



Service Line Inventory Form for Public Water Systems

What is the purpose of this template?

This template is required for community and non-transient non-community public water systems to 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 for public water systems (systems) to document their methods, organize their inventory, submit the initial inventory and inventory updates electronically to the TCEQ, and document how they are making the inventory publicly available. Refer to the Lead and Copper Rule Revisions rule language in 40 CFR § 141 Subpart I and the EPA's Guidance for Developing and Maintaining a Service Line Inventory for minimum LCRR requirements and recommendations.

For questions, please contact LCRR@tceq.texas.gov or call (512) 239-4691. The financial, managerial, and technical (FMT) assistance program can provide additional assistance and can be reached (512) 239-4691 or FMT@tceq.texas.gov.

Submit the completed lead service line inventory electronically. For file sizes larger than 25 megabytes (MB), the TCEQ File Transfer Protocol Secure (FTPS) site is available at <https://ftps.tceq.texas.gov/index.php>.

How is the template organized?

The **worksheets** in this template are color coded:

- Yellow worksheets are instructions and background.
- Dark blue worksheets are templates for systems.

The **cells** in this template are also color coded:

- Gray cells are background or instructions.
- Light blue cells are fillable cells for systems.
- Aqua cells are required.

^x Required cells are further denoted using a superscript ^x.

[‡] Conditionally required are denoted using a superscript [‡].

See the table below for a description of each worksheet.

Template Organization

Worksheet Type	Worksheet Name	Description
Background	Template Instructions	Contains detailed instructions for systems.
	Classifying SLs	Summarizes requirements for classifying the entire service line (SL) when ownership is split (<i>i.e.</i> , when the system owns a portion and the customer owns a portion).
Templates for Systems	PWS Information	For systems to document basic system information.
	Inventory Methods	For systems to document the methods and resources they used to develop and update the inventory.
	Inventory Summary	For systems to provide a summary of their service line inventory, including information on ownership, inventory format, and the number of service lines for each of the four required materials classifications. Systems can enter the totals into this worksheet or automatically generate totals based on information in the Detailed Inventory worksheet.
	Detailed Inventory	For system to track materials for each service line in their distribution system. Each row equals one service line connecting the water main to the customer's plumbing. Separate columns track location information, the system-owned portion, the customer-owned portion, other possible sources of lead, information for assigning a tap sample tiering classification, and information for lead service line replacement (LSLR).
	Public Accessibility	For systems to provide documentation to TCEQ on how they met the public accessibility requirements of the LCRR.
	Certification	For systems to provide certification to TCEQ on the completion of their service line inventory.

PWS Information

Purpose of this worksheet: For water systems to document basic system information. All information on this page is required.

Facility Information*

Water System Name:

City of Sunset Valley

PWSID:	Population Served (number of people):	Number of Service Connections:	PWS Type:
TX2270004	750	293	CWS

If a CWS, do multi-family residences comprise at least 20% of the structures you serve? *Select "Yes" or "No"*

System Contact Person*

Name:	Title:
Carolyn Meredith	Public Works Director
Telephone:	Email:
512-891-9103	cmeredith@sunsetvalley.org

Person Who Prepared Inventory (if different from above)*

Name:	Title/Affiliation:
Telephone:	Email:

