Columns Z through AH: Complete the information in these columns for the Customer-Owned Portion of the service line ONLY. – If there is a portion of the service line that is system-owned, that information should be entered in columns O through Y. – If there is no customer-owned portion, leave these boxes empty or set to the default value.	Return to Form
Column AA, Lead Pigtails, Goosenecks or Connectors Upstream? Indicate if there is a lead pigtail, gooseneck or connector <u>upstream</u> of the customer-owned portion of the service line. If the response is "no", enter the evidence in the Additional Comments field (Column AH). – Do not include pigtails, goosenecks or connectors in the System-Owned portion of the service line; these should be accounted for in Column Q. – Do not include pigtails, goosenecks or connectors that are downstream of the service line.	Return to Form
Columns AB & AC, Installation Date: – Select the decade from the dropdown box – If a more specific date is known, enter it in column AC – Enter the date in mm/dd/yyyy format – If no information about installation date is available, note that under Additional Comments.	Return to Form
Columns AD through AG, Basis of Material Classification : At least one Basis of Material Classification must be selected for all service lines. Selections in these columns will be used to determine if there is sufficient evidence for a designation of Non-Lead. Refer to the instructions for Column B for more information. – Use the dropdown menus in columns AD & AE to select non-field-based investigation method(s). – Use the dropdown menu in column AF to select field-based verification method(s), and enter the date performed in Column AG. – IMPORTANT NOTE: Water sampling can only be used as a basis for investigation if the system does not have Corrosion Control Treatment.	Return to Form
Column AH, Customer-Owned Service Line Additional Comments : Free form text field to enter additional pertinent information.	Return to Form



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SERVICE LINE INVENTORY FORM

Detailed Inventory Tab - Tap Sampling Information		Return to Top
Columns AI through AL, Information to Assign Tap Monitoring Tiering : Fill out information in these columns to automatically assign Tiers to tap sampling monitoring locations.		Return to Form
Column AI, Service Line Connected To : Indicate if the service line is connected to a Single Family Residence (SFR), Multi-Family Residence (MFR), or Other type of building – The building is considered a single family residence if one service line provides drinking water for one family. – The building is considered a multi-family residence if one service line provides drinking water for multiple families (e.g., apartment complex where there is only a single service line). – If the connection cannot be categorized as an SFR or MFR choose Building/Other.		Return to Form
Column AJ, POE Treatment Present? Locations with Point-Of-Entry treatment for Inorganic Chemicals are not eligible for sampling under the Lead and Copper Rule. – POE refers to treatment where the service line enters the building/residence. POE does NOT include treatment at or prior to the entry point into the distribution system. – IMPORTANT: If the location has a POU (Point-Of-Use) filter, sample from a different tap. For example, if the kitchen tap has a filter, collect a sample from the bathroom tap. – Do NOT collect LCR samples from a location with a POU filter. Do not remove the POU filter to collect a sample.		Return to Form
Summary Information		Return to Top
No information needs to be entered in this form. The tables will auto-populate based on the answers provided in this spreadsheet.		
Service Line Classification Summaries: The total number of Lead, Galvanized Requiring Replacement, Lead Status Unknown, and Non-Lead services lines is displayed. Breakout information regarding Schools & Daycares is also provided.		
Tap Sampling Monitoring Locations by Tier: A breakdown of the tap sampling location Tier assignments based on the information entered in the Detailed Inventory.		

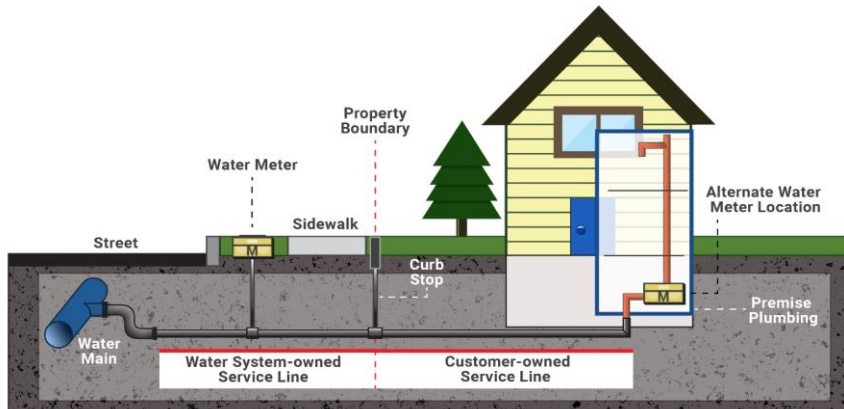


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SERVICE LINE INVENTORY FORM

IMPORTANT NOTE: The classification of a service line applies to the entire length of the service line, regardless of ownership

Service Line Designation Where Ownership Is Split Between the Water System and Customer



System-Owned Portion		Customer-Owned Portion		Service Line Classification ^{2,3,4,5}
Material Type		Material Type		
Lead or lead-lined		Any material		Lead
Any material		Lead or lead-lined		Lead
Unknown		Any material but lead, lead-lined or galvanized		Lead Status Unknown
Any material but lead or lead-lined		Unknown		Lead Status Unknown
Any material but lead, lead-lined, galvanized, or unknown		Any material but lead, lead-lined, galvanized, or unknown		Non-Lead ¹
System-Owned Portion		Customer-Owned Portion		
Lead Connector Upstream?	Material Type	Lead Connector Upstream?	Material Type	
No	Any material but lead or lead-lined	No	Galvanized	Non-Lead
No	Galvanized	No	Any material but lead, lead-lined, or unknown	Non-Lead
No	Galvanized	No	Galvanized	Non-Lead
No	Not previously lead	No	Galvanized	Non-Lead
Yes or Not sure	Galvanized	Any response	Any material but lead, lead-lined or unknown	Galvanized Requiring Replacement
Yes or Not sure	Any material but lead or lead-lined	Any response	Galvanized	Galvanized Requiring Replacement
No	Any material but lead or lead-lined	Yes or Not sure	Galvanized	Galvanized Requiring Replacement
Any response	Previously lead or unsure if previously lead	Any response	Galvanized	Galvanized Requiring Replacement

¹ Any determination of Non-Lead is subject to review and approval by the Department

² It is only necessary to replace the portions of the service line that are Lead or Galvanized Requiring Replacement.

³ When both portions of the service line are Lead or Galvanized Requiring Replacement, both portions must be replaced at the same time. Partial replacements are not allowed.

⁴ If either portion of the service line is classified as Lead Status Unknown, it must be replaced unless further investigation changes the classification to Non-Lead. The change in classification must be submitted to the Department in the Updated Inventory.

⁵ The presence of lead connectors, goosenecks or pigtails is only relevant to the determination of Galvanized Requiring Replacement.



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SERVICE LINE INVENTORY FORM

LCRR Tap Sampling Tier Determination			
Tier Level	Applies To:	* May Apply To:	**Does NOT apply to:
1	CWS Systems: Single Family Residence connected to a Lead Service Line NTNC Systems: Any building type connected to a Lead Service Line	CWS Systems: Multi Family Residence connected to a Lead Service Line if Multi Family Residences make up MORE than 20% of the distribution system	CWS & NTNC Systems: Service lines classified as Galvanized Requiring Replacement or Lead Status Unknown
2	CWS Systems: Any Building/Other connected to a Lead Service Line	CWS Systems: Multi Family Residence connected to a Lead Service Line if Multi Family Residences make up LESS than 20% of the distribution system	CWS Systems: Service lines classified as Galvanized Requiring Replacement or Lead Status Unknown; NTNC Systems
3	CWS Systems: Single Family Residences connected to a Galvanized Requiring Replacement Service Line NTNC Systems: Any building type connected to a Galvanized Requiring Replacement Service Line		CWS & NTNC Systems: Services lines classified as Lead Status Unknown
4	CWS Systems: Service lines connected to a Single Family Residence that contains copper pipes with lead solder		CWS Systems: Services lines classified as Lead Status Unknown; NTNC Systems
5	CWS Systems: Single Family and Multi Family Residences where the plumbing is representative of other locations served by the system NTNC Systems: Any building type where the plumbing is representative of other locations served by the system	CWS Systems: Service lines connected to a Building/Other location IF there are an insufficient number of Single Family or Multi Family Residential Tier 5 sites available	

* Buildings/residences with a Point of Use (POU) treatment device MAY be used for LCRR Tap Sampling - IF - there is another tap location that is used to dispense potable which does NOT have a POU device installed. It is not acceptable to sample from a location where the POU device has been removed for purposes of collecting a sample.

** Buildings/residences with a Point of Entry (POE) treatment device may NOT be used for LCRR Tap Sampling.

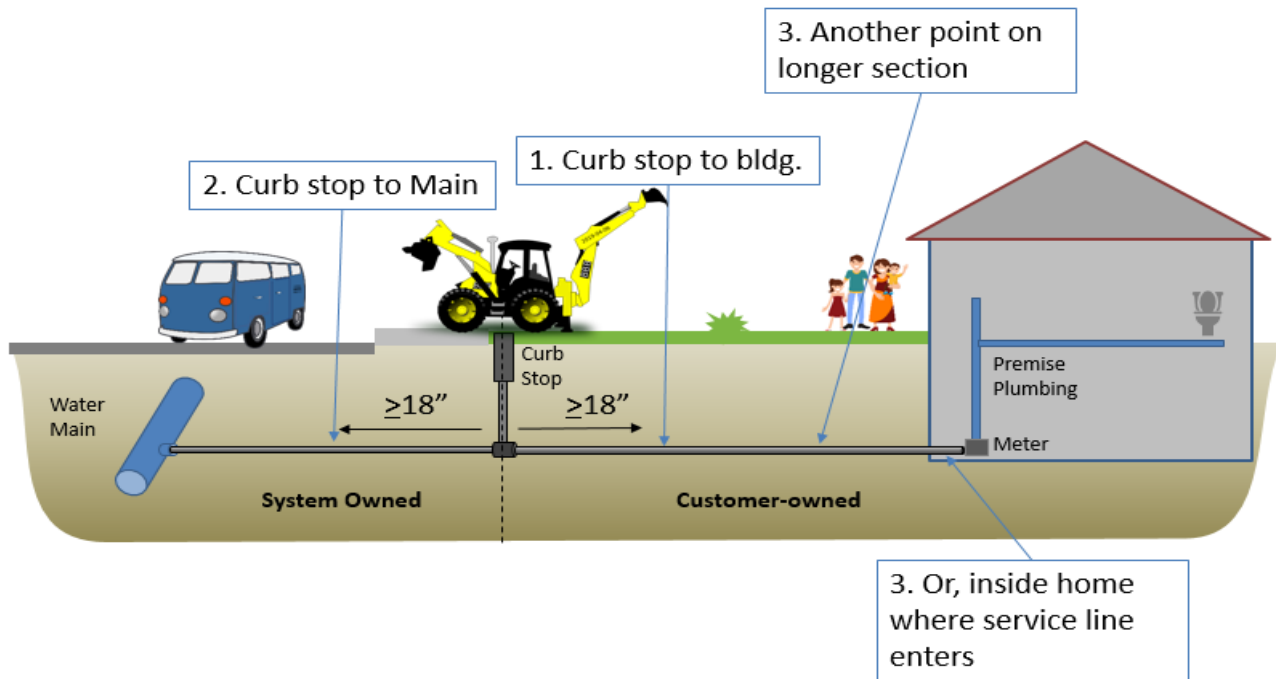
SERVICE LINE INVENTORY FORM

Using Mechanical Excavation as Evidence of Non-Lead

[Return to Instructions](#)

- "Mechanical Excavation" refers to any technique that allows physical access to the exterior of the service line piping, including but not limited to: trenching, potholing, and vacuum extraction.
- To provide sufficient evidence for a designation of Non-Lead, mechanical excavation must be performed at a minimum of 3 locations across the length of the service line, as follows*:
1. Curb stop to building
 - A minimum of 18 inches from the curb stop
 - OR –
 - If the distance to the building is less than 18 inches, halfway to the building
 2. Curb stop to water main
 - A minimum of 18 inches from the curb stop
 - OR –
 - If the distance to the water main is less than 18 inches, halfway to the main
 3. Third point (choose one)
 - Inside the home where the service line enters if visible (must be inspected by system personnel - OR - the home owner must submit a clear photograph to the water system)
 - OR –
 - A second excavation point in the longer section of the service line that is at least halfway between the first point and the building or water main
- *EXCEPTION: If the system is using Mechanical Excavation as the means of identification on only one side of a Jointly-owned system, then only two-points of verification are needed on that side.

3-Point Field Verification – Non-Lead



SERVICE LINE INVENTORY FORM

Inventory Requirements of the LCRR

Question	Answer	Regulatory Citation(s)
1. Who must prepare a service line inventory?	All community water systems (CWSs) and non-transient non-community water systems (NTNCWSs).	40 CFR §141.84(a)
2. What material classification should I use?	Service lines must be classified as one of four types: – Lead, – Galvanized Requiring Replacement (GRR), – Non-Lead, (specify the actual material such as copper or plastic), or – Lead Status Unknown. → This spreadsheet will determine the service line classification for you if completed correctly. → Where the material is unknown, EPA recommends that systems consider using subclassifications to capture additional information (e.g., unknown - unlikely lead).	40 CFR §141.84(a)(4) and §109.706
3. What if the service lines in my system are split ownership, meaning that my system owns a portion and the customer owns a portion?	The inventory must include both the system-owned and customer-owned portions of the service line; however, systems must count each service line from the water main to the interior building plumbing only once for determining the number of service lines requiring replacement (i.e., lead service lines and GRR), assigning a tap sample tiering classification, and facilitating reporting of inventory information to states and EPA. See the "Class & Tier Info" tab for information on how the spreadsheet classifies service lines that have split ownership.	40 CFR §§141.84(a)(2) & (a)(7)(i)
4. What information should I use to identify service line material and prepare my inventory?	You must use previous materials evaluation, construction and plumbing codes/records, water system records, distribution system inspections and records, information obtained through normal operations, and state-specified information to prepare your inventory. EPA recommends systems consider additional service line investigation methods such as visual inspection, water quality sampling, and excavation.	40 CFR §§141.84(a)(3) & (a)(5)
5. When is the initial inventory due?	October 16, 2024.	40 CFR §141.80(a)(3) ¹
6. What if I have no Lead, Galvanized Requiring Replacement (GRR), or Lead Status Unknown service lines?	You have some different requirements that are explained in the answers to questions 7, 8, and 9.	N/A
7. Do I need to update my inventory?	For systems with Lead, GRR, or Lead Status Unknown service lines The service line inventory should improve over time with better information. You must submit inventory updates to your state on the following frequency: (1) Annually if you conduct lead tap sampling semi-annually or annually. (2) Triennially (i.e., once every 3 years) if you conduct lead tap sampling triennially. For systems with only Non-Lead service lines You are not required to provide an update. However, if you subsequently find any LSL or galvanized requiring replacement service line, you must notify your state within 30 days and prepare an updated inventory on a schedule established by the state.	40 CFR §141.90(e)(3)
8. Do I need to make my information publicly available?	For systems with Lead, GRR, or Lead Status Unknown service lines You must make the inventory publicly available and include a locational identifier for lead service lines and GRR. Water systems serving more than 50,000 people must provide inventories on-line. For systems with only Non-Lead service lines You can provide a written statement, in lieu of the inventory, that your distribution system has no lead service lines or GRR service lines along with a general description of all applicable sources used to make that determination.	40 CFR §§141.84(a)(8) & (a)(9)
9. Do I need to include a statement in my Consumer Confidence Report (CCR)?	For systems with Lead, GRR, or Lead Status Unknown service lines CWSs must indicate how the public can access the service line inventory information in their CCR. For systems with only Non-Lead service lines CWSs must include a statement that a service line inventory contains no lead service lines and instructions on how to access the information.	40 CFR §141.153(d)(4)(xi)
10. What information must States report to EPA?	For each water system, the number of Lead, GRR, and Lead Status Unknown service lines in its distribution system, reported separately.	40 CFR §142.15(c)(4)(iii)(D)

Notes:

¹ On June 10, 2021, EPA signed a rule extending the compliance date from January 16, 2024 to October 16, 2024 (86 FR 31939).



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SERVICE LINE INVENTORY FORM

General Information

Revision Tracking

Inventory Type: <i>Initial</i>	Initial Inventory Date (Required): 10/11/2024	Updated Inventory Date:
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Facility Information

Water System Name:

PORT FLORENCE DEVELOPMENT

PWSID (7-digit number): 2640015	Total Population Served (number of people): 100	Number of Service Connections: 42	PWS Type: <i>CWS</i>
1. If CWS, do multi-family residences comprise $\geq 20\%$ of the structures served?			<i>No</i>
2. Does the number of service connections reported on the Detailed Inventory tab (shown above), match the number reported to DEP on the annual Average Daily Water Use form?			<i>Yes</i>
3. Does the water system serve any Disadvantaged Communities? <i>If Yes, enter approximate percentage:</i>			<i>No</i> <i>0%</i>
4. Is there documentation that defines service line ownership in this system, such as a local ordinance? <i>If Yes, describe below (250 character maximum):</i>			<i>Yes</i>
TARIFF			

Physical Address

Street (No P.O. Boxes):

57 DEERPARK LN

City or Town: HAWLEY	State: PA	Zip Code: 18428
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Mailing Address (if different from Physical Address)

Street or P.O. Box:

P.O. 189

City or Town: HAMLIN	State: PA	Zip Code: 18427
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Contact Person

Name: JOSEPH BONAMICO	Title: OPERATOR
Telephone (ten digit): (570) 689-4017	Email: POCONOWATERWORKS@GMAIL.COM

Report Prepared By:

Same as Contact Person?

Yes

Name:	Title/Affiliation:
Telephone (ten digit):	Email:

Public Access Documentation

How is the system making its inventory accessible to the public? Check all that apply.

NOTE: If the system serves > 50,000 people, the inventory MUST be provided on-line.

- | | |
|---|--|
| ☐ Interactive on-line map | ☒ Information on water utility mailings or newsletter |
| ☐ Static on-line map | ☒ Hard copy information available in water system office |
| ☐ Printed service line map | ☐ Other |
| ☐ Printed tabular data | |

If "Other", please describe (250 character maximum):



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SERVICE LINE INVENTORY FORM

Inventory Methodology	
PWS Name: PORT FLORENCE DEVELOPMENT PWSID: 2640015	No

Part 1: Historical Records Review

Type of Record	Examples	Describe the Records Reviewed (250 character maximum)	Level of Confidence in Records
1. Previous Materials Evaluation	Locations of Tier 1 lead tap sampling locations that are served by a lead service line.		No Records
2. Construction and Plumbing Codes and Records	Local ordinance adopting an international plumbing code. Permits for replacing lead service lines.		No Records
3. Water System Records	Distribution system maps. Tap cards. Meter installation records. Standard operating procedures.	ENGINEER DRAWING OF DEVELOPMENT DISTRIBUTION SYSTEM.	High
4. Distribution System Inspections and Records	Service line repair/replacement records. Inspection records.	REPAIR RECORDS AND INSTALLATION RECORDS. METER INSTALLATION RECORDS	High
5. Other		CUSTOMER SURVEY	High

Part 2: Identifying Service Line Material During Normal Operations

1. During which normal operating activities is information collected about service line material? Check all that apply.

- | | |
|--|--|
| ☒ Water meter reading | ☒ Water main repair or replacement |
| ☒ Water meter repair or replacement | ☒ Backflow prevention device |
| ☒ Service line repair or replacement | ☒ Other |

If "Other", please explain (250 character maximum):

CUSTOMER QUESTIONNAIRE

2. Has the system developed standard operating procedures (SOPs) for collecting service line material information?

No

If "Yes", please describe (250 character maximum):

Part 3: Service Line Investigations

1. Identify the service line investigation methods used by the system to prepare this inventory (check all that apply).

Column A: File/Record Review	Column B: Analytics	Column C: Physical Inspection
☒ Customer Self-Identification	☐ Statistical Analysis	☐ Visual Inspection at Existing Access Point
☒ Previous Materials Evaluation	☐ Predictive Modeling	☐ CCTV Inspection Inside Pipe
☐ Installation Record (e.g., tap card)	☐ Water Quality Sampling	☐ CCTV Inspection Outside Pipe (Curb Box)
☐ Repair or Replacement Record	☐ Other analytics technique	☐ Mechanical Excavation (e.g., Potholing, Trenching)
☐ Other type of record review		☐ Other physical inspection method

If "Other", please explain (250 character maximum):

2. How are service line locations selected for physical inspection?

For example, environmental justice, sensitive populations, statistical modeling, or targeting areas with high numbers of Lead Status Unknowns? (250 character maximum)

REPAIRS

[illegible]



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SERVICE LINE INVENTORY FORM

Inventory Response Summary information

PWS Name: PORT FLORENCE DEVELOPMENT

PWSID: 2640015

NOTES: Information will autofill based on the responses in the Detailed Inventory. Record types marked "Inactive" are not included.

Service Line Classification Summary

Service Line Classification	Definition	Number	Percentage
Lead	Any portion of the service line is known to be made of lead.	0	
Galvanized Requiring Replacement	A portion of the service line is galvanized and is downstream from: – a portion that was previously lead or is of unknown lead status – connectors that are lead or unknown	0	
Lead Status Unknown	The service line material is not known. There is not enough evidence to support material classification.	42	100%
Non-Lead	An evidence-based record, method, or technique has demonstrated that ALL portions of the service line are NOT lead or GRR.	0	
TOTAL NUMBER OF ACTIVE SERVICE LINES ENTERED IN THE DETAILED INVENTORY		42	100%

Service Line Classification by School/Childcare Summary

	Number	Percentage
Service Lines Connected to a Childcare facility:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Service Lines Connected to an Elementary School:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Service Lines Connected to an Secondary School:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Lead Status Unknown Service Lines:	0	
Likely Lead	0	
Unlikely Lead	0	



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SERVICE LINE INVENTORY FORM

Inventory Response Summary information

PWS Name: PORT FLORENCE DEVELOPMENT

PWSID: 2640015

NOTES: Information will autofill based on the responses in the Detailed Inventory. Record types marked "Inactive" are not included.

Tap Sample Monitoring Locations by Tier

Tier	Number	Percentage
Tier 1	0	
*Tier 1 – or – Tier 2	0	
Tier 2	0	
Tier 3	0	
Tier 3 (if not enough Tier 1)	0	
Tier 4	0	
Tier 5	42	100%
**Tier 5 (if not enough SFR & MFR)	0	
Tier 5 (if not enough Tier 1 & 3)	0	
Systems w/POE do not meet tiering criteria	0	
NUMBER OF TIERED LOCATIONS:	42	
NUMBER OF SERVICE LINE LOCATIONS NOT TIERED:	0	

*For CWS, if the %MFRs is > 20%, a proportional number of MFRs may be assigned to Tier 1

**For CWS, if there are insufficient SFR & MFR Tier 5 structures, may use Building/Other



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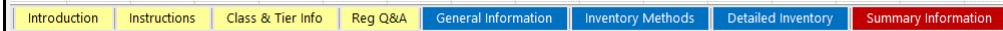
SERVICE LINE INVENTORY FORM

What is the purpose of this template?

The purpose of this template is to help water systems comply with the Service Line Inventory requirements of the January 15, 2021 Lead and Copper Rule Revisions (LCRR). This template provides fillable forms and tables that water systems can use to document their methods, organize their inventory, submit the initial inventory and inventory updates to the state, and document how they are making the inventory publicly available. Note that DEP does **NOT** require systems use this template for their inventory, but it is recommended. Refer to the worksheet "Reg Q&A" and EPA's 2022 Inventory Guidance for the regulated minimum inventory requirements and recommendations.

How is the template organized?

This workbook contains several worksheets, which are accessed by clicking the tabs at the bottom of the workbook window. They appear like this:



The worksheets and cells in this template are color coded:

- Yellow sheets are instructions and background, blue sheets are templates for water systems.
 - Gray shaded cells are background or instructions. Light blue cells are for data entry by the water system and light green cells are for data entry by the state.
- See the table below for a description of each worksheet.

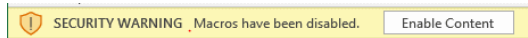
Information Relevant to this Template:

Template Organization		
Worksheet Type	Worksheet Name	Description
Background	Introduction	Introductory template information
	Instructions	Contains detailed instructions for systems and States.
	Class & Tier Info	Contains information on: - how service line classification is determined when ownership is split between the system & customer; - how LCRR tap sampling tiers are determined.
	Reg Q&A	Explains the regulatory service line inventory requirements of the January 15, 2021 LCRR in Q&A format.
Templates for Water Systems	General Information	For systems to document relevant information about their system.
	Inventory Methods	For systems to document the methods and resources they used to develop their service line inventory.
	Detailed Inventory	For systems to organize their detailed inventory. Each row equals one service line connecting the water main to the customer's plumbing. Separate columns track locational information, the system-owned portion, the customer-owned portion, other possible sources of lead, and information for assigning a tap sample tiering classification.
Summary	Summary Information	This sheet automatically generates totals based on information in the Detailed Inventory worksheet.

Template Use - General Steps

Open the spreadsheet. If you have a large amount of data it may take a few minutes. Please be patient.

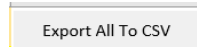
- This template will work with a Windows based PC and Excel 2013 or newer.
- This spreadsheet may not support use by Mac PCs.
- If you see this message, click on Enable Content before you begin:



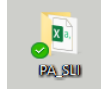
- If you do not see this message, and the macros do not work, contact ra-padwis@pa.gov for assistance.

Fill out the spreadsheet. Detailed instructions are provided on the Instructions tab.

Create export. Once the inventory is final, use the "Export All To CSV" button to create the export files. **DO NOT OPEN THE EXPORTED CSV FILES.**



- A folder called "PA_SLI" will be created on your desktop and the export files will be placed inside the folder:



- In addition, a hyperlink will be inserted into the spreadsheet which will link directly to the created folder:

Export Location:

[C:\Users\JohnDoe\OneDrive\Desktop\PA_SLI](C:\Users\JohnDoe\OneDrive\Desktop\PA_SLI)

- Three export files will be created with "GenInfo", "InvMeth", and "Details" appended to the file name.
- Each export file name will be date stamped using YYMMDD format.
- The date stamp appears at the beginning of the file name so that the export files will automatically sort by date.

IMPORTANT NOTES about CSV files and spreadsheet. DO NOT OPEN THE CSV FILES.

- Each time CSV files are uploaded to DWELR, also save the SLI spreadsheet in the same folder. The spreadsheet should be saved with a unique name that includes the date (should match the date on the CSV file) and whether it is an Initial or Updated inventory.
- It is highly recommended to also save a backup copy of the CSV files and spreadsheet in another location to prevent accidental loss.



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BUREAU OF SAFE DRINKING WATER

SERVICE LINE INVENTORY FORM

Getting Started

For best results **READ** and **FOLLOW** these instructions.

- Complete the **General Information** tab first. Some information entered on that tab carries through to the other tabs.
- Next complete the **Inventory Methods** and **Detailed Inventory** tabs. Your system totals will then appear in the **Summary Information** tab.
- The Detailed Inventory is entered **line by line**:
 - Information is initially typed into Row 7.
 - When the row is complete, click on the "Add To Inventory" button at the far right (column AM).
 - The values will be transferred to the list below. **Values in the list cannot be edited directly.**
 - *To edit previously entered service line information*, re-enter the Unique Service Line ID in Row 7, Column E. This will call up the previously entered information for that service line, which can then be edited and re-entered.
 - Each line entry will be date & time stamped in Column AN. Entries will be in order from newest to oldest.
 - If the spreadsheet gets "stuck" (can't enter data), click on the "Clear Top Row" button at the top of the page.
 - If the spreadsheet gets "stuck" after clicking Add to Inventory, look for a pop up window hidden behind the spreadsheet.
- After all tabs have been completed, export the information to csv files, following the steps on the Introduction tab under the section Template Use.

Add To Inventory

Clear Top Row

General Template Instructions:

- The display size of the spreadsheet may be adjusted using the slider bar at the bottom right.
- All <LIGHT BLUE> fields should be completed.
- Failure to complete all required fields could result in mis-classification of service lines.
- Many boxes have dropdown menus. Click on the cell, then click on the arrow that appears to the right of the cell. The dropdown menu can also be accessed by using Alt-Down Arrow on the keyboard. Select a response from the list that appears. If an answer is not applicable, leave the dropdown response set to the default value (first item in list).
- Filtering has been enabled to allow the user to easily search for occurrences of certain text values or cell colors. Each column heading in Row 9 has an arrow at the bottom right. Click on the arrow to access the filter options.
 - Filtering can be used to easily find, for example, responses that require information to be entered into the Additional Comments field.
- If a selection from a dropdown menu causes the cell color to change to light brown, additional information needs to be entered in the Additional Comments field.
- If a cell or set of cells is XX'd out, those questions should not be answered.
- Where more detailed instructions are necessary, links have been provided from the form to this instruction page. Links are shown in [blue underlined text](#). There are also links to return to the original form.

Click the following links for specific Instructions:

[Initial Inventory](#)
[First Inventory Update](#)
[Inventory Updates after First Update](#)
[General Information Tab](#)
[Detailed Inventory Tab - State Determined Values](#)
[Detailed Inventory Tab - Locational Information](#)
[Detailed Inventory Tab - System-Owned Portion](#)
[Detailed Inventory Tab - Customer Owned Portion](#)
[Detailed Inventory Tab - Tap Sampling Information](#)
[Summary Information Tab](#)

Initial Inventory

[Return to Top](#)

1. On the General Information tab select "Yes" for "Initial Inventory?" and enter the date the initial inventory was completed.
2. On the Detailed Inventory tab, column F "Record Type" must remain as "Initial" for each service line being entered.
3. Proceed using Detailed Instructions by Tab below.
4. After all information is entered, export the csv files and save the spreadsheet.



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SERVICE LINE INVENTORY FORM

First Inventory Update

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1. Start with the most recent version of the Inventory.
2. On the General Information tab select "Yes" for "Updated Inventory?" and enter the date of the update.
 - Always retain the Initial Inventory date!
 - Enter or edit the information that is being updated.
3. On the Inventory Methods & Detailed Inventory tabs, answer the question "Are there any updates on this page?"
4. On the Detailed Inventory tab, in Column F "Record Type", select Update, Add or Inactive from the dropdown box for each line being updated.
 - If the record is being updated because the service line was replaced, enter the Date Replacement Completed in Column G.
 - Note: The Unique ID must match an existing ID unless the Record Type is Add.
5. After making updates, export the csv file and save the spreadsheet with a new file name. Retain a copy of each revision of the spreadsheet submitted to PA DEP.

Inventory Updates after First Update

[Return to Top](#)

1. Start with the most recent version of the Inventory
2. On the General Information tab select "Yes" for "Updated Inventory?" and enter the date of the update
 - Always retain the Initial Inventory date!
 - Enter or overwrite the information that is being updated
3. On the Inventory Methods tab, answer the question "Are there any updates on this page?"
4. On the Detailed Inventory tab, use the filter (Row 8) on the Record Type column (Column F) to select all of the records that were updated in the previous inventory (types Update, Add, Inactive).
 - Change each previously updated Record Type to Retain.
 - Continue with Inventory Updates as described under First Inventory Update

General Information Tab

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Select "Yes" or "No" in response to the questions about Initial and Updated Inventory

- The Inventory type must be EITHER Initial or Updated. Do not select "Yes" for both of the questions.
- Enter the Initial Inventory date
- If this is an Updated Inventory, also enter the Updated Inventory date

Total Population Served: The number of residential customers; plus the average of the number of regular consumers served, per day, during a month; plus the average of the number of transient consumers served, per day, during a month.

Number of Service Connections: This field will auto-populate based on the number of entries in the Detailed Inventory.

PWS Type: Select either CWS or NTNCWS. All CWS and NTNCWS are required to submit a Service Line Inventory.

Question 1: If the PWS Type is CWS, this question must be answered "Yes" or "No". If the PWS type is NTNCWS, select "Not Applicable".

Question 2: AFTER completing the Detailed Inventory, the total number of service lines will be listed above. Confirm that the number of service lines listed matches the number of service connections reported on the most recent annual Average Daily Water Use form submitted to DEP.

Question 3: Indicate if the system serves any Disadvantaged Communities and the approximate percentage of service lines that are connected to members of a Disadvantaged Community. "Disadvantaged Community" is as defined in the most recent PennVest Intended Use Plan, which is available on line. Systems that serve Disadvantaged Communities may be eligible for additional funding under the Bipartisan Infrastructure Law.

Detailed Inventory Tab - State Determined Values

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Unique Service line ID **MAY NOT BE CHANGED or DELETED** after submission to DEP. New unique service line IDs may be added during inventory updates. In limited instances, service line IDs may be inactivated.

Column A, Service Line Classification: Will be determined automatically for each unique service line ID based on the responses in the Detailed Inventory. If the assigned classification is different than anticipated please double check the responses entered in this form. Service line classifications for joint ownership are determined according to the Class & Tier Info tab of this spreadsheet

[Return to Form](#)

- If the designation is Galvanized Requiring Replacement, only the galvanized portion of the line needs to be replaced
- All determinations are subject to review and approval by Department staff



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SERVICE LINE INVENTORY FORM

Column B, Sufficient Evidence for Determination of Non-Lead? : Will be determined automatically based on responses. All determinations are subject to review and approval by Department staff. To provide sufficient evidence of the Non-Lead classification the system is expected to:

- Identify records that indicate Installation/replacement date after January 6, 1991 - OR -
- Conduct CCTV inspection inside service line over the full length - OR -
- Conduct mechanical excavation in at least 3 locations over the length of the service line* - OR -
- Combine any TWO other investigation techniques from the dropdown lists
- Note: for jointly owned service lines, both portions must meet the criteria for the service line to be classified as Non-Lead

[Return to Form](#)

* Refer to [Class & Tier Info tab](#) for more information

NOTE: If insufficient evidence-based techniques are indicated on the inventory form, this cell will turn RED

Column C, LCRR Sampling Tier: Suggested Tiering Level based on responses in the Detailed Inventory. This field is determined automatically. This field is provided as a convenience for the water system and is not binding. Tiering is determined according to the Class & Tier Info tab of this spreadsheet.

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*For CWS, if the %MFRs is > 20%, a proportional number of MFRs may be assigned to Tier 1

Detailed Inventory Tab - Locational Information

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Column E, Unique Service Line ID : The system-assigned unique ID for this service line (required field). The Unique ID:

- May contain up to 30 characters
- Can use letters and/or numbers in any combination
- Use only uppercase letters; lowercase letters will be converted to uppercase
- Can use hyphen (-), underscore (_), period(.)
- May not use spaces, commas or other special characters (i.e., *, !, @, etc.)

[Return to Form](#)

NOTE: If a duplicate ID or address is entered the boxes will turn RED

Column F, Record Type

- Initial – Use this designation for the initial inventory submitted on or before October 16, 2024
- Update – Use this designation when submitting an updated inventory, to indicate the record is being revised
 - If the update is due to a service line replacement, enter the replacement date in Column G
- Add – Use this designation to add more service lines to an existing inventory
- Inactive – Use this designation to indicate a record is being inactivated. Records cannot be deleted.
 - Example: Property was made into a parking lot and the service line was decommissioned.
 - Add a text comment explaining the reason for inactivation in columns Y and/or AH.

[Return to Form](#)

Column G, Date Replacement Completed: If the SL has been replaced since the initial inventory (or last inventory update), enter the replacement date here. Also change the Record Type in Column F to "Update". Remember to revise the Material Type and other information affected by the replacement for both the system and customer portions of the line.

[Return to Form](#)

Column H, Ownership Type: Indicate whether the service line is owned, in its entirety, by the System, the Customer, or Jointly.

IMPORTANT: If the Ownership Type selected is System, any answers entered in the Customer-Owned columns will be grayed out, and vice versa.

→ Be careful when selecting Ownership Type as this affects the determination of the Service Line Classification.

[Return to Form](#)

NOTE: If the service line is not jointly owned, but the user would like to submit information about two different segments of the line, select Joint ownership. Comments clarifying the ownership status may be entered under Question 4 on the General Information tab or in columns Y and/or AH of the Detailed Inventory.

Columns M & N, School/Childcare Facility?: Indicate if the service line provides water to a school and/or childcare facility.

- A child care facility is "a location that houses a licensed provider of child care, day care, or early learning services to children as determined by the State licensing agency."
- A school is "any building associated with public, non-public/private, or charter institutions that primarily provides teaching and learning for elementary or secondary students."
- An **elementary** school contains students in grades up to and including grade 8 (includes pre-school).
- A **secondary** school contains students in grades no less than 9 and no greater than 12.

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SERVICE LINE INVENTORY FORM

Detailed Inventory Tab - System-Owned Portion	Return to Top
Columns O through Y: Complete the information in these columns for the System-Owned Portion of the service line ONLY. – If there is a portion of the service line that is customer-owned, that information should be entered in columns Z through AH. – If there is no system-owned portion, leave these boxes empty or set to the default value.	Return to Form
Column P, Was Material Ever Previously Lead? : If the response is "no", enter the evidence in the Additional Comments field (Column Y)	Return to Form
Column Q, Lead Pigtails, Goosenecks or Connectors Upstream? Indicate if there is a lead pigtail, gooseneck or connector between the main and the system-owned portion of the service line. If the response is "no", enter the evidence in the Additional Comments field (Column Y).	Return to Form
Columns R & S, Installation Date: – Select the decade from the dropdown box – If a more specific date is known, enter it in column S – If no information about installation date is available, note that under Additional Comments (Column Y).	Return to Form
Column T, Diameter : Enter the service line pipe inner diameter, in inches. Use up to two decimal places.	Return to Form
Columns U through X, Basis of Material Classification : At least one Basis of Material Classification must be selected for all service lines. Selections in these columns will be used to determine if there is sufficient evidence for a designation of Non-Lead. Refer to instructions for Column B for more information. – Use the dropdown menus in columns U & V to select non-field-based investigation method(s). – Use the dropdown menu in column W to select field-based verification method(s), and enter the date performed in Column X. – IMPORTANT NOTE: Water sampling can only be used as a basis for investigation if the system does not have Corrosion Control Treatment.	Return to Form
Column Y, System-Owned Service Line Additional Comments : Free form text field to enter additional pertinent or required information.	Return to Form
Detailed Inventory Tab - Customer Owned Portion	Return to Top
Columns Z through AH: Complete the information in these columns for the Customer-Owned Portion of the service line ONLY. – If there is a portion of the service line that is system-owned, that information should be entered in columns O through Y. – If there is no customer-owned portion, leave these boxes empty or set to the default value.	Return to Form
Column AA, Lead Pigtails, Goosenecks or Connectors Upstream? Indicate if there is a lead pigtail, gooseneck or connector <u>upstream</u> of the customer-owned portion of the service line. If the response is "no", enter the evidence in the Additional Comments field (Column AH). – Do not include pigtails, goosenecks or connectors in the System-Owned portion of the service line; these should be accounted for in Column Q. – Do not include pigtails, goosenecks or connectors that are downstream of the service line.	Return to Form
Columns AB & AC, Installation Date: – Select the decade from the dropdown box – If a more specific date is known, enter it in column AC – Enter the date in mm/dd/yyyy format – If no information about installation date is available, note that under Additional Comments.	Return to Form
Columns AD through AG, Basis of Material Classification : At least one Basis of Material Classification must be selected for all service lines. Selections in these columns will be used to determine if there is sufficient evidence for a designation of Non-Lead. Refer to the instructions for Column B for more information. – Use the dropdown menus in columns AD & AE to select non-field-based investigation method(s). – Use the dropdown menu in column AF to select field-based verification method(s), and enter the date performed in Column AG. – IMPORTANT NOTE: Water sampling can only be used as a basis for investigation if the system does not have Corrosion Control Treatment.	Return to Form
Column AH, Customer-Owned Service Line Additional Comments : Free form text field to enter additional pertinent information.	Return to Form



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SERVICE LINE INVENTORY FORM

Detailed Inventory Tab - Tap Sampling Information		Return to Top
Columns AI through AL, Information to Assign Tap Monitoring Tiering : Fill out information in these columns to automatically assign Tiers to tap sampling monitoring locations.		Return to Form
Column AI, Service Line Connected To : Indicate if the service line is connected to a Single Family Residence (SFR), Multi-Family Residence (MFR), or Other type of building – The building is considered a single family residence if one service line provides drinking water for one family. – The building is considered a multi-family residence if one service line provides drinking water for multiple families (e.g., apartment complex where there is only a single service line). – If the connection cannot be categorized as an SFR or MFR choose Building/Other.		Return to Form
Column AJ, POE Treatment Present? Locations with Point-Of-Entry treatment for Inorganic Chemicals are not eligible for sampling under the Lead and Copper Rule. – POE refers to treatment where the service line enters the building/residence. POE does NOT include treatment at or prior to the entry point into the distribution system. – IMPORTANT: If the location has a POU (Point-Of-Use) filter, sample from a different tap. For example, if the kitchen tap has a filter, collect a sample from the bathroom tap. – Do NOT collect LCR samples from a location with a POU filter. Do not remove the POU filter to collect a sample.		Return to Form
Summary Information		Return to Top
No information needs to be entered in this form. The tables will auto-populate based on the answers provided in this spreadsheet.		
Service Line Classification Summaries: The total number of Lead, Galvanized Requiring Replacement, Lead Status Unknown, and Non-Lead services lines is displayed. Breakout information regarding Schools & Daycares is also provided.		
Tap Sampling Monitoring Locations by Tier: A breakdown of the tap sampling location Tier assignments based on the information entered in the Detailed Inventory.		

