



Service Line Inventory Template

Date last updated: October 12, 2022



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 for water systems 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. The State of North Carolina **requires** systems to use this template for their inventory.

**This template is a modified version of the EPA Service Line Inventory Template released August 4, 2022 for use by States.*

PWS Information Worksheet

Purpose: For water systems to document basic system information.

Directions: Include information about your facility, mailing address, contact person, and person who prepared the inventory by completing the light blue cells. For the question regarding your public water system (PWS) type, check the appropriate box (CWS for community water system or NTNCWS for non-transient non-community water system). For the question "If you are a CWS, do multi-family residence comprise at least 20% of the structures you serve", click the light blue cell to use the drop-down menu.

Inventory Methods Worksheet

Purpose: For water systems to document the methods and resources they used to develop and update their inventory.

Directions:

Enter Date Last Updated in row 5 of the worksheet. You do not need to complete the information for PWS name and PWSID in rows 3 and 4, respectively. They will autofill from the information provided in the **PWS Information** worksheet.

Part 1: Historical Records Review. Describe the records you reviewed for your inventory and the level of confidence in these records (low, medium, high) for each of the five types of records that must be reviewed under the LCRR. Document other records that you reviewed in section 6. Refer to the examples provided in Column B and EPA's 2022 Inventory Guidance for assistance.

Part 2: Identifying Service Line Material During Normal Operation.

- Question 1: Check each box that indicates during which normal operating activity(ies) your water system collects service line material information. If you check "other", explain in the space below the question.
- Question 2: Use the dropdown menu to indicate if you developed or revised your standard operating procedures. If "yes", include a description in the space below the question.

Part 3: Service Line investigations.

- Question 1: Check each box that indicates the investigative methods used to prepare your inventory. If you check "other", please explain in the space below the question.
- Questions 2 and 3: Enter your response to each question in the space below each question.

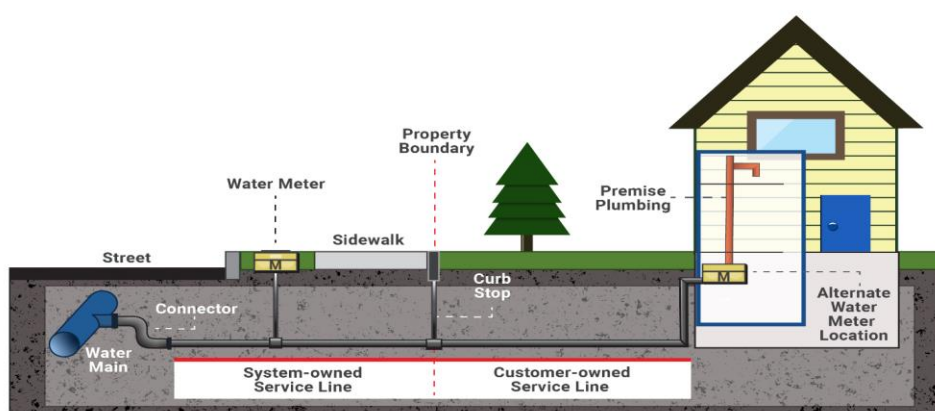
Classifying the Entire Service Line When Ownership Is Split

Purpose of this worksheet : To summarize EPA's requirements for classifying the entire service line when ownership is split.

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, see EPA's, **Guidance for Developing and Maintaining a Service Line Inventory** (2022).

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



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

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 Requiring Replacement	Lead
Lead	Non-lead	Lead
Lead	Lead Status Unknown	Lead
Non-lead	Lead	Lead
Non-lead and never previously lead	Non-lead, specifically galvanized pipe material	Non-lead
Non-lead	Non-lead, material other than galvanized	Non-lead
Non-lead	Lead Status Unknown	Lead Status Unknown
Non-lead, but system is unable to demonstrate it was not previously Lead	Galvanized Requiring Replacement	Galvanized Requiring Replacement
Lead Status Unknown	Lead	Lead
Lead Status Unknown	Galvanized Requiring Replacement	Galvanized Requiring Replacement
Lead Status Unknown	Non-lead	Lead Status Unknown
Lead Status Unknown	Lead Status Unknown	Lead Status Unknown

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

PWS Information

Purpose of this worksheet: For water systems to document basic system information.

Facility Information

Water System Name:

Town of Smithfield

PWSID: Please enter using the format "NC0011222"

NC0351010

Population Served (number of people):

12,900

Number of Service Connections:

5,774

PWS Type (select one):

Community Water System

If you are a CWS, do multi-family residences comprise at least 20% of the structures you serve?

No

Mailing Address

Street or P.O. Box:

230 Hospital Road

City or Town:

Smithfield

State, Zip Code:

NC, 27577

System Contact Person

Name:

Ted Credle

Telephone:

919-934-2116 x-1162

Title:

Director of Public Utilities

Inventory Methodology

PWS Name: Town of Smithfield

PWSID: NC0351010

Enter Date Last Updated:

11/14/24

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

Part 1: Historical Records Review

Describe the Records Reviewed for Your Inventory and Indicate Your Level of Confidence (e.g. , Low, Medium, or High). Historical records are required to be part of your service line inventory. If you do not have the record described, please indicate this.