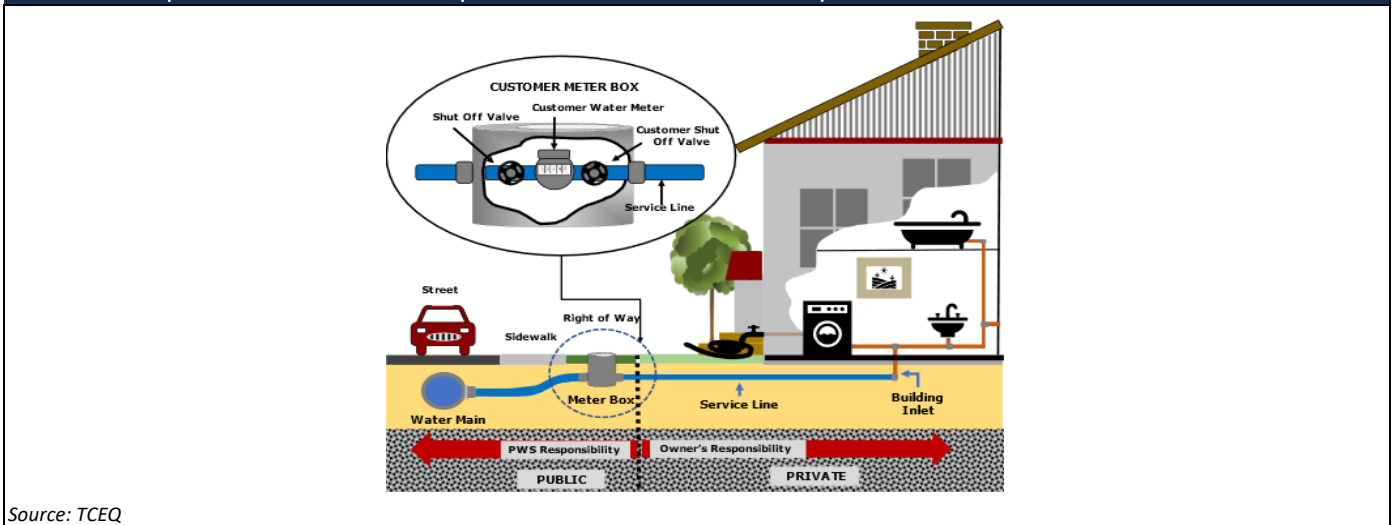
Classifying the Entire Service Line When Ownership Is Split

Purpose of this worksheet: Summarizes requirements for classifying the entire service line (SL) when ownership is split (i.e., when the system owns a portion and the customer owns a portion).

Introduction

In many cases, service line ownership is **split** meaning that the system owns a portion and the customer owns a portion of the service line. Exhibit 1 below is a diagram of a possible division in service line ownership between the water system and customer. While the LCRR requires the inventory to categorize each service line or portions of the service line where ownership is split, a single classification per service line is also needed to support various LCRR requirements, such as lead service line replacement (LSLR), tap sampling, and risk mitigation. Table 1 below indicates how to classify the material for the entire service line when ownership is split between the water system and customer. For more information refer to the Lead and Copper Rule Revisions in 40 CFR § 141 Subpart I and the EPA's Guidance for Developing and Maintaining a Service Line Inventory.

Exhibit 1. Example of Service Line Ownership Distinction between the Water System and Customer



Source: TCEQ

Table 1: Classification of Entire Service Line When Ownership is Split.

System-Owned Portion	Customer-Owned Portion	Classification for Entire Service Line
Lead	Lead	Lead
Lead	Galvanized	Lead
Lead	Non-lead	Lead
Lead	Lead Status Unknown	Lead
Non-lead	Lead	Lead
Lead Status Unknown	Lead	Lead
Galvanized	Lead	Lead
Non-lead, but system is unable to demonstrate it was not previously Lead	Galvanized	Galvanized Requiring Replacement
Lead Status Unknown	Galvanized	Galvanized Requiring Replacement
Non-lead and never previously lead	Non-lead, specifically galvanized pipe material	Non-lead
Non-lead	Non-lead, material other than galvanized	Non-lead
Lead Status Unknown	Non-lead	Lead Status Unknown
Non-lead	Lead Status Unknown	Lead Status Unknown
Lead Status Unknown	Lead Status Unknown	Lead Status Unknown

Source: Modified from Exhibit 2-3 of Guidance for Developing and Maintaining a Service Line Inventory (USEPA, 2022).

Inventory Methodology

PWS Name: City of Sunset Valley
PWSID: TX2270004

Purpose of this worksheet: For systems to document the methods and resources they used to develop and update the inventory.