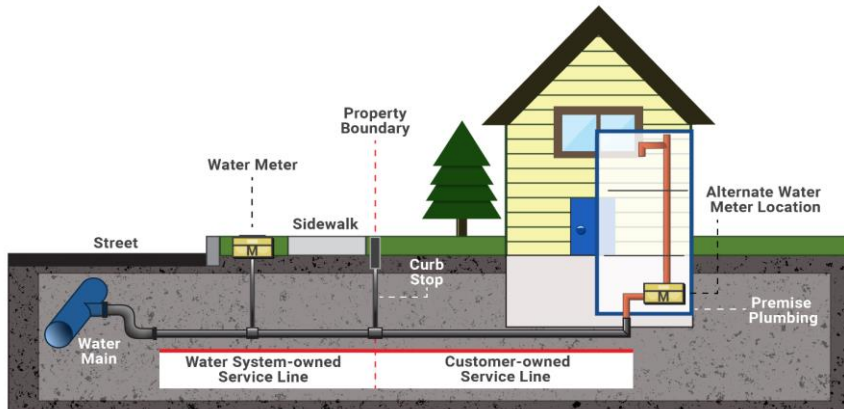


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SERVICE LINE INVENTORY FORM

IMPORTANT NOTE: The classification of a service line applies to the entire length of the service line, regardless of ownership

Service Line Designation Where Ownership Is Split Between the Water System and Customer



System-Owned Portion		Customer-Owned Portion		Service Line Classification ^{2,3,4,5}
Material Type		Material Type		
Lead or lead-lined		Any material		Lead
Any material		Lead or lead-lined		Lead
Unknown		Any material but lead, lead-lined or galvanized		Lead Status Unknown
Any material but lead or lead-lined		Unknown		Lead Status Unknown
Any material but lead, lead-lined, galvanized, or unknown		Any material but lead, lead-lined, galvanized, or unknown		Non-Lead ¹
System-Owned Portion		Customer-Owned Portion		
Lead Connector Upstream?	Material Type	Lead Connector Upstream?	Material Type	
No	Any material but lead or lead-lined	No	Galvanized	Non-Lead
No	Galvanized	No	Any material but lead, lead-lined, or unknown	Non-Lead
No	Galvanized	No	Galvanized	Non-Lead
No	Not previously lead	No	Galvanized	Non-Lead
Yes or Not sure	Galvanized	Any response	Any material but lead, lead-lined or unknown	Galvanized Requiring Replacement
Yes or Not sure	Any material but lead or lead-lined	Any response	Galvanized	Galvanized Requiring Replacement
No	Any material but lead or lead-lined	Yes or Not sure	Galvanized	Galvanized Requiring Replacement
Any response	Previously lead or unsure if previously lead	Any response	Galvanized	Galvanized Requiring Replacement

¹ Any determination of Non-Lead is subject to review and approval by the Department

² It is only necessary to replace the portions of the service line that are Lead or Galvanized Requiring Replacement.

³ When both portions of the service line are Lead or Galvanized Requiring Replacement, both portions must be replaced at the same time. Partial replacements are not allowed.

⁴ If either portion of the service line is classified as Lead Status Unknown, it must be replaced unless further investigation changes the classification to Non-Lead. The change in classification must be submitted to the Department in the Updated Inventory.

⁵ The presence of lead connectors, goosenecks or pigtails is only relevant to the determination of Galvanized Requiring Replacement.



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SERVICE LINE INVENTORY FORM

LCRR Tap Sampling Tier Determination			
Tier Level	Applies To:	* May Apply To:	**Does NOT apply to:
1	CWS Systems: Single Family Residence connected to a Lead Service Line NTNC Systems: Any building type connected to a Lead Service Line	CWS Systems: Multi Family Residence connected to a Lead Service Line if Multi Family Residences make up MORE than 20% of the distribution system	CWS & NTNC Systems: Service lines classified as Galvanized Requiring Replacement or Lead Status Unknown
2	CWS Systems: Any Building/Other connected to a Lead Service Line	CWS Systems: Multi Family Residence connected to a Lead Service Line if Multi Family Residences make up LESS than 20% of the distribution system	CWS Systems: Service lines classified as Galvanized Requiring Replacement or Lead Status Unknown; NTNC Systems
3	CWS Systems: Single Family Residences connected to a Galvanized Requiring Replacement Service Line NTNC Systems: Any building type connected to a Galvanized Requiring Replacement Service Line		CWS & NTNC Systems: Services lines classified as Lead Status Unknown
4	CWS Systems: Service lines connected to a Single Family Residence that contains copper pipes with lead solder		CWS Systems: Services lines classified as Lead Status Unknown; NTNC Systems
5	CWS Systems: Single Family and Multi Family Residences where the plumbing is representative of other locations served by the system NTNC Systems: Any building type where the plumbing is representative of other locations served by the system	CWS Systems: Service lines connected to a Building/Other location IF there are an insufficient number of Single Family or Multi Family Residential Tier 5 sites available	

* Buildings/residences with a Point of Use (POU) treatment device MAY be used for LCRR Tap Sampling - IF - there is another tap location that is used to dispense potable which does NOT have a POU device installed. It is not acceptable to sample from a location where the POU device has been removed for purposes of collecting a sample.

** Buildings/residences with a Point of Entry (POE) treatment device may NOT be used for LCRR Tap Sampling.

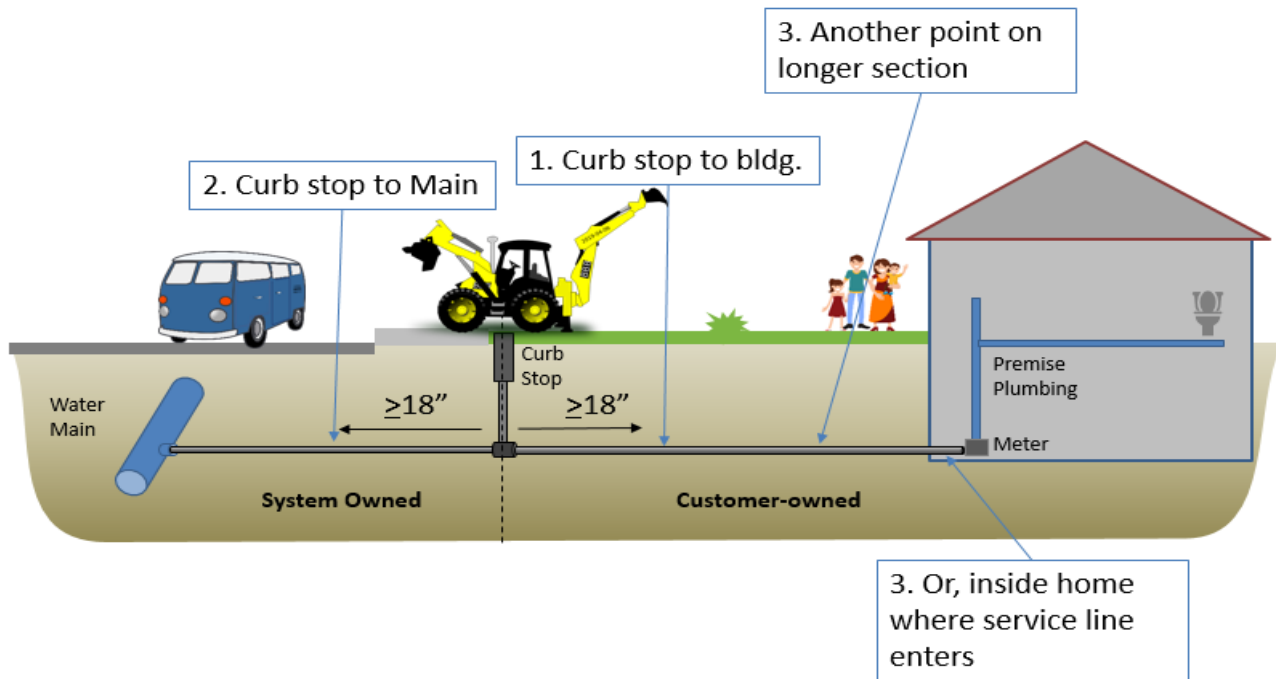
SERVICE LINE INVENTORY FORM

Using Mechanical Excavation as Evidence of Non-Lead

[Return to Instructions](#)

- "Mechanical Excavation" refers to any technique that allows physical access to the exterior of the service line piping, including but not limited to: trenching, potholing, and vacuum extraction.
- To provide sufficient evidence for a designation of Non-Lead, mechanical excavation must be performed at a minimum of 3 locations across the length of the service line, as follows*:
1. Curb stop to building
 - A minimum of 18 inches from the curb stop
 - OR –
 - If the distance to the building is less than 18 inches, halfway to the building
 2. Curb stop to water main
 - A minimum of 18 inches from the curb stop
 - OR –
 - If the distance to the water main is less than 18 inches, halfway to the main
 3. Third point (choose one)
 - Inside the home where the service line enters if visible (must be inspected by system personnel - OR - the home owner must submit a clear photograph to the water system)
 - OR –
 - A second excavation point in the longer section of the service line that is at least halfway between the first point and the building or water main
- *EXCEPTION: If the system is using Mechanical Excavation as the means of identification on only one side of a Jointly-owned system, then only two-points of verification are needed on that side.

3-Point Field Verification – Non-Lead



SERVICE LINE INVENTORY FORM

Inventory Requirements of the LCRR

Question	Answer	Regulatory Citation(s)
1. Who must prepare a service line inventory?	All community water systems (CWSs) and non-transient non-community water systems (NTNCWSs).	40 CFR §141.84(a)
2. What material classification should I use?	Service lines must be classified as one of four types: – Lead, – Galvanized Requiring Replacement (GRR), – Non-Lead, (specify the actual material such as copper or plastic), or – Lead Status Unknown. → This spreadsheet will determine the service line classification for you if completed correctly. → Where the material is unknown, EPA recommends that systems consider using subclassifications to capture additional information (e.g., unknown - unlikely lead).	40 CFR §141.84(a)(4) and §109.706
3. What if the service lines in my system are split ownership, meaning that my system owns a portion and the customer owns a portion?	The inventory must include both the system-owned and customer-owned portions of the service line; however, systems must count each service line from the water main to the interior building plumbing only once for determining the number of service lines requiring replacement (i.e., lead service lines and GRR), assigning a tap sample tiering classification, and facilitating reporting of inventory information to states and EPA. See the "Class & Tier Info" tab for information on how the spreadsheet classifies service lines that have split ownership.	40 CFR §§141.84(a)(2) & (a)(7)(i)
4. What information should I use to identify service line material and prepare my inventory?	You must use previous materials evaluation, construction and plumbing codes/records, water system records, distribution system inspections and records, information obtained through normal operations, and state-specified information to prepare your inventory. EPA recommends systems consider additional service line investigation methods such as visual inspection, water quality sampling, and excavation.	40 CFR §§141.84(a)(3) & (a)(5)
5. When is the initial inventory due?	October 16, 2024.	40 CFR §141.80(a)(3) ¹
6. What if I have no Lead, Galvanized Requiring Replacement (GRR), or Lead Status Unknown service lines?	You have some different requirements that are explained in the answers to questions 7, 8, and 9.	N/A
7. Do I need to update my inventory?	For systems with Lead, GRR, or Lead Status Unknown service lines The service line inventory should improve over time with better information. You must submit inventory updates to your state on the following frequency: (1) Annually if you conduct lead tap sampling semi-annually or annually. (2) Triennially (i.e., once every 3 years) if you conduct lead tap sampling triennially. For systems with only Non-Lead service lines You are not required to provide an update. However, if you subsequently find any LSL or galvanized requiring replacement service line, you must notify your state within 30 days and prepare an updated inventory on a schedule established by the state.	40 CFR §141.90(e)(3)
8. Do I need to make my information publicly available?	For systems with Lead, GRR, or Lead Status Unknown service lines You must make the inventory publicly available and include a locational identifier for lead service lines and GRR. Water systems serving more than 50,000 people must provide inventories on-line. For systems with only Non-Lead service lines You can provide a written statement, in lieu of the inventory, that your distribution system has no lead service lines or GRR service lines along with a general description of all applicable sources used to make that determination.	40 CFR §§141.84(a)(8) & (a)(9)
9. Do I need to include a statement in my Consumer Confidence Report (CCR)?	For systems with Lead, GRR, or Lead Status Unknown service lines CWSs must indicate how the public can access the service line inventory information in their CCR. For systems with only Non-Lead service lines CWSs must include a statement that a service line inventory contains no lead service lines and instructions on how to access the information.	40 CFR §141.153(d)(4)(xi)
10. What information must States report to EPA?	For each water system, the number of Lead, GRR, and Lead Status Unknown service lines in its distribution system, reported separately.	40 CFR §142.15(c)(4)(iii)(D)

Notes:

¹ On June 10, 2021, EPA signed a rule extending the compliance date from January 16, 2024 to October 16, 2024 (86 FR 31939).



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SERVICE LINE INVENTORY FORM

General Information

Revision Tracking

Inventory Type: <i>Initial</i>	Initial Inventory Date (Required): 10/11/2024	Updated Inventory Date:
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Facility Information

Water System Name:

MOUNTAIN CREST DEVELOPMENT

PWSID (7-digit number): 2640056	Total Population Served (number of people): 44	Number of Service Connections: 17	PWS Type: <i>CWS</i>
1. If CWS, do multi-family residences comprise $\geq 20\%$ of the structures served?			<i>No</i>
2. Does the number of service connections reported on the Detailed Inventory tab (shown above), match the number reported to DEP on the annual Average Daily Water Use form?			<i>Yes</i>
3. Does the water system serve any Disadvantaged Communities? <i>If Yes, enter approximate percentage:</i>			<i>No</i>
4. Is there documentation that defines service line ownership in this system, such as a local ordinance? <i>If Yes, describe below (250 character maximum):</i>			<i>0%</i>
			<i>Yes</i>
TARIFF			

Physical Address

Street (No P.O. Boxes):

5 MOUNTAIN CREST DR

City or Town: LAKE ARIEL	State: PA	Zip Code: 18436
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Mailing Address (if different from Physical Address)

Street or P.O. Box:

P.O. 189

City or Town: HAMLIN	State: PA	Zip Code: 18427
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Contact Person

Name: JOSEPH BONAMICO	Title: OPERATOR
Telephone (ten digit): (570) 689-4017	Email: POCONOWATERWORKS@GMAIL.COM

Report Prepared By:

Same as Contact Person?

No

Name: JOSEPH BONAMICO	Title/Affiliation: PRESIDENT
Telephone (ten digit): (570) 689-4017	Email: POCONOWATERWORKS@GMAIL.COM

Public Access Documentation

How is the system making its inventory accessible to the public? Check all that apply.

NOTE: If the system serves > 50,000 people, the inventory MUST be provided on-line.

- | | |
|---|--|
| ☐ Interactive on-line map | ☒ Information on water utility mailings or newsletter |
| ☐ Static on-line map | ☒ Hard copy information available in water system office |
| ☐ Printed service line map | ☐ Other |
| ☐ Printed tabular data | |

If "Other", please describe (250 character maximum):



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SERVICE LINE INVENTORY FORM

Inventory Methodology

PWS Name: MOUNTAIN CREST DEVELOPMENT

PWSID: 2640056

No

Part 1: Historical Records Review

Type of Record	Examples	Describe the Records Reviewed (250 character maximum)	Level of Confidence in Records
1. Previous Materials Evaluation	Locations of Tier 1 lead tap sampling locations that are served by a lead service line.		No Records
2. Construction and Plumbing Codes and Records	Local ordinance adopting an international plumbing code. Permits for replacing lead service lines.		No Records
3. Water System Records	Distribution system maps. Tap cards. Meter installation records. Standard operating procedures.	ENGINEER DRAWING OF DEVELOPMENT DISTRIBUTION SYSTEM.	High
4. Distribution System Inspections and Records	Service line repair/replacement records. Inspection records.	ENGINEER DRAWING OF DEVELOPMENT DISTRIBUTION SYSTEM.	High
5. Other		CUSTOMER SURVEY	High

Part 2: Identifying Service Line Material During Normal Operations

1. During which normal operating activities is information collected about service line material? Check all that apply.

- ☒ Water meter reading
 ☒ Water main repair or replacement
☒ Water meter repair or replacement
 ☒ Backflow prevention device
☒ Service line repair or replacement
 ☒ Other

If "Other", please explain (250 character maximum):

CUSTOMER QUESTIONNAIRE

2. Has the system developed standard operating procedures (SOPs) for collecting service line material information?

No

If "Yes", please describe (250 character maximum):

Part 3: Service Line Investigations

1. Identify the service line investigation methods used by the system to prepare this inventory (check all that apply).

Column A: File/Record Review	Column B: Analytics	Column C: Physical Inspection
☒ Customer Self-Identification	☐ Statistical Analysis	☐ Visual Inspection at Existing Access Point
☒ Previous Materials Evaluation	☐ Predictive Modeling	☐ CCTV Inspection Inside Pipe
☐ Installation Record (e.g., tap card)	☐ Water Quality Sampling	☐ CCTV Inspection Outside Pipe (Curb Box)
☒ Repair or Replacement Record	☐ Other analytics technique	☐ Mechanical Excavation (e.g., Potholing, Trenching)
☐ Other type of record review		☐ Other physical inspection method

If "Other", please explain (250 character maximum):

2. How are service line locations selected for physical inspection?

For example, environmental justice, sensitive populations, statistical modeling, or targeting areas with high numbers of Lead Status Unknowns? (250 character maximum)

REPAIRS

[illegible]



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SERVICE LINE INVENTORY FORM

Inventory Response Summary information

PWS Name: MOUNTAIN CREST DEVELOPMENT

PWSID: 2640056

NOTES: Information will autofill based on the responses in the Detailed Inventory. Record types marked "Inactive" are not included.

Service Line Classification Summary

Service Line Classification	Definition	Number	Percentage
Lead	Any portion of the service line is known to be made of lead.	0	
Galvanized Requiring Replacement	A portion of the service line is galvanized and is downstream from: – a portion that was previously lead or is of unknown lead status – connectors that are lead or unknown	0	
Lead Status Unknown	The service line material is not known. There is not enough evidence to support material classification.	17	100%
Non-Lead	An evidence-based record, method, or technique has demonstrated that ALL portions of the service line are NOT lead or GRR.	0	
TOTAL NUMBER OF ACTIVE SERVICE LINES ENTERED IN THE DETAILED INVENTORY		17	100%

Service Line Classification by School/Childcare Summary

	Number	Percentage
Service Lines Connected to a Childcare facility:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Service Lines Connected to an Elementary School:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Service Lines Connected to an Secondary School:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Lead Status Unknown Service Lines:	0	
Likely Lead	0	
Unlikely Lead	0	



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SERVICE LINE INVENTORY FORM

Inventory Response Summary information

PWS Name: MOUNTAIN CREST DEVELOPMENT

PWSID: 2640056

NOTES: Information will autofill based on the responses in the Detailed Inventory. Record types marked "Inactive" are not included.

Tap Sample Monitoring Locations by Tier

Tier	Number	Percentage
Tier 1	0	
*Tier 1 – or – Tier 2	0	
Tier 2	0	
Tier 3	0	
Tier 3 (if not enough Tier 1)	0	
Tier 4	0	
Tier 5	0	
**Tier 5 (if not enough SFR & MFR)	0	
Tier 5 (if not enough Tier 1 & 3)	17	100%
Systems w/POE do not meet tiering criteria	0	
NUMBER OF TIERED LOCATIONS:	17	
NUMBER OF SERVICE LINE LOCATIONS NOT TIERED:	0	

*For CWS, if the %MFRs is > 20%, a proportional number of MFRs may be assigned to Tier 1

**For CWS, if there are insufficient SFR & MFR Tier 5 structures, may use Building/Other



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SERVICE LINE INVENTORY FORM

General Information			
Facility Information			
Water System Name: LYNNDALE			
PWSID (7-digit number): 2520987	Total Population Served (number of people): 25	Number of Service Lines: 26	PWS Type: NTNCWS
Is there documentation that defines service line ownership in this system, such as a local ordinance? <i>If Yes, describe below (250 character limit):</i>			NO
PA PUC TARIFF			

Physical Location Address		
Street (No P.O. Boxes):		
City or Town:	State:	Zip Code:
	PA	

Mailing Address (if different from Physical Location Address)		
Street or P.O. Box: 102 1/2 LYNNDALE RD		
City or Town:	State:	Zip Code:
TAFTON	PA	18464

Contact Person	
Name:	Title:
JOSEPH R BONAMICO SR	PRESIDENT
Telephone (10-digit):	Email:
570-689-4017	JBBONA@AOL.COM

Report Prepared By:		Same as Contact Person?
Name:	Title/Affiliation:	YES
Telephone (10-digit):	Email:	

Public Access Documentation	
How is the system making its inventory accessible to the public? Check all that apply. NOTE: <i>If the system serves > 50,000 people, the inventory MUST be provided on-line.</i>	
☐ Interactive on-line map ☐ Static on-line map ☐ 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 (250 character limit):	



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SERVICE LINE INVENTORY FORM

Inventory Methodology
PWS Name: LYNNDALE
PWSID: 2520987

Part 1: Historical Records Review			
Type of Record	Examples	Describe the Records Reviewed (250 character limit)	Level of Confidence in Records
1. Previous Materials Evaluation	<i>Locations of Tier 1 lead tap sampling locations that are served by a lead service line.</i>	ORIGINAL PRINTS	HIGH
2. Construction and Plumbing Codes and Records	<i>Local ordinance adopting an international plumbing code. Permits for replacing lead service lines.</i>	BUILDING CODE RECORDS	MEDIUM
3. Water System Records	<i>Distribution system maps. Tap cards. Meter installation records. Standard operating procedures.</i>	SERVICE CALLS. CUSTOMER QUESTIONARE	HIGH
4. Distribution System Inspections and Records	<i>Service line repair/replacement records. Inspection records.</i>	REPAIR RECORDS	HIGH
5. Other			NO RECORDS

Part 2: Identifying Service Line Material During Normal Operations	
1. During which normal operating activities is information collected about service line material? Check all that apply.	
☐ Water meter reading	☒ Water main repair or replacement
☐ Water meter repair or replacement	☐ Backflow prevention device
☒ Service line repair or replacement	☐ Other
If "Other", please explain (250 character limit):	
2. Has the system developed standard operating procedures (SOPs) for collecting service line material information?	NO
If "Yes", please describe (250 character limit):	
CUSTOMER QUESTIONING	

Part 3: Service Line Investigations		
1. Identify the service line investigation methods used by the system to prepare this inventory (check all that apply).		
Column A: File/Record Review	Column B: Analytics	Column C: Physical Inspection
☐ Customer Self-Identification	☐ Statistical Analysis	☐ Visual Inspection at Existing Access Point
☐ Previous Materials Evaluation	☐ Predictive Modeling	☐ CCTV Inspection Inside Pipe
☒ Installation Record (e.g., tap card)	☒ Water Quality Sampling	☐ Mechanical Excavation (e.g., Potholing, Trenching)
☒ Repair or Replacement Record	☐ Other analytics technique	☐ Swordfish
☐ Other type of record review		☐ Other physical inspection method
If "Other", please explain (250 character limit):		
2. How are service line locations selected for physical inspection?		
For example, environmental justice, sensitive populations, statistical modeling, or targeting areas with high numbers of Lead Status Unknowns? (250 character limit)		
REPAIR AND REPLACEMENTS		

Department Approved Alternate Lead Ban Date, Segment 1:	
Department Approved Alternate Lead Ban Date, Segment 2:	

Export Location:

Detailed Inventory			
System Name: LYNNDALÉ			
PWSID: 2520987			
SERVICE LINE CLASSIFICATION	NON-LEAD VERIFICATION STATUS	LCRI SAMPLING TIER	VALIDATION POOL
ANSWER ALL QUESTIONS	NOT APPLICABLE	ANSWER ALL QUESTIONS	NOT APPLICABLE

SERVICE LINE BASIC INFORMATION			
UNIQUE SERVICE LINE ID	REPLACEMENT DATE	SPLIT LINE	STREET ADDRESS
		YES	

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					SEGMENT 1 INFORMATION					
STREET ADDRESS 2	CITY/TOWNSHIP	ZIP CODE	SCHOOL	CHILDCARE	SEGMENT 1 MATERIAL	EVER PREVIOUSLY LEAD	LEAD CONNECTOR UPSTREAM	INSTALLATION DECADE	INSTALLATION DATE	DIAMETER (IN INCHES)
			NO	NO		NOT SURE	NOT SURE			

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				SEGMENT 2 INFORMATION				
NON-LEAD VERIFICATION 1	NON-LEAD VERIFICATION 2	FIELD VERIFICATION DATE	COMMENTS	SEGMENT 2 MATERIAL	LEAD CONNECTOR UPSTREAM	INSTALLATION DECADE	INSTALLATION DATE	DIAMETER (IN INCHES)
					NOT SURE			



				TAP MONITORING TIER INFORMATION			
NON-LEAD VERIFICATION 3	NON-LEAD VERIFICATION 4	FIELD VERIFICATION DATE	COMMENTS	SERVICE LINE CONNECTED TO	INORGANIC POE TREATMENT PRESENT	INTERIOR PLUMBING	LCRI SAMPLING SITE
					NOT SURE	UNKNOWN	



SERVICE LINE INVENTORY FORM

Inventory Summary Information

PWS Name: LYNNDALÉ
PWSID: 2520987

CLASSIFICATION SUMMARY				
	NON-LEAD	LEAD STATUS UNKNOWN	GALVANIZED REQUIRING REPLACEMENT	LEAD
NUMBER	0	26	0	0
PERCENTAGE	0	100%	0	0

CLASSIFICATION SUMMARY BY SCHOOL/CHILDCARE				
	NON-LEAD	LEAD STATUS UNKNOWN	GALVANIZED REQUIRING REPLACEMENT	LEAD
Total Schools	0	0	0	0
Elementary Schools	0	0	0	0
Secondary Schools	0	0	0	0
All Grade Schools	0	0	0	0
Childcare Facilities	0	0	0	0

VERIFICATION STATUS SUMMARY				
Non-Lead	YES = 0	DEPARTMENT REVIEW = 0		
Lead Status Unknown	NO = 26	NO, SEGMENT 1 = 0	NO, SEGMENT 2 = 0	DEPARTMENT REVIEW = 0

Tap Sample Monitoring Locations by Tier		
TIER ASSIGNMENT	Number	Percentage
TIER 1	0	0
TIER 2	0	0
TIER 3	0	0
TIER 4	0	0
TIER 5	25	96%
DOES NOT MEET TIERING CRITERIA	1	4%

VALIDATION POOL SUMMARY				
	VALIDATION POOL NOT REQUIRED	VALIDATION POOL SEGMENT 1 ONLY	VALIDATION POOL SEGMENT 2 ONLY	VALIDATION POOL BOTH SEGMENTS
Non-Lead	0	0	0	0

IMPORT USER DATA

- 1. Complete the Gen Info and Inv Meth tabs before importing data
- 2. Enter alternate lead ban date information in cells H1/H2 before importing data
- 3. Copy user data and paste as text into Detailed Inventory tab cell A10
- 4. Click each button in order, resolve errors at each step before proceeding.



Prep Data:	Removes extraneous data; capitalizes all letters; trims leading & trailing spaces; removes text comment & address fields; checks for invalid SLID, address, and text commercial addresses and/or service line IDs.
Convert Data:	Converts single letter designations; fills in default responses if left blank; converts spreadsheet revisions.
Check for Errors:	Are diameters numerical; is replacement date in date format; field verification checks; connector material entered if connectors were selected.
Assign Class:	Determines the service line classification, non-lead verification status, LCRI sample status (columns A through D).



removes carriage returns from nts; checks for duplicate
; some elements from previous
are req'd comments entered; is
ling tier, and validation pool



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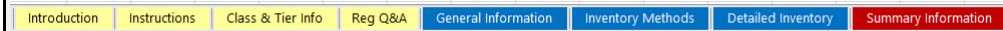
SERVICE LINE INVENTORY FORM

What is the purpose of this template?

The purpose of this template is to help water systems comply with the Service Line Inventory requirements of the January 15, 2021 Lead and Copper Rule Revisions (LCRR). This template provides fillable forms and tables that water systems can use to document their methods, organize their inventory, submit the initial inventory and inventory updates to the state, and document how they are making the inventory publicly available. Note that DEP does **NOT** require systems use this template for their inventory, but it is recommended. Refer to the worksheet "Reg Q&A" and EPA's 2022 Inventory Guidance for the regulated minimum inventory requirements and recommendations.

How is the template organized?

This workbook contains several worksheets, which are accessed by clicking the tabs at the bottom of the workbook window. They appear like this:



The worksheets and cells in this template are color coded:

- Yellow sheets are instructions and background, blue sheets are templates for water systems.
 - Gray shaded cells are background or instructions. Light blue cells are for data entry by the water system and light green cells are for data entry by the state.
- See the table below for a description of each worksheet.

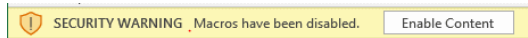
Information Relevant to this Template:

Template Organization		
Worksheet Type	Worksheet Name	Description
Background	Introduction	Introductory template information
	Instructions	Contains detailed instructions for systems and States.
	Class & Tier Info	Contains information on: - how service line classification is determined when ownership is split between the system & customer; - how LCRR tap sampling tiers are determined.
	Reg Q&A	Explains the regulatory service line inventory requirements of the January 15, 2021 LCRR in Q&A format.
Templates for Water Systems	General Information	For systems to document relevant information about their system.
	Inventory Methods	For systems to document the methods and resources they used to develop their service line inventory.
	Detailed Inventory	For systems to organize their detailed inventory. Each row equals one service line connecting the water main to the customer's plumbing. Separate columns track locational information, the system-owned portion, the customer-owned portion, other possible sources of lead, and information for assigning a tap sample tiering classification.
Summary	Summary Information	This sheet automatically generates totals based on information in the Detailed Inventory worksheet.

Template Use - General Steps

Open the spreadsheet. If you have a large amount of data it may take a few minutes. Please be patient.

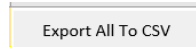
- This template will work with a Windows based PC and Excel 2013 or newer.
- This spreadsheet may not support use by Mac PCs.
- If you see this message, click on Enable Content before you begin:



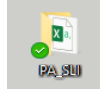
- If you do not see this message, and the macros do not work, contact ra-padwis@pa.gov for assistance.

Fill out the spreadsheet. Detailed instructions are provided on the Instructions tab.

Create export. Once the inventory is final, use the "Export All To CSV" button to create the export files. **DO NOT OPEN THE EXPORTED CSV FILES.**



- A folder called "PA_SLI" will be created on your desktop and the export files will be placed inside the folder:



- In addition, a hyperlink will be inserted into the spreadsheet which will link directly to the created folder:

Export Location:
[C:\Users\JohnDoe\OneDrive\Desktop\PA_SLI](C:\Users\JohnDoe\OneDrive\Desktop\PA_SLI)

- Three export files will be created with "GenInfo", "InvMeth", and "Details" appended to the file name.
- Each export file name will be date stamped using YYMMDD format.
- The date stamp appears at the beginning of the file name so that the export files will automatically sort by date.

IMPORTANT NOTES about CSV files and spreadsheet. DO NOT OPEN THE CSV FILES.

- Each time CSV files are uploaded to DWELR, also save the SLI spreadsheet in the same folder. The spreadsheet should be saved with a unique name that includes the date (should match the date on the CSV file) and whether it is an Initial or Updated inventory.
- It is highly recommended to also save a backup copy of the CSV files and spreadsheet in another location to prevent accidental loss.



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SERVICE LINE INVENTORY FORM

Getting Started

For best results **READ** and **FOLLOW** these instructions.

- Complete the **General Information** tab first. Some information entered on that tab carries through to the other tabs.
- Next complete the **Inventory Methods** and **Detailed Inventory** tabs. Your system totals will then appear in the **Summary Information** tab.
- The Detailed Inventory is entered **line by line**:
 - Information is initially typed into Row 7.
 - When the row is complete, click on the "Add To Inventory" button at the far right (column AM).
 - The values will be transferred to the list below. **Values in the list cannot be edited directly.**
 - *To edit previously entered service line information*, re-enter the Unique Service Line ID in Row 7, Column E. This will call up the previously entered information for that service line, which can then be edited and re-entered.
 - Each line entry will be date & time stamped in Column AN. Entries will be in order from newest to oldest.
 - If the spreadsheet gets "stuck" (can't enter data), click on the "Clear Top Row" button at the top of the page.
 - If the spreadsheet gets "stuck" after clicking Add to Inventory, look for a pop up window hidden behind the spreadsheet.
- After all tabs have been completed, export the information to csv files, following the steps on the Introduction tab under the section Template Use.

Add To Inventory

Clear Top Row

General Template Instructions:

- The display size of the spreadsheet may be adjusted using the slider bar at the bottom right.
- All <LIGHT BLUE> fields should be completed.
- Failure to complete all required fields could result in mis-classification of service lines.
- Many boxes have dropdown menus. Click on the cell, then click on the arrow that appears to the right of the cell. The dropdown menu can also be accessed by using Alt-Down Arrow on the keyboard. Select a response from the list that appears. If an answer is not applicable, leave the dropdown response set to the default value (first item in list).
- Filtering has been enabled to allow the user to easily search for occurrences of certain text values or cell colors. Each column heading in Row 9 has an arrow at the bottom right. Click on the arrow to access the filter options.
 - Filtering can be used to easily find, for example, responses that require information to be entered into the Additional Comments field.
- If a selection from a dropdown menu causes the cell color to change to light brown, additional information needs to be entered in the Additional Comments field.
- If a cell or set of cells is XX'd out, those questions should not be answered.
- Where more detailed instructions are necessary, links have been provided from the form to this instruction page. Links are shown in blue underlined text. There are also links to return to the original form.

Click the following links for specific Instructions:

[Initial Inventory](#)
[First Inventory Update](#)
[Inventory Updates after First Update](#)
[General Information Tab](#)
[Detailed Inventory Tab - State Determined Values](#)
[Detailed Inventory Tab - Locational Information](#)
[Detailed Inventory Tab - System-Owned Portion](#)
[Detailed Inventory Tab - Customer Owned Portion](#)
[Detailed Inventory Tab - Tap Sampling Information](#)
[Summary Information Tab](#)

Initial Inventory

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1. On the General Information tab select "Yes" for "Initial Inventory?" and enter the date the initial inventory was completed.
2. On the Detailed Inventory tab, column F "Record Type" must remain as "Initial" for each service line being entered.
3. Proceed using Detailed Instructions by Tab below.
4. After all information is entered, export the csv files and save the spreadsheet.



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SERVICE LINE INVENTORY FORM

First Inventory Update

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1. Start with the most recent version of the Inventory.
2. On the General Information tab select "Yes" for "Updated Inventory?" and enter the date of the update.
 - Always retain the Initial Inventory date!
 - Enter or edit the information that is being updated.
3. On the Inventory Methods & Detailed Inventory tabs, answer the question "Are there any updates on this page?"
4. On the Detailed Inventory tab, in Column F "Record Type", select Update, Add or Inactive from the dropdown box for each line being updated.
 - If the record is being updated because the service line was replaced, enter the Date Replacement Completed in Column G.
 - Note: The Unique ID must match an existing ID unless the Record Type is Add.
5. After making updates, export the csv file and save the spreadsheet with a new file name. Retain a copy of each revision of the spreadsheet submitted to PA DEP.

Inventory Updates after First Update

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1. Start with the most recent version of the Inventory
2. On the General Information tab select "Yes" for "Updated Inventory?" and enter the date of the update
 - Always retain the Initial Inventory date!
 - Enter or overwrite the information that is being updated
3. On the Inventory Methods tab, answer the question "Are there any updates on this page?"
4. On the Detailed Inventory tab, use the filter (Row 8) on the Record Type column (Column F) to select all of the records that were updated in the previous inventory (types Update, Add, Inactive).
 - Change each previously updated Record Type to Retain.
 - Continue with Inventory Updates as described under First Inventory Update

General Information Tab

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Select "Yes" or "No" in response to the questions about Initial and Updated Inventory

- The Inventory type must be EITHER Initial or Updated. Do not select "Yes" for both of the questions.
- Enter the Initial Inventory date
- If this is an Updated Inventory, also enter the Updated Inventory date

Total Population Served: The number of residential customers; plus the average of the number of regular consumers served, per day, during a month; plus the average of the number of transient consumers served, per day, during a month.

Number of Service Connections: This field will auto-populate based on the number of entries in the Detailed Inventory.

PWS Type: Select either CWS or NTNCWS. All CWS and NTNCWS are required to submit a Service Line Inventory.

Question 1: If the PWS Type is CWS, this question must be answered "Yes" or "No". If the PWS type is NTNCWS, select "Not Applicable".

Question 2: AFTER completing the Detailed Inventory, the total number of service lines will be listed above. Confirm that the number of service lines listed matches the number of service connections reported on the most recent annual Average Daily Water Use form submitted to DEP.

Question 3: Indicate if the system serves any Disadvantaged Communities and the approximate percentage of service lines that are connected to members of a Disadvantaged Community. "Disadvantaged Community" is as defined in the most recent PennVest Intended Use Plan, which is available on line. Systems that serve Disadvantaged Communities may be eligible for additional funding under the Bipartisan Infrastructure Law.

Detailed Inventory Tab - State Determined Values

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Unique Service line ID **MAY NOT BE CHANGED or DELETED** after submission to DEP. New unique service line IDs may be added during inventory updates. In limited instances, service line IDs may be inactivated.

Column A, Service Line Classification: Will be determined automatically for each unique service line ID based on the responses in the Detailed Inventory. If the assigned classification is different than anticipated please double check the responses entered in this form. Service line classifications for joint ownership are determined according to the Class & Tier Info tab of this spreadsheet

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- If the designation is Galvanized Requiring Replacement, only the galvanized portion of the line needs to be replaced
- All determinations are subject to review and approval by Department staff



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SERVICE LINE INVENTORY FORM

Column B, Sufficient Evidence for Determination of Non-Lead? : Will be determined automatically based on responses. All determinations are subject to review and approval by Department staff. To provide sufficient evidence of the Non-Lead classification the system is expected to:

- Identify records that indicate Installation/replacement date after January 6, 1991 - OR -
- Conduct CCTV inspection inside service line over the full length - OR -
- Conduct mechanical excavation in at least 3 locations over the length of the service line* - OR -
- Combine any TWO other investigation techniques from the dropdown lists
- Note: for jointly owned service lines, both portions must meet the criteria for the service line to be classified as Non-Lead

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* Refer to [Class & Tier Info tab](#) for more information

NOTE: If insufficient evidence-based techniques are indicated on the inventory form, this cell will turn RED

Column C, LCRR Sampling Tier: Suggested Tiering Level based on responses in the Detailed Inventory. This field is determined automatically. This field is provided as a convenience for the water system and is not binding. Tiering is determined according to the Class & Tier Info tab of this spreadsheet.

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*For CWS, if the %MFRs is > 20%, a proportional number of MFRs may be assigned to Tier 1

Detailed Inventory Tab - Locational Information

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Column E, Unique Service Line ID : The system-assigned unique ID for this service line (required field). The Unique ID:

- May contain up to 30 characters
- Can use letters and/or numbers in any combination
- Use only uppercase letters; lowercase letters will be converted to uppercase
- Can use hyphen (-), underscore (_), period(.)
- May not use spaces, commas or other special characters (i.e., *, !, @, etc.)

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NOTE: If a duplicate ID or address is entered the boxes will turn RED

Column F, Record Type

- Initial – Use this designation for the initial inventory submitted on or before October 16, 2024
- Update – Use this designation when submitting an updated inventory, to indicate the record is being revised
 - If the update is due to a service line replacement, enter the replacement date in Column G
- Add – Use this designation to add more service lines to an existing inventory
- Inactive – Use this designation to indicate a record is being inactivated. Records cannot be deleted.
 - Example: Property was made into a parking lot and the service line was decommissioned.
 - Add a text comment explaining the reason for inactivation in columns Y and/or AH.

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Column G, Date Replacement Completed: If the SL has been replaced since the initial inventory (or last inventory update), enter the replacement date here. Also change the Record Type in Column F to "Update". Remember to revise the Material Type and other information affected by the replacement for both the system and customer portions of the line.

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Column H, Ownership Type: Indicate whether the service line is owned, in its entirety, by the System, the Customer, or Jointly.

IMPORTANT: If the Ownership Type selected is System, any answers entered in the Customer-Owned columns will be grayed out, and vice versa.

→ Be careful when selecting Ownership Type as this affects the determination of the Service Line Classification.

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NOTE: If the service line is not jointly owned, but the user would like to submit information about two different segments of the line, select Joint ownership. Comments clarifying the ownership status may be entered under Question 4 on the General Information tab or in columns Y and/or AH of the Detailed Inventory.

Columns M & N, School/Childcare Facility?: Indicate if the service line provides water to a school and/or childcare facility.

- A child care facility is "a location that houses a licensed provider of child care, day care, or early learning services to children as determined by the State licensing agency."
- A school is "any building associated with public, non-public/private, or charter institutions that primarily provides teaching and learning for elementary or secondary students."
- An **elementary** school contains students in grades up to and including grade 8 (includes pre-school).
- A **secondary** school contains students in grades no less than 9 and no greater than 12.

[Return to Form](#)



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BUREAU OF SAFE DRINKING WATER

SERVICE LINE INVENTORY FORM

Detailed Inventory Tab - System-Owned Portion	Return to Top
Columns O through Y : Complete the information in these columns for the <u>System-Owned Portion</u> of the service line <u>ONLY</u>. – If there is a portion of the service line that is customer-owned, that information should be entered in columns Z through AH. – If there is no system-owned portion, leave these boxes empty or set to the default value.	Return to Form
Column P, Was Material Ever Previously Lead? : If the response is "no", enter the evidence in the Additional Comments field (Column Y)	Return to Form
Column Q, Lead Pigtails, Goosenecks or Connectors Upstream? Indicate if there is a lead pigtail, gooseneck or connector between the main and the system-owned portion of the service line. If the response is "no", enter the evidence in the Additional Comments field (Column Y).	Return to Form
Columns R & S, Installation Date: – Select the decade from the dropdown box – If a more specific date is known, enter it in column S – If no information about installation date is available, note that under Additional Comments (Column Y).	Return to Form
Column T, Diameter : Enter the service line pipe inner diameter, in inches. Use up to two decimal places.	Return to Form
Columns U through X, Basis of Material Classification : At least one Basis of Material Classification must be selected for all service lines. Selections in these columns will be used to determine if there is sufficient evidence for a designation of Non-Lead. Refer to instructions for Column B for more information. – Use the dropdown menus in columns U & V to select non-field-based investigation method(s). – Use the dropdown menu in column W to select field-based verification method(s), and enter the date performed in Column X. – IMPORTANT NOTE: Water sampling can only be used as a basis for investigation if the system does not have Corrosion Control Treatment.	Return to Form
Column Y, System-Owned Service Line Additional Comments : Free form text field to enter additional pertinent or required information.	Return to Form
Detailed Inventory Tab - Customer Owned Portion	Return to Top
Columns Z through AH : Complete the information in these columns for the <u>Customer-Owned Portion</u> of the service line <u>ONLY</u>. – If there is a portion of the service line that is system-owned, that information should be entered in columns O through Y. – If there is no customer-owned portion, leave these boxes empty or set to the default value.	Return to Form
Column AA, Lead Pigtails, Goosenecks or Connectors Upstream? Indicate if there is a lead pigtail, gooseneck or connector <u>upstream</u> of the customer-owned portion of the service line. If the response is "no", enter the evidence in the Additional Comments field (Column AH). – Do not include pigtails, goosenecks or connectors in the System-Owned portion of the service line; these should be accounted for in Column Q. – Do not include pigtails, goosenecks or connectors that are downstream of the service line.	Return to Form
Columns AB & AC, Installation Date: – Select the decade from the dropdown box – If a more specific date is known, enter it in column AC – Enter the date in mm/dd/yyyy format – If no information about installation date is available, note that under Additional Comments.	Return to Form
Columns AD through AG, Basis of Material Classification : At least one Basis of Material Classification must be selected for all service lines. Selections in these columns will be used to determine if there is sufficient evidence for a designation of Non-Lead. Refer to the instructions for Column B for more information. – Use the dropdown menus in columns AD & AE to select non-field-based investigation method(s). – Use the dropdown menu in column AF to select field-based verification method(s), and enter the date performed in Column AG. – IMPORTANT NOTE: Water sampling can only be used as a basis for investigation if the system does not have Corrosion Control Treatment.	Return to Form
Column AH, Customer-Owned Service Line Additional Comments : Free form text field to enter additional pertinent information.	Return to Form



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SERVICE LINE INVENTORY FORM

Detailed Inventory Tab - Tap Sampling Information		Return to Top
Columns AI through AL, Information to Assign Tap Monitoring Tiering : Fill out information in these columns to automatically assign Tiers to tap sampling monitoring locations.		Return to Form
Column AI, Service Line Connected To : Indicate if the service line is connected to a Single Family Residence (SFR), Multi-Family Residence (MFR), or Other type of building – The building is considered a single family residence if one service line provides drinking water for one family. – The building is considered a multi-family residence if one service line provides drinking water for multiple families (e.g., apartment complex where there is only a single service line). – If the connection cannot be categorized as an SFR or MFR choose Building/Other.		Return to Form
Column AJ, POE Treatment Present? Locations with Point-Of-Entry treatment for Inorganic Chemicals are not eligible for sampling under the Lead and Copper Rule. – POE refers to treatment where the service line enters the building/residence. POE does NOT include treatment at or prior to the entry point into the distribution system. – IMPORTANT: If the location has a POU (Point-Of-Use) filter, sample from a different tap. For example, if the kitchen tap has a filter, collect a sample from the bathroom tap. – Do NOT collect LCR samples from a location with a POU filter. Do not remove the POU filter to collect a sample.		Return to Form
Summary Information		Return to Top
No information needs to be entered in this form. The tables will auto-populate based on the answers provided in this spreadsheet.		
Service Line Classification Summaries: The total number of Lead, Galvanized Requiring Replacement, Lead Status Unknown, and Non-Lead services lines is displayed. Breakout information regarding Schools & Daycares is also provided.		
Tap Sampling Monitoring Locations by Tier: A breakdown of the tap sampling location Tier assignments based on the information entered in the Detailed Inventory.		

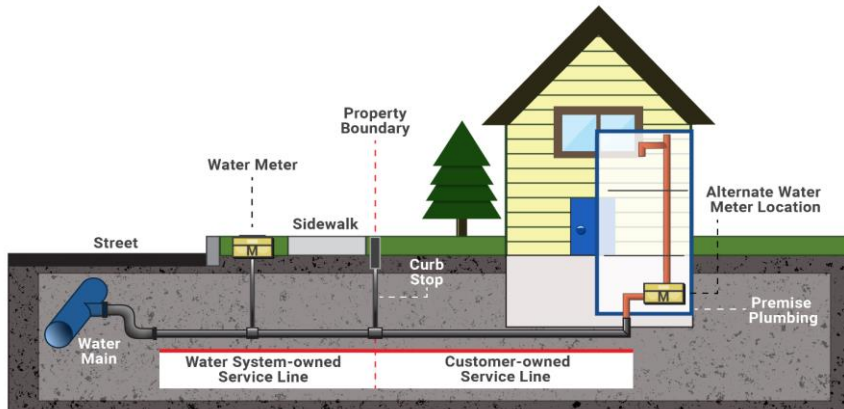


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SERVICE LINE INVENTORY FORM

IMPORTANT NOTE: The classification of a service line applies to the entire length of the service line, regardless of ownership

Service Line Designation Where Ownership Is Split Between the Water System and Customer



System-Owned Portion		Customer-Owned Portion		Service Line Classification ^{2,3,4,5}
Material Type		Material Type		
Lead or lead-lined		Any material		Lead
Any material		Lead or lead-lined		Lead
Unknown		Any material but lead, lead-lined or galvanized		Lead Status Unknown
Any material but lead or lead-lined		Unknown		Lead Status Unknown
Any material but lead, lead-lined, galvanized, or unknown		Any material but lead, lead-lined, galvanized, or unknown		Non-Lead ¹
System-Owned Portion		Customer-Owned Portion		
Lead Connector Upstream?	Material Type	Lead Connector Upstream?	Material Type	
No	Any material but lead or lead-lined	No	Galvanized	Non-Lead
No	Galvanized	No	Any material but lead, lead-lined, or unknown	Non-Lead
No	Galvanized	No	Galvanized	Non-Lead
No	Not previously lead	No	Galvanized	Non-Lead
Yes or Not sure	Galvanized	Any response	Any material but lead, lead-lined or unknown	Galvanized Requiring Replacement
Yes or Not sure	Any material but lead or lead-lined	Any response	Galvanized	Galvanized Requiring Replacement
No	Any material but lead or lead-lined	Yes or Not sure	Galvanized	Galvanized Requiring Replacement
Any response	Previously lead or unsure if previously lead	Any response	Galvanized	Galvanized Requiring Replacement

¹ Any determination of Non-Lead is subject to review and approval by the Department

² It is only necessary to replace the portions of the service line that are Lead or Galvanized Requiring Replacement.

³ When both portions of the service line are Lead or Galvanized Requiring Replacement, both portions must be replaced at the same time. Partial replacements are not allowed.

⁴ If either portion of the service line is classified as Lead Status Unknown, it must be replaced unless further investigation changes the classification to Non-Lead. The change in classification must be submitted to the Department in the Updated Inventory.

⁵ The presence of lead connectors, goosenecks or pigtails is only relevant to the determination of Galvanized Requiring Replacement.



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SERVICE LINE INVENTORY FORM

LCRR Tap Sampling Tier Determination			
Tier Level	Applies To:	* May Apply To:	**Does NOT apply to:
1	CWS Systems: Single Family Residence connected to a Lead Service Line NTNC Systems: Any building type connected to a Lead Service Line	CWS Systems: Multi Family Residence connected to a Lead Service Line if Multi Family Residences make up MORE than 20% of the distribution system	CWS & NTNC Systems: Service lines classified as Galvanized Requiring Replacement or Lead Status Unknown
2	CWS Systems: Any Building/Other connected to a Lead Service Line	CWS Systems: Multi Family Residence connected to a Lead Service Line if Multi Family Residences make up LESS than 20% of the distribution system	CWS Systems: Service lines classified as Galvanized Requiring Replacement or Lead Status Unknown; NTNC Systems
3	CWS Systems: Single Family Residences connected to a Galvanized Requiring Replacement Service Line NTNC Systems: Any building type connected to a Galvanized Requiring Replacement Service Line		CWS & NTNC Systems: Services lines classified as Lead Status Unknown
4	CWS Systems: Service lines connected to a Single Family Residence that contains copper pipes with lead solder		CWS Systems: Services lines classified as Lead Status Unknown; NTNC Systems
5	CWS Systems: Single Family and Multi Family Residences where the plumbing is representative of other locations served by the system NTNC Systems: Any building type where the plumbing is representative of other locations served by the system	CWS Systems: Service lines connected to a Building/Other location IF there are an insufficient number of Single Family or Multi Family Residential Tier 5 sites available	

* Buildings/residences with a Point of Use (POU) treatment device MAY be used for LCRR Tap Sampling - IF - there is another tap location that is used to dispense potable which does NOT have a POU device installed. It is not acceptable to sample from a location where the POU device has been removed for purposes of collecting a sample.

** Buildings/residences with a Point of Entry (POE) treatment device may NOT be used for LCRR Tap Sampling.

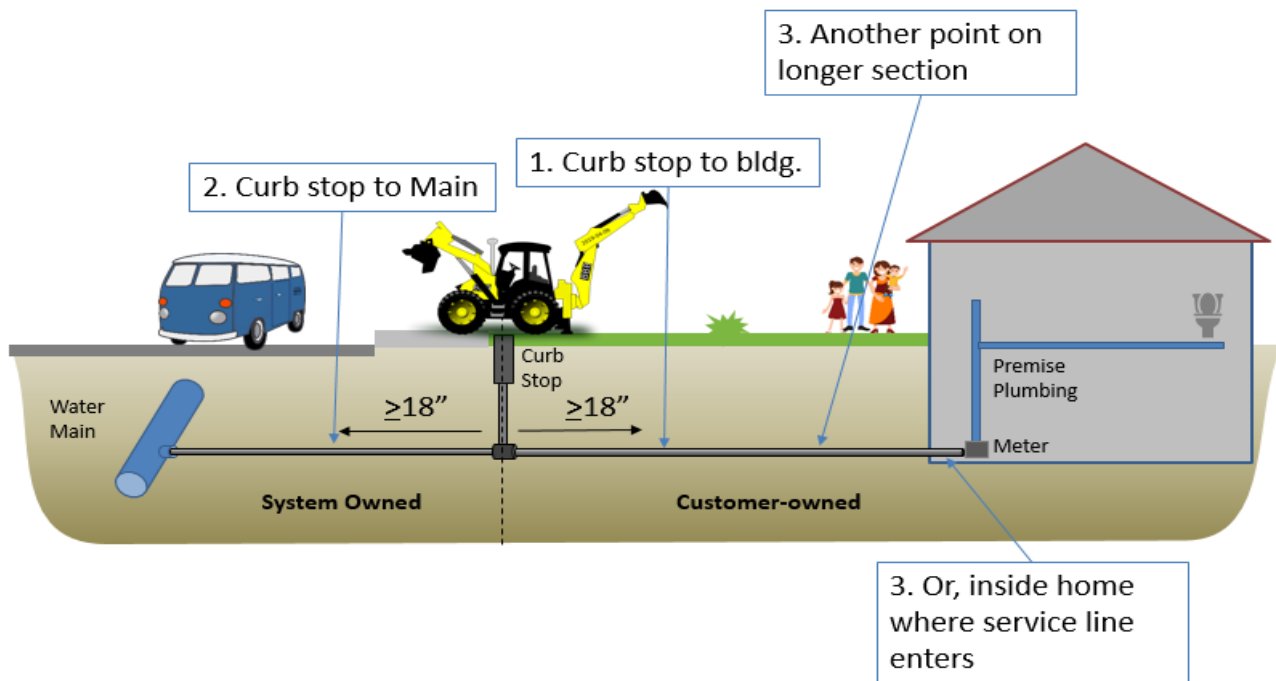
SERVICE LINE INVENTORY FORM

Using Mechanical Excavation as Evidence of Non-Lead

[Return to Instructions](#)

- "Mechanical Excavation" refers to any technique that allows physical access to the exterior of the service line piping, including but not limited to: trenching, potholing, and vacuum extraction.
- To provide sufficient evidence for a designation of Non-Lead, mechanical excavation must be performed at a minimum of 3 locations across the length of the service line, as follows*:
1. Curb stop to building
 - A minimum of 18 inches from the curb stop
 - OR –
 - If the distance to the building is less than 18 inches, halfway to the building
 2. Curb stop to water main
 - A minimum of 18 inches from the curb stop
 - OR –
 - If the distance to the water main is less than 18 inches, halfway to the main
 3. Third point (choose one)
 - Inside the home where the service line enters if visible (must be inspected by system personnel - OR - the home owner must submit a clear photograph to the water system)
 - OR –
 - A second excavation point in the longer section of the service line that is at least halfway between the first point and the building or water main
- *EXCEPTION: If the system is using Mechanical Excavation as the means of identification on only one side of a Jointly-owned system, then only two-points of verification are needed on that side.

3-Point Field Verification – Non-Lead



SERVICE LINE INVENTORY FORM

Inventory Requirements of the LCRR

Question	Answer	Regulatory Citation(s)
1. Who must prepare a service line inventory?	All community water systems (CWSs) and non-transient non-community water systems (NTNCWSs).	40 CFR §141.84(a)
2. What material classification should I use?	Service lines must be classified as one of four types: – Lead, – Galvanized Requiring Replacement (GRR), – Non-Lead, (specify the actual material such as copper or plastic), or – Lead Status Unknown. → This spreadsheet will determine the service line classification for you if completed correctly. → Where the material is unknown, EPA recommends that systems consider using subclassifications to capture additional information (e.g., unknown - unlikely lead).	40 CFR §141.84(a)(4) and §109.706
3. What if the service lines in my system are split ownership, meaning that my system owns a portion and the customer owns a portion?	The inventory must include both the system-owned and customer-owned portions of the service line; however, systems must count each service line from the water main to the interior building plumbing only once for determining the number of service lines requiring replacement (i.e., lead service lines and GRR), assigning a tap sample tiering classification, and facilitating reporting of inventory information to states and EPA. See the "Class & Tier Info" tab for information on how the spreadsheet classifies service lines that have split ownership.	40 CFR §§141.84(a)(2) & (a)(7)(i)
4. What information should I use to identify service line material and prepare my inventory?	You must use previous materials evaluation, construction and plumbing codes/records, water system records, distribution system inspections and records, information obtained through normal operations, and state-specified information to prepare your inventory. EPA recommends systems consider additional service line investigation methods such as visual inspection, water quality sampling, and excavation.	40 CFR §§141.84(a)(3) & (a)(5)
5. When is the initial inventory due?	October 16, 2024.	40 CFR §141.80(a)(3) ¹
6. What if I have no Lead, Galvanized Requiring Replacement (GRR), or Lead Status Unknown service lines?	You have some different requirements that are explained in the answers to questions 7, 8, and 9.	N/A
7. Do I need to update my inventory?	For systems with Lead, GRR, or Lead Status Unknown service lines The service line inventory should improve over time with better information. You must submit inventory updates to your state on the following frequency: (1) Annually if you conduct lead tap sampling semi-annually or annually. (2) Triennially (i.e., once every 3 years) if you conduct lead tap sampling triennially. For systems with only Non-Lead service lines You are not required to provide an update. However, if you subsequently find any LSL or galvanized requiring replacement service line, you must notify your state within 30 days and prepare an updated inventory on a schedule established by the state.	40 CFR §141.90(e)(3)
8. Do I need to make my information publicly available?	For systems with Lead, GRR, or Lead Status Unknown service lines You must make the inventory publicly available and include a locational identifier for lead service lines and GRR. Water systems serving more than 50,000 people must provide inventories on-line. For systems with only Non-Lead service lines You can provide a written statement, in lieu of the inventory, that your distribution system has no lead service lines or GRR service lines along with a general description of all applicable sources used to make that determination.	40 CFR §§141.84(a)(8) & (a)(9)
9. Do I need to include a statement in my Consumer Confidence Report (CCR)?	For systems with Lead, GRR, or Lead Status Unknown service lines CWSs must indicate how the public can access the service line inventory information in their CCR. For systems with only Non-Lead service lines CWSs must include a statement that a service line inventory contains no lead service lines and instructions on how to access the information.	40 CFR §141.153(d)(4)(xi)
10. What information must States report to EPA?	For each water system, the number of Lead, GRR, and Lead Status Unknown service lines in its distribution system, reported separately.	40 CFR §142.15(c)(4)(iii)(D)

Notes:

¹ On June 10, 2021, EPA signed a rule extending the compliance date from January 16, 2024 to October 16, 2024 (86 FR 31939).



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SERVICE LINE INVENTORY FORM

General Information

Revision Tracking

Inventory Type: <i>Initial</i>	Initial Inventory Date (Required): 10/11/2024	Updated Inventory Date:
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Facility Information

Water System Name:

PINE GROVE ESTATES

PWSID (7-digit number): 2640049	Total Population Served (number of people): 263	Number of Service Connections: 133	PWS Type: <i>CWS</i>
1. If CWS, do multi-family residences comprise $\geq 20\%$ of the structures served?			<i>No</i>
2. Does the number of service connections reported on the Detailed Inventory tab (shown above), match the number reported to DEP on the annual Average Daily Water Use form?			<i>No</i>
3. Does the water system serve any Disadvantaged Communities? <i>If Yes, enter approximate percentage:</i>			<i>No</i> <i>0%</i>
4. Is there documentation that defines service line ownership in this system, such as a local ordinance? <i>If Yes, describe below (250 character maximum):</i>			<i>Yes</i>
TARIFF			

Physical Address

Street (No P.O. Boxes):

ROUTE 652

City or Town: BEACH LAKE	State: PA	Zip Code: 18405
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Mailing Address (if different from Physical Address)

Street or P.O. Box:

P.O. 189

City or Town: HAMLIN	State: PA	Zip Code: 18427
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Contact Person

Name: JOSEPH BONAMICO	Title: OPERATOR
Telephone (ten digit): (570) 689-4017	Email: POCONOWATERWORKS@GMAIL.COM

Report Prepared By:

Same as Contact Person?

Yes

Name:	Title/Affiliation:
Telephone (ten digit):	Email:

Public Access Documentation

How is the system making its inventory accessible to the public? Check all that apply.

NOTE: *If the system serves > 50,000 people, the inventory MUST be provided on-line.*

- | | |
|---|--|
| ☐ Interactive on-line map | ☒ Information on water utility mailings or newsletter |
| ☐ Static on-line map | ☒ Hard copy information available in water system office |
| ☐ Printed service line map | ☐ Other |
| ☐ Printed tabular data | |

If "Other", please describe (250 character maximum):



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SERVICE LINE INVENTORY FORM

Inventory Methodology

PWS Name: PINE GROVE ESTATES

PWSID: 2640049

No

Part 1: Historical Records Review

Type of Record	Examples	Describe the Records Reviewed (250 character maximum)	Level of Confidence in Records
1. Previous Materials Evaluation	Locations of Tier 1 lead tap sampling locations that are served by a lead service line.		No Records
2. Construction and Plumbing Codes and Records	Local ordinance adopting an international plumbing code. Permits for replacing lead service lines.		No Records
3. Water System Records	Distribution system maps. Tap cards. Meter installation records. Standard operating procedures.	ENGINEER DRAWING OF DEVELOPMENT DISTRIBUTION SYSTEM.	High
4. Distribution System Inspections and Records	Service line repair/replacement records. Inspection records.	REPAIR RECORDS AND INSTALLATION RECORDS. METER INSTALLATION RECORDS	High
5. Other		CUSTOMER SURVEY	High

Part 2: Identifying Service Line Material During Normal Operations

1. During which normal operating activities is information collected about service line material? Check all that apply.

- ☒ Water meter reading
 ☐ Water main repair or replacement
☒ Water meter repair or replacement
 ☐ Backflow prevention device
☒ Service line repair or replacement
 ☐ Other

If "Other", please explain (250 character maximum):

CUSTOMER QUESTIONNAIRE

2. Has the system developed standard operating procedures (SOPs) for collecting service line material information?

No

If "Yes", please describe (250 character maximum):

Part 3: Service Line Investigations

1. Identify the service line investigation methods used by the system to prepare this inventory (check all that apply).

Column A: File/Record Review	Column B: Analytics	Column C: Physical Inspection
☒ Customer Self-Identification ☒ Previous Materials Evaluation ☐ Installation Record (e.g., tap card) ☐ Repair or Replacement Record ☐ Other type of record review	☐ Statistical Analysis ☐ Predictive Modeling ☐ Water Quality Sampling ☐ Other analytics technique	☐ Visual Inspection at Existing Access Point ☐ CCTV Inspection Inside Pipe ☐ CCTV Inspection Outside Pipe (Curb Box) ☐ Mechanical Excavation (e.g., Potholing, Trenching) ☐ Other physical inspection method

If "Other", please explain (250 character maximum):

2. How are service line locations selected for physical inspection?

For example, environmental justice, sensitive populations, statistical modeling, or targeting areas with high numbers of Lead Status Unknowns? (250 character maximum)

REPAIRS



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SERVICE LINE INVENTORY FORM

Inventory Response Summary information

PWS Name: PINE GROVE ESTATES

PWSID: 2640049

NOTES: Information will autofill based on the responses in the Detailed Inventory. Record types marked "Inactive" are not included.

Service Line Classification Summary

Service Line Classification	Definition	Number	Percentage
Lead	Any portion of the service line is known to be made of lead.	0	
Galvanized Requiring Replacement	A portion of the service line is galvanized and is downstream from: – a portion that was previously lead or is of unknown lead status – connectors that are lead or unknown	0	
Lead Status Unknown	The service line material is not known. There is not enough evidence to support material classification.	133	100%
Non-Lead	An evidence-based record, method, or technique has demonstrated that ALL portions of the service line are NOT lead or GRR.	0	
TOTAL NUMBER OF ACTIVE SERVICE LINES ENTERED IN THE DETAILED INVENTORY		133	100%

Service Line Classification by School/Childcare Summary

	Number	Percentage
Service Lines Connected to a Childcare facility:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Service Lines Connected to an Elementary School:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Service Lines Connected to an Secondary School:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Lead Status Unknown Service Lines:	0	
Likely Lead	0	
Unlikely Lead	0	



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SERVICE LINE INVENTORY FORM

Inventory Response Summary information

PWS Name: PINE GROVE ESTATES

PWSID: 2640049

NOTES: Information will autofill based on the responses in the Detailed Inventory. Record types marked "Inactive" are not included.

Tap Sample Monitoring Locations by Tier

Tier	Number	Percentage
Tier 1	0	
*Tier 1 – or – Tier 2	0	
Tier 2	0	
Tier 3	0	
Tier 3 (if not enough Tier 1)	0	
Tier 4	0	
Tier 5	0	
**Tier 5 (if not enough SFR & MFR)	0	
Tier 5 (if not enough Tier 1 & 3)	133	100%
Systems w/POE do not meet tiering criteria	0	
NUMBER OF TIERED LOCATIONS:	133	
NUMBER OF SERVICE LINE LOCATIONS NOT TIERED:	0	

*For CWS, if the %MFRs is > 20%, a proportional number of MFRs may be assigned to Tier 1

**For CWS, if there are insufficient SFR & MFR Tier 5 structures, may use Building/Other



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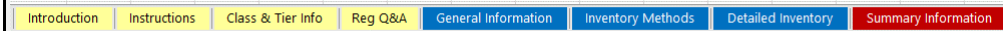
SERVICE LINE INVENTORY FORM

What is the purpose of this template?

The purpose of this template is to help water systems comply with the Service Line Inventory requirements of the January 15, 2021 Lead and Copper Rule Revisions (LCRR). This template provides fillable forms and tables that water systems can use to document their methods, organize their inventory, submit the initial inventory and inventory updates to the state, and document how they are making the inventory publicly available. Note that DEP does **NOT** require systems use this template for their inventory, but it is recommended. Refer to the worksheet "Reg Q&A" and EPA's 2022 Inventory Guidance for the regulated minimum inventory requirements and recommendations.

How is the template organized?

This workbook contains several worksheets, which are accessed by clicking the tabs at the bottom of the workbook window. They appear like this:



The worksheets and cells in this template are color coded:

- Yellow sheets are instructions and background, blue sheets are templates for water systems.
 - Gray shaded cells are background or instructions. Light blue cells are for data entry by the water system and light green cells are for data entry by the state.
- See the table below for a description of each worksheet.

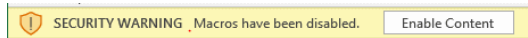
Information Relevant to this Template:

Template Organization		
Worksheet Type	Worksheet Name	Description
Background	Introduction	Introductory template information
	Instructions	Contains detailed instructions for systems and States.
	Class & Tier Info	Contains information on: - how service line classification is determined when ownership is split between the system & customer; - how LCRR tap sampling tiers are determined.
	Reg Q&A	Explains the regulatory service line inventory requirements of the January 15, 2021 LCRR in Q&A format.
Templates for Water Systems	General Information	For systems to document relevant information about their system.
	Inventory Methods	For systems to document the methods and resources they used to develop their service line inventory.
	Detailed Inventory	For systems to organize their detailed inventory. Each row equals one service line connecting the water main to the customer's plumbing. Separate columns track locational information, the system-owned portion, the customer-owned portion, other possible sources of lead, and information for assigning a tap sample tiering classification.
Summary	Summary Information	This sheet automatically generates totals based on information in the Detailed Inventory worksheet.

Template Use - General Steps

Open the spreadsheet. If you have a large amount of data it may take a few minutes. Please be patient.

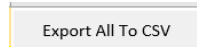
- This template will work with a Windows based PC and Excel 2013 or newer.
- This spreadsheet may not support use by Mac PCs.
- If you see this message, click on Enable Content before you begin:



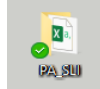
- If you do not see this message, and the macros do not work, contact ra-padwis@pa.gov for assistance.

Fill out the spreadsheet. Detailed instructions are provided on the Instructions tab.

Create export. Once the inventory is final, use the "Export All To CSV" button to create the export files. **DO NOT OPEN THE EXPORTED CSV FILES.**



- A folder called "PA_SLI" will be created on your desktop and the export files will be placed inside the folder:



- In addition, a hyperlink will be inserted into the spreadsheet which will link directly to the created folder:

Export Location:

[C:\Users\JohnDoe\OneDrive\Desktop\PA_SLI](C:\Users\JohnDoe\OneDrive\Desktop\PA_SLI)

- Three export files will be created with "GenInfo", "InvMeth", and "Details" appended to the file name.
- Each export file name will be date stamped using YYMMDD format.
- The date stamp appears at the beginning of the file name so that the export files will automatically sort by date.

IMPORTANT NOTES about CSV files and spreadsheet. DO NOT OPEN THE CSV FILES.

- Each time CSV files are uploaded to DWELR, also save the SLI spreadsheet in the same folder. The spreadsheet should be saved with a unique name that includes the date (should match the date on the CSV file) and whether it is an Initial or Updated inventory.
- It is highly recommended to also save a backup copy of the CSV files and spreadsheet in another location to prevent accidental loss.



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SERVICE LINE INVENTORY FORM

Getting Started

For best results **READ** and **FOLLOW** these instructions.

- Complete the **General Information** tab first. Some information entered on that tab carries through to the other tabs.
- Next complete the **Inventory Methods** and **Detailed Inventory** tabs. Your system totals will then appear in the **Summary Information** tab.
- The Detailed Inventory is entered **line by line**:
 - Information is initially typed into Row 7.
 - When the row is complete, click on the "Add To Inventory" button at the far right (column AM).
 - The values will be transferred to the list below. **Values in the list cannot be edited directly.**
 - *To edit previously entered service line information*, re-enter the Unique Service Line ID in Row 7, Column E. This will call up the previously entered information for that service line, which can then be edited and re-entered.
 - Each line entry will be date & time stamped in Column AN. Entries will be in order from newest to oldest.
 - If the spreadsheet gets "stuck" (can't enter data), click on the "Clear Top Row" button at the top of the page.
 - If the spreadsheet gets "stuck" after clicking Add to Inventory, look for a pop up window hidden behind the spreadsheet.
- After all tabs have been completed, export the information to csv files, following the steps on the Introduction tab under the section Template Use.

Add To Inventory

Clear Top Row

General Template Instructions:

- The display size of the spreadsheet may be adjusted using the slider bar at the bottom right.
- All <LIGHT BLUE> fields should be completed.
- Failure to complete all required fields could result in mis-classification of service lines.
- Many boxes have dropdown menus. Click on the cell, then click on the arrow that appears to the right of the cell. The dropdown menu can also be accessed by using Alt-Down Arrow on the keyboard. Select a response from the list that appears. If an answer is not applicable, leave the dropdown response set to the default value (first item in list).
- Filtering has been enabled to allow the user to easily search for occurrences of certain text values or cell colors. Each column heading in Row 9 has an arrow at the bottom right. Click on the arrow to access the filter options.
 - Filtering can be used to easily find, for example, responses that require information to be entered into the Additional Comments field.
- If a selection from a dropdown menu causes the cell color to change to light brown, additional information needs to be entered in the Additional Comments field.
- If a cell or set of cells is XX'd out, those questions should not be answered.
- Where more detailed instructions are necessary, links have been provided from the form to this instruction page. Links are shown in [blue underlined text](#). There are also links to return to the original form.

Click the following links for specific Instructions:

[Initial Inventory](#)
[First Inventory Update](#)
[Inventory Updates after First Update](#)
[General Information Tab](#)
[Detailed Inventory Tab - State Determined Values](#)
[Detailed Inventory Tab - Locational Information](#)
[Detailed Inventory Tab - System-Owned Portion](#)
[Detailed Inventory Tab - Customer Owned Portion](#)
[Detailed Inventory Tab - Tap Sampling Information](#)
[Summary Information Tab](#)

Initial Inventory

[Return to Top](#)

1. On the General Information tab select "Yes" for "Initial Inventory?" and enter the date the initial inventory was completed.
2. On the Detailed Inventory tab, column F "Record Type" must remain as "Initial" for each service line being entered.
3. Proceed using Detailed Instructions by Tab below.
4. After all information is entered, export the csv files and save the spreadsheet.



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SERVICE LINE INVENTORY FORM

First Inventory Update

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1. Start with the most recent version of the Inventory.
2. On the General Information tab select "Yes" for "Updated Inventory?" and enter the date of the update.
 - Always retain the Initial Inventory date!
 - Enter or edit the information that is being updated.
3. On the Inventory Methods & Detailed Inventory tabs, answer the question "Are there any updates on this page?"
4. On the Detailed Inventory tab, in Column F "Record Type", select Update, Add or Inactive from the dropdown box for each line being updated.
 - If the record is being updated because the service line was replaced, enter the Date Replacement Completed in Column G.
 - Note: The Unique ID must match an existing ID unless the Record Type is Add.
5. After making updates, export the csv file and save the spreadsheet with a new file name. Retain a copy of each revision of the spreadsheet submitted to PA DEP.

Inventory Updates after First Update

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1. Start with the most recent version of the Inventory
2. On the General Information tab select "Yes" for "Updated Inventory?" and enter the date of the update
 - Always retain the Initial Inventory date!
 - Enter or overwrite the information that is being updated
3. On the Inventory Methods tab, answer the question "Are there any updates on this page?"
4. On the Detailed Inventory tab, use the filter (Row 8) on the Record Type column (Column F) to select all of the records that were updated in the previous inventory (types Update, Add, Inactive).
 - Change each previously updated Record Type to Retain.
 - Continue with Inventory Updates as described under First Inventory Update

General Information Tab

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Select "Yes" or "No" in response to the questions about Initial and Updated Inventory

- The Inventory type must be EITHER Initial or Updated. Do not select "Yes" for both of the questions.
- Enter the Initial Inventory date
- If this is an Updated Inventory, also enter the Updated Inventory date

Total Population Served: The number of residential customers; plus the average of the number of regular consumers served, per day, during a month; plus the average of the number of transient consumers served, per day, during a month.

Number of Service Connections: This field will auto-populate based on the number of entries in the Detailed Inventory.

PWS Type: Select either CWS or NTNCWS. All CWS and NTNCWS are required to submit a Service Line Inventory.

Question 1: If the PWS Type is CWS, this question must be answered "Yes" or "No". If the PWS type is NTNCWS, select "Not Applicable".

Question 2: AFTER completing the Detailed Inventory, the total number of service lines will be listed above. Confirm that the number of service lines listed matches the number of service connections reported on the most recent annual Average Daily Water Use form submitted to DEP.

Question 3: Indicate if the system serves any Disadvantaged Communities and the approximate percentage of service lines that are connected to members of a Disadvantaged Community. "Disadvantaged Community" is as defined in the most recent PennVest Intended Use Plan, which is available on line. Systems that serve Disadvantaged Communities may be eligible for additional funding under the Bipartisan Infrastructure Law.

Detailed Inventory Tab - State Determined Values

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Unique Service line ID **MAY NOT BE CHANGED or DELETED** after submission to DEP. New unique service line IDs may be added during inventory updates. In limited instances, service line IDs may be inactivated.

Column A, Service Line Classification: Will be determined automatically for each unique service line ID based on the responses in the Detailed Inventory. If the assigned classification is different than anticipated please double check the responses entered in this form. Service line classifications for joint ownership are determined according to the Class & Tier Info tab of this spreadsheet

[Return to Form](#)

- If the designation is Galvanized Requiring Replacement, only the galvanized portion of the line needs to be replaced
- All determinations are subject to review and approval by Department staff



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SERVICE LINE INVENTORY FORM

Column B, Sufficient Evidence for Determination of Non-Lead? : Will be determined automatically based on responses. All determinations are subject to review and approval by Department staff. To provide sufficient evidence of the Non-Lead classification the system is expected to:

- Identify records that indicate Installation/replacement date after January 6, 1991 - OR -
- Conduct CCTV inspection inside service line over the full length - OR -
- Conduct mechanical excavation in at least 3 locations over the length of the service line* - OR -
- Combine any TWO other investigation techniques from the dropdown lists
- Note: for jointly owned service lines, both portions must meet the criteria for the service line to be classified as Non-Lead

[Return to Form](#)

* Refer to [Class & Tier Info tab](#) for more information

NOTE: If insufficient evidence-based techniques are indicated on the inventory form, this cell will turn RED

Column C, LCRR Sampling Tier: Suggested Tiering Level based on responses in the Detailed Inventory. This field is determined automatically. This field is provided as a convenience for the water system and is not binding. Tiering is determined according to the Class & Tier Info tab of this spreadsheet.

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*For CWS, if the %MFRs is > 20%, a proportional number of MFRs may be assigned to Tier 1

Detailed Inventory Tab - Locational Information

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Column E, Unique Service Line ID : The system-assigned unique ID for this service line (required field). The Unique ID:

- May contain up to 30 characters
- Can use letters and/or numbers in any combination
- Use only uppercase letters; lowercase letters will be converted to uppercase
- Can use hyphen (-), underscore (_), period(.)
- May not use spaces, commas or other special characters (i.e., *, !, @, etc.)

[Return to Form](#)

NOTE: If a duplicate ID or address is entered the boxes will turn RED

Column F, Record Type

- Initial – Use this designation for the initial inventory submitted on or before October 16, 2024
- Update – Use this designation when submitting an updated inventory, to indicate the record is being revised
 - If the update is due to a service line replacement, enter the replacement date in Column G
- Add – Use this designation to add more service lines to an existing inventory
- Inactive – Use this designation to indicate a record is being inactivated. Records cannot be deleted.
 - Example: Property was made into a parking lot and the service line was decommissioned.
 - Add a text comment explaining the reason for inactivation in columns Y and/or AH.

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Column G, Date Replacement Completed: If the SL has been replaced since the initial inventory (or last inventory update), enter the replacement date here. Also change the Record Type in Column F to "Update". Remember to revise the Material Type and other information affected by the replacement for both the system and customer portions of the line.

[Return to Form](#)

Column H, Ownership Type: Indicate whether the service line is owned, in its entirety, by the System, the Customer, or Jointly.

IMPORTANT: If the Ownership Type selected is System, any answers entered in the Customer-Owned columns will be grayed out, and vice versa.

→ Be careful when selecting Ownership Type as this affects the determination of the Service Line Classification.

[Return to Form](#)

NOTE: If the service line is not jointly owned, but the user would like to submit information about two different segments of the line, select Joint ownership. Comments clarifying the ownership status may be entered under Question 4 on the General Information tab or in columns Y and/or AH of the Detailed Inventory.

Columns M & N, School/Childcare Facility?: Indicate if the service line provides water to a school and/or childcare facility.

- A child care facility is "a location that houses a licensed provider of child care, day care, or early learning services to children as determined by the State licensing agency."
- A school is "any building associated with public, non-public/private, or charter institutions that primarily provides teaching and learning for elementary or secondary students."
- An **elementary** school contains students in grades up to and including grade 8 (includes pre-school).
- A **secondary** school contains students in grades no less than 9 and no greater than 12.

[Return to Form](#)



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SERVICE LINE INVENTORY FORM

Detailed Inventory Tab - System-Owned Portion	Return to Top
Columns O through Y : Complete the information in these columns for the System-Owned Portion of the service line ONLY. – If there is a portion of the service line that is customer-owned, that information should be entered in columns Z through AH. – If there is no system-owned portion, leave these boxes empty or set to the default value.	Return to Form
Column P, Was Material Ever Previously Lead? : If the response is "no", enter the evidence in the Additional Comments field (Column Y)	Return to Form
Column Q, Lead Pigtails, Goosenecks or Connectors Upstream? Indicate if there is a lead pigtail, gooseneck or connector between the main and the system-owned portion of the service line. If the response is "no", enter the evidence in the Additional Comments field (Column Y).	Return to Form
Columns R & S, Installation Date: – Select the decade from the dropdown box – If a more specific date is known, enter it in column S – If no information about installation date is available, note that under Additional Comments (Column Y).	Return to Form
Column T, Diameter : Enter the service line pipe inner diameter, in inches. Use up to two decimal places.	Return to Form
Columns U through X, Basis of Material Classification : At least one Basis of Material Classification must be selected for all service lines. Selections in these columns will be used to determine if there is sufficient evidence for a designation of Non-Lead. Refer to instructions for Column B for more information. – Use the dropdown menus in columns U & V to select non-field-based investigation method(s). – Use the dropdown menu in column W to select field-based verification method(s), and enter the date performed in Column X. – IMPORTANT NOTE: Water sampling can only be used as a basis for investigation if the system does not have Corrosion Control Treatment.	Return to Form
Column Y, System-Owned Service Line Additional Comments : Free form text field to enter additional pertinent or required information.	Return to Form
Detailed Inventory Tab - Customer Owned Portion	Return to Top
Columns Z through AH : Complete the information in these columns for the Customer-Owned Portion of the service line ONLY. – If there is a portion of the service line that is system-owned, that information should be entered in columns O through Y. – If there is no customer-owned portion, leave these boxes empty or set to the default value.	Return to Form
Column AA, Lead Pigtails, Goosenecks or Connectors Upstream? Indicate if there is a lead pigtail, gooseneck or connector <u>upstream</u> of the customer-owned portion of the service line. If the response is "no", enter the evidence in the Additional Comments field (Column AH). – Do not include pigtails, goosenecks or connectors in the System-Owned portion of the service line; these should be accounted for in Column Q. – Do not include pigtails, goosenecks or connectors that are downstream of the service line.	Return to Form
Columns AB & AC, Installation Date: – Select the decade from the dropdown box – If a more specific date is known, enter it in column AC – Enter the date in mm/dd/yyyy format – If no information about installation date is available, note that under Additional Comments.	Return to Form
Columns AD through AG, Basis of Material Classification : At least one Basis of Material Classification must be selected for all service lines. Selections in these columns will be used to determine if there is sufficient evidence for a designation of Non-Lead. Refer to the instructions for Column B for more information. – Use the dropdown menus in columns AD & AE to select non-field-based investigation method(s). – Use the dropdown menu in column AF to select field-based verification method(s), and enter the date performed in Column AG. – IMPORTANT NOTE: Water sampling can only be used as a basis for investigation if the system does not have Corrosion Control Treatment.	Return to Form
Column AH, Customer-Owned Service Line Additional Comments : Free form text field to enter additional pertinent information.	Return to Form



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SERVICE LINE INVENTORY FORM

Detailed Inventory Tab - Tap Sampling Information Return to Top
Columns AI through AL, Information to Assign Tap Monitoring Tiering : Fill out information in these columns to automatically assign Tiers to tap sampling monitoring locations. Return to Form
Column AI, Service Line Connected To : Indicate if the service line is connected to a Single Family Residence (SFR), Multi-Family Residence (MFR), or Other type of building – The building is considered a single family residence if one service line provides drinking water for one family. – The building is considered a multi-family residence if one service line provides drinking water for multiple families (e.g., apartment complex where there is only a single service line). – If the connection cannot be categorized as an SFR or MFR choose Building/Other. Return to Form
Column AJ, POE Treatment Present? Locations with Point-Of-Entry treatment for Inorganic Chemicals are not eligible for sampling under the Lead and Copper Rule. – POE refers to treatment where the service line enters the building/residence. POE does NOT include treatment at or prior to the entry point into the distribution system. – IMPORTANT: If the location has a POU (Point-Of-Use) filter, sample from a different tap. For example, if the kitchen tap has a filter, collect a sample from the bathroom tap. – Do NOT collect LCR samples from a location with a POU filter. Do not remove the POU filter to collect a sample. Return to Form
Summary Information Return to Top No information needs to be entered in this form. The tables will auto-populate based on the answers provided in this spreadsheet. Service Line Classification Summaries: The total number of Lead, Galvanized Requiring Replacement, Lead Status Unknown, and Non-Lead services lines is displayed. Breakout information regarding Schools & Daycares is also provided. Tap Sampling Monitoring Locations by Tier: A breakdown of the tap sampling location Tier assignments based on the information entered in the Detailed Inventory.