Note: Cells that have a superscript ^x are required fields.

Part 1: Historical Records Review

Type of Record	Describe the Records Reviewed for Your Inventory ^x	Indicate if record was reviewed as required by 40 § CFR 141.84(a)(3). ^x
1. Previous Materials Evaluation <i>Example: Locations of Tier 1 lead tap sampling locations that are served by a lead service line.</i>		No
2. Construction Records and Plumbing Codes <i>Examples: Local ordinance adopting an international plumbing code. Permits for replacing lead service lines.</i>	Construction Records	Yes
3. Water System Records <i>Examples: Capital improvement plans. Standard operating procedures. Engineering standards.</i>	Plans from capital improvement projects	Yes
4. Distribution System Inspections and Records <i>Examples: Distribution system maps. Tap cards. Service line repair/replacement records. Inspection records. Meter installation records.</i>	Distribution system records and replacement plans	Yes
5. Other Records		No

Part 2: Identifying Service Line Material During Normal Operations

1. During which normal operating activities are you collecting information on service line material? Check all that apply. **Note that under 40 § CFR 141.84(a)(5) water systems must identify and track service line materials in the inventory as they are encountered in the course of its normal operations.**

Water meter reading	Yes	Water main repair or replacement	Yes
Water meter repair or replacement	Yes	Water main repair or replacement	Yes
Service line repair or replacement	Yes	Backflow prevention device inspection	No
Other	No		

If "Other", please explain below:

2. Did you develop or revise standard operating procedures to collect service line material information during normal operation? If "Yes", please explain below.

No

Part 3: Service Line Investigations

1. Identify the service line investigation methods your system used to prepare the inventory (check all that apply). If a water system chooses an investigation method not specified by the state under 40 CFR §141.84(a)(3)(iv), state approval is required. **Note that investigations are not required by the LCRR but can be used by systems to assess accuracy of historical records and gather information when service line material is unknown.**

Visual inspection at the Meter Pit	Yes	Water Quality Sampling - Sequential	No
Customer Self-Identification	Yes	Water Quality Sampling - Other	No
CCTV Inspection at Curb Box - External	No	Mechanical Excavation	No
CCTV Inspection at Curb Box - Internal	No	Vacuum Excavation	No
Water Quality Sampling - Targeted	No	Predictive Modeling	No
Water Quality Sampling - Flushed	No	Other	No

If "Other", please explain below:

2. If "Predictive Modeling", please briefly describe the model and inputs used:

Inventory Summary

PWS Name: City of Sunset Valley
PWSID: TX2270004

Purpose of this worksheet: For water systems to provide a summary of the service line inventory, including information on ownership, inventory format, and the number of service lines for each of the four required materials classifications.

Note: Cells that have a superscript ^x are required fields.

Part 1. General Information

1. Is this the Initial Inventory or an Inventory Update ? ^x	Initial Inventory
2a. Who owns the service lines in your system? <i>If other, please explain below.</i> ^x	Ownership is split
Ownership split at meter.	
2b. Is there documentation that defines service line ownership in your system, such as a local ordinance? <i>If yes, please describe below and explain where ownership is split (e.g., property line, curb stop).</i>	No
3a. Describe when lead service lines were generally installed in your system below. Currently, the oldest waterline in the City was built in 1991 and none of the lines contain lead. There are no records of the City installing lead service lines. However, prior to 1976 parts of the water system was privately owned. Any customer side services lines that had been connected to the original system status is unknown. These locations have been listed as unknown for possible downstream lead	
3b. When were lead service lines banned for the system? Reference the state or local ordinance that banned the use of lead in your system. The state of Texas banned lead in water systems in 1988.	
4. Are there lead goosenecks, pigtails or connectors in the system?	No