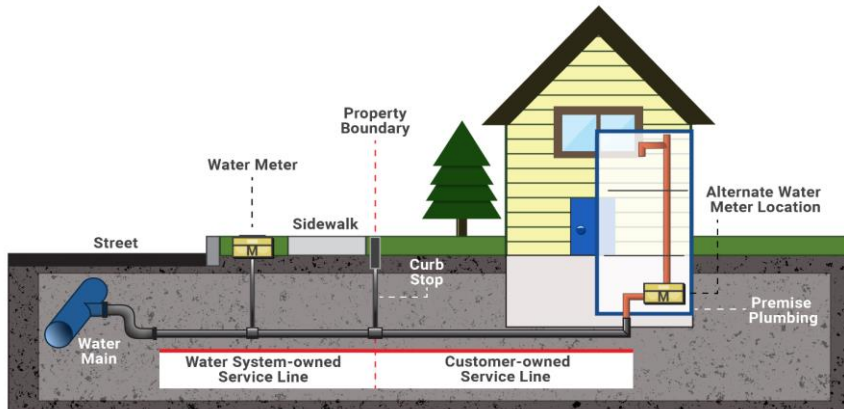


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SERVICE LINE INVENTORY FORM

IMPORTANT NOTE: The classification of a service line applies to the entire length of the service line, regardless of ownership

Service Line Designation Where Ownership Is Split Between the Water System and Customer



System-Owned Portion		Customer-Owned Portion		Service Line Classification ^{2,3,4,5}
Material Type		Material Type		
Lead or lead-lined		Any material		Lead
Any material		Lead or lead-lined		Lead
Unknown		Any material but lead, lead-lined or galvanized		Lead Status Unknown
Any material but lead or lead-lined		Unknown		Lead Status Unknown
Any material but lead, lead-lined, galvanized, or unknown		Any material but lead, lead-lined, galvanized, or unknown		Non-Lead ¹
System-Owned Portion		Customer-Owned Portion		
Lead Connector Upstream?	Material Type	Lead Connector Upstream?	Material Type	
No	Any material but lead or lead-lined	No	Galvanized	Non-Lead
No	Galvanized	No	Any material but lead, lead-lined, or unknown	Non-Lead
No	Galvanized	No	Galvanized	Non-Lead
No	Not previously lead	No	Galvanized	Non-Lead
Yes or Not sure	Galvanized	Any response	Any material but lead, lead-lined or unknown	Galvanized Requiring Replacement
Yes or Not sure	Any material but lead or lead-lined	Any response	Galvanized	Galvanized Requiring Replacement
No	Any material but lead or lead-lined	Yes or Not sure	Galvanized	Galvanized Requiring Replacement
Any response	Previously lead or unsure if previously lead	Any response	Galvanized	Galvanized Requiring Replacement

¹ Any determination of Non-Lead is subject to review and approval by the Department

² It is only necessary to replace the portions of the service line that are Lead or Galvanized Requiring Replacement.

³ When both portions of the service line are Lead or Galvanized Requiring Replacement, both portions must be replaced at the same time. Partial replacements are not allowed.

⁴ If either portion of the service line is classified as Lead Status Unknown, it must be replaced unless further investigation changes the classification to Non-Lead. The change in classification must be submitted to the Department in the Updated Inventory.

⁵ The presence of lead connectors, goosenecks or pigtails is only relevant to the determination of Galvanized Requiring Replacement.



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SERVICE LINE INVENTORY FORM

LCRR Tap Sampling Tier Determination			
Tier Level	Applies To:	* May Apply To:	**Does NOT apply to:
1	CWS Systems: Single Family Residence connected to a Lead Service Line NTNC Systems: Any building type connected to a Lead Service Line	CWS Systems: Multi Family Residence connected to a Lead Service Line if Multi Family Residences make up MORE than 20% of the distribution system	CWS & NTNC Systems: Service lines classified as Galvanized Requiring Replacement or Lead Status Unknown
2	CWS Systems: Any Building/Other connected to a Lead Service Line	CWS Systems: Multi Family Residence connected to a Lead Service Line if Multi Family Residences make up LESS than 20% of the distribution system	CWS Systems: Service lines classified as Galvanized Requiring Replacement or Lead Status Unknown; NTNC Systems
3	CWS Systems: Single Family Residences connected to a Galvanized Requiring Replacement Service Line NTNC Systems: Any building type connected to a Galvanized Requiring Replacement Service Line		CWS & NTNC Systems: Services lines classified as Lead Status Unknown
4	CWS Systems: Service lines connected to a Single Family Residence that contains copper pipes with lead solder		CWS Systems: Services lines classified as Lead Status Unknown; NTNC Systems
5	CWS Systems: Single Family and Multi Family Residences where the plumbing is representative of other locations served by the system NTNC Systems: Any building type where the plumbing is representative of other locations served by the system	CWS Systems: Service lines connected to a Building/Other location IF there are an insufficient number of Single Family or Multi Family Residential Tier 5 sites available	

* Buildings/residences with a Point of Use (POU) treatment device MAY be used for LCRR Tap Sampling - IF - there is another tap location that is used to dispense potable which does NOT have a POU device installed. It is not acceptable to sample from a location where the POU device has been removed for purposes of collecting a sample.

** Buildings/residences with a Point of Entry (POE) treatment device may NOT be used for LCRR Tap Sampling.

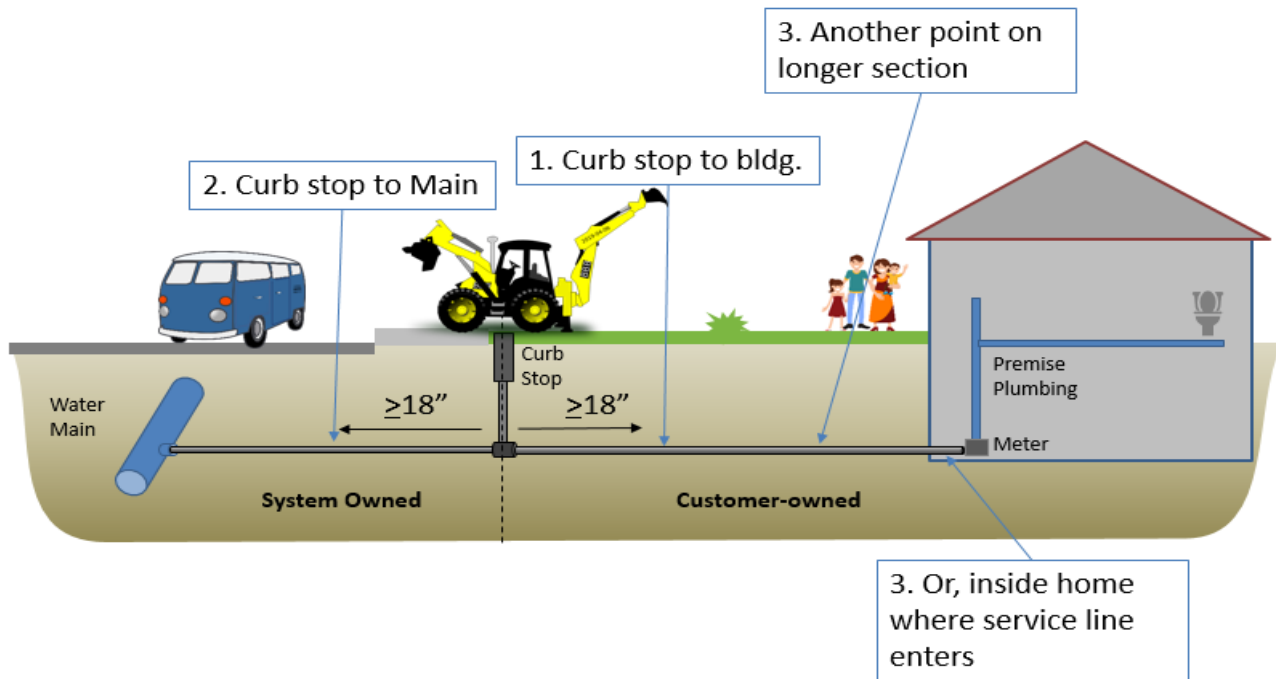
SERVICE LINE INVENTORY FORM

Using Mechanical Excavation as Evidence of Non-Lead

[Return to Instructions](#)

- "Mechanical Excavation" refers to any technique that allows physical access to the exterior of the service line piping, including but not limited to: trenching, potholing, and vacuum extraction.
- To provide sufficient evidence for a designation of Non-Lead, mechanical excavation must be performed at a minimum of 3 locations across the length of the service line, as follows*:
1. Curb stop to building
 - A minimum of 18 inches from the curb stop
 - OR –
 - If the distance to the building is less than 18 inches, halfway to the building
 2. Curb stop to water main
 - A minimum of 18 inches from the curb stop
 - OR –
 - If the distance to the water main is less than 18 inches, halfway to the main
 3. Third point (choose one)
 - Inside the home where the service line enters if visible (must be inspected by system personnel - OR - the home owner must submit a clear photograph to the water system)
 - OR –
 - A second excavation point in the longer section of the service line that is at least halfway between the first point and the building or water main
- *EXCEPTION: If the system is using Mechanical Excavation as the means of identification on only one side of a Jointly-owned system, then only two-points of verification are needed on that side.

3-Point Field Verification – Non-Lead



SERVICE LINE INVENTORY FORM

Inventory Requirements of the LCRR

Question	Answer	Regulatory Citation(s)
1. Who must prepare a service line inventory?	All community water systems (CWSs) and non-transient non-community water systems (NTNCWSs).	40 CFR §141.84(a)
2. What material classification should I use?	Service lines must be classified as one of four types: – Lead, – Galvanized Requiring Replacement (GRR), – Non-Lead, (specify the actual material such as copper or plastic), or – Lead Status Unknown. → This spreadsheet will determine the service line classification for you if completed correctly. → Where the material is unknown, EPA recommends that systems consider using subclassifications to capture additional information (e.g., unknown - unlikely lead).	40 CFR §141.84(a)(4) and §109.706
3. What if the service lines in my system are split ownership, meaning that my system owns a portion and the customer owns a portion?	The inventory must include both the system-owned and customer-owned portions of the service line; however, systems must count each service line from the water main to the interior building plumbing only once for determining the number of service lines requiring replacement (i.e., lead service lines and GRR), assigning a tap sample tiering classification, and facilitating reporting of inventory information to states and EPA. See the "Class & Tier Info" tab for information on how the spreadsheet classifies service lines that have split ownership.	40 CFR §§141.84(a)(2) & (a)(7)(i)
4. What information should I use to identify service line material and prepare my inventory?	You must use previous materials evaluation, construction and plumbing codes/records, water system records, distribution system inspections and records, information obtained through normal operations, and state-specified information to prepare your inventory. EPA recommends systems consider additional service line investigation methods such as visual inspection, water quality sampling, and excavation.	40 CFR §§141.84(a)(3) & (a)(5)
5. When is the initial inventory due?	October 16, 2024.	40 CFR §141.80(a)(3) ¹
6. What if I have no Lead, Galvanized Requiring Replacement (GRR), or Lead Status Unknown service lines?	You have some different requirements that are explained in the answers to questions 7, 8, and 9.	N/A
7. Do I need to update my inventory?	For systems with Lead, GRR, or Lead Status Unknown service lines The service line inventory should improve over time with better information. You must submit inventory updates to your state on the following frequency: (1) Annually if you conduct lead tap sampling semi-annually or annually. (2) Triennially (i.e., once every 3 years) if you conduct lead tap sampling triennially. For systems with only Non-Lead service lines You are not required to provide an update. However, if you subsequently find any LSL or galvanized requiring replacement service line, you must notify your state within 30 days and prepare an updated inventory on a schedule established by the state.	40 CFR §141.90(e)(3)
8. Do I need to make my information publicly available?	For systems with Lead, GRR, or Lead Status Unknown service lines You must make the inventory publicly available and include a locational identifier for lead service lines and GRR. Water systems serving more than 50,000 people must provide inventories on-line. For systems with only Non-Lead service lines You can provide a written statement, in lieu of the inventory, that your distribution system has no lead service lines or GRR service lines along with a general description of all applicable sources used to make that determination.	40 CFR §§141.84(a)(8) & (a)(9)
9. Do I need to include a statement in my Consumer Confidence Report (CCR)?	For systems with Lead, GRR, or Lead Status Unknown service lines CWSs must indicate how the public can access the service line inventory information in their CCR. For systems with only Non-Lead service lines CWSs must include a statement that a service line inventory contains no lead service lines and instructions on how to access the information.	40 CFR §141.153(d)(4)(xi)
10. What information must States report to EPA?	For each water system, the number of Lead, GRR, and Lead Status Unknown service lines in its distribution system, reported separately.	40 CFR §142.15(c)(4)(iii)(D)

Notes:

¹ On June 10, 2021, EPA signed a rule extending the compliance date from January 16, 2024 to October 16, 2024 (86 FR 31939).



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SERVICE LINE INVENTORY FORM

General Information

Revision Tracking

Inventory Type: <i>Initial</i>	Initial Inventory Date (Required): 10/11/2024	Updated Inventory Date:
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Facility Information

Water System Name:

RYAN HILL

PWSID (7-digit number): 2640050	Total Population Served (number of people): 75	Number of Service Connections: 28	PWS Type: <i>CWS</i>
1. If CWS, do multi-family residences comprise $\geq 20\%$ of the structures served?			<i>No</i>
2. Does the number of service connections reported on the Detailed Inventory tab (shown above), match the number reported to DEP on the annual Average Daily Water Use form?			<i>Yes</i>
3. Does the water system serve any Disadvantaged Communities?			<i>No</i>
<i>If Yes, enter approximate percentage:</i>			<i>0%</i>
4. Is there documentation that defines service line ownership in this system, such as a local ordinance?			<i>Yes</i>
<i>If Yes, describe below (250 character maximum):</i>			
TARIFF			

Physical Address

Street (No P.O. Boxes):

179 RYAN HILL DR

City or Town: LAKEARIEL	State: PA	Zip Code: 18436
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Mailing Address (if different from Physical Address)

Street or P.O. Box:

P.O. 189

City or Town: HAMLIN	State: PA	Zip Code: 18427
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Contact Person

Name: JOSEPH BONAMICO	Title: OPERATOR
Telephone (ten digit): (570) 689-4017	Email: POCONOWATERWORKS@GMAIL.COM

Report Prepared By:

Same as Contact Person?

Yes

Name: JOSEPH BONAMICO	Title/Affiliation: OPERATOR
Telephone (ten digit):	Email:

Public Access Documentation

How is the system making its inventory accessible to the public? Check all that apply.

NOTE: *If the system serves > 50,000 people, the inventory MUST be provided on-line.*

- | | |
|---|--|
| ☐ Interactive on-line map | ☒ Information on water utility mailings or newsletter |
| ☐ Static on-line map | ☒ Hard copy information available in water system office |
| ☐ Printed service line map | ☐ Other |
| ☐ Printed tabular data | |

If "Other", please describe (250 character maximum):



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SERVICE LINE INVENTORY FORM

Inventory Methodology

PWS Name: RYAN HILL

PWSID: 2640050

No

Part 1: Historical Records Review

Type of Record	Examples	Describe the Records Reviewed (250 character maximum)	Level of Confidence in Records
1. Previous Materials Evaluation	Locations of Tier 1 lead tap sampling locations that are served by a lead service line.		No Records
2. Construction and Plumbing Codes and Records	Local ordinance adopting an international plumbing code. Permits for replacing lead service lines.		No Records
3. Water System Records	Distribution system maps. Tap cards. Meter installation records. Standard operating procedures.	ENGINEER DRAWING OF DEVELOPMENT DISTRIBUTION SYSTEM.	High
4. Distribution System Inspections and Records	Service line repair/replacement records. Inspection records.	REPAIR RECORDS AND INSTALLATION RECORDS. METER INSTALLATION RECORDS	High
5. Other		CUSTOMER SURVEY	High

Part 2: Identifying Service Line Material During Normal Operations

1. During which normal operating activities is information collected about service line material? Check all that apply.

- ☒ Water meter reading
 ☒ Water main repair or replacement
☒ Water meter repair or replacement
 ☒ Backflow prevention device
☒ Service line repair or replacement
 ☒ Other

If "Other", please explain (250 character maximum):

CUSTOMER QUESTIONNAIRE

2. Has the system developed standard operating procedures (SOPs) for collecting service line material information?

No

If "Yes", please describe (250 character maximum):

Part 3: Service Line Investigations

1. Identify the service line investigation methods used by the system to prepare this inventory (check all that apply).

Column A: File/Record Review	Column B: Analytics	Column C: Physical Inspection
☒ Customer Self-Identification	☐ Statistical Analysis	☐ Visual Inspection at Existing Access Point
☒ Previous Materials Evaluation	☐ Predictive Modeling	☐ CCTV Inspection Inside Pipe
☐ Installation Record (e.g., tap card)	☐ Water Quality Sampling	☐ CCTV Inspection Outside Pipe (Curb Box)
☒ Repair or Replacement Record	☐ Other analytics technique	☐ Mechanical Excavation (e.g., Potholing, Trenching)
☐ Other type of record review		☐ Other physical inspection method

If "Other", please explain (250 character maximum):

2. How are service line locations selected for physical inspection?

For example, environmental justice, sensitive populations, statistical modeling, or targeting areas with high numbers of Lead Status Unknowns? (250 character maximum)

REPAIRS

[illegible]



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SERVICE LINE INVENTORY FORM

Inventory Response Summary information

PWS Name: RYAN HILL

PWSID: 2640050

NOTES: Information will autofill based on the responses in the Detailed Inventory. Record types marked "Inactive" are not included.

Service Line Classification Summary

Service Line Classification	Definition	Number	Percentage
Lead	Any portion of the service line is known to be made of lead.	0	
Galvanized Requiring Replacement	A portion of the service line is galvanized and is downstream from: – a portion that was previously lead or is of unknown lead status – connectors that are lead or unknown	0	
Lead Status Unknown	The service line material is not known. There is not enough evidence to support material classification.	28	100%
Non-Lead	An evidence-based record, method, or technique has demonstrated that ALL portions of the service line are NOT lead or GRR.	0	
TOTAL NUMBER OF ACTIVE SERVICE LINES ENTERED IN THE DETAILED INVENTORY		28	100%

Service Line Classification by School/Childcare Summary

	Number	Percentage
Service Lines Connected to a Childcare facility:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Service Lines Connected to an Elementary School:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Service Lines Connected to an Secondary School:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Lead Status Unknown Service Lines:	0	
Likely Lead	0	
Unlikely Lead	0	



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SERVICE LINE INVENTORY FORM

Inventory Response Summary information

PWS Name: RYAN HILL

PWSID: 2640050

NOTES: Information will autofill based on the responses in the Detailed Inventory. Record types marked "Inactive" are not included.

Tap Sample Monitoring Locations by Tier

Tier	Number	Percentage
Tier 1	0	
*Tier 1 – or – Tier 2	0	
Tier 2	0	
Tier 3	0	
Tier 3 (if not enough Tier 1)	0	
Tier 4	0	
Tier 5	0	
**Tier 5 (if not enough SFR & MFR)	0	
Tier 5 (if not enough Tier 1 & 3)	28	100%
Systems w/POE do not meet tiering criteria	0	
NUMBER OF TIERED LOCATIONS:	28	
NUMBER OF SERVICE LINE LOCATIONS NOT TIERED:	0	

*For CWS, if the %MFRs is > 20%, a proportional number of MFRs may be assigned to Tier 1

**For CWS, if there are insufficient SFR & MFR Tier 5 structures, may use Building/Other



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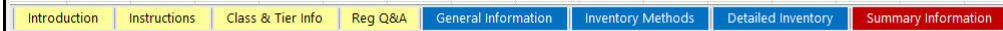
SERVICE LINE INVENTORY FORM

What is the purpose of this template?

The purpose of this template is to help water systems comply with the Service Line Inventory requirements of the January 15, 2021 Lead and Copper Rule Revisions (LCRR). This template provides fillable forms and tables that water systems can use to document their methods, organize their inventory, submit the initial inventory and inventory updates to the state, and document how they are making the inventory publicly available. Note that DEP does **NOT** require systems use this template for their inventory, but it is recommended. Refer to the worksheet "Reg Q&A" and EPA's 2022 Inventory Guidance for the regulated minimum inventory requirements and recommendations.

How is the template organized?

This workbook contains several worksheets, which are accessed by clicking the tabs at the bottom of the workbook window. They appear like this:



The worksheets and cells in this template are color coded:

- Yellow sheets are instructions and background, blue sheets are templates for water systems.
 - Gray shaded cells are background or instructions. Light blue cells are for data entry by the water system and light green cells are for data entry by the state.
- See the table below for a description of each worksheet.

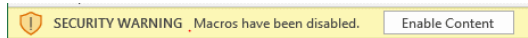
Information Relevant to this Template:

Template Organization		
Worksheet Type	Worksheet Name	Description
Background	Introduction	Introductory template information
	Instructions	Contains detailed instructions for systems and States.
	Class & Tier Info	Contains information on: - how service line classification is determined when ownership is split between the system & customer; - how LCRR tap sampling tiers are determined.
	Reg Q&A	Explains the regulatory service line inventory requirements of the January 15, 2021 LCRR in Q&A format.
Templates for Water Systems	General Information	For systems to document relevant information about their system.
	Inventory Methods	For systems to document the methods and resources they used to develop their service line inventory.
	Detailed Inventory	For systems to organize their detailed inventory. Each row equals one service line connecting the water main to the customer's plumbing. Separate columns track locational information, the system-owned portion, the customer-owned portion, other possible sources of lead, and information for assigning a tap sample tiering classification.
Summary	Summary Information	This sheet automatically generates totals based on information in the Detailed Inventory worksheet.

Template Use - General Steps

Open the spreadsheet. If you have a large amount of data it may take a few minutes. Please be patient.

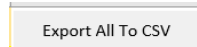
- This template will work with a Windows based PC and Excel 2013 or newer.
- This spreadsheet may not support use by Mac PCs.
- If you see this message, click on Enable Content before you begin:



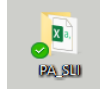
- If you do not see this message, and the macros do not work, contact ra-padwis@pa.gov for assistance.

Fill out the spreadsheet. Detailed instructions are provided on the Instructions tab.

Create export. Once the inventory is final, use the "Export All To CSV" button to create the export files. **DO NOT OPEN THE EXPORTED CSV FILES.**



- A folder called "PA_SLI" will be created on your desktop and the export files will be placed inside the folder:



- In addition, a hyperlink will be inserted into the spreadsheet which will link directly to the created folder:

Export Location:

[C:\Users\JohnDoe\OneDrive\Desktop\PA_SLI](C:\Users\JohnDoe\OneDrive\Desktop\PA_SLI)

- Three export files will be created with "GenInfo", "InvMeth", and "Details" appended to the file name.
- Each export file name will be date stamped using YYMMDD format.
- The date stamp appears at the beginning of the file name so that the export files will automatically sort by date.

IMPORTANT NOTES about CSV files and spreadsheet. DO NOT OPEN THE CSV FILES.

- Each time CSV files are uploaded to DWELR, also save the SLI spreadsheet in the same folder. The spreadsheet should be saved with a unique name that includes the date (should match the date on the CSV file) and whether it is an Initial or Updated inventory.
- It is highly recommended to also save a backup copy of the CSV files and spreadsheet in another location to prevent accidental loss.



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SERVICE LINE INVENTORY FORM

Getting Started

For best results **READ** and **FOLLOW** these instructions.

- Complete the **General Information** tab first. Some information entered on that tab carries through to the other tabs.
- Next complete the **Inventory Methods** and **Detailed Inventory** tabs. Your system totals will then appear in the **Summary Information** tab.
- The Detailed Inventory is entered **line by line**:
 - Information is initially typed into Row 7.
 - When the row is complete, click on the "Add To Inventory" button at the far right (column AM).
 - The values will be transferred to the list below. **Values in the list cannot be edited directly.**
 - *To edit previously entered service line information*, re-enter the Unique Service Line ID in Row 7, Column E. This will call up the previously entered information for that service line, which can then be edited and re-entered.
 - Each line entry will be date & time stamped in Column AN. Entries will be in order from newest to oldest.
 - If the spreadsheet gets "stuck" (can't enter data), click on the "Clear Top Row" button at the top of the page.
 - If the spreadsheet gets "stuck" after clicking Add to Inventory, look for a pop up window hidden behind the spreadsheet.
- After all tabs have been completed, export the information to csv files, following the steps on the Introduction tab under the section Template Use.

Add To Inventory

Clear Top Row

General Template Instructions:

- The display size of the spreadsheet may be adjusted using the slider bar at the bottom right.
- All <LIGHT BLUE> fields should be completed.
- Failure to complete all required fields could result in mis-classification of service lines.
- Many boxes have dropdown menus. Click on the cell, then click on the arrow that appears to the right of the cell. The dropdown menu can also be accessed by using Alt-Down Arrow on the keyboard. Select a response from the list that appears. If an answer is not applicable, leave the dropdown response set to the default value (first item in list).
- Filtering has been enabled to allow the user to easily search for occurrences of certain text values or cell colors. Each column heading in Row 9 has an arrow at the bottom right. Click on the arrow to access the filter options.
 - Filtering can be used to easily find, for example, responses that require information to be entered into the Additional Comments field.
- If a selection from a dropdown menu causes the cell color to change to light brown, additional information needs to be entered in the Additional Comments field.
- If a cell or set of cells is XX'd out, those questions should not be answered.
- Where more detailed instructions are necessary, links have been provided from the form to this instruction page. Links are shown in blue underlined text. There are also links to return to the original form.

Click the following links for specific Instructions:

[Initial Inventory](#)
[First Inventory Update](#)
[Inventory Updates after First Update](#)
[General Information Tab](#)
[Detailed Inventory Tab - State Determined Values](#)
[Detailed Inventory Tab - Locational Information](#)
[Detailed Inventory Tab - System-Owned Portion](#)
[Detailed Inventory Tab - Customer Owned Portion](#)
[Detailed Inventory Tab - Tap Sampling Information](#)
[Summary Information Tab](#)

Initial Inventory

[Return to Top](#)

1. On the General Information tab select "Yes" for "Initial Inventory?" and enter the date the initial inventory was completed.
2. On the Detailed Inventory tab, column F "Record Type" must remain as "Initial" for each service line being entered.
3. Proceed using Detailed Instructions by Tab below.
4. After all information is entered, export the csv files and save the spreadsheet.



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SERVICE LINE INVENTORY FORM

First Inventory Update

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1. Start with the most recent version of the Inventory.
2. On the General Information tab select "Yes" for "Updated Inventory?" and enter the date of the update.
 - Always retain the Initial Inventory date!
 - Enter or edit the information that is being updated.
3. On the Inventory Methods & Detailed Inventory tabs, answer the question "Are there any updates on this page?"
4. On the Detailed Inventory tab, in Column F "Record Type", select Update, Add or Inactive from the dropdown box for each line being updated.
 - If the record is being updated because the service line was replaced, enter the Date Replacement Completed in Column G.
 - Note: The Unique ID must match an existing ID unless the Record Type is Add.
5. After making updates, export the csv file and save the spreadsheet with a new file name. Retain a copy of each revision of the spreadsheet submitted to PA DEP.

Inventory Updates after First Update

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1. Start with the most recent version of the Inventory
2. On the General Information tab select "Yes" for "Updated Inventory?" and enter the date of the update
 - Always retain the Initial Inventory date!
 - Enter or overwrite the information that is being updated
3. On the Inventory Methods tab, answer the question "Are there any updates on this page?"
4. On the Detailed Inventory tab, use the filter (Row 8) on the Record Type column (Column F) to select all of the records that were updated in the previous inventory (types Update, Add, Inactive).
 - Change each previously updated Record Type to Retain.
 - Continue with Inventory Updates as described under First Inventory Update

General Information Tab

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Select "Yes" or "No" in response to the questions about Initial and Updated Inventory

- The Inventory type must be EITHER Initial or Updated. Do not select "Yes" for both of the questions.
- Enter the Initial Inventory date
- If this is an Updated Inventory, also enter the Updated Inventory date

Total Population Served: The number of residential customers; plus the average of the number of regular consumers served, per day, during a month; plus the average of the number of transient consumers served, per day, during a month.

Number of Service Connections: This field will auto-populate based on the number of entries in the Detailed Inventory.

PWS Type: Select either CWS or NTNCWS. All CWS and NTNCWS are required to submit a Service Line Inventory.

Question 1: If the PWS Type is CWS, this question must be answered "Yes" or "No". If the PWS type is NTNCWS, select "Not Applicable".

Question 2: AFTER completing the Detailed Inventory, the total number of service lines will be listed above. Confirm that the number of service lines listed matches the number of service connections reported on the most recent annual Average Daily Water Use form submitted to DEP.

Question 3: Indicate if the system serves any Disadvantaged Communities and the approximate percentage of service lines that are connected to members of a Disadvantaged Community. "Disadvantaged Community" is as defined in the most recent PennVest Intended Use Plan, which is available on line. Systems that serve Disadvantaged Communities may be eligible for additional funding under the Bipartisan Infrastructure Law.

Detailed Inventory Tab - State Determined Values

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Unique Service line ID **MAY NOT BE CHANGED or DELETED** after submission to DEP. New unique service line IDs may be added during inventory updates. In limited instances, service line IDs may be inactivated.

Column A, Service Line Classification: Will be determined automatically for each unique service line ID based on the responses in the Detailed Inventory. If the assigned classification is different than anticipated please double check the responses entered in this form. Service line classifications for joint ownership are determined according to the Class & Tier Info tab of this spreadsheet

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- If the designation is Galvanized Requiring Replacement, only the galvanized portion of the line needs to be replaced
- All determinations are subject to review and approval by Department staff



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SERVICE LINE INVENTORY FORM

Column B, Sufficient Evidence for Determination of Non-Lead? : Will be determined automatically based on responses. All determinations are subject to review and approval by Department staff. To provide sufficient evidence of the Non-Lead classification the system is expected to:

- Identify records that indicate Installation/replacement date after January 6, 1991 - OR -
- Conduct CCTV inspection inside service line over the full length - OR -
- Conduct mechanical excavation in at least 3 locations over the length of the service line* - OR -
- Combine any TWO other investigation techniques from the dropdown lists
- Note: for jointly owned service lines, both portions must meet the criteria for the service line to be classified as Non-Lead

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* Refer to [Class & Tier Info tab](#) for more information

NOTE: If insufficient evidence-based techniques are indicated on the inventory form, this cell will turn RED

Column C, LCRR Sampling Tier: Suggested Tiering Level based on responses in the Detailed Inventory. This field is determined automatically. This field is provided as a convenience for the water system and is not binding. Tiering is determined according to the Class & Tier Info tab of this spreadsheet.

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*For CWS, if the %MFRs is > 20%, a proportional number of MFRs may be assigned to Tier 1

Detailed Inventory Tab - Locational Information

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Column E, Unique Service Line ID : The system-assigned unique ID for this service line (required field). The Unique ID:

- May contain up to 30 characters
- Can use letters and/or numbers in any combination
- Use only uppercase letters; lowercase letters will be converted to uppercase
- Can use hyphen (-), underscore (_), period(.)
- May not use spaces, commas or other special characters (i.e., *, !, @, etc.)

[Return to Form](#)

NOTE: If a duplicate ID or address is entered the boxes will turn RED

Column F, Record Type

- Initial – Use this designation for the initial inventory submitted on or before October 16, 2024
- Update – Use this designation when submitting an updated inventory, to indicate the record is being revised
 - If the update is due to a service line replacement, enter the replacement date in Column G
- Add – Use this designation to add more service lines to an existing inventory
- Inactive – Use this designation to indicate a record is being inactivated. Records cannot be deleted.
 - Example: Property was made into a parking lot and the service line was decommissioned.
 - Add a text comment explaining the reason for inactivation in columns Y and/or AH.

[Return to Form](#)

Column G, Date Replacement Completed: If the SL has been replaced since the initial inventory (or last inventory update), enter the replacement date here. Also change the Record Type in Column F to "Update". Remember to revise the Material Type and other information affected by the replacement for both the system and customer portions of the line.

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Column H, Ownership Type: Indicate whether the service line is owned, in its entirety, by the System, the Customer, or Jointly.

IMPORTANT: If the Ownership Type selected is System, any answers entered in the Customer-Owned columns will be grayed out, and vice versa.

→ Be careful when selecting Ownership Type as this affects the determination of the Service Line Classification.

[Return to Form](#)

NOTE: If the service line is not jointly owned, but the user would like to submit information about two different segments of the line, select Joint ownership. Comments clarifying the ownership status may be entered under Question 4 on the General Information tab or in columns Y and/or AH of the Detailed Inventory.

Columns M & N, School/Childcare Facility?: Indicate if the service line provides water to a school and/or childcare facility.

- A child care facility is "a location that houses a licensed provider of child care, day care, or early learning services to children as determined by the State licensing agency."
- A school is "any building associated with public, non-public/private, or charter institutions that primarily provides teaching and learning for elementary or secondary students."
- An **elementary** school contains students in grades up to and including grade 8 (includes pre-school).
- A **secondary** school contains students in grades no less than 9 and no greater than 12.

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SERVICE LINE INVENTORY FORM

Detailed Inventory Tab - System-Owned Portion	Return to Top
Columns O through Y : Complete the information in these columns for the System-Owned Portion of the service line ONLY. – If there is a portion of the service line that is customer-owned, that information should be entered in columns Z through AH. – If there is no system-owned portion, leave these boxes empty or set to the default value.	Return to Form
Column P, Was Material Ever Previously Lead? : If the response is "no", enter the evidence in the Additional Comments field (Column Y)	Return to Form
Column Q, Lead Pigtails, Goosenecks or Connectors Upstream? Indicate if there is a lead pigtail, gooseneck or connector between the main and the system-owned portion of the service line. If the response is "no", enter the evidence in the Additional Comments field (Column Y).	Return to Form
Columns R & S, Installation Date: – Select the decade from the dropdown box – If a more specific date is known, enter it in column S – If no information about installation date is available, note that under Additional Comments (Column Y).	Return to Form
Column T, Diameter : Enter the service line pipe inner diameter, in inches. Use up to two decimal places.	Return to Form
Columns U through X, Basis of Material Classification : At least one Basis of Material Classification must be selected for all service lines. Selections in these columns will be used to determine if there is sufficient evidence for a designation of Non-Lead. Refer to instructions for Column B for more information. – Use the dropdown menus in columns U & V to select non-field-based investigation method(s). – Use the dropdown menu in column W to select field-based verification method(s), and enter the date performed in Column X. – IMPORTANT NOTE: Water sampling can only be used as a basis for investigation if the system does not have Corrosion Control Treatment.	Return to Form
Column Y, System-Owned Service Line Additional Comments : Free form text field to enter additional pertinent or required information.	Return to Form
Detailed Inventory Tab - Customer Owned Portion	Return to Top
Columns Z through AH : Complete the information in these columns for the Customer-Owned Portion of the service line ONLY. – If there is a portion of the service line that is system-owned, that information should be entered in columns O through Y. – If there is no customer-owned portion, leave these boxes empty or set to the default value.	Return to Form
Column AA, Lead Pigtails, Goosenecks or Connectors Upstream? Indicate if there is a lead pigtail, gooseneck or connector <u>upstream</u> of the customer-owned portion of the service line. If the response is "no", enter the evidence in the Additional Comments field (Column AH). – Do not include pigtails, goosenecks or connectors in the System-Owned portion of the service line; these should be accounted for in Column Q. – Do not include pigtails, goosenecks or connectors that are downstream of the service line.	Return to Form
Columns AB & AC, Installation Date: – Select the decade from the dropdown box – If a more specific date is known, enter it in column AC – Enter the date in mm/dd/yyyy format – If no information about installation date is available, note that under Additional Comments.	Return to Form
Columns AD through AG, Basis of Material Classification : At least one Basis of Material Classification must be selected for all service lines. Selections in these columns will be used to determine if there is sufficient evidence for a designation of Non-Lead. Refer to the instructions for Column B for more information. – Use the dropdown menus in columns AD & AE to select non-field-based investigation method(s). – Use the dropdown menu in column AF to select field-based verification method(s), and enter the date performed in Column AG. – IMPORTANT NOTE: Water sampling can only be used as a basis for investigation if the system does not have Corrosion Control Treatment.	Return to Form
Column AH, Customer-Owned Service Line Additional Comments : Free form text field to enter additional pertinent information.	Return to Form



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SERVICE LINE INVENTORY FORM

Detailed Inventory Tab - Tap Sampling Information		Return to Top
Columns AI through AL, Information to Assign Tap Monitoring Tiering : Fill out information in these columns to automatically assign Tiers to tap sampling monitoring locations.		Return to Form
Column AI, Service Line Connected To : Indicate if the service line is connected to a Single Family Residence (SFR), Multi-Family Residence (MFR), or Other type of building – The building is considered a single family residence if one service line provides drinking water for one family. – The building is considered a multi-family residence if one service line provides drinking water for multiple families (e.g., apartment complex where there is only a single service line). – If the connection cannot be categorized as an SFR or MFR choose Building/Other.		Return to Form
Column AJ, POE Treatment Present? Locations with Point-Of-Entry treatment for Inorganic Chemicals are not eligible for sampling under the Lead and Copper Rule. – POE refers to treatment where the service line enters the building/residence. POE does NOT include treatment at or prior to the entry point into the distribution system. – IMPORTANT: If the location has a POU (Point-Of-Use) filter, sample from a different tap. For example, if the kitchen tap has a filter, collect a sample from the bathroom tap. – Do NOT collect LCR samples from a location with a POU filter. Do not remove the POU filter to collect a sample.		Return to Form
Summary Information		Return to Top
No information needs to be entered in this form. The tables will auto-populate based on the answers provided in this spreadsheet. Service Line Classification Summaries: The total number of Lead, Galvanized Requiring Replacement, Lead Status Unknown, and Non-Lead services lines is displayed. Breakout information regarding Schools & Daycares is also provided. Tap Sampling Monitoring Locations by Tier: A breakdown of the tap sampling location Tier assignments based on the information entered in the Detailed Inventory.		

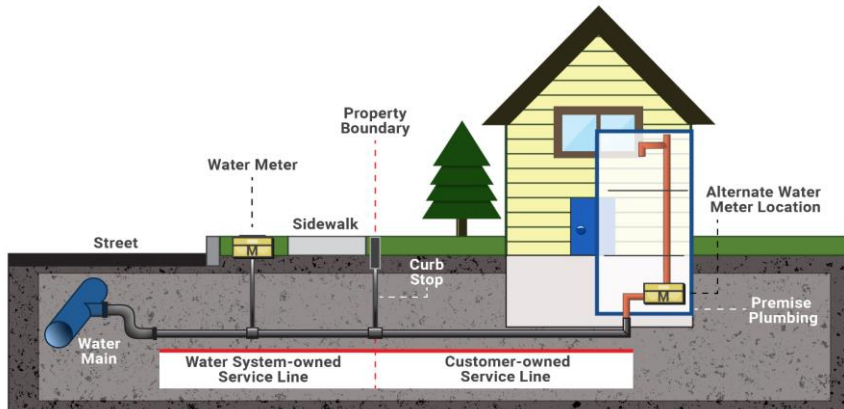


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SERVICE LINE INVENTORY FORM

IMPORTANT NOTE: The classification of a service line applies to the entire length of the service line, regardless of ownership

Service Line Designation Where Ownership Is Split Between the Water System and Customer



System-Owned Portion		Customer-Owned Portion		Service Line Classification ^{2,3,4,5}
Material Type		Material Type		
Lead or lead-lined		Any material		Lead
Any material		Lead or lead-lined		Lead
Unknown		Any material but lead, lead-lined or galvanized		Lead Status Unknown
Any material but lead or lead-lined		Unknown		Lead Status Unknown
Any material but lead, lead-lined, galvanized, or unknown		Any material but lead, lead-lined, galvanized, or unknown		Non-Lead ¹
System-Owned Portion		Customer-Owned Portion		
Lead Connector Upstream?	Material Type	Lead Connector Upstream?	Material Type	
No	Any material but lead or lead-lined	No	Galvanized	Non-Lead
No	Galvanized	No	Any material but lead, lead-lined, or unknown	Non-Lead
No	Galvanized	No	Galvanized	Non-Lead
No	Not previously lead	No	Galvanized	Non-Lead
Yes or Not sure	Galvanized	Any response	Any material but lead, lead-lined or unknown	Galvanized Requiring Replacement
Yes or Not sure	Any material but lead or lead-lined	Any response	Galvanized	Galvanized Requiring Replacement
No	Any material but lead or lead-lined	Yes or Not sure	Galvanized	Galvanized Requiring Replacement
Any response	Previously lead or unsure if previously lead	Any response	Galvanized	Galvanized Requiring Replacement

¹ Any determination of Non-Lead is subject to review and approval by the Department

² It is only necessary to replace the portions of the service line that are Lead or Galvanized Requiring Replacement.

³ When both portions of the service line are Lead or Galvanized Requiring Replacement, both portions must be replaced at the same time. Partial replacements are not allowed.

⁴ If either portion of the service line is classified as Lead Status Unknown, it must be replaced unless further investigation changes the classification to Non-Lead. The change in classification must be submitted to the Department in the Updated Inventory.

⁵ The presence of lead connectors, goosenecks or pigtails is only relevant to the determination of Galvanized Requiring Replacement.



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LCRR Tap Sampling Tier Determination			
Tier Level	Applies To:	* May Apply To:	**Does NOT apply to:
1	CWS Systems: Single Family Residence connected to a Lead Service Line NTNC Systems: Any building type connected to a Lead Service Line	CWS Systems: Multi Family Residence connected to a Lead Service Line if Multi Family Residences make up MORE than 20% of the distribution system	CWS & NTNC Systems: Service lines classified as Galvanized Requiring Replacement or Lead Status Unknown
2	CWS Systems: Any Building/Other connected to a Lead Service Line	CWS Systems: Multi Family Residence connected to a Lead Service Line if Multi Family Residences make up LESS than 20% of the distribution system	CWS Systems: Service lines classified as Galvanized Requiring Replacement or Lead Status Unknown; NTNC Systems
3	CWS Systems: Single Family Residences connected to a Galvanized Requiring Replacement Service Line NTNC Systems: Any building type connected to a Galvanized Requiring Replacement Service Line		CWS & NTNC Systems: Services lines classified as Lead Status Unknown
4	CWS Systems: Service lines connected to a Single Family Residence that contains copper pipes with lead solder		CWS Systems: Services lines classified as Lead Status Unknown; NTNC Systems
5	CWS Systems: Single Family and Multi Family Residences where the plumbing is representative of other locations served by the system NTNC Systems: Any building type where the plumbing is representative of other locations served by the system	CWS Systems: Service lines connected to a Building/Other location IF there are an insufficient number of Single Family or Multi Family Residential Tier 5 sites available	

* Buildings/residences with a Point of Use (POU) treatment device MAY be used for LCRR Tap Sampling - IF - there is another tap location that is used to dispense potable which does NOT have a POU device installed. It is not acceptable to sample from a location where the POU device has been removed for purposes of collecting a sample.

** Buildings/residences with a Point of Entry (POE) treatment device may NOT be used for LCRR Tap Sampling.

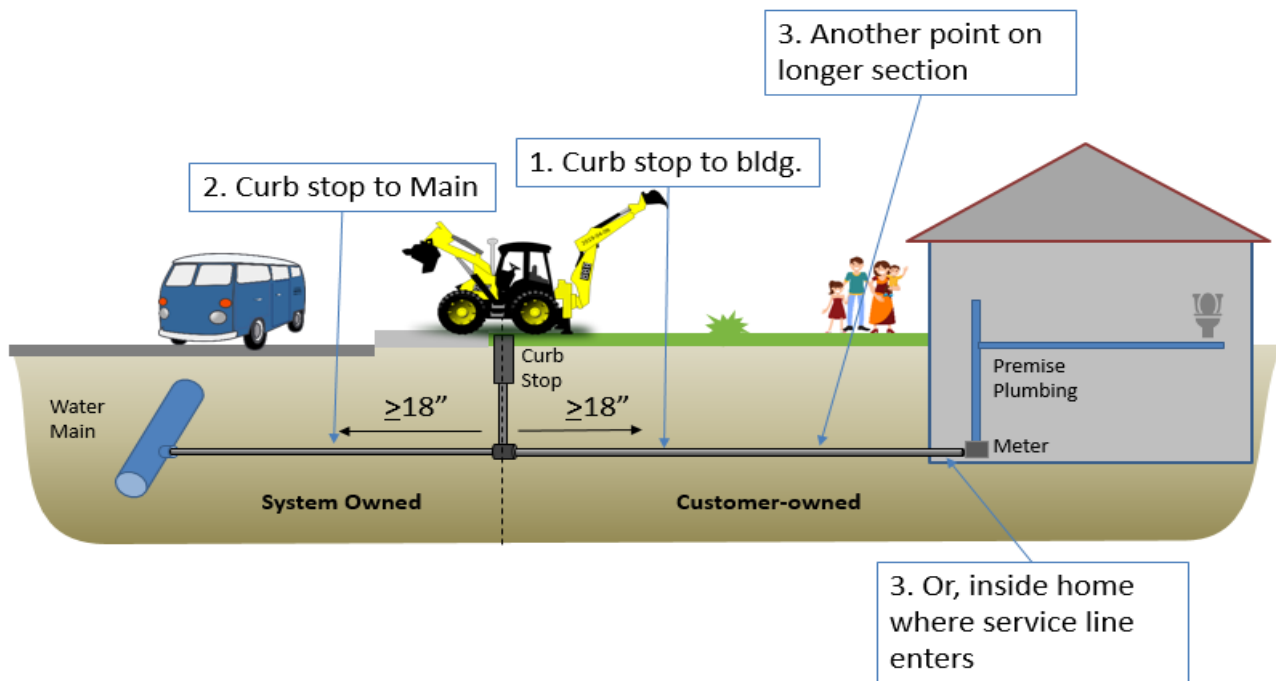
SERVICE LINE INVENTORY FORM

Using Mechanical Excavation as Evidence of Non-Lead

[Return to Instructions](#)

- "Mechanical Excavation" refers to any technique that allows physical access to the exterior of the service line piping, including but not limited to: trenching, potholing, and vacuum extraction.
- To provide sufficient evidence for a designation of Non-Lead, mechanical excavation must be performed at a minimum of 3 locations across the length of the service line, as follows*:
1. Curb stop to building
 - A minimum of 18 inches from the curb stop
 - OR –
 - If the distance to the building is less than 18 inches, halfway to the building
 2. Curb stop to water main
 - A minimum of 18 inches from the curb stop
 - OR –
 - If the distance to the water main is less than 18 inches, halfway to the main
 3. Third point (choose one)
 - Inside the home where the service line enters if visible (must be inspected by system personnel - OR - the home owner must submit a clear photograph to the water system)
 - OR –
 - A second excavation point in the longer section of the service line that is at least halfway between the first point and the building or water main
- *EXCEPTION: If the system is using Mechanical Excavation as the means of identification on only one side of a Jointly-owned system, then only two-points of verification are needed on that side.

3-Point Field Verification – Non-Lead



SERVICE LINE INVENTORY FORM

Inventory Requirements of the LCRR

Question	Answer	Regulatory Citation(s)
1. Who must prepare a service line inventory?	All community water systems (CWSs) and non-transient non-community water systems (NTNCWSs).	40 CFR §141.84(a)
2. What material classification should I use?	Service lines must be classified as one of four types: – Lead, – Galvanized Requiring Replacement (GRR), – Non-Lead, (specify the actual material such as copper or plastic), or – Lead Status Unknown. → This spreadsheet will determine the service line classification for you if completed correctly. → Where the material is unknown, EPA recommends that systems consider using subclassifications to capture additional information (e.g., unknown - unlikely lead).	40 CFR §141.84(a)(4) and §109.706
3. What if the service lines in my system are split ownership, meaning that my system owns a portion and the customer owns a portion?	The inventory must include both the system-owned and customer-owned portions of the service line; however, systems must count each service line from the water main to the interior building plumbing only once for determining the number of service lines requiring replacement (i.e., lead service lines and GRR), assigning a tap sample tiering classification, and facilitating reporting of inventory information to states and EPA. See the "Class & Tier Info" tab for information on how the spreadsheet classifies service lines that have split ownership.	40 CFR §§141.84(a)(2) & (a)(7)(i)
4. What information should I use to identify service line material and prepare my inventory?	You must use previous materials evaluation, construction and plumbing codes/records, water system records, distribution system inspections and records, information obtained through normal operations, and state-specified information to prepare your inventory. EPA recommends systems consider additional service line investigation methods such as visual inspection, water quality sampling, and excavation.	40 CFR §§141.84(a)(3) & (a)(5)
5. When is the initial inventory due?	October 16, 2024.	40 CFR §141.80(a)(3) ¹
6. What if I have no Lead, Galvanized Requiring Replacement (GRR), or Lead Status Unknown service lines?	You have some different requirements that are explained in the answers to questions 7, 8, and 9.	N/A
7. Do I need to update my inventory?	For systems with Lead, GRR, or Lead Status Unknown service lines The service line inventory should improve over time with better information. You must submit inventory updates to your state on the following frequency: (1) Annually if you conduct lead tap sampling semi-annually or annually. (2) Triennially (i.e., once every 3 years) if you conduct lead tap sampling triennially. For systems with only Non-Lead service lines You are not required to provide an update. However, if you subsequently find any LSL or galvanized requiring replacement service line, you must notify your state within 30 days and prepare an updated inventory on a schedule established by the state.	40 CFR §141.90(e)(3)
8. Do I need to make my information publicly available?	For systems with Lead, GRR, or Lead Status Unknown service lines You must make the inventory publicly available and include a locational identifier for lead service lines and GRR. Water systems serving more than 50,000 people must provide inventories on-line. For systems with only Non-Lead service lines You can provide a written statement, in lieu of the inventory, that your distribution system has no lead service lines or GRR service lines along with a general description of all applicable sources used to make that determination.	40 CFR §§141.84(a)(8) & (a)(9)
9. Do I need to include a statement in my Consumer Confidence Report (CCR)?	For systems with Lead, GRR, or Lead Status Unknown service lines CWSs must indicate how the public can access the service line inventory information in their CCR. For systems with only Non-Lead service lines CWSs must include a statement that a service line inventory contains no lead service lines and instructions on how to access the information.	40 CFR §141.153(d)(4)(xi)
10. What information must States report to EPA?	For each water system, the number of Lead, GRR, and Lead Status Unknown service lines in its distribution system, reported separately.	40 CFR §142.15(c)(4)(iii)(D)

Notes:

¹ On June 10, 2021, EPA signed a rule extending the compliance date from January 16, 2024 to October 16, 2024 (86 FR 31939).



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DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF SAFE DRINKING WATER

SERVICE LINE INVENTORY FORM

General Information

Revision Tracking

Inventory Type: <i>Initial</i>	Initial Inventory Date (Required): 10/11/2024	Updated Inventory Date:
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Facility Information

Water System Name:

BIG WOODS

PWSID (7-digit number): 2520986	Total Population Served (number of people): 175	Number of Service Connections: 67	PWS Type: <i>CWS</i>
1. If CWS, do multi-family residences comprise $\geq 20\%$ of the structures served?			<i>No</i>
2. Does the number of service connections reported on the Detailed Inventory tab (shown above), match the number reported to DEP on the annual Average Daily Water Use form?			<i>No</i>
3. Does the water system serve any Disadvantaged Communities? <i>If Yes, enter approximate percentage:</i>			<i>No</i> <i>0%</i>
4. Is there documentation that defines service line ownership in this system, such as a local ordinance? <i>If Yes, describe below (250 character maximum):</i>			<i>Yes</i>
TARIFF			

Physical Address

Street (No P.O. Boxes):

BURNS HILL RD

City or Town: GREENTOW	State: PA	Zip Code: 18426
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Mailing Address (if different from Physical Address)

Street or P.O. Box:

P.O. 189

City or Town: HAMLIN	State: PA	Zip Code: 18427
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Contact Person

Name: JOSEPH BONAMICO	Title: OPERATOR
Telephone (ten digit): (570) 689-4017	Email: POCONOWATERWORKS@GMAIL.COM

Report Prepared By:

Same as Contact Person?

Yes

Name:	Title/Affiliation:
Telephone (ten digit):	Email:

Public Access Documentation

How is the system making its inventory accessible to the public? Check all that apply.

NOTE: *If the system serves > 50,000 people, the inventory MUST be provided on-line.*

- | | |
|---|--|
| ☐ Interactive on-line map | ☒ Information on water utility mailings or newsletter |
| ☐ Static on-line map | ☒ Hard copy information available in water system office |
| ☐ Printed service line map | ☐ Other |
| ☐ Printed tabular data | |

If "Other", please describe (250 character maximum):



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SERVICE LINE INVENTORY FORM

Inventory Methodology

PWS Name: BIG WOODS

PWSID: 2520986

No

Part 1: Historical Records Review

Type of Record	Examples	Describe the Records Reviewed (250 character maximum)	Level of Confidence in Records
1. Previous Materials Evaluation	Locations of Tier 1 lead tap sampling locations that are served by a lead service line.		No Records
2. Construction and Plumbing Codes and Records	Local ordinance adopting an international plumbing code. Permits for replacing lead service lines.		No Records
3. Water System Records	Distribution system maps. Tap cards. Meter installation records. Standard operating procedures.	ENGINEER DRAWING OF DEVELOPMENT DISTRIBUTION SYSTEM.	High
4. Distribution System Inspections and Records	Service line repair/replacement records. Inspection records.	REPAIR RECORDS AND INSTALLATION RECORDS. METER INSTALLATION RECORDS	High
5. Other		CUSTOMER SURVEY	High

Part 2: Identifying Service Line Material During Normal Operations

1. During which normal operating activities is information collected about service line material? Check all that apply.

- ☒ Water meter reading
 ☒ Water main repair or replacement
☒ Water meter repair or replacement
 ☒ Backflow prevention device
☒ Service line repair or replacement
 ☒ Other

If "Other", please explain (250 character maximum):

CUSTOMER QUESTIONNAIRE

2. Has the system developed standard operating procedures (SOPs) for collecting service line material information?

No

If "Yes", please describe (250 character maximum):

Part 3: Service Line Investigations

1. Identify the service line investigation methods used by the system to prepare this inventory (check all that apply).

Column A: File/Record Review	Column B: Analytics	Column C: Physical Inspection
☐ Customer Self-Identification	☐ Statistical Analysis	☐ Visual Inspection at Existing Access Point
☐ Previous Materials Evaluation	☐ Predictive Modeling	☐ CCTV Inspection Inside Pipe
☐ Installation Record (e.g., tap card)	☐ Water Quality Sampling	☐ CCTV Inspection Outside Pipe (Curb Box)
☐ Repair or Replacement Record	☐ Other analytics technique	☐ Mechanical Excavation (e.g., Potholing, Trenching)
☐ Other type of record review		☐ Other physical inspection method

If "Other", please explain (250 character maximum):

2. How are service line locations selected for physical inspection?

For example, environmental justice, sensitive populations, statistical modeling, or targeting areas with high numbers of Lead Status Unknowns? (250 character maximum)

REPAIRS

[illegible]



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SERVICE LINE INVENTORY FORM

Inventory Response Summary information

PWS Name: BIG WOODS

PWSID: 2520986

NOTES: Information will autofill based on the responses in the Detailed Inventory. Record types marked "Inactive" are not included.

Service Line Classification Summary

Service Line Classification	Definition	Number	Percentage
Lead	Any portion of the service line is known to be made of lead.	0	
Galvanized Requiring Replacement	A portion of the service line is galvanized and is downstream from: – a portion that was previously lead or is of unknown lead status – connectors that are lead or unknown	0	
Lead Status Unknown	The service line material is not known. There is not enough evidence to support material classification.	67	100%
Non-Lead	An evidence-based record, method, or technique has demonstrated that ALL portions of the service line are NOT lead or GRR.	0	
TOTAL NUMBER OF ACTIVE SERVICE LINES ENTERED IN THE DETAILED INVENTORY		67	100%

Service Line Classification by School/Childcare Summary

	Number	Percentage
Service Lines Connected to a Childcare facility:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Service Lines Connected to an Elementary School:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Service Lines Connected to an Secondary School:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Lead Status Unknown Service Lines:	0	
Likely Lead	0	
Unlikely Lead	0	



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SERVICE LINE INVENTORY FORM

Inventory Response Summary information

PWS Name: BIG WOODS

PWSID: 2520986

NOTES: Information will autofill based on the responses in the Detailed Inventory. Record types marked "Inactive" are not included.

Tap Sample Monitoring Locations by Tier

Tier	Number	Percentage
Tier 1	0	
*Tier 1 – or – Tier 2	0	
Tier 2	0	
Tier 3	0	
Tier 3 (if not enough Tier 1)	0	
Tier 4	0	
Tier 5	67	100%
**Tier 5 (if not enough SFR & MFR)	0	
Tier 5 (if not enough Tier 1 & 3)	0	
Systems w/POE do not meet tiering criteria	0	
NUMBER OF TIERED LOCATIONS:	67	
NUMBER OF SERVICE LINE LOCATIONS NOT TIERED:	0	

*For CWS, if the %MFRs is > 20%, a proportional number of MFRs may be assigned to Tier 1

**For CWS, if there are insufficient SFR & MFR Tier 5 structures, may use Building/Other



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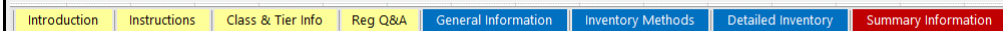
SERVICE LINE INVENTORY FORM

What is the purpose of this template?

The purpose of this template is to help water systems comply with the Service Line Inventory requirements of the January 15, 2021 Lead and Copper Rule Revisions (LCRR). This template provides fillable forms and tables that water systems can use to document their methods, organize their inventory, submit the initial inventory and inventory updates to the state, and document how they are making the inventory publicly available. Note that DEP does **NOT** require systems use this template for their inventory, but it is recommended. Refer to the worksheet "Reg Q&A" and EPA's 2022 Inventory Guidance for the regulated minimum inventory requirements and recommendations.

How is the template organized?

This workbook contains several worksheets, which are accessed by clicking the tabs at the bottom of the workbook window. They appear like this:



The worksheets and cells in this template are color coded:

- Yellow sheets are instructions and background, blue sheets are templates for water systems.
 - Gray shaded cells are background or instructions. Light blue cells are for data entry by the water system and light green cells are for data entry by the state.
- See the table below for a description of each worksheet.

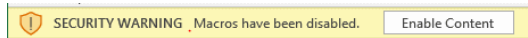
Information Relevant to this Template:

Template Organization		
Worksheet Type	Worksheet Name	Description
Background	Introduction	Introductory template information
	Instructions	Contains detailed instructions for systems and States.
	Class & Tier Info	Contains information on: - how service line classification is determined when ownership is split between the system & customer; - how LCRR tap sampling tiers are determined.
	Reg Q&A	Explains the regulatory service line inventory requirements of the January 15, 2021 LCRR in Q&A format.
Templates for Water Systems	General Information	For systems to document relevant information about their system.
	Inventory Methods	For systems to document the methods and resources they used to develop their service line inventory.
	Detailed Inventory	For systems to organize their detailed inventory. Each row equals one service line connecting the water main to the customer's plumbing. Separate columns track locational information, the system-owned portion, the customer-owned portion, other possible sources of lead, and information for assigning a tap sample tiering classification.
Summary	Summary Information	This sheet automatically generates totals based on information in the Detailed Inventory worksheet.

Template Use - General Steps

Open the spreadsheet. If you have a large amount of data it may take a few minutes. Please be patient.

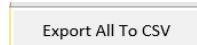
- This template will work with a Windows based PC and Excel 2013 or newer.
- This spreadsheet may not support use by Mac PCs.
- If you see this message, click on Enable Content before you begin:



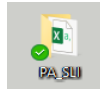
- If you do not see this message, and the macros do not work, contact ra-padwis@pa.gov for assistance.

Fill out the spreadsheet. Detailed instructions are provided on the Instructions tab.

Create export. Once the inventory is final, use the "Export All To CSV" button to create the export files. **DO NOT OPEN THE EXPORTED CSV FILES.**



- A folder called "PA_SLI" will be created on your desktop and the export files will be placed inside the folder:



- In addition, a hyperlink will be inserted into the spreadsheet which will link directly to the created folder:

Export Location:

[C:\Users\JohnDoe\OneDrive\Desktop\PA_SLI](C:\Users\JohnDoe\OneDrive\Desktop\PA_SLI)

- Three export files will be created with "GenInfo", "InvMeth", and "Details" appended to the file name.
- Each export file name will be date stamped using YYMMDD format.
- The date stamp appears at the beginning of the file name so that the export files will automatically sort by date.

IMPORTANT NOTES about CSV files and spreadsheet. DO NOT OPEN THE CSV FILES.

- Each time CSV files are uploaded to DWELR, also save the SLI spreadsheet in the same folder. The spreadsheet should be saved with a unique name that includes the date (should match the date on the CSV file) and whether it is an Initial or Updated inventory.
- It is highly recommended to also save a backup copy of the CSV files and spreadsheet in another location to prevent accidental loss.



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SERVICE LINE INVENTORY FORM

Getting Started

For best results **READ** and **FOLLOW** these instructions.

- Complete the **General Information** tab first. Some information entered on that tab carries through to the other tabs.
- Next complete the **Inventory Methods** and **Detailed Inventory** tabs. Your system totals will then appear in the **Summary Information** tab.
- The Detailed Inventory is entered **line by line**:
 - Information is initially typed into Row 7.
 - When the row is complete, click on the "Add To Inventory" button at the far right (column AM).
 - The values will be transferred to the list below. **Values in the list cannot be edited directly.**
 - *To edit previously entered service line information*, re-enter the Unique Service Line ID in Row 7, Column E. This will call up the previously entered information for that service line, which can then be edited and re-entered.
 - Each line entry will be date & time stamped in Column AN. Entries will be in order from newest to oldest.
 - If the spreadsheet gets "stuck" (can't enter data), click on the "Clear Top Row" button at the top of the page.
 - If the spreadsheet gets "stuck" after clicking Add to Inventory, look for a pop up window hidden behind the spreadsheet.
- After all tabs have been completed, export the information to csv files, following the steps on the Introduction tab under the section Template Use.

Add To Inventory

Clear Top Row

General Template Instructions:

- The display size of the spreadsheet may be adjusted using the slider bar at the bottom right.
- All <LIGHT BLUE> fields should be completed.
- Failure to complete all required fields could result in mis-classification of service lines.
- Many boxes have dropdown menus. Click on the cell, then click on the arrow that appears to the right of the cell. The dropdown menu can also be accessed by using Alt-Down Arrow on the keyboard. Select a response from the list that appears. If an answer is not applicable, leave the dropdown response set to the default value (first item in list).
- Filtering has been enabled to allow the user to easily search for occurrences of certain text values or cell colors. Each column heading in Row 9 has an arrow at the bottom right. Click on the arrow to access the filter options.
 - Filtering can be used to easily find, for example, responses that require information to be entered into the Additional Comments field.
- If a selection from a dropdown menu causes the cell color to change to light brown, additional information needs to be entered in the Additional Comments field.
- If a cell or set of cells is XX'd out, those questions should not be answered.
- Where more detailed instructions are necessary, links have been provided from the form to this instruction page. Links are shown in [blue underlined text](#). There are also links to return to the original form.

Click the following links for specific Instructions:

[Initial Inventory](#)
[First Inventory Update](#)
[Inventory Updates after First Update](#)
[General Information Tab](#)
[Detailed Inventory Tab - State Determined Values](#)
[Detailed Inventory Tab - Locational Information](#)
[Detailed Inventory Tab - System-Owned Portion](#)
[Detailed Inventory Tab - Customer Owned Portion](#)
[Detailed Inventory Tab - Tap Sampling Information](#)
[Summary Information Tab](#)

Initial Inventory

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1. On the General Information tab select "Yes" for "Initial Inventory?" and enter the date the initial inventory was completed.
2. On the Detailed Inventory tab, column F "Record Type" must remain as "Initial" for each service line being entered.
3. Proceed using Detailed Instructions by Tab below.
4. After all information is entered, export the csv files and save the spreadsheet.



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SERVICE LINE INVENTORY FORM

First Inventory Update

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1. Start with the most recent version of the Inventory.
2. On the General Information tab select "Yes" for "Updated Inventory?" and enter the date of the update.
 - Always retain the Initial Inventory date!
 - Enter or edit the information that is being updated.
3. On the Inventory Methods & Detailed Inventory tabs, answer the question "Are there any updates on this page?"
4. On the Detailed Inventory tab, in Column F "Record Type", select Update, Add or Inactive from the dropdown box for each line being updated.
 - If the record is being updated because the service line was replaced, enter the Date Replacement Completed in Column G.
 - Note: The Unique ID must match an existing ID unless the Record Type is Add.
5. After making updates, export the csv file and save the spreadsheet with a new file name. Retain a copy of each revision of the spreadsheet submitted to PA DEP.

Inventory Updates after First Update

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1. Start with the most recent version of the Inventory
2. On the General Information tab select "Yes" for "Updated Inventory?" and enter the date of the update
 - Always retain the Initial Inventory date!
 - Enter or overwrite the information that is being updated
3. On the Inventory Methods tab, answer the question "Are there any updates on this page?"
4. On the Detailed Inventory tab, use the filter (Row 8) on the Record Type column (Column F) to select all of the records that were updated in the previous inventory (types Update, Add, Inactive).
 - Change each previously updated Record Type to Retain.
 - Continue with Inventory Updates as described under First Inventory Update

General Information Tab

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Select "Yes" or "No" in response to the questions about Initial and Updated Inventory

- The Inventory type must be EITHER Initial or Updated. Do not select "Yes" for both of the questions.
- Enter the Initial Inventory date
- If this is an Updated Inventory, also enter the Updated Inventory date

Total Population Served: The number of residential customers; plus the average of the number of regular consumers served, per day, during a month; plus the average of the number of transient consumers served, per day, during a month.

Number of Service Connections: This field will auto-populate based on the number of entries in the Detailed Inventory.

PWS Type: Select either CWS or NTNCWS. All CWS and NTNCWS are required to submit a Service Line Inventory.

Question 1: If the PWS Type is CWS, this question must be answered "Yes" or "No". If the PWS type is NTNCWS, select "Not Applicable".

Question 2: AFTER completing the Detailed Inventory, the total number of service lines will be listed above. Confirm that the number of service lines listed matches the number of service connections reported on the most recent annual Average Daily Water Use form submitted to DEP.

Question 3: Indicate if the system serves any Disadvantaged Communities and the approximate percentage of service lines that are connected to members of a Disadvantaged Community. "Disadvantaged Community" is as defined in the most recent PennVest Intended Use Plan, which is available on line. Systems that serve Disadvantaged Communities may be eligible for additional funding under the Bipartisan Infrastructure Law.

Detailed Inventory Tab - State Determined Values

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Unique Service line ID **MAY NOT BE CHANGED or DELETED** after submission to DEP. New unique service line IDs may be added during inventory updates. In limited instances, service line IDs may be inactivated.

Column A, Service Line Classification: Will be determined automatically for each unique service line ID based on the responses in the Detailed Inventory. If the assigned classification is different than anticipated please double check the responses entered in this form. Service line classifications for joint ownership are determined according to the Class & Tier Info tab of this spreadsheet

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- If the designation is Galvanized Requiring Replacement, only the galvanized portion of the line needs to be replaced
- All determinations are subject to review and approval by Department staff



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SERVICE LINE INVENTORY FORM

Column B, Sufficient Evidence for Determination of Non-Lead? : Will be determined automatically based on responses. All determinations are subject to review and approval by Department staff. To provide sufficient evidence of the Non-Lead classification the system is expected to:

- Identify records that indicate Installation/replacement date after January 6, 1991 - OR -
- Conduct CCTV inspection inside service line over the full length - OR -
- Conduct mechanical excavation in at least 3 locations over the length of the service line* - OR -
- Combine any TWO other investigation techniques from the dropdown lists
- Note: for jointly owned service lines, both portions must meet the criteria for the service line to be classified as Non-Lead

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* Refer to [Class & Tier Info tab](#) for more information

NOTE: If insufficient evidence-based techniques are indicated on the inventory form, this cell will turn RED

Column C, LCRR Sampling Tier: Suggested Tiering Level based on responses in the Detailed Inventory. This field is determined automatically. This field is provided as a convenience for the water system and is not binding. Tiering is determined according to the Class & Tier Info tab of this spreadsheet.

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*For CWS, if the %MFRs is > 20%, a proportional number of MFRs may be assigned to Tier 1

Detailed Inventory Tab - Locational Information

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Column E, Unique Service Line ID : The system-assigned unique ID for this service line (required field). The Unique ID:

- May contain up to 30 characters
- Can use letters and/or numbers in any combination
- Use only uppercase letters; lowercase letters will be converted to uppercase
- Can use hyphen (-), underscore (_), period(.)
- May not use spaces, commas or other special characters (i.e., *, !, @, etc.)

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NOTE: If a duplicate ID or address is entered the boxes will turn RED

Column F, Record Type

- Initial – Use this designation for the initial inventory submitted on or before October 16, 2024
- Update – Use this designation when submitting an updated inventory, to indicate the record is being revised
 - If the update is due to a service line replacement, enter the replacement date in Column G
- Add – Use this designation to add more service lines to an existing inventory
- Inactive – Use this designation to indicate a record is being inactivated. Records cannot be deleted.
 - Example: Property was made into a parking lot and the service line was decommissioned.
 - Add a text comment explaining the reason for inactivation in columns Y and/or AH.

[Return to Form](#)

Column G, Date Replacement Completed: If the SL has been replaced since the initial inventory (or last inventory update), enter the replacement date here. Also change the Record Type in Column F to "Update". Remember to revise the Material Type and other information affected by the replacement for both the system and customer portions of the line.

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Column H, Ownership Type: Indicate whether the service line is owned, in its entirety, by the System, the Customer, or Jointly.

IMPORTANT: If the Ownership Type selected is System, any answers entered in the Customer-Owned columns will be grayed out, and vice versa.

→ Be careful when selecting Ownership Type as this affects the determination of the Service Line Classification.

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NOTE: If the service line is not jointly owned, but the user would like to submit information about two different segments of the line, select Joint ownership. Comments clarifying the ownership status may be entered under Question 4 on the General Information tab or in columns Y and/or AH of the Detailed Inventory.

Columns M & N, School/Childcare Facility?: Indicate if the service line provides water to a school and/or childcare facility.

- A child care facility is "a location that houses a licensed provider of child care, day care, or early learning services to children as determined by the State licensing agency."
- A school is "any building associated with public, non-public/private, or charter institutions that primarily provides teaching and learning for elementary or secondary students."
- An **elementary** school contains students in grades up to and including grade 8 (includes pre-school).
- A **secondary** school contains students in grades no less than 9 and no greater than 12.

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SERVICE LINE INVENTORY FORM

Detailed Inventory Tab - System-Owned Portion	Return to Top
Columns O through Y : Complete the information in these columns for the System-Owned Portion of the service line ONLY. – If there is a portion of the service line that is customer-owned, that information should be entered in columns Z through AH. – If there is no system-owned portion, leave these boxes empty or set to the default value.	Return to Form
Column P, Was Material Ever Previously Lead? : If the response is "no", enter the evidence in the Additional Comments field (Column Y)	Return to Form
Column Q, Lead Pigtails, Goosenecks or Connectors Upstream? Indicate if there is a lead pigtail, gooseneck or connector between the main and the system-owned portion of the service line. If the response is "no", enter the evidence in the Additional Comments field (Column Y).	Return to Form
Columns R & S, Installation Date: – Select the decade from the dropdown box – If a more specific date is known, enter it in column S – If no information about installation date is available, note that under Additional Comments (Column Y).	Return to Form
Column T, Diameter : Enter the service line pipe inner diameter, in inches. Use up to two decimal places.	Return to Form
Columns U through X, Basis of Material Classification : At least one Basis of Material Classification must be selected for all service lines. Selections in these columns will be used to determine if there is sufficient evidence for a designation of Non-Lead. Refer to instructions for Column B for more information. – Use the dropdown menus in columns U & V to select non-field-based investigation method(s). – Use the dropdown menu in column W to select field-based verification method(s), and enter the date performed in Column X. – IMPORTANT NOTE: Water sampling can only be used as a basis for investigation if the system does not have Corrosion Control Treatment.	Return to Form
Column Y, System-Owned Service Line Additional Comments : Free form text field to enter additional pertinent or required information.	Return to Form
Detailed Inventory Tab - Customer Owned Portion	Return to Top
Columns Z through AH : Complete the information in these columns for the Customer-Owned Portion of the service line ONLY. – If there is a portion of the service line that is system-owned, that information should be entered in columns O through Y. – If there is no customer-owned portion, leave these boxes empty or set to the default value.	Return to Form
Column AA, Lead Pigtails, Goosenecks or Connectors Upstream? Indicate if there is a lead pigtail, gooseneck or connector <u>upstream</u> of the customer-owned portion of the service line. If the response is "no", enter the evidence in the Additional Comments field (Column AH). – Do not include pigtails, goosenecks or connectors in the System-Owned portion of the service line; these should be accounted for in Column Q. – Do not include pigtails, goosenecks or connectors that are downstream of the service line.	Return to Form
Columns AB & AC, Installation Date: – Select the decade from the dropdown box – If a more specific date is known, enter it in column AC – Enter the date in mm/dd/yyyy format – If no information about installation date is available, note that under Additional Comments.	Return to Form
Columns AD through AG, Basis of Material Classification : At least one Basis of Material Classification must be selected for all service lines. Selections in these columns will be used to determine if there is sufficient evidence for a designation of Non-Lead. Refer to the instructions for Column B for more information. – Use the dropdown menus in columns AD & AE to select non-field-based investigation method(s). – Use the dropdown menu in column AF to select field-based verification method(s), and enter the date performed in Column AG. – IMPORTANT NOTE: Water sampling can only be used as a basis for investigation if the system does not have Corrosion Control Treatment.	Return to Form
Column AH, Customer-Owned Service Line Additional Comments : Free form text field to enter additional pertinent information.	Return to Form



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SERVICE LINE INVENTORY FORM

Detailed Inventory Tab - Tap Sampling Information		Return to Top
Columns AI through AL, Information to Assign Tap Monitoring Tiering : Fill out information in these columns to automatically assign Tiers to tap sampling monitoring locations.		Return to Form
Column AI, Service Line Connected To : Indicate if the service line is connected to a Single Family Residence (SFR), Multi-Family Residence (MFR), or Other type of building – The building is considered a single family residence if one service line provides drinking water for one family. – The building is considered a multi-family residence if one service line provides drinking water for multiple families (e.g., apartment complex where there is only a single service line). – If the connection cannot be categorized as an SFR or MFR choose Building/Other.		Return to Form
Column AJ, POE Treatment Present? Locations with Point-Of-Entry treatment for Inorganic Chemicals are not eligible for sampling under the Lead and Copper Rule. – POE refers to treatment where the service line enters the building/residence. POE does NOT include treatment at or prior to the entry point into the distribution system. – IMPORTANT: If the location has a POU (Point-Of-Use) filter, sample from a different tap. For example, if the kitchen tap has a filter, collect a sample from the bathroom tap. – Do NOT collect LCR samples from a location with a POU filter. Do not remove the POU filter to collect a sample.		Return to Form
Summary Information		Return to Top
No information needs to be entered in this form. The tables will auto-populate based on the answers provided in this spreadsheet.		
Service Line Classification Summaries: The total number of Lead, Galvanized Requiring Replacement, Lead Status Unknown, and Non-Lead services lines is displayed. Breakout information regarding Schools & Daycares is also provided.		
Tap Sampling Monitoring Locations by Tier: A breakdown of the tap sampling location Tier assignments based on the information entered in the Detailed Inventory.		

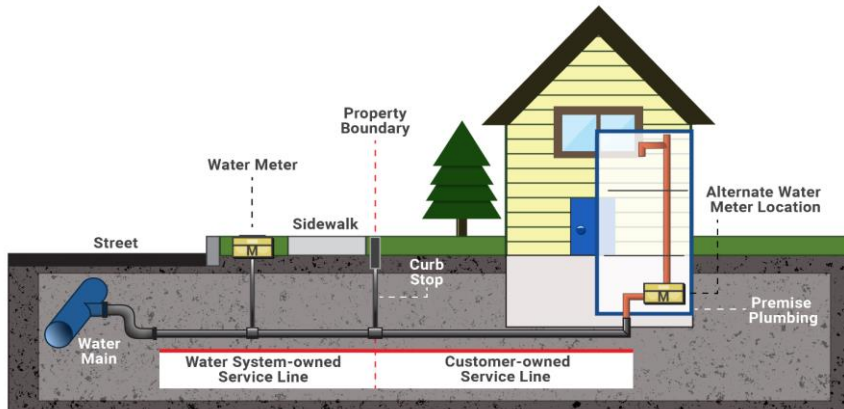


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SERVICE LINE INVENTORY FORM

IMPORTANT NOTE: The classification of a service line applies to the entire length of the service line, regardless of ownership

Service Line Designation Where Ownership Is Split Between the Water System and Customer



System-Owned Portion		Customer-Owned Portion		Service Line Classification ^{2,3,4,5}
Material Type		Material Type		
Lead or lead-lined		Any material		Lead
Any material		Lead or lead-lined		Lead
Unknown		Any material but lead, lead-lined or galvanized		Lead Status Unknown
Any material but lead or lead-lined		Unknown		Lead Status Unknown
Any material but lead, lead-lined, galvanized, or unknown		Any material but lead, lead-lined, galvanized, or unknown		Non-Lead ¹
System-Owned Portion		Customer-Owned Portion		
Lead Connector Upstream?	Material Type	Lead Connector Upstream?	Material Type	
No	Any material but lead or lead-lined	No	Galvanized	Non-Lead
No	Galvanized	No	Any material but lead, lead-lined, or unknown	Non-Lead
No	Galvanized	No	Galvanized	Non-Lead
No	Not previously lead	No	Galvanized	Non-Lead
Yes or Not sure	Galvanized	Any response	Any material but lead, lead-lined or unknown	Galvanized Requiring Replacement
Yes or Not sure	Any material but lead or lead-lined	Any response	Galvanized	Galvanized Requiring Replacement
No	Any material but lead or lead-lined	Yes or Not sure	Galvanized	Galvanized Requiring Replacement
Any response	Previously lead or unsure if previously lead	Any response	Galvanized	Galvanized Requiring Replacement

¹ Any determination of Non-Lead is subject to review and approval by the Department

² It is only necessary to replace the portions of the service line that are Lead or Galvanized Requiring Replacement.

³ When both portions of the service line are Lead or Galvanized Requiring Replacement, both portions must be replaced at the same time. Partial replacements are not allowed.

⁴ If either portion of the service line is classified as Lead Status Unknown, it must be replaced unless further investigation changes the classification to Non-Lead. The change in classification must be submitted to the Department in the Updated Inventory.

⁵ The presence of lead connectors, goosenecks or pigtails is only relevant to the determination of Galvanized Requiring Replacement.



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SERVICE LINE INVENTORY FORM

LCRR Tap Sampling Tier Determination			
Tier Level	Applies To:	* May Apply To:	**Does NOT apply to:
1	CWS Systems: Single Family Residence connected to a Lead Service Line NTNC Systems: Any building type connected to a Lead Service Line	CWS Systems: Multi Family Residence connected to a Lead Service Line if Multi Family Residences make up MORE than 20% of the distribution system	CWS & NTNC Systems: Service lines classified as Galvanized Requiring Replacement or Lead Status Unknown
2	CWS Systems: Any Building/Other connected to a Lead Service Line	CWS Systems: Multi Family Residence connected to a Lead Service Line if Multi Family Residences make up LESS than 20% of the distribution system	CWS Systems: Service lines classified as Galvanized Requiring Replacement or Lead Status Unknown; NTNC Systems
3	CWS Systems: Single Family Residences connected to a Galvanized Requiring Replacement Service Line NTNC Systems: Any building type connected to a Galvanized Requiring Replacement Service Line		CWS & NTNC Systems: Services lines classified as Lead Status Unknown
4	CWS Systems: Service lines connected to a Single Family Residence that contains copper pipes with lead solder		CWS Systems: Services lines classified as Lead Status Unknown; NTNC Systems
5	CWS Systems: Single Family and Multi Family Residences where the plumbing is representative of other locations served by the system NTNC Systems: Any building type where the plumbing is representative of other locations served by the system	CWS Systems: Service lines connected to a Building/Other location IF there are an insufficient number of Single Family or Multi Family Residential Tier 5 sites available	

* Buildings/residences with a Point of Use (POU) treatment device MAY be used for LCRR Tap Sampling - IF - there is another tap location that is used to dispense potable which does NOT have a POU device installed. It is not acceptable to sample from a location where the POU device has been removed for purposes of collecting a sample.

** Buildings/residences with a Point of Entry (POE) treatment device may NOT be used for LCRR Tap Sampling.

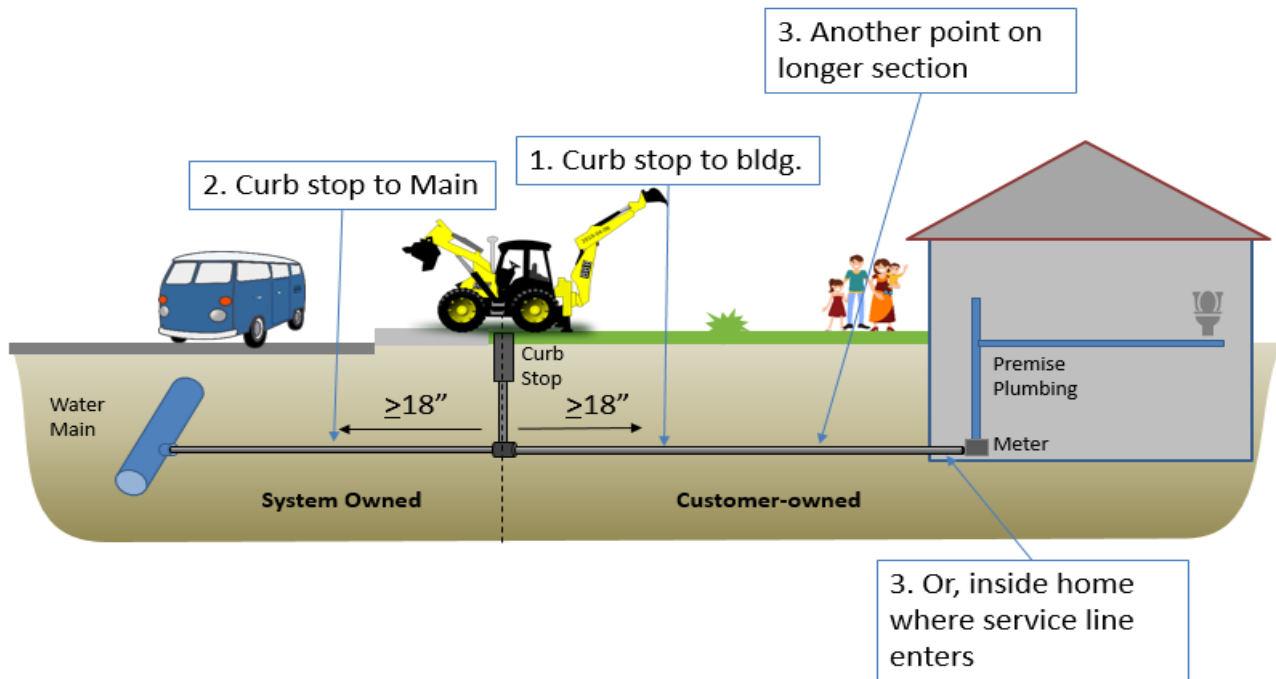
SERVICE LINE INVENTORY FORM

Using Mechanical Excavation as Evidence of Non-Lead

[Return to Instructions](#)

- "Mechanical Excavation" refers to any technique that allows physical access to the exterior of the service line piping, including but not limited to: trenching, potholing, and vacuum extraction.
- To provide sufficient evidence for a designation of Non-Lead, mechanical excavation must be performed at a minimum of 3 locations across the length of the service line, as follows*:
1. Curb stop to building
 - A minimum of 18 inches from the curb stop
 - OR –
 - If the distance to the building is less than 18 inches, halfway to the building
 2. Curb stop to water main
 - A minimum of 18 inches from the curb stop
 - OR –
 - If the distance to the water main is less than 18 inches, halfway to the main
 3. Third point (choose one)
 - Inside the home where the service line enters if visible (must be inspected by system personnel - OR - the home owner must submit a clear photograph to the water system)
 - OR –
 - A second excavation point in the longer section of the service line that is at least halfway between the first point and the building or water main
- *EXCEPTION: If the system is using Mechanical Excavation as the means of identification on only one side of a Jointly-owned system, then only two-points of verification are needed on that side.