Part 2. Inventory Summary Table¹

When using the **Detailed Inventory** worksheet, the classifications in the Column "Entire Service Line Material Classification" (Column Q) will be used to calculate the total number of service lines for each of the four material classifications below. **Remember this is the classification for the entire service line.**

Service Line Material Classification	Definition	Total Number of Service Lines (REQUIRED to be reported under the LCRR) ^x
Lead	Any portion of the service line is known to be made of lead. ²	0
Galvanized Requiring Replacement (GRR)	The service line is not made of lead, but a portion is galvanized and the system is unable to demonstrate that the galvanized line was never downstream of a lead service line.	8
Non-Lead	All portions of the service line are known NOT to be lead or GRR through an evidence-based record, method, or technique.	223
Lead Status Unknown	The service line material is not known to be lead or GRR. For the entire service line or a portion of it (in cases of split ownership), there is not enough evidence to support material classification.	62
TOTAL		293

Notes

¹ This summary table is for reporting material for the entire service line connecting the water main to the customer's plumbing. See the **Classifying SLs** worksheet for additional guidance on assigning a materials classification to the entire service line when ownership is split. Remember that systems must track the system-owned and customer-owned portions separately in their inventory.

² A lead-lined galvanized service line is consistent with the definition of an LSL under the LCRR ("a portion of pipe that is made of lead, which connects the water main to the building inlet") (40 CFR §141.2) and must therefore be classified in the inventory as an LSL. Do not, however, count non-lead service lines with a lead gooseneck or pigtail as lead service lines.

Public Accessibility Documentation

PWS Name: City of Sunset Valley

PWSID: TX2270004

Purpose of this worksheet: For systems to provide documentation to states on how public accessibility requirements of the LCRR were met. *All information on this page is required.*

Remember that the LCRR requires systems to use a location identifier for service lines that are lead and galvanized requiring replacement. Water systems may, but are not required to, include a locational identifier for lead status unknown service lines or list the exact address of each service line (40 CFR §141.84(a)(8)(i)).

1. Select the location identifiers that you use for your service line inventory. Check all that apply.*			
Address	Yes	GPS Coordinates	Yes
Street	Yes	Other	No

If "Other" is Yes, please describe below:

2. Does every service line have a location identifier? <i>If "No", explain below.*</i>	Yes
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3. How is the inventory made publicly accessible? Check all that apply. *Remember that if your system serves > 50,000 people, you **must** provide the inventory online.**

Interactive online map	No	Printed tabular data	No
Static online map	No	Information on water utility mailings or newsletter	Yes
Online spreadsheet	Yes	Hard copy information available in water system office	Yes
Printed service line map	No	Other	No

If "Other" is Yes, please describe below:

PWS Certification

PWS Name: City of Sunset Valley

PWSID: TX2270004

Certify completion of your lead service line inventory by checking the appropriate boxes below, entering your water system information, and signing the certification. All information on this page is required.

<i>I certify</i>	I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.
<i>I certify</i>	As the PWS Representative, I understand that if any additional service lines are subsequently identified as Lead, Galvanized Requiring Replacement, or Lead Status Unknown, the PWS is required to notify the State within 30 days of identifying the service line(s) and must prepare an updated inventory using <u>Lead Service Line Inventory</u> .
<i>I certify</i>	As the PWS Representative, I understand that the PWS should maintain for review any resource, information, or identification method used for the development of this initial inventory. These records do not need to be submitted to TCEQ but should be available for review.
<i>I certify</i>	As the PWS representative, I understand that customers with a lead, galvanized requiring replacement, or lead status unknown service lines should be informed within 30 days of completion of initial LSLI and annually thereafter until the service line is replaced.
<i>I certify</i>	As the PWS representative, I understand that the PWS should provide an updated LSLI in accordance with its tap sampling monitoring period schedule, but no more frequently than annually. The updated LSLI must be submitted within 30 days of the end of each tap sampling period.
<i>Carolyn Meredith</i>	The individual providing certification and acknowledgment to the above statements.