3-Point Field Verification – Non-Lead



SERVICE LINE INVENTORY FORM

Inventory Requirements of the LCRR

Question	Answer	Regulatory Citation(s)
1. Who must prepare a service line inventory?	All community water systems (CWSs) and non-transient non-community water systems (NTNCWSs).	40 CFR §141.84(a)
2. What material classification should I use?	Service lines must be classified as one of four types: – Lead, – Galvanized Requiring Replacement (GRR), – Non-Lead, (specify the actual material such as copper or plastic), or – Lead Status Unknown. → This spreadsheet will determine the service line classification for you if completed correctly. → Where the material is unknown, EPA recommends that systems consider using subclassifications to capture additional information (e.g., unknown - unlikely lead).	40 CFR §141.84(a)(4) and §109.706
3. What if the service lines in my system are split ownership, meaning that my system owns a portion and the customer owns a portion?	The inventory must include both the system-owned and customer-owned portions of the service line; however, systems must count each service line from the water main to the interior building plumbing only once for determining the number of service lines requiring replacement (i.e., lead service lines and GRR), assigning a tap sample tiering classification, and facilitating reporting of inventory information to states and EPA. See the "Class & Tier Info" tab for information on how the spreadsheet classifies service lines that have split ownership.	40 CFR §§141.84(a)(2) & (a)(7)(i)
4. What information should I use to identify service line material and prepare my inventory?	You must use previous materials evaluation, construction and plumbing codes/records, water system records, distribution system inspections and records, information obtained through normal operations, and state-specified information to prepare your inventory. EPA recommends systems consider additional service line investigation methods such as visual inspection, water quality sampling, and excavation.	40 CFR §§141.84(a)(3) & (a)(5)
5. When is the initial inventory due?	October 16, 2024.	40 CFR §141.80(a)(3) ¹
6. What if I have no Lead, Galvanized Requiring Replacement (GRR), or Lead Status Unknown service lines?	You have some different requirements that are explained in the answers to questions 7, 8, and 9.	N/A
7. Do I need to update my inventory?	For systems with Lead, GRR, or Lead Status Unknown service lines The service line inventory should improve over time with better information. You must submit inventory updates to your state on the following frequency: (1) Annually if you conduct lead tap sampling semi-annually or annually. (2) Triennially (i.e., once every 3 years) if you conduct lead tap sampling triennially. For systems with only Non-Lead service lines You are not required to provide an update. However, if you subsequently find any LSL or galvanized requiring replacement service line, you must notify your state within 30 days and prepare an updated inventory on a schedule established by the state.	40 CFR §141.90(e)(3)
8. Do I need to make my information publicly available?	For systems with Lead, GRR, or Lead Status Unknown service lines You must make the inventory publicly available and include a locational identifier for lead service lines and GRR. Water systems serving more than 50,000 people must provide inventories on-line. For systems with only Non-Lead service lines You can provide a written statement, in lieu of the inventory, that your distribution system has no lead service lines or GRR service lines along with a general description of all applicable sources used to make that determination.	40 CFR §§141.84(a)(8) & (a)(9)
9. Do I need to include a statement in my Consumer Confidence Report (CCR)?	For systems with Lead, GRR, or Lead Status Unknown service lines CWSs must indicate how the public can access the service line inventory information in their CCR. For systems with only Non-Lead service lines CWSs must include a statement that a service line inventory contains no lead service lines and instructions on how to access the information.	40 CFR §141.153(d)(4)(xi)
10. What information must States report to EPA?	For each water system, the number of Lead, GRR, and Lead Status Unknown service lines in its distribution system, reported separately.	40 CFR §142.15(c)(4)(iii)(D)

Notes:

¹ On June 10, 2021, EPA signed a rule extending the compliance date from January 16, 2024 to October 16, 2024 (86 FR 31939).



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SERVICE LINE INVENTORY FORM

General Information

Revision Tracking

Inventory Type: <i>Initial</i>	Initial Inventory Date (Required): 10/11/2024	Updated Inventory Date:
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Facility Information

Water System Name:

LOG ROAD DEVELOPMENT

PWSID (7-digit number): 2350065	Total Population Served (number of people): 68	Number of Service Connections: 24	PWS Type: <i>CWS</i>
1. If CWS, do multi-family residences comprise $\geq 20\%$ of the structures served?			<i>No</i>
2. Does the number of service connections reported on the Detailed Inventory tab (shown above), match the number reported to DEP on the annual Average Daily Water Use form?			<i>Yes</i>
3. Does the water system serve any Disadvantaged Communities? <i>If Yes, enter approximate percentage:</i>			<i>No</i>
4. Is there documentation that defines service line ownership in this system, such as a local ordinance? <i>If Yes, describe below (250 character maximum):</i>			<i>0%</i>
			<i>Yes</i>
TARIFF			

Physical Address

Street (No P.O. Boxes):

4470 LOG RD

City or Town: LAKE ARIEL	State: PA	Zip Code: 18436
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Mailing Address (if different from Physical Address)

Street or P.O. Box:

P.O. 189

City or Town: HAMLIN	State: PA	Zip Code: 18427
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Contact Person

Name: JOSEPH BONAMICO	Title: OPERATOR
Telephone (ten digit): (570) 689-4017	Email: POCONOWATERWORKS@GMAIL.COM

Report Prepared By:	Same as Contact Person?	No
Name: JOSEPH BONAMICO	Title/Affiliation: OWNER	
Telephone (ten digit): (570) 689-4017	Email: POCONOWATERWORKS@GMAIL.COM	

Public Access Documentation

How is the system making its inventory accessible to the public? Check all that apply.

NOTE: *If the system serves > 50,000 people, the inventory MUST be provided on-line.*

- | | |
|---|--|
| ☐ Interactive on-line map | ☒ Information on water utility mailings or newsletter |
| ☐ Static on-line map | ☒ Hard copy information available in water system office |
| ☐ Printed service line map | ☐ Other |
| ☐ Printed tabular data | |

If "Other", please describe (250 character maximum):



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SERVICE LINE INVENTORY FORM

Inventory Methodology

PWS Name: LOG ROAD DEVELOPMENT

PWSID: 2350065

No

Part 1: Historical Records Review

Type of Record	Examples	Describe the Records Reviewed (250 character maximum)	Level of Confidence in Records
1. Previous Materials Evaluation	Locations of Tier 1 lead tap sampling locations that are served by a lead service line.		No Records
2. Construction and Plumbing Codes and Records	Local ordinance adopting an international plumbing code. Permits for replacing lead service lines.		No Records
3. Water System Records	Distribution system maps. Tap cards. Meter installation records. Standard operating procedures.	ENGINEER DRAWING OF DEVELOPMENT DISTRIBUTION SYSTEM.	High
4. Distribution System Inspections and Records	Service line repair/replacement records. Inspection records.	REPAIR RECORDS AND INSTALLATION RECORDS. METER INSTALLATION RECORDS	High
5. Other		CUSTOMER SURVEY	High

Part 2: Identifying Service Line Material During Normal Operations

1. During which normal operating activities is information collected about service line material? Check all that apply.

- ☒ Water meter reading
 ☒ Water main repair or replacement
☒ Water meter repair or replacement
 ☒ Backflow prevention device
☒ Service line repair or replacement
 ☒ Other

If "Other", please explain (250 character maximum):

CUSTOMER QUESTIONNAIRE

2. Has the system developed standard operating procedures (SOPs) for collecting service line material information?

No

If "Yes", please describe (250 character maximum):

Part 3: Service Line Investigations

1. Identify the service line investigation methods used by the system to prepare this inventory (check all that apply).

Column A: File/Record Review	Column B: Analytics	Column C: Physical Inspection
☒ Customer Self-Identification	☐ Statistical Analysis	☐ Visual Inspection at Existing Access Point
☒ Previous Materials Evaluation	☐ Predictive Modeling	☐ CCTV Inspection Inside Pipe
☐ Installation Record (e.g., tap card)	☐ Water Quality Sampling	☐ CCTV Inspection Outside Pipe (Curb Box)
☒ Repair or Replacement Record	☐ Other analytics technique	☐ Mechanical Excavation (e.g., Potholing, Trenching)
☐ Other type of record review		☐ Other physical inspection method

If "Other", please explain (250 character maximum):

2. How are service line locations selected for physical inspection?

For example, environmental justice, sensitive populations, statistical modeling, or targeting areas with high numbers of Lead Status Unknowns? (250 character maximum)

REPAIRS

[illegible]



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SERVICE LINE INVENTORY FORM

Inventory Response Summary information

PWS Name: LOG ROAD DEVELOPMENT

PWSID: 2350065

NOTES: Information will autofill based on the responses in the Detailed Inventory. Record types marked "Inactive" are not included.

Service Line Classification Summary

Service Line Classification	Definition	Number	Percentage
Lead	Any portion of the service line is known to be made of lead.	0	
Galvanized Requiring Replacement	A portion of the service line is galvanized and is downstream from: – a portion that was previously lead or is of unknown lead status – connectors that are lead or unknown	0	
Lead Status Unknown	The service line material is not known. There is not enough evidence to support material classification.	24	100%
Non-Lead	An evidence-based record, method, or technique has demonstrated that ALL portions of the service line are NOT lead or GRR.	0	
TOTAL NUMBER OF ACTIVE SERVICE LINES ENTERED IN THE DETAILED INVENTORY		24	100%

Service Line Classification by School/Childcare Summary

	Number	Percentage
Service Lines Connected to a Childcare facility:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Service Lines Connected to an Elementary School:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Service Lines Connected to an Secondary School:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Lead Status Unknown Service Lines:	0	
Likely Lead	0	
Unlikely Lead	0	



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SERVICE LINE INVENTORY FORM

Inventory Response Summary information

PWS Name: LOG ROAD DEVELOPMENT

PWSID: 2350065

NOTES: Information will autofill based on the responses in the Detailed Inventory. Record types marked "Inactive" are not included.

Tap Sample Monitoring Locations by Tier

Tier	Number	Percentage
Tier 1	0	
*Tier 1 – or – Tier 2	0	
Tier 2	0	
Tier 3	0	
Tier 3 (if not enough Tier 1)	0	
Tier 4	0	
Tier 5	0	
**Tier 5 (if not enough SFR & MFR)	0	
Tier 5 (if not enough Tier 1 & 3)	24	100%
Systems w/POE do not meet tiering criteria	0	
NUMBER OF TIERED LOCATIONS:	24	
NUMBER OF SERVICE LINE LOCATIONS NOT TIERED:	0	

*For CWS, if the %MFRs is > 20%, a proportional number of MFRs may be assigned to Tier 1

**For CWS, if there are insufficient SFR & MFR Tier 5 structures, may use Building/Other



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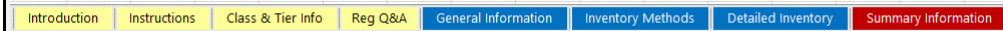
SERVICE LINE INVENTORY FORM

What is the purpose of this template?

The purpose of this template is to help water systems comply with the Service Line Inventory requirements of the January 15, 2021 Lead and Copper Rule Revisions (LCRR). This template provides fillable forms and tables that water systems can use to document their methods, organize their inventory, submit the initial inventory and inventory updates to the state, and document how they are making the inventory publicly available. Note that DEP does **NOT** require systems use this template for their inventory, but it is recommended. Refer to the worksheet "Reg Q&A" and EPA's 2022 Inventory Guidance for the regulated minimum inventory requirements and recommendations.

How is the template organized?

This workbook contains several worksheets, which are accessed by clicking the tabs at the bottom of the workbook window. They appear like this:



The worksheets and cells in this template are color coded:

- Yellow sheets are instructions and background, blue sheets are templates for water systems.
 - Gray shaded cells are background or instructions. Light blue cells are for data entry by the water system and light green cells are for data entry by the state.
- See the table below for a description of each worksheet.

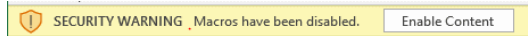
Information Relevant to this Template:

Template Organization		
Worksheet Type	Worksheet Name	Description
Background	Introduction	Introductory template information
	Instructions	Contains detailed instructions for systems and States.
	Class & Tier Info	Contains information on: - how service line classification is determined when ownership is split between the system & customer; - how LCRR tap sampling tiers are determined.
	Reg Q&A	Explains the regulatory service line inventory requirements of the January 15, 2021 LCRR in Q&A format.
Templates for Water Systems	General Information	For systems to document relevant information about their system.
	Inventory Methods	For systems to document the methods and resources they used to develop their service line inventory.
	Detailed Inventory	For systems to organize their detailed inventory. Each row equals one service line connecting the water main to the customer's plumbing. Separate columns track locational information, the system-owned portion, the customer-owned portion, other possible sources of lead, and information for assigning a tap sample tiering classification.
Summary	Summary Information	This sheet automatically generates totals based on information in the Detailed Inventory worksheet.

Template Use - General Steps

Open the spreadsheet. If you have a large amount of data it may take a few minutes. Please be patient.

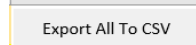
- This template will work with a Windows based PC and Excel 2013 or newer.
- This spreadsheet may not support use by Mac PCs.
- If you see this message, click on Enable Content before you begin:



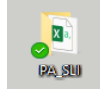
- If you do not see this message, and the macros do not work, contact ra-padwis@pa.gov for assistance.

Fill out the spreadsheet. Detailed instructions are provided on the Instructions tab.

Create export. Once the inventory is final, use the "Export All To CSV" button to create the export files. **DO NOT OPEN THE EXPORTED CSV FILES.**



- A folder called "PA_SLI" will be created on your desktop and the export files will be placed inside the folder:



- In addition, a hyperlink will be inserted into the spreadsheet which will link directly to the created folder:

Export Location:
[C:\Users\JohnDoe\OneDrive\Desktop\PA_SLI](C:\Users\JohnDoe\OneDrive\Desktop\PA_SLI)

- Three export files will be created with "GenInfo", "InvMeth", and "Details" appended to the file name.
- Each export file name will be date stamped using YYMMDD format.
- The date stamp appears at the beginning of the file name so that the export files will automatically sort by date.

IMPORTANT NOTES about CSV files and spreadsheet. DO NOT OPEN THE CSV FILES.

- Each time CSV files are uploaded to DWELR, also save the SLI spreadsheet in the same folder. The spreadsheet should be saved with a unique name that includes the date (should match the date on the CSV file) and whether it is an Initial or Updated inventory.
- It is highly recommended to also save a backup copy of the CSV files and spreadsheet in another location to prevent accidental loss.



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SERVICE LINE INVENTORY FORM

Getting Started

For best results **READ** and **FOLLOW** these instructions.

- Complete the **General Information** tab first. Some information entered on that tab carries through to the other tabs.
- Next complete the **Inventory Methods** and **Detailed Inventory** tabs. Your system totals will then appear in the **Summary Information** tab.
- The Detailed Inventory is entered **line by line**:
 - Information is initially typed into Row 7.
 - When the row is complete, click on the "Add To Inventory" button at the far right (column AM).
 - The values will be transferred to the list below. **Values in the list cannot be edited directly.**
 - *To edit previously entered service line information*, re-enter the Unique Service Line ID in Row 7, Column E. This will call up the previously entered information for that service line, which can then be edited and re-entered.
 - Each line entry will be date & time stamped in Column AN. Entries will be in order from newest to oldest.
 - If the spreadsheet gets "stuck" (can't enter data), click on the "Clear Top Row" button at the top of the page.
 - If the spreadsheet gets "stuck" after clicking Add to Inventory, look for a pop up window hidden behind the spreadsheet.
- After all tabs have been completed, export the information to csv files, following the steps on the Introduction tab under the section Template Use.

Add To Inventory

Clear Top Row

General Template Instructions:

- The display size of the spreadsheet may be adjusted using the slider bar at the bottom right.
- All <LIGHT BLUE> fields should be completed.
- Failure to complete all required fields could result in mis-classification of service lines.
- Many boxes have dropdown menus. Click on the cell, then click on the arrow that appears to the right of the cell. The dropdown menu can also be accessed by using Alt-Down Arrow on the keyboard. Select a response from the list that appears. If an answer is not applicable, leave the dropdown response set to the default value (first item in list).
- Filtering has been enabled to allow the user to easily search for occurrences of certain text values or cell colors. Each column heading in Row 9 has an arrow at the bottom right. Click on the arrow to access the filter options.
 - Filtering can be used to easily find, for example, responses that require information to be entered into the Additional Comments field.
- If a selection from a dropdown menu causes the cell color to change to light brown, additional information needs to be entered in the Additional Comments field.
- If a cell or set of cells is XX'd out, those questions should not be answered.
- Where more detailed instructions are necessary, links have been provided from the form to this instruction page. Links are shown in [blue underlined text](#). There are also links to return to the original form.

Click the following links for specific Instructions:

[Initial Inventory](#)
[First Inventory Update](#)
[Inventory Updates after First Update](#)
[General Information Tab](#)
[Detailed Inventory Tab - State Determined Values](#)
[Detailed Inventory Tab - Locational Information](#)
[Detailed Inventory Tab - System-Owned Portion](#)
[Detailed Inventory Tab - Customer Owned Portion](#)
[Detailed Inventory Tab - Tap Sampling Information](#)
[Summary Information Tab](#)

Initial Inventory

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1. On the General Information tab select "Yes" for "Initial Inventory?" and enter the date the initial inventory was completed.
2. On the Detailed Inventory tab, column F "Record Type" must remain as "Initial" for each service line being entered.
3. Proceed using Detailed Instructions by Tab below.
4. After all information is entered, export the csv files and save the spreadsheet.



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SERVICE LINE INVENTORY FORM

First Inventory Update

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1. Start with the most recent version of the Inventory.
2. On the General Information tab select "Yes" for "Updated Inventory?" and enter the date of the update.
 - Always retain the Initial Inventory date!
 - Enter or edit the information that is being updated.
3. On the Inventory Methods & Detailed Inventory tabs, answer the question "Are there any updates on this page?"
4. On the Detailed Inventory tab, in Column F "Record Type", select Update, Add or Inactive from the dropdown box for each line being updated.
 - If the record is being updated because the service line was replaced, enter the Date Replacement Completed in Column G.
 - Note: The Unique ID must match an existing ID unless the Record Type is Add.
5. After making updates, export the csv file and save the spreadsheet with a new file name. Retain a copy of each revision of the spreadsheet submitted to PA DEP.

Inventory Updates after First Update

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1. Start with the most recent version of the Inventory
2. On the General Information tab select "Yes" for "Updated Inventory?" and enter the date of the update
 - Always retain the Initial Inventory date!
 - Enter or overwrite the information that is being updated
3. On the Inventory Methods tab, answer the question "Are there any updates on this page?"
4. On the Detailed Inventory tab, use the filter (Row 8) on the Record Type column (Column F) to select all of the records that were updated in the previous inventory (types Update, Add, Inactive).
 - Change each previously updated Record Type to Retain.
 - Continue with Inventory Updates as described under First Inventory Update

General Information Tab

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Select "Yes" or "No" in response to the questions about Initial and Updated Inventory

- The Inventory type must be EITHER Initial or Updated. Do not select "Yes" for both of the questions.
- Enter the Initial Inventory date
- If this is an Updated Inventory, also enter the Updated Inventory date

Total Population Served: The number of residential customers; plus the average of the number of regular consumers served, per day, during a month; plus the average of the number of transient consumers served, per day, during a month.

Number of Service Connections: This field will auto-populate based on the number of entries in the Detailed Inventory.

PWS Type: Select either CWS or NTNCWS. All CWS and NTNCWS are required to submit a Service Line Inventory.

Question 1: If the PWS Type is CWS, this question must be answered "Yes" or "No". If the PWS type is NTNCWS, select "Not Applicable".

Question 2: AFTER completing the Detailed Inventory, the total number of service lines will be listed above. Confirm that the number of service lines listed matches the number of service connections reported on the most recent annual Average Daily Water Use form submitted to DEP.

Question 3: Indicate if the system serves any Disadvantaged Communities and the approximate percentage of service lines that are connected to members of a Disadvantaged Community. "Disadvantaged Community" is as defined in the most recent PennVest Intended Use Plan, which is available on line. Systems that serve Disadvantaged Communities may be eligible for additional funding under the Bipartisan Infrastructure Law.

Detailed Inventory Tab - State Determined Values

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Unique Service line ID **MAY NOT BE CHANGED or DELETED** after submission to DEP. New unique service line IDs may be added during inventory updates. In limited instances, service line IDs may be inactivated.

Column A, Service Line Classification: Will be determined automatically for each unique service line ID based on the responses in the Detailed Inventory. If the assigned classification is different than anticipated please double check the responses entered in this form. Service line classifications for joint ownership are determined according to the Class & Tier Info tab of this spreadsheet

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- If the designation is Galvanized Requiring Replacement, only the galvanized portion of the line needs to be replaced
- All determinations are subject to review and approval by Department staff



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SERVICE LINE INVENTORY FORM

Column B, Sufficient Evidence for Determination of Non-Lead? : Will be determined automatically based on responses. All determinations are subject to review and approval by Department staff. To provide sufficient evidence of the Non-Lead classification the system is expected to:

- Identify records that indicate Installation/replacement date after January 6, 1991 - OR -
- Conduct CCTV inspection inside service line over the full length - OR -
- Conduct mechanical excavation in at least 3 locations over the length of the service line* - OR -
- Combine any TWO other investigation techniques from the dropdown lists
- Note: for jointly owned service lines, both portions must meet the criteria for the service line to be classified as Non-Lead

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* Refer to [Class & Tier Info tab](#) for more information

NOTE: If insufficient evidence-based techniques are indicated on the inventory form, this cell will turn RED

Column C, LCRR Sampling Tier: Suggested Tiering Level based on responses in the Detailed Inventory. This field is determined automatically. This field is provided as a convenience for the water system and is not binding. Tiering is determined according to the Class & Tier Info tab of this spreadsheet.

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*For CWS, if the %MFRs is > 20%, a proportional number of MFRs may be assigned to Tier 1

Detailed Inventory Tab - Locational Information

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Column E, Unique Service Line ID : The system-assigned unique ID for this service line (required field). The Unique ID:

- May contain up to 30 characters
- Can use letters and/or numbers in any combination
- Use only uppercase letters; lowercase letters will be converted to uppercase
- Can use hyphen (-), underscore (_), period(.)
- May not use spaces, commas or other special characters (i.e., *, !, @, etc.)

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NOTE: If a duplicate ID or address is entered the boxes will turn RED

Column F, Record Type

- Initial – Use this designation for the initial inventory submitted on or before October 16, 2024
- Update – Use this designation when submitting an updated inventory, to indicate the record is being revised
 - If the update is due to a service line replacement, enter the replacement date in Column G
- Add – Use this designation to add more service lines to an existing inventory
- Inactive – Use this designation to indicate a record is being inactivated. Records cannot be deleted.
 - Example: Property was made into a parking lot and the service line was decommissioned.
 - Add a text comment explaining the reason for inactivation in columns Y and/or AH.

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Column G, Date Replacement Completed: If the SL has been replaced since the initial inventory (or last inventory update), enter the replacement date here. Also change the Record Type in Column F to "Update". Remember to revise the Material Type and other information affected by the replacement for both the system and customer portions of the line.

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Column H, Ownership Type: Indicate whether the service line is owned, in its entirety, by the System, the Customer, or Jointly.

IMPORTANT: If the Ownership Type selected is System, any answers entered in the Customer-Owned columns will be grayed out, and vice versa.

→ Be careful when selecting Ownership Type as this affects the determination of the Service Line Classification.

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NOTE: If the service line is not jointly owned, but the user would like to submit information about two different segments of the line, select Joint ownership. Comments clarifying the ownership status may be entered under Question 4 on the General Information tab or in columns Y and/or AH of the Detailed Inventory.

Columns M & N, School/Childcare Facility?: Indicate if the service line provides water to a school and/or childcare facility.

- A child care facility is "a location that houses a licensed provider of child care, day care, or early learning services to children as determined by the State licensing agency."
- A school is "any building associated with public, non-public/private, or charter institutions that primarily provides teaching and learning for elementary or secondary students."
- An **elementary** school contains students in grades up to and including grade 8 (includes pre-school).
- A **secondary** school contains students in grades no less than 9 and no greater than 12.

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SERVICE LINE INVENTORY FORM

Detailed Inventory Tab - System-Owned Portion	Return to Top
Columns O through Y: Complete the information in these columns for the System-Owned Portion of the service line ONLY. – If there is a portion of the service line that is customer-owned, that information should be entered in columns Z through AH. – If there is no system-owned portion, leave these boxes empty or set to the default value.	Return to Form
Column P, Was Material Ever Previously Lead? : If the response is "no", enter the evidence in the Additional Comments field (Column Y)	Return to Form
Column Q, Lead Pigtails, Goosenecks or Connectors Upstream? Indicate if there is a lead pigtail, gooseneck or connector between the main and the system-owned portion of the service line. If the response is "no", enter the evidence in the Additional Comments field (Column Y).	Return to Form
Columns R & S, Installation Date: – Select the decade from the dropdown box – If a more specific date is known, enter it in column S – If no information about installation date is available, note that under Additional Comments (Column Y).	Return to Form
Column T, Diameter : Enter the service line pipe inner diameter, in inches. Use up to two decimal places.	Return to Form
Columns U through X, Basis of Material Classification : At least one Basis of Material Classification must be selected for all service lines. Selections in these columns will be used to determine if there is sufficient evidence for a designation of Non-Lead. Refer to instructions for Column B for more information. – Use the dropdown menus in columns U & V to select non-field-based investigation method(s). – Use the dropdown menu in column W to select field-based verification method(s), and enter the date performed in Column X. – IMPORTANT NOTE: Water sampling can only be used as a basis for investigation if the system does not have Corrosion Control Treatment.	Return to Form
Column Y, System-Owned Service Line Additional Comments : Free form text field to enter additional pertinent or required information.	Return to Form
Detailed Inventory Tab - Customer Owned Portion	Return to Top
Columns Z through AH: Complete the information in these columns for the Customer-Owned Portion of the service line ONLY. – If there is a portion of the service line that is system-owned, that information should be entered in columns O through Y. – If there is no customer-owned portion, leave these boxes empty or set to the default value.	Return to Form
Column AA, Lead Pigtails, Goosenecks or Connectors Upstream? Indicate if there is a lead pigtail, gooseneck or connector <u>upstream</u> of the customer-owned portion of the service line. If the response is "no", enter the evidence in the Additional Comments field (Column AH). – Do not include pigtails, goosenecks or connectors in the System-Owned portion of the service line; these should be accounted for in Column Q. – Do not include pigtails, goosenecks or connectors that are downstream of the service line.	Return to Form
Columns AB & AC, Installation Date: – Select the decade from the dropdown box – If a more specific date is known, enter it in column AC – Enter the date in mm/dd/yyyy format – If no information about installation date is available, note that under Additional Comments.	Return to Form
Columns AD through AG, Basis of Material Classification : At least one Basis of Material Classification must be selected for all service lines. Selections in these columns will be used to determine if there is sufficient evidence for a designation of Non-Lead. Refer to the instructions for Column B for more information. – Use the dropdown menus in columns AD & AE to select non-field-based investigation method(s). – Use the dropdown menu in column AF to select field-based verification method(s), and enter the date performed in Column AG. – IMPORTANT NOTE: Water sampling can only be used as a basis for investigation if the system does not have Corrosion Control Treatment.	Return to Form
Column AH, Customer-Owned Service Line Additional Comments : Free form text field to enter additional pertinent information.	Return to Form



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SERVICE LINE INVENTORY FORM

Detailed Inventory Tab - Tap Sampling Information		Return to Top
Columns AI through AL, Information to Assign Tap Monitoring Tiering : Fill out information in these columns to automatically assign Tiers to tap sampling monitoring locations.		Return to Form
Column AI, Service Line Connected To : Indicate if the service line is connected to a Single Family Residence (SFR), Multi-Family Residence (MFR), or Other type of building – The building is considered a single family residence if one service line provides drinking water for one family. – The building is considered a multi-family residence if one service line provides drinking water for multiple families (e.g., apartment complex where there is only a single service line). – If the connection cannot be categorized as an SFR or MFR choose Building/Other.		Return to Form
Column AJ, POE Treatment Present? Locations with Point-Of-Entry treatment for Inorganic Chemicals are not eligible for sampling under the Lead and Copper Rule. – POE refers to treatment where the service line enters the building/residence. POE does NOT include treatment at or prior to the entry point into the distribution system. – IMPORTANT: If the location has a POU (Point-Of-Use) filter, sample from a different tap. For example, if the kitchen tap has a filter, collect a sample from the bathroom tap. – Do NOT collect LCR samples from a location with a POU filter. Do not remove the POU filter to collect a sample.		Return to Form
Summary Information		Return to Top
No information needs to be entered in this form. The tables will auto-populate based on the answers provided in this spreadsheet. Service Line Classification Summaries: The total number of Lead, Galvanized Requiring Replacement, Lead Status Unknown, and Non-Lead services lines is displayed. Breakout information regarding Schools & Daycares is also provided. Tap Sampling Monitoring Locations by Tier: A breakdown of the tap sampling location Tier assignments based on the information entered in the Detailed Inventory.		

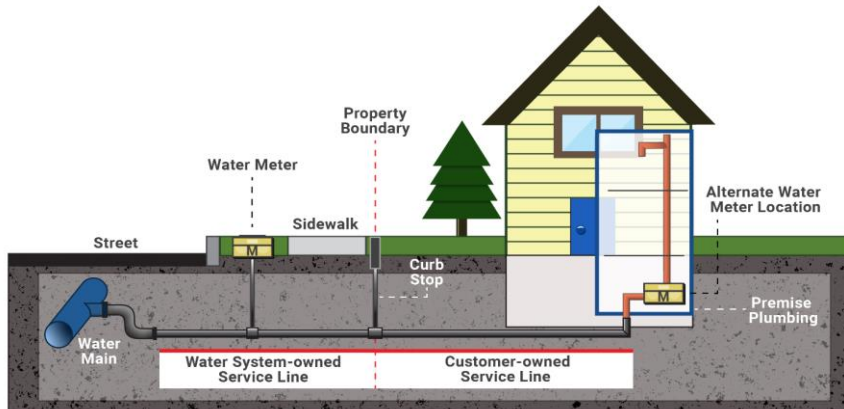


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SERVICE LINE INVENTORY FORM

IMPORTANT NOTE: The classification of a service line applies to the entire length of the service line, regardless of ownership

Service Line Designation Where Ownership Is Split Between the Water System and Customer



System-Owned Portion		Customer-Owned Portion		Service Line Classification ^{2,3,4,5}
Material Type		Material Type		
Lead or lead-lined		Any material		Lead
Any material		Lead or lead-lined		Lead
Unknown		Any material but lead, lead-lined or galvanized		Lead Status Unknown
Any material but lead or lead-lined		Unknown		Lead Status Unknown
Any material but lead, lead-lined, galvanized, or unknown		Any material but lead, lead-lined, galvanized, or unknown		Non-Lead ¹
System-Owned Portion		Customer-Owned Portion		
Lead Connector Upstream?	Material Type	Lead Connector Upstream?	Material Type	
No	Any material but lead or lead-lined	No	Galvanized	Non-Lead
No	Galvanized	No	Any material but lead, lead-lined, or unknown	Non-Lead
No	Galvanized	No	Galvanized	Non-Lead
No	Not previously lead	No	Galvanized	Non-Lead
Yes or Not sure	Galvanized	Any response	Any material but lead, lead-lined or unknown	Galvanized Requiring Replacement
Yes or Not sure	Any material but lead or lead-lined	Any response	Galvanized	Galvanized Requiring Replacement
No	Any material but lead or lead-lined	Yes or Not sure	Galvanized	Galvanized Requiring Replacement
Any response	Previously lead or unsure if previously lead	Any response	Galvanized	Galvanized Requiring Replacement

¹ Any determination of Non-Lead is subject to review and approval by the Department

² It is only necessary to replace the portions of the service line that are Lead or Galvanized Requiring Replacement.

³ When both portions of the service line are Lead or Galvanized Requiring Replacement, both portions must be replaced at the same time. Partial replacements are not allowed.

⁴ If either portion of the service line is classified as Lead Status Unknown, it must be replaced unless further investigation changes the classification to Non-Lead. The change in classification must be submitted to the Department in the Updated Inventory.

⁵ The presence of lead connectors, goosenecks or pigtails is only relevant to the determination of Galvanized Requiring Replacement.



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SERVICE LINE INVENTORY FORM

LCRR Tap Sampling Tier Determination			
Tier Level	Applies To:	* May Apply To:	**Does NOT apply to:
1	CWS Systems: Single Family Residence connected to a Lead Service Line NTNC Systems: Any building type connected to a Lead Service Line	CWS Systems: Multi Family Residence connected to a Lead Service Line if Multi Family Residences make up MORE than 20% of the distribution system	CWS & NTNC Systems: Service lines classified as Galvanized Requiring Replacement or Lead Status Unknown
2	CWS Systems: Any Building/Other connected to a Lead Service Line	CWS Systems: Multi Family Residence connected to a Lead Service Line if Multi Family Residences make up LESS than 20% of the distribution system	CWS Systems: Service lines classified as Galvanized Requiring Replacement or Lead Status Unknown; NTNC Systems
3	CWS Systems: Single Family Residences connected to a Galvanized Requiring Replacement Service Line NTNC Systems: Any building type connected to a Galvanized Requiring Replacement Service Line		CWS & NTNC Systems: Services lines classified as Lead Status Unknown
4	CWS Systems: Service lines connected to a Single Family Residence that contains copper pipes with lead solder		CWS Systems: Services lines classified as Lead Status Unknown; NTNC Systems
5	CWS Systems: Single Family and Multi Family Residences where the plumbing is representative of other locations served by the system NTNC Systems: Any building type where the plumbing is representative of other locations served by the system	CWS Systems: Service lines connected to a Building/Other location IF there are an insufficient number of Single Family or Multi Family Residential Tier 5 sites available	

* Buildings/residences with a Point of Use (POU) treatment device MAY be used for LCRR Tap Sampling - IF - there is another tap location that is used to dispense potable which does NOT have a POU device installed. It is not acceptable to sample from a location where the POU device has been removed for purposes of collecting a sample.

** Buildings/residences with a Point of Entry (POE) treatment device may NOT be used for LCRR Tap Sampling.

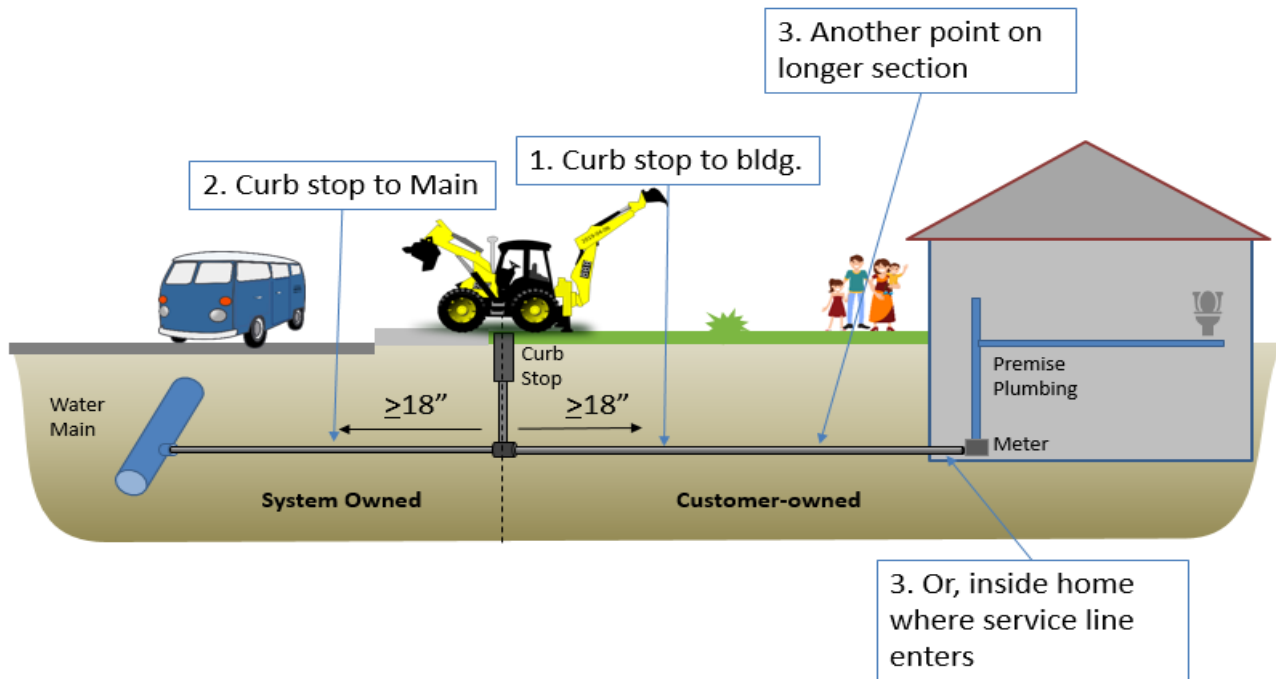
SERVICE LINE INVENTORY FORM

Using Mechanical Excavation as Evidence of Non-Lead

[Return to Instructions](#)

- "Mechanical Excavation" refers to any technique that allows physical access to the exterior of the service line piping, including but not limited to: trenching, potholing, and vacuum extraction.
- To provide sufficient evidence for a designation of Non-Lead, mechanical excavation must be performed at a minimum of 3 locations across the length of the service line, as follows*:
1. Curb stop to building
 - A minimum of 18 inches from the curb stop
 - OR –
 - If the distance to the building is less than 18 inches, halfway to the building
 2. Curb stop to water main
 - A minimum of 18 inches from the curb stop
 - OR –
 - If the distance to the water main is less than 18 inches, halfway to the main
 3. Third point (choose one)
 - Inside the home where the service line enters if visible (must be inspected by system personnel - OR - the home owner must submit a clear photograph to the water system)
 - OR –
 - A second excavation point in the longer section of the service line that is at least halfway between the first point and the building or water main
- *EXCEPTION: If the system is using Mechanical Excavation as the means of identification on only one side of a Jointly-owned system, then only two-points of verification are needed on that side.

3-Point Field Verification – Non-Lead



SERVICE LINE INVENTORY FORM

Inventory Requirements of the LCRR

Question	Answer	Regulatory Citation(s)
1. Who must prepare a service line inventory?	All community water systems (CWSs) and non-transient non-community water systems (NTNCWSs).	40 CFR §141.84(a)
2. What material classification should I use?	Service lines must be classified as one of four types: – Lead, – Galvanized Requiring Replacement (GRR), – Non-Lead, (specify the actual material such as copper or plastic), or – Lead Status Unknown. → This spreadsheet will determine the service line classification for you if completed correctly. → Where the material is unknown, EPA recommends that systems consider using subclassifications to capture additional information (e.g., unknown - unlikely lead).	40 CFR §141.84(a)(4) and §109.706
3. What if the service lines in my system are split ownership, meaning that my system owns a portion and the customer owns a portion?	The inventory must include both the system-owned and customer-owned portions of the service line; however, systems must count each service line from the water main to the interior building plumbing only once for determining the number of service lines requiring replacement (i.e., lead service lines and GRR), assigning a tap sample tiering classification, and facilitating reporting of inventory information to states and EPA. See the "Class & Tier Info" tab for information on how the spreadsheet classifies service lines that have split ownership.	40 CFR §§141.84(a)(2) & (a)(7)(i)
4. What information should I use to identify service line material and prepare my inventory?	You must use previous materials evaluation, construction and plumbing codes/records, water system records, distribution system inspections and records, information obtained through normal operations, and state-specified information to prepare your inventory. EPA recommends systems consider additional service line investigation methods such as visual inspection, water quality sampling, and excavation.	40 CFR §§141.84(a)(3) & (a)(5)
5. When is the initial inventory due?	October 16, 2024.	40 CFR §141.80(a)(3) ¹
6. What if I have no Lead, Galvanized Requiring Replacement (GRR), or Lead Status Unknown service lines?	You have some different requirements that are explained in the answers to questions 7, 8, and 9.	N/A
7. Do I need to update my inventory?	For systems with Lead, GRR, or Lead Status Unknown service lines The service line inventory should improve over time with better information. You must submit inventory updates to your state on the following frequency: (1) Annually if you conduct lead tap sampling semi-annually or annually. (2) Triennially (i.e., once every 3 years) if you conduct lead tap sampling triennially. For systems with only Non-Lead service lines You are not required to provide an update. However, if you subsequently find any LSL or galvanized requiring replacement service line, you must notify your state within 30 days and prepare an updated inventory on a schedule established by the state.	40 CFR §141.90(e)(3)
8. Do I need to make my information publicly available?	For systems with Lead, GRR, or Lead Status Unknown service lines You must make the inventory publicly available and include a locational identifier for lead service lines and GRR. Water systems serving more than 50,000 people must provide inventories on-line. For systems with only Non-Lead service lines You can provide a written statement, in lieu of the inventory, that your distribution system has no lead service lines or GRR service lines along with a general description of all applicable sources used to make that determination.	40 CFR §§141.84(a)(8) & (a)(9)
9. Do I need to include a statement in my Consumer Confidence Report (CCR)?	For systems with Lead, GRR, or Lead Status Unknown service lines CWSs must indicate how the public can access the service line inventory information in their CCR. For systems with only Non-Lead service lines CWSs must include a statement that a service line inventory contains no lead service lines and instructions on how to access the information.	40 CFR §141.153(d)(4)(xi)
10. What information must States report to EPA?	For each water system, the number of Lead, GRR, and Lead Status Unknown service lines in its distribution system, reported separately.	40 CFR §142.15(c)(4)(iii)(D)

Notes:

¹ On June 10, 2021, EPA signed a rule extending the compliance date from January 16, 2024 to October 16, 2024 (86 FR 31939).



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SERVICE LINE INVENTORY FORM

General Information

Revision Tracking

Inventory Type: <i>Initial</i>	Initial Inventory Date (Required): 10/11/2024	Updated Inventory Date:
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Facility Information

Water System Name:

KILLIAM

PWSID (7-digit number): 2520073	Total Population Served (number of people): 39	Number of Service Connections: 54	PWS Type: <i>CWS</i>
1. If CWS, do multi-family residences comprise $\geq 20\%$ of the structures served?			<i>No</i>
2. Does the number of service connections reported on the Detailed Inventory tab (shown above), match the number reported to DEP on the annual Average Daily Water Use form?			<i>No</i>
3. Does the water system serve any Disadvantaged Communities?			<i>No</i>
<i>If Yes, enter approximate percentage:</i>			<i>0%</i>
4. Is there documentation that defines service line ownership in this system, such as a local ordinance?			<i>Yes</i>
<i>If Yes, describe below (250 character maximum):</i>			
TARIFF			

Physical Address

Street (No P.O. Boxes):

125 PAUPACK HEIGHTS DR

City or Town: PAUPACK	State: PA	Zip Code: 18451
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Mailing Address (if different from Physical Address)

Street or P.O. Box:

P.O. 189

City or Town: HAMLIN	State: PA	Zip Code: 18427
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Contact Person

Name: JOSEPH BONAMICO	Title: OPERATOR
Telephone (ten digit): (570) 689-4017	Email: POCONOWATERWORKS@GMAIL.COM

Report Prepared By:

Same as Contact Person?

Yes

Name:	Title/Affiliation:
Telephone (ten digit):	Email:

Public Access Documentation

How is the system making its inventory accessible to the public? Check all that apply.

NOTE: *If the system serves > 50,000 people, the inventory MUST be provided on-line.*

- | | |
|---|--|
| ☐ Interactive on-line map | ☒ Information on water utility mailings or newsletter |
| ☐ Static on-line map | ☒ Hard copy information available in water system office |
| ☐ Printed service line map | ☐ Other |
| ☐ Printed tabular data | |

If "Other", please describe (250 character maximum):



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SERVICE LINE INVENTORY FORM

Inventory Methodology

PWS Name: KILLIAM

PWSID: 2520073

No

Part 1: Historical Records Review

Type of Record	Examples	Describe the Records Reviewed (250 character maximum)	Level of Confidence in Records
1. Previous Materials Evaluation	Locations of Tier 1 lead tap sampling locations that are served by a lead service line.		No Records
2. Construction and Plumbing Codes and Records	Local ordinance adopting an international plumbing code. Permits for replacing lead service lines.		No Records
3. Water System Records	Distribution system maps. Tap cards. Meter installation records. Standard operating procedures.	ENGINEER DRAWING OF DEVELOPMENT DISTRIBUTION SYSTEM.	High
4. Distribution System Inspections and Records	Service line repair/replacement records. Inspection records.	REPAIR RECORDS AND INSTALLATION RECORDS. METER INSTALLATION RECORDS	High
5. Other		CUSTOMER SURVEY	High

Part 2: Identifying Service Line Material During Normal Operations

1. During which normal operating activities is information collected about service line material? Check all that apply.

- ☒ Water meter reading
 ☒ Water main repair or replacement
☒ Water meter repair or replacement
 ☒ Backflow prevention device
☒ Service line repair or replacement
 ☒ Other

If "Other", please explain (250 character maximum):

CUSTOMER QUESTIONNAIRE

2. Has the system developed standard operating procedures (SOPs) for collecting service line material information?

No

If "Yes", please describe (250 character maximum):

Part 3: Service Line Investigations

1. Identify the service line investigation methods used by the system to prepare this inventory (check all that apply).

Column A: File/Record Review	Column B: Analytics	Column C: Physical Inspection
☒ Customer Self-Identification	☐ Statistical Analysis	☐ Visual Inspection at Existing Access Point
☒ Previous Materials Evaluation	☐ Predictive Modeling	☐ CCTV Inspection Inside Pipe
☐ Installation Record (e.g., tap card)	☐ Water Quality Sampling	☐ CCTV Inspection Outside Pipe (Curb Box)
☐ Repair or Replacement Record	☐ Other analytics technique	☐ Mechanical Excavation (e.g., Potholing, Trenching)
☐ Other type of record review		☐ Other physical inspection method

If "Other", please explain (250 character maximum):

2. How are service line locations selected for physical inspection?

For example, environmental justice, sensitive populations, statistical modeling, or targeting areas with high numbers of Lead Status Unknowns? (250 character maximum)

REPAIRS

[illegible]



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BUREAU OF SAFE DRINKING WATER

SERVICE LINE INVENTORY FORM

Inventory Response Summary information

PWS Name: KILLIAM

PWSID: 2520073

NOTES: Information will autofill based on the responses in the Detailed Inventory. Record types marked "Inactive" are not included.

Service Line Classification Summary

Service Line Classification	Definition	Number	Percentage
Lead	Any portion of the service line is known to be made of lead.	0	
Galvanized Requiring Replacement	A portion of the service line is galvanized and is downstream from: – a portion that was previously lead or is of unknown lead status – connectors that are lead or unknown	0	
Lead Status Unknown	The service line material is not known. There is not enough evidence to support material classification.	54	100%
Non-Lead	An evidence-based record, method, or technique has demonstrated that ALL portions of the service line are NOT lead or GRR.	0	
TOTAL NUMBER OF ACTIVE SERVICE LINES ENTERED IN THE DETAILED INVENTORY		54	100%

Service Line Classification by School/Childcare Summary

	Number	Percentage
Service Lines Connected to a Childcare facility:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Service Lines Connected to an Elementary School:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Service Lines Connected to an Secondary School:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Lead Status Unknown Service Lines:	0	
Likely Lead	0	
Unlikely Lead	0	



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SERVICE LINE INVENTORY FORM

Inventory Response Summary information

PWS Name: KILLIAM

PWSID: 2520073

NOTES: Information will autofill based on the responses in the Detailed Inventory. Record types marked "Inactive" are not included.

Tap Sample Monitoring Locations by Tier

Tier	Number	Percentage
Tier 1	0	
*Tier 1 – or – Tier 2	0	
Tier 2	0	
Tier 3	0	
Tier 3 (if not enough Tier 1)	0	
Tier 4	0	
Tier 5	54	100%
**Tier 5 (if not enough SFR & MFR)	0	
Tier 5 (if not enough Tier 1 & 3)	0	
Systems w/POE do not meet tiering criteria	0	
NUMBER OF TIERED LOCATIONS:	54	
NUMBER OF SERVICE LINE LOCATIONS NOT TIERED:	0	

*For CWS, if the %MFRs is > 20%, a proportional number of MFRs may be assigned to Tier 1

**For CWS, if there are insufficient SFR & MFR Tier 5 structures, may use Building/Other



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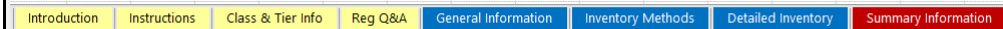
SERVICE LINE INVENTORY FORM

What is the purpose of this template?

The purpose of this template is to help water systems comply with the Service Line Inventory requirements of the January 15, 2021 Lead and Copper Rule Revisions (LCRR). This template provides fillable forms and tables that water systems can use to document their methods, organize their inventory, submit the initial inventory and inventory updates to the state, and document how they are making the inventory publicly available. Note that DEP does **NOT** require systems use this template for their inventory, but it is recommended. Refer to the worksheet "Reg Q&A" and EPA's 2022 Inventory Guidance for the regulated minimum inventory requirements and recommendations.

How is the template organized?

This workbook contains several worksheets, which are accessed by clicking the tabs at the bottom of the workbook window. They appear like this:



The worksheets and cells in this template are color coded:

- Yellow sheets are instructions and background, blue sheets are templates for water systems.
- Gray shaded cells are background or instructions. Light blue cells are for data entry by the water system and light green cells are for data entry by the state. See the table below for a description of each worksheet.

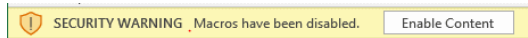
Information Relevant to this Template:

Template Organization		
Worksheet Type	Worksheet Name	Description
Background	Introduction	Introductory template information
	Instructions	Contains detailed instructions for systems and States.
	Class & Tier Info	Contains information on: - how service line classification is determined when ownership is split between the system & customer; - how LCRR tap sampling tiers are determined.
	Reg Q&A	Explains the regulatory service line inventory requirements of the January 15, 2021 LCRR in Q&A format.
Templates for Water Systems	General Information	For systems to document relevant information about their system.
	Inventory Methods	For systems to document the methods and resources they used to develop their service line inventory.
	Detailed Inventory	For systems to organize their detailed inventory. Each row equals one service line connecting the water main to the customer's plumbing. Separate columns track locational information, the system-owned portion, the customer-owned portion, other possible sources of lead, and information for assigning a tap sample tiering classification.
Summary	Summary Information	This sheet automatically generates totals based on information in the Detailed Inventory worksheet.

Template Use - General Steps

Open the spreadsheet. If you have a large amount of data it may take a few minutes. Please be patient.

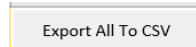
- This template will work with a Windows based PC and Excel 2013 or newer.
- This spreadsheet may not support use by Mac PCs.
- If you see this message, click on Enable Content before you begin:



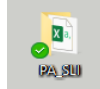
- If you do not see this message, and the macros do not work, contact ra-padwis@pa.gov for assistance.

Fill out the spreadsheet. Detailed instructions are provided on the Instructions tab.

Create export. Once the inventory is final, use the "Export All To CSV" button to create the export files. **DO NOT OPEN THE EXPORTED CSV FILES.**



- A folder called "PA_SLI" will be created on your desktop and the export files will be placed inside the folder:



- In addition, a hyperlink will be inserted into the spreadsheet which will link directly to the created folder:

Export Location:
[C:\Users\JohnDoe\OneDrive\Desktop\PA_SLI](C:\Users\JohnDoe\OneDrive\Desktop\PA_SLI)

- Three export files will be created with "GenInfo", "InvMeth", and "Details" appended to the file name.
- Each export file name will be date stamped using YYMMDD format.
- The date stamp appears at the beginning of the file name so that the export files will automatically sort by date.

IMPORTANT NOTES about CSV files and spreadsheet. DO NOT OPEN THE CSV FILES.

- Each time CSV files are uploaded to DWELR, also save the SLI spreadsheet in the same folder. The spreadsheet should be saved with a unique name that includes the date (should match the date on the CSV file) and whether it is an Initial or Updated inventory.
- It is highly recommended to also save a backup copy of the CSV files and spreadsheet in another location to prevent accidental loss.



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SERVICE LINE INVENTORY FORM

Getting Started

For best results **READ** and **FOLLOW** these instructions.

- Complete the **General Information** tab first. Some information entered on that tab carries through to the other tabs.
- Next complete the **Inventory Methods** and **Detailed Inventory** tabs. Your system totals will then appear in the **Summary Information** tab.
- The Detailed Inventory is entered **line by line**:
 - Information is initially typed into Row 7.
 - When the row is complete, click on the "Add To Inventory" button at the far right (column AM).
 - The values will be transferred to the list below. **Values in the list cannot be edited directly.**
 - *To edit previously entered service line information*, re-enter the Unique Service Line ID in Row 7, Column E. This will call up the previously entered information for that service line, which can then be edited and re-entered.
 - Each line entry will be date & time stamped in Column AN. Entries will be in order from newest to oldest.
 - If the spreadsheet gets "stuck" (can't enter data), click on the "Clear Top Row" button at the top of the page.
 - If the spreadsheet gets "stuck" after clicking Add to Inventory, look for a pop up window hidden behind the spreadsheet.
- After all tabs have been completed, export the information to csv files, following the steps on the Introduction tab under the section Template Use.

Add To Inventory

Clear Top Row

General Template Instructions:

- The display size of the spreadsheet may be adjusted using the slider bar at the bottom right.
- All <LIGHT BLUE> fields should be completed.
- Failure to complete all required fields could result in mis-classification of service lines.
- Many boxes have dropdown menus. Click on the cell, then click on the arrow that appears to the right of the cell. The dropdown menu can also be accessed by using Alt-Down Arrow on the keyboard. Select a response from the list that appears. If an answer is not applicable, leave the dropdown response set to the default value (first item in list).
- Filtering has been enabled to allow the user to easily search for occurrences of certain text values or cell colors. Each column heading in Row 9 has an arrow at the bottom right. Click on the arrow to access the filter options.
 - Filtering can be used to easily find, for example, responses that require information to be entered into the Additional Comments field.
- If a selection from a dropdown menu causes the cell color to change to light brown, additional information needs to be entered in the Additional Comments field.
- If a cell or set of cells is XX'd out, those questions should not be answered.
- Where more detailed instructions are necessary, links have been provided from the form to this instruction page. Links are shown in blue underlined text. There are also links to return to the original form.

Click the following links for specific Instructions:

[Initial Inventory](#)
[First Inventory Update](#)
[Inventory Updates after First Update](#)
[General Information Tab](#)
[Detailed Inventory Tab - State Determined Values](#)
[Detailed Inventory Tab - Locational Information](#)
[Detailed Inventory Tab - System-Owned Portion](#)
[Detailed Inventory Tab - Customer Owned Portion](#)
[Detailed Inventory Tab - Tap Sampling Information](#)
[Summary Information Tab](#)

Initial Inventory

[Return to Top](#)

1. On the General Information tab select "Yes" for "Initial Inventory?" and enter the date the initial inventory was completed.
2. On the Detailed Inventory tab, column F "Record Type" must remain as "Initial" for each service line being entered.
3. Proceed using Detailed Instructions by Tab below.
4. After all information is entered, export the csv files and save the spreadsheet.



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SERVICE LINE INVENTORY FORM

First Inventory Update

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1. Start with the most recent version of the Inventory.
2. On the General Information tab select "Yes" for "Updated Inventory?" and enter the date of the update.
 - Always retain the Initial Inventory date!
 - Enter or edit the information that is being updated.
3. On the Inventory Methods & Detailed Inventory tabs, answer the question "Are there any updates on this page?"
4. On the Detailed Inventory tab, in Column F "Record Type", select Update, Add or Inactive from the dropdown box for each line being updated.
 - If the record is being updated because the service line was replaced, enter the Date Replacement Completed in Column G.
 - Note: The Unique ID must match an existing ID unless the Record Type is Add.
5. After making updates, export the csv file and save the spreadsheet with a new file name. Retain a copy of each revision of the spreadsheet submitted to PA DEP.

Inventory Updates after First Update

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1. Start with the most recent version of the Inventory
2. On the General Information tab select "Yes" for "Updated Inventory?" and enter the date of the update
 - Always retain the Initial Inventory date!
 - Enter or overwrite the information that is being updated
3. On the Inventory Methods tab, answer the question "Are there any updates on this page?"
4. On the Detailed Inventory tab, use the filter (Row 8) on the Record Type column (Column F) to select all of the records that were updated in the previous inventory (types Update, Add, Inactive).
 - Change each previously updated Record Type to Retain.
 - Continue with Inventory Updates as described under First Inventory Update

General Information Tab

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Select "Yes" or "No" in response to the questions about Initial and Updated Inventory

- The Inventory type must be EITHER Initial or Updated. Do not select "Yes" for both of the questions.
- Enter the Initial Inventory date
- If this is an Updated Inventory, also enter the Updated Inventory date

Total Population Served: The number of residential customers; plus the average of the number of regular consumers served, per day, during a month; plus the average of the number of transient consumers served, per day, during a month.

Number of Service Connections: This field will auto-populate based on the number of entries in the Detailed Inventory.

PWS Type: Select either CWS or NTNCWS. All CWS and NTNCWS are required to submit a Service Line Inventory.

Question 1: If the PWS Type is CWS, this question must be answered "Yes" or "No". If the PWS type is NTNCWS, select "Not Applicable".

Question 2: AFTER completing the Detailed Inventory, the total number of service lines will be listed above. Confirm that the number of service lines listed matches the number of service connections reported on the most recent annual Average Daily Water Use form submitted to DEP.

Question 3: Indicate if the system serves any Disadvantaged Communities and the approximate percentage of service lines that are connected to members of a Disadvantaged Community. "Disadvantaged Community" is as defined in the most recent PennVest Intended Use Plan, which is available on line. Systems that serve Disadvantaged Communities may be eligible for additional funding under the Bipartisan Infrastructure Law.

Detailed Inventory Tab - State Determined Values

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Unique Service line ID **MAY NOT BE CHANGED or DELETED** after submission to DEP. New unique service line IDs may be added during inventory updates. In limited instances, service line IDs may be inactivated.

Column A, Service Line Classification: Will be determined automatically for each unique service line ID based on the responses in the Detailed Inventory. If the assigned classification is different than anticipated please double check the responses entered in this form. Service line classifications for joint ownership are determined according to the Class & Tier Info tab of this spreadsheet

[Return to Form](#)

- If the designation is Galvanized Requiring Replacement, only the galvanized portion of the line needs to be replaced
- All determinations are subject to review and approval by Department staff



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SERVICE LINE INVENTORY FORM

Column B, Sufficient Evidence for Determination of Non-Lead? : Will be determined automatically based on responses. All determinations are subject to review and approval by Department staff. To provide sufficient evidence of the Non-Lead classification the system is expected to:

- Identify records that indicate Installation/replacement date after January 6, 1991 - OR -
- Conduct CCTV inspection inside service line over the full length - OR -
- Conduct mechanical excavation in at least 3 locations over the length of the service line* - OR -
- Combine any TWO other investigation techniques from the dropdown lists
- Note: for jointly owned service lines, both portions must meet the criteria for the service line to be classified as Non-Lead

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* Refer to [Class & Tier Info tab](#) for more information

NOTE: If insufficient evidence-based techniques are indicated on the inventory form, this cell will turn RED

Column C, LCRR Sampling Tier: Suggested Tiering Level based on responses in the Detailed Inventory. This field is determined automatically. This field is provided as a convenience for the water system and is not binding. Tiering is determined according to the Class & Tier Info tab of this spreadsheet.

[Return to Form](#)

*For CWS, if the %MFRs is > 20%, a proportional number of MFRs may be assigned to Tier 1

Detailed Inventory Tab - Locational Information

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Column E, Unique Service Line ID : The system-assigned unique ID for this service line (required field). The Unique ID:

- May contain up to 30 characters
- Can use letters and/or numbers in any combination
- Use only uppercase letters; lowercase letters will be converted to uppercase
- Can use hyphen (-), underscore (_), period(.)
- May not use spaces, commas or other special characters (i.e., *, !, @, etc.)

[Return to Form](#)

NOTE: If a duplicate ID or address is entered the boxes will turn RED

Column F, Record Type

- Initial – Use this designation for the initial inventory submitted on or before October 16, 2024
- Update – Use this designation when submitting an updated inventory, to indicate the record is being revised
 - If the update is due to a service line replacement, enter the replacement date in Column G
- Add – Use this designation to add more service lines to an existing inventory
- Inactive – Use this designation to indicate a record is being inactivated. Records cannot be deleted.
 - Example: Property was made into a parking lot and the service line was decommissioned.
 - Add a text comment explaining the reason for inactivation in columns Y and/or AH.

[Return to Form](#)

Column G, Date Replacement Completed: If the SL has been replaced since the initial inventory (or last inventory update), enter the replacement date here. Also change the Record Type in Column F to "Update". Remember to revise the Material Type and other information affected by the replacement for both the system and customer portions of the line.

[Return to Form](#)

Column H, Ownership Type: Indicate whether the service line is owned, in its entirety, by the System, the Customer, or Jointly.

IMPORTANT: If the Ownership Type selected is System, any answers entered in the Customer-Owned columns will be grayed out, and vice versa.

→ Be careful when selecting Ownership Type as this affects the determination of the Service Line Classification.

[Return to Form](#)

NOTE: If the service line is not jointly owned, but the user would like to submit information about two different segments of the line, select Joint ownership. Comments clarifying the ownership status may be entered under Question 4 on the General Information tab or in columns Y and/or AH of the Detailed Inventory.

Columns M & N, School/Childcare Facility?: Indicate if the service line provides water to a school and/or childcare facility.

- A child care facility is "a location that houses a licensed provider of child care, day care, or early learning services to children as determined by the State licensing agency."
- A school is "any building associated with public, non-public/private, or charter institutions that primarily provides teaching and learning for elementary or secondary students."
- An **elementary** school contains students in grades up to and including grade 8 (includes pre-school).
- A **secondary** school contains students in grades no less than 9 and no greater than 12.

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SERVICE LINE INVENTORY FORM

Detailed Inventory Tab - System-Owned Portion	Return to Top
Columns O through Y: Complete the information in these columns for the System-Owned Portion of the service line ONLY. – If there is a portion of the service line that is customer-owned, that information should be entered in columns Z through AH. – If there is no system-owned portion, leave these boxes empty or set to the default value.	Return to Form
Column P, Was Material Ever Previously Lead? : If the response is "no", enter the evidence in the Additional Comments field (Column Y)	Return to Form
Column Q, Lead Pigtails, Goosenecks or Connectors Upstream? Indicate if there is a lead pigtail, gooseneck or connector between the main and the system-owned portion of the service line. If the response is "no", enter the evidence in the Additional Comments field (Column Y).	Return to Form
Columns R & S, Installation Date: – Select the decade from the dropdown box – If a more specific date is known, enter it in column S – If no information about installation date is available, note that under Additional Comments (Column Y).	Return to Form
Column T, Diameter : Enter the service line pipe inner diameter, in inches. Use up to two decimal places.	Return to Form
Columns U through X, Basis of Material Classification : At least one Basis of Material Classification must be selected for all service lines. Selections in these columns will be used to determine if there is sufficient evidence for a designation of Non-Lead. Refer to instructions for Column B for more information. – Use the dropdown menus in columns U & V to select non-field-based investigation method(s). – Use the dropdown menu in column W to select field-based verification method(s), and enter the date performed in Column X. – IMPORTANT NOTE: Water sampling can only be used as a basis for investigation if the system does not have Corrosion Control Treatment.	Return to Form
Column Y, System-Owned Service Line Additional Comments : Free form text field to enter additional pertinent or required information.	Return to Form
Detailed Inventory Tab - Customer Owned Portion	Return to Top
Columns Z through AH: Complete the information in these columns for the Customer-Owned Portion of the service line ONLY. – If there is a portion of the service line that is system-owned, that information should be entered in columns O through Y. – If there is no customer-owned portion, leave these boxes empty or set to the default value.	Return to Form
Column AA, Lead Pigtails, Goosenecks or Connectors Upstream? Indicate if there is a lead pigtail, gooseneck or connector <u>upstream</u> of the customer-owned portion of the service line. If the response is "no", enter the evidence in the Additional Comments field (Column AH). – Do not include pigtails, goosenecks or connectors in the System-Owned portion of the service line; these should be accounted for in Column Q. – Do not include pigtails, goosenecks or connectors that are downstream of the service line.	Return to Form
Columns AB & AC, Installation Date: – Select the decade from the dropdown box – If a more specific date is known, enter it in column AC – Enter the date in mm/dd/yyyy format – If no information about installation date is available, note that under Additional Comments.	Return to Form
Columns AD through AG, Basis of Material Classification : At least one Basis of Material Classification must be selected for all service lines. Selections in these columns will be used to determine if there is sufficient evidence for a designation of Non-Lead. Refer to the instructions for Column B for more information. – Use the dropdown menus in columns AD & AE to select non-field-based investigation method(s). – Use the dropdown menu in column AF to select field-based verification method(s), and enter the date performed in Column AG. – IMPORTANT NOTE: Water sampling can only be used as a basis for investigation if the system does not have Corrosion Control Treatment.	Return to Form
Column AH, Customer-Owned Service Line Additional Comments : Free form text field to enter additional pertinent information.	Return to Form



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SERVICE LINE INVENTORY FORM

Detailed Inventory Tab - Tap Sampling Information		Return to Top
Columns AI through AL, Information to Assign Tap Monitoring Tiering : Fill out information in these columns to automatically assign Tiers to tap sampling monitoring locations.		Return to Form
Column AI, Service Line Connected To : Indicate if the service line is connected to a Single Family Residence (SFR), Multi-Family Residence (MFR), or Other type of building – The building is considered a single family residence if one service line provides drinking water for one family. – The building is considered a multi-family residence if one service line provides drinking water for multiple families (e.g., apartment complex where there is only a single service line). – If the connection cannot be categorized as an SFR or MFR choose Building/Other.		Return to Form
Column AJ, POE Treatment Present? Locations with Point-Of-Entry treatment for Inorganic Chemicals are not eligible for sampling under the Lead and Copper Rule. – POE refers to treatment where the service line enters the building/residence. POE does NOT include treatment at or prior to the entry point into the distribution system. – IMPORTANT: If the location has a POU (Point-Of-Use) filter, sample from a different tap. For example, if the kitchen tap has a filter, collect a sample from the bathroom tap. – Do NOT collect LCR samples from a location with a POU filter. Do not remove the POU filter to collect a sample.		Return to Form
Summary Information		Return to Top
No information needs to be entered in this form. The tables will auto-populate based on the answers provided in this spreadsheet.		
Service Line Classification Summaries: The total number of Lead, Galvanized Requiring Replacement, Lead Status Unknown, and Non-Lead services lines is displayed. Breakout information regarding Schools & Daycares is also provided.		
Tap Sampling Monitoring Locations by Tier: A breakdown of the tap sampling location Tier assignments based on the information entered in the Detailed Inventory.		

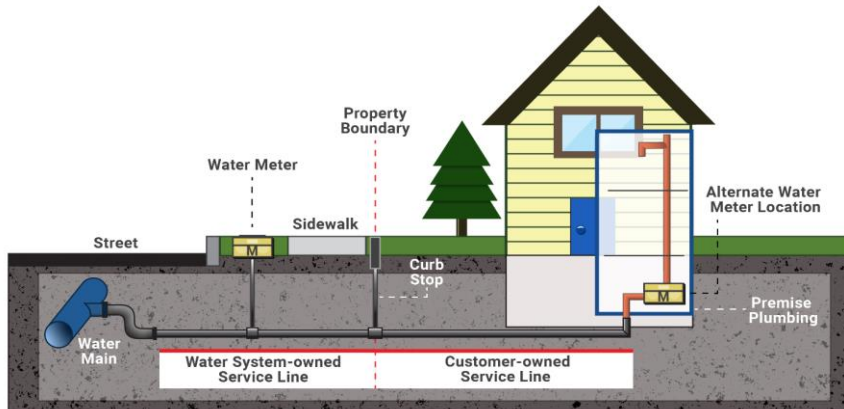


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SERVICE LINE INVENTORY FORM

IMPORTANT NOTE: The classification of a service line applies to the entire length of the service line, regardless of ownership

Service Line Designation Where Ownership Is Split Between the Water System and Customer



System-Owned Portion		Customer-Owned Portion		Service Line Classification ^{2,3,4,5}
Material Type		Material Type		
Lead or lead-lined		Any material		Lead
Any material		Lead or lead-lined		Lead
Unknown		Any material but lead, lead-lined or galvanized		Lead Status Unknown
Any material but lead or lead-lined		Unknown		Lead Status Unknown
Any material but lead, lead-lined, galvanized, or unknown		Any material but lead, lead-lined, galvanized, or unknown		Non-Lead ¹
System-Owned Portion		Customer-Owned Portion		
Lead Connector Upstream?	Material Type	Lead Connector Upstream?	Material Type	
No	Any material but lead or lead-lined	No	Galvanized	Non-Lead
No	Galvanized	No	Any material but lead, lead-lined, or unknown	Non-Lead
No	Galvanized	No	Galvanized	Non-Lead
No	Not previously lead	No	Galvanized	Non-Lead
Yes or Not sure	Galvanized	Any response	Any material but lead, lead-lined or unknown	Galvanized Requiring Replacement
Yes or Not sure	Any material but lead or lead-lined	Any response	Galvanized	Galvanized Requiring Replacement
No	Any material but lead or lead-lined	Yes or Not sure	Galvanized	Galvanized Requiring Replacement
Any response	Previously lead or unsure if previously lead	Any response	Galvanized	Galvanized Requiring Replacement

¹ Any determination of Non-Lead is subject to review and approval by the Department

² It is only necessary to replace the portions of the service line that are Lead or Galvanized Requiring Replacement.

³ When both portions of the service line are Lead or Galvanized Requiring Replacement, both portions must be replaced at the same time. Partial replacements are not allowed.

⁴ If either portion of the service line is classified as Lead Status Unknown, it must be replaced unless further investigation changes the classification to Non-Lead. The change in classification must be submitted to the Department in the Updated Inventory.

⁵ The presence of lead connectors, goosenecks or pigtails is only relevant to the determination of Galvanized Requiring Replacement.



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SERVICE LINE INVENTORY FORM

LCRR Tap Sampling Tier Determination			
Tier Level	Applies To:	* May Apply To:	**Does NOT apply to:
1	CWS Systems: Single Family Residence connected to a Lead Service Line NTNC Systems: Any building type connected to a Lead Service Line	CWS Systems: Multi Family Residence connected to a Lead Service Line if Multi Family Residences make up MORE than 20% of the distribution system	CWS & NTNC Systems: Service lines classified as Galvanized Requiring Replacement or Lead Status Unknown
2	CWS Systems: Any Building/Other connected to a Lead Service Line	CWS Systems: Multi Family Residence connected to a Lead Service Line if Multi Family Residences make up LESS than 20% of the distribution system	CWS Systems: Service lines classified as Galvanized Requiring Replacement or Lead Status Unknown; NTNC Systems
3	CWS Systems: Single Family Residences connected to a Galvanized Requiring Replacement Service Line NTNC Systems: Any building type connected to a Galvanized Requiring Replacement Service Line		CWS & NTNC Systems: Services lines classified as Lead Status Unknown
4	CWS Systems: Service lines connected to a Single Family Residence that contains copper pipes with lead solder		CWS Systems: Services lines classified as Lead Status Unknown; NTNC Systems
5	CWS Systems: Single Family and Multi Family Residences where the plumbing is representative of other locations served by the system NTNC Systems: Any building type where the plumbing is representative of other locations served by the system	CWS Systems: Service lines connected to a Building/Other location IF there are an insufficient number of Single Family or Multi Family Residential Tier 5 sites available	

* Buildings/residences with a Point of Use (POU) treatment device MAY be used for LCRR Tap Sampling - IF - there is another tap location that is used to dispense potable which does NOT have a POU device installed. It is not acceptable to sample from a location where the POU device has been removed for purposes of collecting a sample.

** Buildings/residences with a Point of Entry (POE) treatment device may NOT be used for LCRR Tap Sampling.

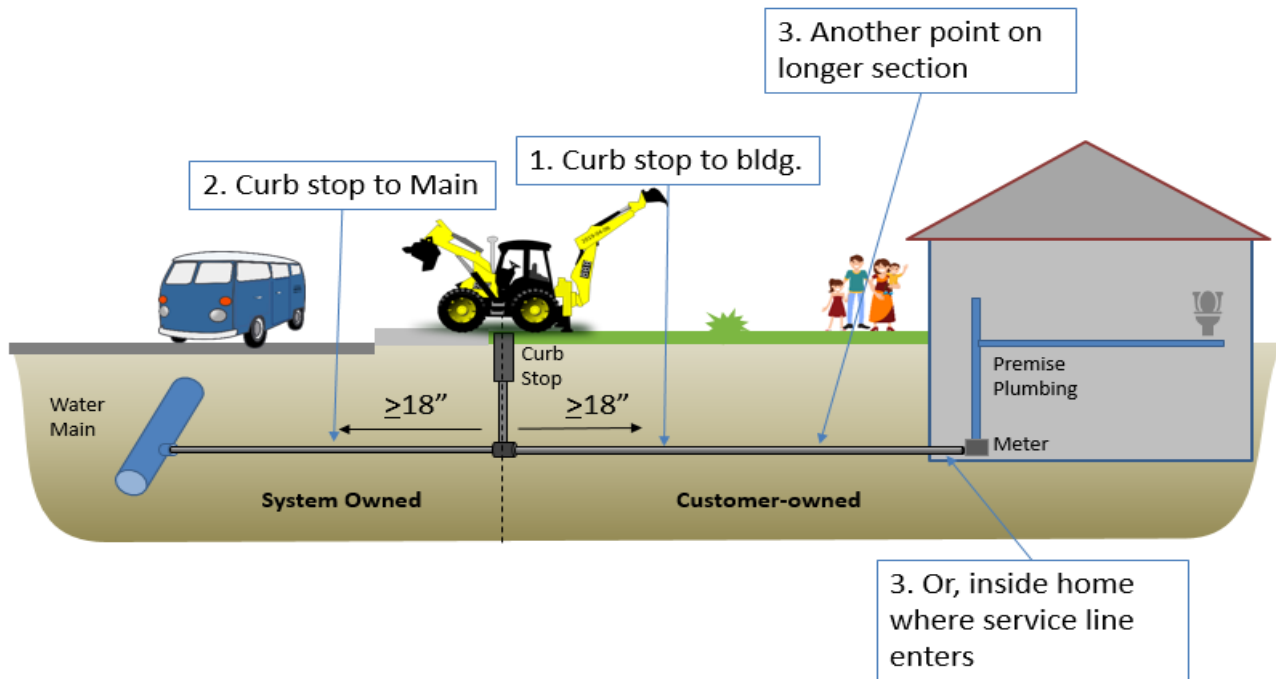
SERVICE LINE INVENTORY FORM

Using Mechanical Excavation as Evidence of Non-Lead

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- "Mechanical Excavation" refers to any technique that allows physical access to the exterior of the service line piping, including but not limited to: trenching, potholing, and vacuum extraction.
- To provide sufficient evidence for a designation of Non-Lead, mechanical excavation must be performed at a minimum of 3 locations across the length of the service line, as follows*:
1. Curb stop to building
 - A minimum of 18 inches from the curb stop
 - OR –
 - If the distance to the building is less than 18 inches, halfway to the building
 2. Curb stop to water main
 - A minimum of 18 inches from the curb stop
 - OR –
 - If the distance to the water main is less than 18 inches, halfway to the main
 3. Third point (choose one)
 - Inside the home where the service line enters if visible (must be inspected by system personnel - OR - the home owner must submit a clear photograph to the water system)
 - OR –
 - A second excavation point in the longer section of the service line that is at least halfway between the first point and the building or water main
- *EXCEPTION: If the system is using Mechanical Excavation as the means of identification on only one side of a Jointly-owned system, then only two-points of verification are needed on that side.

3-Point Field Verification – Non-Lead



SERVICE LINE INVENTORY FORM

Inventory Requirements of the LCRR

Question	Answer	Regulatory Citation(s)
1. Who must prepare a service line inventory?	All community water systems (CWSs) and non-transient non-community water systems (NTNCWSs).	40 CFR §141.84(a)
2. What material classification should I use?	Service lines must be classified as one of four types: – Lead, – Galvanized Requiring Replacement (GRR), – Non-Lead, (specify the actual material such as copper or plastic), or – Lead Status Unknown. → This spreadsheet will determine the service line classification for you if completed correctly. → Where the material is unknown, EPA recommends that systems consider using subclassifications to capture additional information (e.g., unknown - unlikely lead).	40 CFR §141.84(a)(4) and §109.706
3. What if the service lines in my system are split ownership, meaning that my system owns a portion and the customer owns a portion?	The inventory must include both the system-owned and customer-owned portions of the service line; however, systems must count each service line from the water main to the interior building plumbing only once for determining the number of service lines requiring replacement (i.e., lead service lines and GRR), assigning a tap sample tiering classification, and facilitating reporting of inventory information to states and EPA. See the "Class & Tier Info" tab for information on how the spreadsheet classifies service lines that have split ownership.	40 CFR §§141.84(a)(2) & (a)(7)(i)
4. What information should I use to identify service line material and prepare my inventory?	You must use previous materials evaluation, construction and plumbing codes/records, water system records, distribution system inspections and records, information obtained through normal operations, and state-specified information to prepare your inventory. EPA recommends systems consider additional service line investigation methods such as visual inspection, water quality sampling, and excavation.	40 CFR §§141.84(a)(3) & (a)(5)
5. When is the initial inventory due?	October 16, 2024.	40 CFR §141.80(a)(3) ¹
6. What if I have no Lead, Galvanized Requiring Replacement (GRR), or Lead Status Unknown service lines?	You have some different requirements that are explained in the answers to questions 7, 8, and 9.	N/A
7. Do I need to update my inventory?	For systems with Lead, GRR, or Lead Status Unknown service lines The service line inventory should improve over time with better information. You must submit inventory updates to your state on the following frequency: (1) Annually if you conduct lead tap sampling semi-annually or annually. (2) Triennially (i.e., once every 3 years) if you conduct lead tap sampling triennially. For systems with only Non-Lead service lines You are not required to provide an update. However, if you subsequently find any LSL or galvanized requiring replacement service line, you must notify your state within 30 days and prepare an updated inventory on a schedule established by the state.	40 CFR §141.90(e)(3)
8. Do I need to make my information publicly available?	For systems with Lead, GRR, or Lead Status Unknown service lines You must make the inventory publicly available and include a locational identifier for lead service lines and GRR. Water systems serving more than 50,000 people must provide inventories on-line. For systems with only Non-Lead service lines You can provide a written statement, in lieu of the inventory, that your distribution system has no lead service lines or GRR service lines along with a general description of all applicable sources used to make that determination.	40 CFR §§141.84(a)(8) & (a)(9)
9. Do I need to include a statement in my Consumer Confidence Report (CCR)?	For systems with Lead, GRR, or Lead Status Unknown service lines CWSs must indicate how the public can access the service line inventory information in their CCR. For systems with only Non-Lead service lines CWSs must include a statement that a service line inventory contains no lead service lines and instructions on how to access the information.	40 CFR §141.153(d)(4)(xi)
10. What information must States report to EPA?	For each water system, the number of Lead, GRR, and Lead Status Unknown service lines in its distribution system, reported separately.	40 CFR §142.15(c)(4)(iii)(D)

Notes:

¹ On June 10, 2021, EPA signed a rule extending the compliance date from January 16, 2024 to October 16, 2024 (86 FR 31939).



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF SAFE DRINKING WATER

SERVICE LINE INVENTORY FORM

General Information

Revision Tracking

Inventory Type: <i>Initial</i>	Initial Inventory Date (Required): 10/10/2024	Updated Inventory Date:
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Facility Information

Water System Name:

HAMLIN WATER COMPANY

PWSID (7-digit number): 2640044	Total Population Served (number of people): 400	Number of Service Connections: 74	PWS Type: <i>CWS</i>
1. If CWS, do multi-family residences comprise $\geq 20\%$ of the structures served?			<i>No</i>
2. Does the number of service connections reported on the Detailed Inventory tab (shown above), match the number reported to DEP on the annual Average Daily Water Use form?			<i>Yes</i>
3. Does the water system serve any Disadvantaged Communities? <i>If Yes, enter approximate percentage:</i>			<i>No</i>
			<i>0%</i>
4. Is there documentation that defines service line ownership in this system, such as a local ordinance? <i>If Yes, describe below (250 character maximum):</i>			<i>Yes</i>
PUC TARIFF			

Physical Address

Street (No P.O. Boxes):

513 B EASTON TURNPIKE

City or Town: LAKE ARIEL	State: PA	Zip Code: 18436
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Mailing Address (if different from Physical Address)

Street or P.O. Box:

P. O. 189

City or Town: HAMLIN	State: PA	Zip Code: 18427
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Contact Person

Name: JOSEPH BONAMICO	Title: OPERATOR
Telephone (ten digit): (570) 689-4017	Email: POCONOWATERWORKS@GMAIL.COM

Report Prepared By:

Same as Contact Person?

No

Name: JOSEPH BONAMICO	Title/Affiliation: OPERATOR
Telephone (ten digit): (570) 689-4017	Email: POCONOWATERWORKS@GMAIL.COM

Public Access Documentation

How is the system making its inventory accessible to the public? Check all that apply.

NOTE: *If the system serves > 50,000 people, the inventory MUST be provided on-line.*

- | | |
|---|--|
| ☐ Interactive on-line map | ☒ Information on water utility mailings or newsletter |
| ☐ Static on-line map | ☒ Hard copy information available in water system office |
| ☐ Printed service line map | ☐ Other |
| ☐ Printed tabular data | |

If "Other", please describe (250 character maximum):



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SERVICE LINE INVENTORY FORM

Inventory Methodology

PWS Name: HAMLIN WATER COMPANY

PWSID: 2640044

No

Part 1: Historical Records Review

Type of Record	Examples	Describe the Records Reviewed (250 character maximum)	Level of Confidence in Records
1. Previous Materials Evaluation	Locations of Tier 1 lead tap sampling locations that are served by a lead service line.		No Records
2. Construction and Plumbing Codes and Records	Local ordinance adopting an international plumbing code. Permits for replacing lead service lines.		No Records
3. Water System Records	Distribution system maps. Tap cards. Meter installation records. Standard operating procedures.		No Records
4. Distribution System Inspections and Records	Service line repair/replacement records. Inspection records.		No Records
5. Other			No Records

Part 2: Identifying Service Line Material During Normal Operations

1. During which normal operating activities is information collected about service line material? Check all that apply.

- ☐ Water meter reading
 ☐ Water main repair or replacement
☐ Water meter repair or replacement
 ☐ Backflow prevention device
☐ Service line repair or replacement
 ☐ Other

If "Other", please explain (250 character maximum):

2. Has the system developed standard operating procedures (SOPs) for collecting service line material information?

No

If "Yes", please describe (250 character maximum):

Part 3: Service Line Investigations

1. Identify the service line investigation methods used by the system to prepare this inventory (check all that apply).

Column A: File/Record Review	Column B: Analytics	Column C: Physical Inspection
☒ Customer Self-Identification	☐ Statistical Analysis	☐ Visual Inspection at Existing Access Point
☐ Previous Materials Evaluation	☐ Predictive Modeling	☐ CCTV Inspection Inside Pipe
☐ Installation Record (e.g., tap card)	☐ Water Quality Sampling	☐ CCTV Inspection Outside Pipe (Curb Box)
☐ Repair or Replacement Record	☐ Other analytics technique	☐ Mechanical Excavation (e.g., Potholing, Trenching)
☒ Other type of record review		☒ Other physical inspection method

If "Other", please explain (250 character maximum):

INSTALLATION AND REPAIR WORK OF SERVICE LINES.

2. How are service line locations selected for physical inspection?

For example, environmental justice, sensitive populations, statistical modeling, or targeting areas with high numbers of Lead Status Unknowns? (250 character maximum)

EMPIRICAL KNOWLEDGE

[illegible]



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SERVICE LINE INVENTORY FORM

Inventory Response Summary information

PWS Name: HAMLIN WATER COMPANY

PWSID: 2640044

NOTES: Information will autofill based on the responses in the Detailed Inventory. Record types marked "Inactive" are not included.

Service Line Classification Summary

Service Line Classification	Definition	Number	Percentage
Lead	Any portion of the service line is known to be made of lead.	0	
Galvanized Requiring Replacement	A portion of the service line is galvanized and is downstream from: – a portion that was previously lead or is of unknown lead status – connectors that are lead or unknown	0	
Lead Status Unknown	The service line material is not known. There is not enough evidence to support material classification.	74	100%
Non-Lead	An evidence-based record, method, or technique has demonstrated that ALL portions of the service line are NOT lead or GRR.	0	
TOTAL NUMBER OF ACTIVE SERVICE LINES ENTERED IN THE DETAILED INVENTORY		74	100%

Service Line Classification by School/Childcare Summary

	Number	Percentage
Service Lines Connected to a Childcare facility:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Service Lines Connected to an Elementary School:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Service Lines Connected to an Secondary School:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Lead Status Unknown Service Lines:	0	
Likely Lead	0	
Unlikely Lead	0	



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SERVICE LINE INVENTORY FORM

Inventory Response Summary information

PWS Name: HAMLIN WATER COMPANY

PWSID: 2640044

NOTES: Information will autofill based on the responses in the Detailed Inventory. Record types marked "Inactive" are not included.

Tap Sample Monitoring Locations by Tier

Tier	Number	Percentage
Tier 1	0	
*Tier 1 – or – Tier 2	0	
Tier 2	0	
Tier 3	0	
Tier 3 (if not enough Tier 1)	0	
Tier 4	0	
Tier 5	0	
**Tier 5 (if not enough SFR & MFR)	0	
Tier 5 (if not enough Tier 1 & 3)	74	100%
Systems w/POE do not meet tiering criteria	0	
NUMBER OF TIERED LOCATIONS:	74	
NUMBER OF SERVICE LINE LOCATIONS NOT TIERED:	0	

*For CWS, if the %MFRs is > 20%, a proportional number of MFRs may be assigned to Tier 1

**For CWS, if there are insufficient SFR & MFR Tier 5 structures, may use Building/Other



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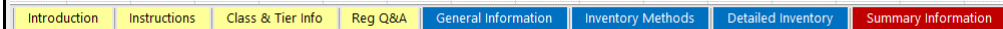
SERVICE LINE INVENTORY FORM

What is the purpose of this template?

The purpose of this template is to help water systems comply with the Service Line Inventory requirements of the January 15, 2021 Lead and Copper Rule Revisions (LCRR). This template provides fillable forms and tables that water systems can use to document their methods, organize their inventory, submit the initial inventory and inventory updates to the state, and document how they are making the inventory publicly available. Note that DEP does **NOT** require systems use this template for their inventory, but it is recommended. Refer to the worksheet "Reg Q&A" and EPA's 2022 Inventory Guidance for the regulated minimum inventory requirements and recommendations.

How is the template organized?

This workbook contains several worksheets, which are accessed by clicking the tabs at the bottom of the workbook window. They appear like this:



The worksheets and cells in this template are color coded:

- Yellow sheets are instructions and background, blue sheets are templates for water systems.
 - Gray shaded cells are background or instructions. Light blue cells are for data entry by the water system and light green cells are for data entry by the state.
- See the table below for a description of each worksheet.

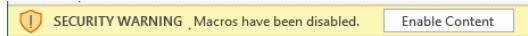
Information Relevant to this Template:

Template Organization		
Worksheet Type	Worksheet Name	Description
Background	Introduction	Introductory template information
	Instructions	Contains detailed instructions for systems and States.
	Class & Tier Info	Contains information on: - how service line classification is determined when ownership is split between the system & customer; - how LCRR tap sampling tiers are determined.
	Reg Q&A	Explains the regulatory service line inventory requirements of the January 15, 2021 LCRR in Q&A format.
Templates for Water Systems	General Information	For systems to document relevant information about their system.
	Inventory Methods	For systems to document the methods and resources they used to develop their service line inventory.
	Detailed Inventory	For systems to organize their detailed inventory. Each row equals one service line connecting the water main to the customer's plumbing. Separate columns track locational information, the system-owned portion, the customer-owned portion, other possible sources of lead, and information for assigning a tap sample tiering classification.
Summary	Summary Information	This sheet automatically generates totals based on information in the Detailed Inventory worksheet.

Template Use - General Steps

Open the spreadsheet. If you have a large amount of data it may take a few minutes. Please be patient.

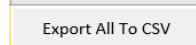
- This template will work with a Windows based PC and Excel 2013 or newer.
- This spreadsheet may not support use by Mac PCs.
- If you see this message, click on Enable Content before you begin:



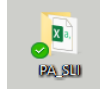
- If you do not see this message, and the macros do not work, contact ra-padwis@pa.gov for assistance.

Fill out the spreadsheet. Detailed instructions are provided on the Instructions tab.

Create export. Once the inventory is final, use the "Export All To CSV" button to create the export files. **DO NOT OPEN THE EXPORTED CSV FILES.**



- A folder called "PA_SLI" will be created on your desktop and the export files will be placed inside the folder:



- In addition, a hyperlink will be inserted into the spreadsheet which will link directly to the created folder:

Export Location:

[C:\Users\JohnDoe\OneDrive\Desktop\PA_SLI](C:\Users\JohnDoe\OneDrive\Desktop\PA_SLI)

- Three export files will be created with "GenInfo", "InvMeth", and "Details" appended to the file name.
- Each export file name will be date stamped using YYMMDD format.
- The date stamp appears at the beginning of the file name so that the export files will automatically sort by date.

IMPORTANT NOTES about CSV files and spreadsheet. DO NOT OPEN THE CSV FILES.

- Each time CSV files are uploaded to DWELR, also save the SLI spreadsheet in the same folder. The spreadsheet should be saved with a unique name that includes the date (should match the date on the CSV file) and whether it is an Initial or Updated inventory.
- It is highly recommended to also save a backup copy of the CSV files and spreadsheet in another location to prevent accidental loss.



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SERVICE LINE INVENTORY FORM

Getting Started

For best results **READ** and **FOLLOW** these instructions.

- Complete the **General Information** tab first. Some information entered on that tab carries through to the other tabs.
- Next complete the **Inventory Methods** and **Detailed Inventory** tabs. Your system totals will then appear in the **Summary Information** tab.
- The Detailed Inventory is entered **line by line**:
 - Information is initially typed into Row 7.
 - When the row is complete, click on the "Add To Inventory" button at the far right (column AM).
 - The values will be transferred to the list below. **Values in the list cannot be edited directly.**
 - *To edit previously entered service line information*, re-enter the Unique Service Line ID in Row 7, Column E. This will call up the previously entered information for that service line, which can then be edited and re-entered.
 - Each line entry will be date & time stamped in Column AN. Entries will be in order from newest to oldest.
 - If the spreadsheet gets "stuck" (can't enter data), click on the "Clear Top Row" button at the top of the page.
 - If the spreadsheet gets "stuck" after clicking Add to Inventory, look for a pop up window hidden behind the spreadsheet.
- After all tabs have been completed, export the information to csv files, following the steps on the Introduction tab under the section Template Use.

Add To Inventory

Clear Top Row

General Template Instructions:

- The display size of the spreadsheet may be adjusted using the slider bar at the bottom right.
- All <LIGHT BLUE> fields should be completed.
- Failure to complete all required fields could result in mis-classification of service lines.
- Many boxes have dropdown menus. Click on the cell, then click on the arrow that appears to the right of the cell. The dropdown menu can also be accessed by using Alt-Down Arrow on the keyboard. Select a response from the list that appears. If an answer is not applicable, leave the dropdown response set to the default value (first item in list).
- Filtering has been enabled to allow the user to easily search for occurrences of certain text values or cell colors. Each column heading in Row 9 has an arrow at the bottom right. Click on the arrow to access the filter options.
 - Filtering can be used to easily find, for example, responses that require information to be entered into the Additional Comments field.
- If a selection from a dropdown menu causes the cell color to change to light brown, additional information needs to be entered in the Additional Comments field.
- If a cell or set of cells is XX'd out, those questions should not be answered.
- Where more detailed instructions are necessary, links have been provided from the form to this instruction page. Links are shown in [blue underlined text](#). There are also links to return to the original form.

Click the following links for specific Instructions:

[Initial Inventory](#)
[First Inventory Update](#)
[Inventory Updates after First Update](#)
[General Information Tab](#)
[Detailed Inventory Tab - State Determined Values](#)
[Detailed Inventory Tab - Locational Information](#)
[Detailed Inventory Tab - System-Owned Portion](#)
[Detailed Inventory Tab - Customer Owned Portion](#)
[Detailed Inventory Tab - Tap Sampling Information](#)
[Summary Information Tab](#)

Initial Inventory

[Return to Top](#)

1. On the General Information tab select "Yes" for "Initial Inventory?" and enter the date the initial inventory was completed.
2. On the Detailed Inventory tab, column F "Record Type" must remain as "Initial" for each service line being entered.
3. Proceed using Detailed Instructions by Tab below.
4. After all information is entered, export the csv files and save the spreadsheet.



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SERVICE LINE INVENTORY FORM

First Inventory Update

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1. Start with the most recent version of the Inventory.
2. On the General Information tab select "Yes" for "Updated Inventory?" and enter the date of the update.
 - Always retain the Initial Inventory date!
 - Enter or edit the information that is being updated.
3. On the Inventory Methods & Detailed Inventory tabs, answer the question "Are there any updates on this page?"
4. On the Detailed Inventory tab, in Column F "Record Type", select Update, Add or Inactive from the dropdown box for each line being updated.
 - If the record is being updated because the service line was replaced, enter the Date Replacement Completed in Column G.
 - Note: The Unique ID must match an existing ID unless the Record Type is Add.
5. After making updates, export the csv file and save the spreadsheet with a new file name. Retain a copy of each revision of the spreadsheet submitted to PA DEP.

Inventory Updates after First Update

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1. Start with the most recent version of the Inventory
2. On the General Information tab select "Yes" for "Updated Inventory?" and enter the date of the update
 - Always retain the Initial Inventory date!
 - Enter or overwrite the information that is being updated
3. On the Inventory Methods tab, answer the question "Are there any updates on this page?"
4. On the Detailed Inventory tab, use the filter (Row 8) on the Record Type column (Column F) to select all of the records that were updated in the previous inventory (types Update, Add, Inactive).
 - Change each previously updated Record Type to Retain.
 - Continue with Inventory Updates as described under First Inventory Update

General Information Tab

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Select "Yes" or "No" in response to the questions about Initial and Updated Inventory

- The Inventory type must be EITHER Initial or Updated. Do not select "Yes" for both of the questions.
- Enter the Initial Inventory date
- If this is an Updated Inventory, also enter the Updated Inventory date

Total Population Served: The number of residential customers; plus the average of the number of regular consumers served, per day, during a month; plus the average of the number of transient consumers served, per day, during a month.

Number of Service Connections: This field will auto-populate based on the number of entries in the Detailed Inventory.

PWS Type: Select either CWS or NTNCWS. All CWS and NTNCWS are required to submit a Service Line Inventory.

Question 1: If the PWS Type is CWS, this question must be answered "Yes" or "No". If the PWS type is NTNCWS, select "Not Applicable".

Question 2: AFTER completing the Detailed Inventory, the total number of service lines will be listed above. Confirm that the number of service lines listed matches the number of service connections reported on the most recent annual Average Daily Water Use form submitted to DEP.

Question 3: Indicate if the system serves any Disadvantaged Communities and the approximate percentage of service lines that are connected to members of a Disadvantaged Community. "Disadvantaged Community" is as defined in the most recent PennVest Intended Use Plan, which is available on line. Systems that serve Disadvantaged Communities may be eligible for additional funding under the Bipartisan Infrastructure Law.

Detailed Inventory Tab - State Determined Values

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Unique Service line ID **MAY NOT BE CHANGED or DELETED** after submission to DEP. New unique service line IDs may be added during inventory updates. In limited instances, service line IDs may be inactivated.

Column A, Service Line Classification: Will be determined automatically for each unique service line ID based on the responses in the Detailed Inventory. If the assigned classification is different than anticipated please double check the responses entered in this form. Service line classifications for joint ownership are determined according to the Class & Tier Info tab of this spreadsheet

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- If the designation is Galvanized Requiring Replacement, only the galvanized portion of the line needs to be replaced
- All determinations are subject to review and approval by Department staff



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SERVICE LINE INVENTORY FORM

Column B, Sufficient Evidence for Determination of Non-Lead? : Will be determined automatically based on responses. All determinations are subject to review and approval by Department staff. To provide sufficient evidence of the Non-Lead classification the system is expected to:

- Identify records that indicate Installation/replacement date after January 6, 1991 - OR -
- Conduct CCTV inspection inside service line over the full length - OR -
- Conduct mechanical excavation in at least 3 locations over the length of the service line* - OR -
- Combine any TWO other investigation techniques from the dropdown lists
- Note: for jointly owned service lines, both portions must meet the criteria for the service line to be classified as Non-Lead

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* Refer to [Class & Tier Info tab](#) for more information

NOTE: If insufficient evidence-based techniques are indicated on the inventory form, this cell will turn RED

Column C, LCRR Sampling Tier: Suggested Tiering Level based on responses in the Detailed Inventory. This field is determined automatically. This field is provided as a convenience for the water system and is not binding. Tiering is determined according to the Class & Tier Info tab of this spreadsheet.

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*For CWS, if the %MFRs is > 20%, a proportional number of MFRs may be assigned to Tier 1

Detailed Inventory Tab - Locational Information

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Column E, Unique Service Line ID : The system-assigned unique ID for this service line (required field). The Unique ID:

- May contain up to 30 characters
- Can use letters and/or numbers in any combination
- Use only uppercase letters; lowercase letters will be converted to uppercase
- Can use hyphen (-), underscore (_), period(.)
- May not use spaces, commas or other special characters (i.e., *, !, @, etc.)

[Return to Form](#)

NOTE: If a duplicate ID or address is entered the boxes will turn RED

Column F, Record Type

- Initial – Use this designation for the initial inventory submitted on or before October 16, 2024
- Update – Use this designation when submitting an updated inventory, to indicate the record is being revised
 - If the update is due to a service line replacement, enter the replacement date in Column G
- Add – Use this designation to add more service lines to an existing inventory
- Inactive – Use this designation to indicate a record is being inactivated. Records cannot be deleted.
 - Example: Property was made into a parking lot and the service line was decommissioned.
 - Add a text comment explaining the reason for inactivation in columns Y and/or AH.

[Return to Form](#)

Column G, Date Replacement Completed: If the SL has been replaced since the initial inventory (or last inventory update), enter the replacement date here. Also change the Record Type in Column F to "Update". Remember to revise the Material Type and other information affected by the replacement for both the system and customer portions of the line.

[Return to Form](#)

Column H, Ownership Type: Indicate whether the service line is owned, in its entirety, by the System, the Customer, or Jointly.

IMPORTANT: If the Ownership Type selected is System, any answers entered in the Customer-Owned columns will be grayed out, and vice versa.

→ Be careful when selecting Ownership Type as this affects the determination of the Service Line Classification.

[Return to Form](#)

NOTE: If the service line is not jointly owned, but the user would like to submit information about two different segments of the line, select Joint ownership. Comments clarifying the ownership status may be entered under Question 4 on the General Information tab or in columns Y and/or AH of the Detailed Inventory.

Columns M & N, School/Childcare Facility?: Indicate if the service line provides water to a school and/or childcare facility.

- A child care facility is "a location that houses a licensed provider of child care, day care, or early learning services to children as determined by the State licensing agency."
- A school is "any building associated with public, non-public/private, or charter institutions that primarily provides teaching and learning for elementary or secondary students."
- An **elementary** school contains students in grades up to and including grade 8 (includes pre-school).
- A **secondary** school contains students in grades no less than 9 and no greater than 12.

[Return to Form](#)



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SERVICE LINE INVENTORY FORM

Detailed Inventory Tab - System-Owned Portion	Return to Top
Columns O through Y : Complete the information in these columns for the System-Owned Portion of the service line ONLY. – If there is a portion of the service line that is customer-owned, that information should be entered in columns Z through AH. – If there is no system-owned portion, leave these boxes empty or set to the default value.	Return to Form
Column P, Was Material Ever Previously Lead? : If the response is "no", enter the evidence in the Additional Comments field (Column Y)	Return to Form
Column Q, Lead Pigtails, Goosenecks or Connectors Upstream? Indicate if there is a lead pigtail, gooseneck or connector between the main and the system-owned portion of the service line. If the response is "no", enter the evidence in the Additional Comments field (Column Y).	Return to Form
Columns R & S, Installation Date: – Select the decade from the dropdown box – If a more specific date is known, enter it in column S – If no information about installation date is available, note that under Additional Comments (Column Y).	Return to Form
Column T, Diameter : Enter the service line pipe inner diameter, in inches. Use up to two decimal places.	Return to Form
Columns U through X, Basis of Material Classification : At least one Basis of Material Classification must be selected for all service lines. Selections in these columns will be used to determine if there is sufficient evidence for a designation of Non-Lead. Refer to instructions for Column B for more information. – Use the dropdown menus in columns U & V to select non-field-based investigation method(s). – Use the dropdown menu in column W to select field-based verification method(s), and enter the date performed in Column X. – IMPORTANT NOTE: Water sampling can only be used as a basis for investigation if the system does not have Corrosion Control Treatment.	Return to Form
Column Y, System-Owned Service Line Additional Comments : Free form text field to enter additional pertinent or required information.	Return to Form
Detailed Inventory Tab - Customer Owned Portion	Return to Top
Columns Z through AH : Complete the information in these columns for the Customer-Owned Portion of the service line ONLY. – If there is a portion of the service line that is system-owned, that information should be entered in columns O through Y. – If there is no customer-owned portion, leave these boxes empty or set to the default value.	Return to Form
Column AA, Lead Pigtails, Goosenecks or Connectors Upstream? Indicate if there is a lead pigtail, gooseneck or connector <u>upstream</u> of the customer-owned portion of the service line. If the response is "no", enter the evidence in the Additional Comments field (Column AH). – Do not include pigtails, goosenecks or connectors in the System-Owned portion of the service line; these should be accounted for in Column Q. – Do not include pigtails, goosenecks or connectors that are downstream of the service line.	Return to Form
Columns AB & AC, Installation Date: – Select the decade from the dropdown box – If a more specific date is known, enter it in column AC – Enter the date in mm/dd/yyyy format – If no information about installation date is available, note that under Additional Comments.	Return to Form
Columns AD through AG, Basis of Material Classification : At least one Basis of Material Classification must be selected for all service lines. Selections in these columns will be used to determine if there is sufficient evidence for a designation of Non-Lead. Refer to the instructions for Column B for more information. – Use the dropdown menus in columns AD & AE to select non-field-based investigation method(s). – Use the dropdown menu in column AF to select field-based verification method(s), and enter the date performed in Column AG. – IMPORTANT NOTE: Water sampling can only be used as a basis for investigation if the system does not have Corrosion Control Treatment.	Return to Form
Column AH, Customer-Owned Service Line Additional Comments : Free form text field to enter additional pertinent information.	Return to Form



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SERVICE LINE INVENTORY FORM

Detailed Inventory Tab - Tap Sampling Information Return to Top		
Columns AI through AL, Information to Assign Tap Monitoring Tiering : Fill out information in these columns to automatically assign Tiers to tap sampling monitoring locations. Return to Form		
Column AI, Service Line Connected To : Indicate if the service line is connected to a Single Family Residence (SFR), Multi-Family Residence (MFR), or Other type of building – The building is considered a single family residence if one service line provides drinking water for one family. – The building is considered a multi-family residence if one service line provides drinking water for multiple families (e.g., apartment complex where there is only a single service line). – If the connection cannot be categorized as an SFR or MFR choose Building/Other. Return to Form		
Column AJ, POE Treatment Present? Locations with Point-Of-Entry treatment for Inorganic Chemicals are not eligible for sampling under the Lead and Copper Rule. – POE refers to treatment where the service line enters the building/residence. POE does NOT include treatment at or prior to the entry point into the distribution system. – IMPORTANT: If the location has a POU (Point-Of-Use) filter, sample from a different tap. For example, if the kitchen tap has a filter, collect a sample from the bathroom tap. – Do NOT collect LCR samples from a location with a POU filter. Do not remove the POU filter to collect a sample. Return to Form		
<table border="1"> <tr> <td data-bbox="180 798 1442 856"> Summary Information Return to Top </td> </tr> <tr> <td data-bbox="180 856 1442 1056"> No information needs to be entered in this form. The tables will auto-populate based on the answers provided in this spreadsheet. Service Line Classification Summaries: The total number of Lead, Galvanized Requiring Replacement, Lead Status Unknown, and Non-Lead services lines is displayed. Breakout information regarding Schools & Daycares is also provided. Tap Sampling Monitoring Locations by Tier: A breakdown of the tap sampling location Tier assignments based on the information entered in the Detailed Inventory. </td> </tr> </table>	Summary Information Return to Top	No information needs to be entered in this form. The tables will auto-populate based on the answers provided in this spreadsheet. Service Line Classification Summaries: The total number of Lead, Galvanized Requiring Replacement, Lead Status Unknown, and Non-Lead services lines is displayed. Breakout information regarding Schools & Daycares is also provided. Tap Sampling Monitoring Locations by Tier: A breakdown of the tap sampling location Tier assignments based on the information entered in the Detailed Inventory.
Summary Information Return to Top		
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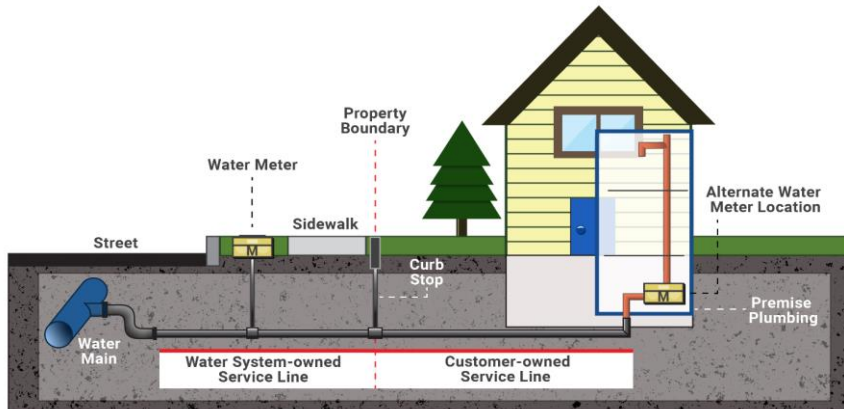


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SERVICE LINE INVENTORY FORM

IMPORTANT NOTE: The classification of a service line applies to the entire length of the service line, regardless of ownership

Service Line Designation Where Ownership Is Split Between the Water System and Customer



System-Owned Portion		Customer-Owned Portion		Service Line Classification ^{2,3,4,5}
Material Type		Material Type		
Lead or lead-lined		Any material		Lead
Any material		Lead or lead-lined		Lead
Unknown		Any material but lead, lead-lined or galvanized		Lead Status Unknown
Any material but lead or lead-lined		Unknown		Lead Status Unknown
Any material but lead, lead-lined, galvanized, or unknown		Any material but lead, lead-lined, galvanized, or unknown		Non-Lead ¹
System-Owned Portion		Customer-Owned Portion		
Lead Connector Upstream?	Material Type	Lead Connector Upstream?	Material Type	
No	Any material but lead or lead-lined	No	Galvanized	Non-Lead
No	Galvanized	No	Any material but lead, lead-lined, or unknown	Non-Lead
No	Galvanized	No	Galvanized	Non-Lead
No	Not previously lead	No	Galvanized	Non-Lead
Yes or Not sure	Galvanized	Any response	Any material but lead, lead-lined or unknown	Galvanized Requiring Replacement
Yes or Not sure	Any material but lead or lead-lined	Any response	Galvanized	Galvanized Requiring Replacement
No	Any material but lead or lead-lined	Yes or Not sure	Galvanized	Galvanized Requiring Replacement
Any response	Previously lead or unsure if previously lead	Any response	Galvanized	Galvanized Requiring Replacement

¹ Any determination of Non-Lead is subject to review and approval by the Department

² It is only necessary to replace the portions of the service line that are Lead or Galvanized Requiring Replacement.

³ When both portions of the service line are Lead or Galvanized Requiring Replacement, both portions must be replaced at the same time. Partial replacements are not allowed.

⁴ If either portion of the service line is classified as Lead Status Unknown, it must be replaced unless further investigation changes the classification to Non-Lead. The change in classification must be submitted to the Department in the Updated Inventory.

⁵ The presence of lead connectors, goosenecks or pigtails is only relevant to the determination of Galvanized Requiring Replacement.



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SERVICE LINE INVENTORY FORM

LCRR Tap Sampling Tier Determination			
Tier Level	Applies To:	* May Apply To:	**Does NOT apply to:
1	CWS Systems: Single Family Residence connected to a Lead Service Line NTNC Systems: Any building type connected to a Lead Service Line	CWS Systems: Multi Family Residence connected to a Lead Service Line if Multi Family Residences make up MORE than 20% of the distribution system	CWS & NTNC Systems: Service lines classified as Galvanized Requiring Replacement or Lead Status Unknown
2	CWS Systems: Any Building/Other connected to a Lead Service Line	CWS Systems: Multi Family Residence connected to a Lead Service Line if Multi Family Residences make up LESS than 20% of the distribution system	CWS Systems: Service lines classified as Galvanized Requiring Replacement or Lead Status Unknown; NTNC Systems
3	CWS Systems: Single Family Residences connected to a Galvanized Requiring Replacement Service Line NTNC Systems: Any building type connected to a Galvanized Requiring Replacement Service Line		CWS & NTNC Systems: Services lines classified as Lead Status Unknown
4	CWS Systems: Service lines connected to a Single Family Residence that contains copper pipes with lead solder		CWS Systems: Services lines classified as Lead Status Unknown; NTNC Systems
5	CWS Systems: Single Family and Multi Family Residences where the plumbing is representative of other locations served by the system NTNC Systems: Any building type where the plumbing is representative of other locations served by the system	CWS Systems: Service lines connected to a Building/Other location IF there are an insufficient number of Single Family or Multi Family Residential Tier 5 sites available	

* Buildings/residences with a Point of Use (POU) treatment device MAY be used for LCRR Tap Sampling - IF - there is another tap location that is used to dispense potable which does NOT have a POU device installed. It is not acceptable to sample from a location where the POU device has been removed for purposes of collecting a sample.

** Buildings/residences with a Point of Entry (POE) treatment device may NOT be used for LCRR Tap Sampling.

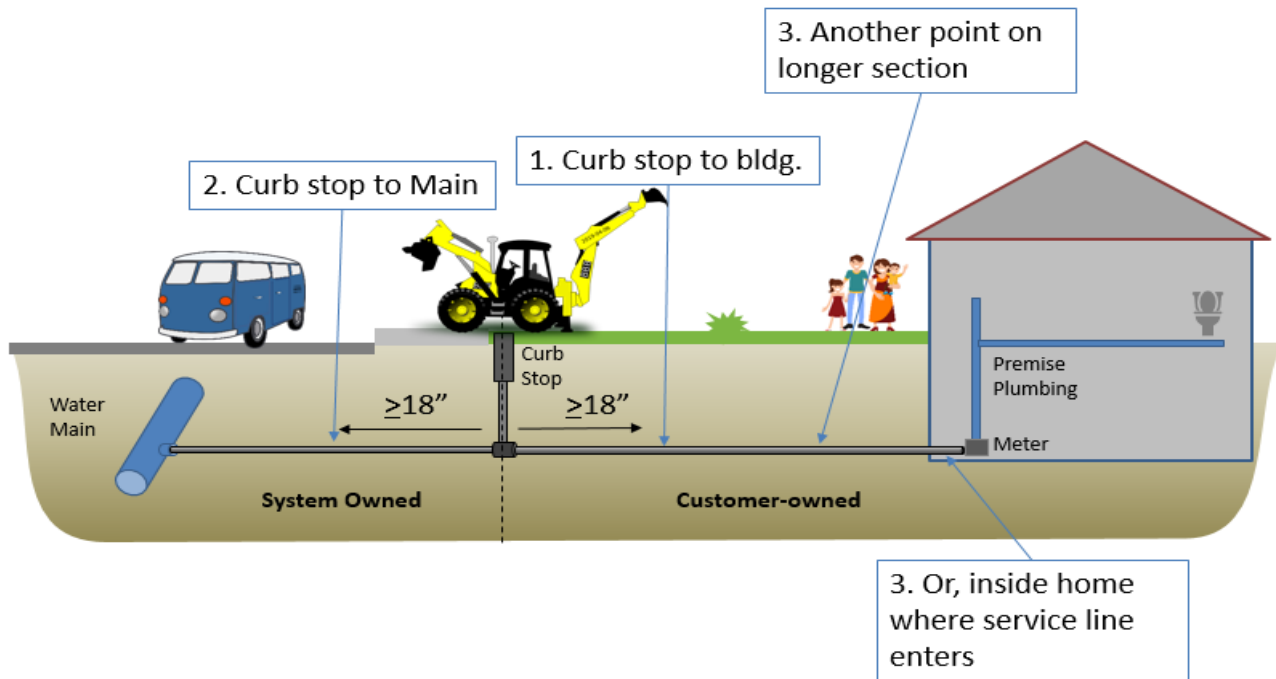
SERVICE LINE INVENTORY FORM

Using Mechanical Excavation as Evidence of Non-Lead

[Return to Instructions](#)

- "Mechanical Excavation" refers to any technique that allows physical access to the exterior of the service line piping, including but not limited to: trenching, potholing, and vacuum extraction.
- To provide sufficient evidence for a designation of Non-Lead, mechanical excavation must be performed at a minimum of 3 locations across the length of the service line, as follows*:
1. Curb stop to building
 - A minimum of 18 inches from the curb stop
 - OR –
 - If the distance to the building is less than 18 inches, halfway to the building
 2. Curb stop to water main
 - A minimum of 18 inches from the curb stop
 - OR –
 - If the distance to the water main is less than 18 inches, halfway to the main
 3. Third point (choose one)
 - Inside the home where the service line enters if visible (must be inspected by system personnel - OR - the home owner must submit a clear photograph to the water system)
 - OR –
 - A second excavation point in the longer section of the service line that is at least halfway between the first point and the building or water main
- *EXCEPTION: If the system is using Mechanical Excavation as the means of identification on only one side of a Jointly-owned system, then only two-points of verification are needed on that side.

3-Point Field Verification – Non-Lead



SERVICE LINE INVENTORY FORM

Inventory Requirements of the LCRR

Question	Answer	Regulatory Citation(s)
1. Who must prepare a service line inventory?	All community water systems (CWSs) and non-transient non-community water systems (NTNCWSs).	40 CFR §141.84(a)
2. What material classification should I use?	Service lines must be classified as one of four types: – Lead, – Galvanized Requiring Replacement (GRR), – Non-Lead, (specify the actual material such as copper or plastic), or – Lead Status Unknown. → This spreadsheet will determine the service line classification for you if completed correctly. → Where the material is unknown, EPA recommends that systems consider using subclassifications to capture additional information (e.g., unknown - unlikely lead).	40 CFR §141.84(a)(4) and §109.706
3. What if the service lines in my system are split ownership, meaning that my system owns a portion and the customer owns a portion?	The inventory must include both the system-owned and customer-owned portions of the service line; however, systems must count each service line from the water main to the interior building plumbing only once for determining the number of service lines requiring replacement (i.e., lead service lines and GRR), assigning a tap sample tiering classification, and facilitating reporting of inventory information to states and EPA. See the "Class & Tier Info" tab for information on how the spreadsheet classifies service lines that have split ownership.	40 CFR §§141.84(a)(2) & (a)(7)(i)
4. What information should I use to identify service line material and prepare my inventory?	You must use previous materials evaluation, construction and plumbing codes/records, water system records, distribution system inspections and records, information obtained through normal operations, and state-specified information to prepare your inventory. EPA recommends systems consider additional service line investigation methods such as visual inspection, water quality sampling, and excavation.	40 CFR §§141.84(a)(3) & (a)(5)
5. When is the initial inventory due?	October 16, 2024.	40 CFR §141.80(a)(3) ¹
6. What if I have no Lead, Galvanized Requiring Replacement (GRR), or Lead Status Unknown service lines?	You have some different requirements that are explained in the answers to questions 7, 8, and 9.	N/A
7. Do I need to update my inventory?	For systems with Lead, GRR, or Lead Status Unknown service lines The service line inventory should improve over time with better information. You must submit inventory updates to your state on the following frequency: (1) Annually if you conduct lead tap sampling semi-annually or annually. (2) Triennially (i.e., once every 3 years) if you conduct lead tap sampling triennially. For systems with only Non-Lead service lines You are not required to provide an update. However, if you subsequently find any LSL or galvanized requiring replacement service line, you must notify your state within 30 days and prepare an updated inventory on a schedule established by the state.	40 CFR §141.90(e)(3)
8. Do I need to make my information publicly available?	For systems with Lead, GRR, or Lead Status Unknown service lines You must make the inventory publicly available and include a locational identifier for lead service lines and GRR. Water systems serving more than 50,000 people must provide inventories on-line. For systems with only Non-Lead service lines You can provide a written statement, in lieu of the inventory, that your distribution system has no lead service lines or GRR service lines along with a general description of all applicable sources used to make that determination.	40 CFR §§141.84(a)(8) & (a)(9)
9. Do I need to include a statement in my Consumer Confidence Report (CCR)?	For systems with Lead, GRR, or Lead Status Unknown service lines CWSs must indicate how the public can access the service line inventory information in their CCR. For systems with only Non-Lead service lines CWSs must include a statement that a service line inventory contains no lead service lines and instructions on how to access the information.	40 CFR §141.153(d)(4)(xi)
10. What information must States report to EPA?	For each water system, the number of Lead, GRR, and Lead Status Unknown service lines in its distribution system, reported separately.	40 CFR §142.15(c)(4)(iii)(D)

Notes:

¹ On June 10, 2021, EPA signed a rule extending the compliance date from January 16, 2024 to October 16, 2024 (86 FR 31939).



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SERVICE LINE INVENTORY FORM

General Information

Revision Tracking

Inventory Type:	Initial Inventory Date (Required):	Updated Inventory Date:
Initial	10/11/2024	

Facility Information

Water System Name:

WOODLYN RESIDENCES

PWSID (7-digit number):	Total Population Served (number of people):	Number of Service Connections:	PWS Type:
2640055	35	22	CWS
1. If CWS, do multi-family residences comprise $\geq 20\%$ of the structures served?			No
2. Does the number of service connections reported on the Detailed Inventory tab (shown above), match the number reported to DEP on the annual Average Daily Water Use form?			No
3. Does the water system serve any Disadvantaged Communities?			No
If Yes, enter approximate percentage:			0%
4. Is there documentation that defines service line ownership in this system, such as a local ordinance?			Yes
If Yes, describe below (250 character maximum):			
TARIFF			

Physical Address

Street (No P.O. Boxes):

WOODLYN LANE NORTH

City or Town:	State:	Zip Code:
HONESDALE	PA	18431

Mailing Address (if different from Physical Address)

Street or P.O. Box:

P.O. 189

City or Town:	State:	Zip Code:
HAMLIN	PA	18427

Contact Person

Name:	Title:
JOSEPH BONAMICO	OPERATOR
Telephone (ten digit):	Email:
(570) 689-4017	POCONOWATERWORKS@GMAIL.COM

Report Prepared By:

Same as Contact Person?

Yes

Name:	Title/Affiliation:
Telephone (ten digit):	Email:

Public Access Documentation

How is the system making its inventory accessible to the public? Check all that apply.

NOTE: If the system serves > 50,000 people, the inventory MUST be provided on-line.

- | | |
|---|--|
| ☐ Interactive on-line map | ☒ Information on water utility mailings or newsletter |
| ☐ Static on-line map | ☒ Hard copy information available in water system office |
| ☐ Printed service line map | ☐ Other |
| ☐ Printed tabular data | |

If "Other", please describe (250 character maximum):



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SERVICE LINE INVENTORY FORM

Inventory Methodology

PWS Name: WOODLYN RESIDENCES

PWSID: 2640055

No

Part 1: Historical Records Review

Type of Record	Examples	Describe the Records Reviewed (250 character maximum)	Level of Confidence in Records
1. Previous Materials Evaluation	Locations of Tier 1 lead tap sampling locations that are served by a lead service line.		No Records
2. Construction and Plumbing Codes and Records	Local ordinance adopting an international plumbing code. Permits for replacing lead service lines.		No Records
3. Water System Records	Distribution system maps. Tap cards. Meter installation records. Standard operating procedures.	ENGINEER DRAWING OF DEVELOPMENT DISTRIBUTION SYSTEM.	High
4. Distribution System Inspections and Records	Service line repair/replacement records. Inspection records.	REPAIR RECORDS AND INSTALLATION RECORDS. METER INSTALLATION RECORDS	High
5. Other		CUSTOMER SURVEY	High

Part 2: Identifying Service Line Material During Normal Operations

1. During which normal operating activities is information collected about service line material? Check all that apply.

- ☒ Water meter reading
 ☒ Water main repair or replacement
☒ Water meter repair or replacement
 ☒ Backflow prevention device
☒ Service line repair or replacement
 ☒ Other

If "Other", please explain (250 character maximum):

CUSTOMER QUESTIONNAIRE

2. Has the system developed standard operating procedures (SOPs) for collecting service line material information?

No

If "Yes", please describe (250 character maximum):

Part 3: Service Line Investigations

1. Identify the service line investigation methods used by the system to prepare this inventory (check all that apply).

Column A: File/Record Review	Column B: Analytics	Column C: Physical Inspection
☒ Customer Self-Identification	☐ Statistical Analysis	☐ Visual Inspection at Existing Access Point
☒ Previous Materials Evaluation	☐ Predictive Modeling	☐ CCTV Inspection Inside Pipe
☐ Installation Record (e.g., tap card)	☐ Water Quality Sampling	☐ CCTV Inspection Outside Pipe (Curb Box)
☐ Repair or Replacement Record	☐ Other analytics technique	☐ Mechanical Excavation (e.g., Potholing, Trenching)
☐ Other type of record review		☐ Other physical inspection method

If "Other", please explain (250 character maximum):

2. How are service line locations selected for physical inspection?

For example, environmental justice, sensitive populations, statistical modeling, or targeting areas with high numbers of Lead Status Unknowns? (250 character maximum)

REPAIRS

[illegible]



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SERVICE LINE INVENTORY FORM

Inventory Response Summary information

PWS Name: WOODLYN RESIDENCES

PWSID: 2640055

NOTES: Information will autofill based on the responses in the Detailed Inventory. Record types marked "Inactive" are not included.

Service Line Classification Summary

Service Line Classification	Definition	Number	Percentage
Lead	Any portion of the service line is known to be made of lead.	0	
Galvanized Requiring Replacement	A portion of the service line is galvanized and is downstream from: – a portion that was previously lead or is of unknown lead status – connectors that are lead or unknown	0	
Lead Status Unknown	The service line material is not known. There is not enough evidence to support material classification.	22	100%
Non-Lead	An evidence-based record, method, or technique has demonstrated that ALL portions of the service line are NOT lead or GRR.	0	
TOTAL NUMBER OF ACTIVE SERVICE LINES ENTERED IN THE DETAILED INVENTORY		22	100%

Service Line Classification by School/Childcare Summary

	Number	Percentage
Service Lines Connected to a Childcare facility:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Service Lines Connected to an Elementary School:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Service Lines Connected to an Secondary School:	0	
Lead	0	
Galvanized Requiring Replacement	0	
Lead Status Unknown	0	
Non-Lead	0	
Lead Status Unknown Service Lines:	0	
Likely Lead	0	
Unlikely Lead	0	



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Inventory Response Summary information

PWS Name: WOODLYN RESIDENCES

PWSID: 2640055

NOTES: Information will autofill based on the responses in the Detailed Inventory. Record types marked "Inactive" are not included.

Tap Sample Monitoring Locations by Tier

Tier	Number	Percentage
Tier 1	0	
*Tier 1 – or – Tier 2	0	
Tier 2	0	
Tier 3	0	
Tier 3 (if not enough Tier 1)	0	
Tier 4	0	
Tier 5	22	100%
**Tier 5 (if not enough SFR & MFR)	0	
Tier 5 (if not enough Tier 1 & 3)	0	
Systems w/POE do not meet tiering criteria	0	
NUMBER OF TIERED LOCATIONS:	22	
NUMBER OF SERVICE LINE LOCATIONS NOT TIERED:	0	

*For CWS, if the %MFRs is > 20%, a proportional number of MFRs may be assigned to Tier 1

**For CWS, if there are insufficient SFR & MFR Tier 5 structures, may use Building/Other