1. Previous Materials Evaluation

Example: Locations of Tier 1 lead tap sampling locations that are served by a lead service line.

HIGH - LCR sampling pool sites

2. Construction Records and Plumbing Codes

Examples: Local ordinance adopting an international plumbing code. Permits for replacing lead service lines.

High - Actual year built (i.e. the year a property was originally constructed) data provided by the County GIS
High - Watermain installation year records

3. Water System Records

Examples: Capital improvement plans. Standard operating procedures. Engineering standards.

Medium - Standard operating procedures

4. Distribution System Inspections and Records

Examples: Distribution system maps. Tap cards. Service line repair/replacement records. Inspection records. Meter installation records.

Medium - Service line repair/replacement record.

5. Additional Records Required by Your State

N/A

6. Other Records

Medium- Staff institutional knowledge

Part 2: Identifying Service Line Material During Normal Operations

1. During which normal operating activities are you collecting information on service line material? Select yes or no for all.

Water meter reading

No

Water meter repair or replacement

Yes

Service line repair or replacement

Yes
Water main repair or replacement
Yes
Backflow prevention device inspection
No
Other
No
If "Other", please explain:
N/A
2. Did you develop or revise standard operating procedures to collect service line material information during normal operation?
No
If "Yes", please describe:
N/A

Part 3: Service Line Investigations
1. Identify the service line investigation methods your system used to prepare the inventory (select yes or no for all). 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
Customer Self-Identification
Yes
CCTV Inspection at Curb Box - External
No
CCTV Inspection at Curb Box - Internal
No
Water Quality Sampling - Targeted
No
Water Quality Sampling - Flushed
No
Water Quality sampling - Sequential
No
Water Quality Sampling - Other
No
Mechanical Excavation
No
Vacuum Excavation
No
Predictive Modeling
No
Other
No
If "Other", please explain:
N/A
2. If "Predictive Modeling", please briefly describe the model and inputs used:
N/A
3. How did you prioritize locations for service line materials investigations? For example, did you consider environmental justice and/or sensitive populations, did you use predictive modeling, and/or did you target areas with high number of unknowns?
Target areas with high number of unknowns in the initial inventory.

Inventory Summary

PWS Name: Town of Smithfield

PWSID: NC0351010

Enter Date Last Updated:

11/14/24

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

Part 1. General Information

1. Is this the **Initial Inventory** or an **Inventory Update**?

Inventory Update

2a. Who **owns the service lines** in your system? *If other, please explain below.*

Split ownership between the system and the customer

N/A

2b. Is there documentation that defines service line ownership in your system, such as a local ordinance? *If yes, please describe below and explain where ownership is split (e.g., property line, curb stop).*

Yes

Local Water Utility Agreement. System-owned portion of the service line is from the water main to the water meter and the customer-owned portion is from the water meter to property

3a. Describe when lead service lines were generally installed in your system.

Approximately in the 1940s/1950s

3b. When were lead service lines banned in your system? Reference the state or local ordinance that banned the use of lead in your system.

State Plumbing Code, March 1987

4. Do you have lead goosenecks, pigtails or connectors in your system?

Yes

5. What is your overall level of confidence in the inventory (*i.e.*, "Low", "Medium", or "High.") Please explain your rationale below.

Medium

Parcel information used for structure build dates.

Part 2. Inventory Summary Table ¹

The classifications generated in the Column "Entire Service Line Material Classification" (Column X) from the **Detailed Inventory** will be used to calculate the total number of service lines for each of the four material classifications below.

Lead: Any portion of the service line is known to be made of lead.²

1

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.

42

Non-Lead:

177

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.

5,554	
TOTAL	
5,774	
Notes	
<p>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.</p> <p>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 unless required by your state.</p>	

Important Instructions: Each row in this worksheet represents one service line connecting the water main to the customer's plumbing. The worksheet includes required and recommended elements; the columns with the aqua shading are required by the ICRR. The green column is a required, auto-populated field that will update as systems provide system-owned and customer-owned service line material classification information. Columns H-I used in the green column calculation to determine if the customer-owned portion of the service line is galvanized requiring replacement. If column H is blank and the customer-owned portion is galvanized, the entire line will be classified as galvanized requiring replacement. Important notes for each column are in Row 12; also see the Template Instructions worksheet for detailed instructions. Remove provided examples before submitting your completed inventory.

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

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[illegible]

Public Accessibility Documentation

PWS Name: Town of Smithfield

PWSID: NC0351010

Enter Date Last Updated:

11/14/24

Purpose of this worksheet: For systems to provide documentation to the state on how they met the public accessibility requirements of the LCRR.

1. Select the location identifiers that you use for your service line inventory. Select all that apply.

Address

Yes

Street

No

Block

No

Intersection

No

Landmark

No

GPS Coordinates

No

Other

No

If "Other", please describe:

N/A

2. Does **every service line** have a location identifier?

Yes

If "No", explain. Remember that location identifiers are required for service lines that are lead and galvanized requiring replacement.

N/A

3. How are you making your inventory publicly accessible? Check all that apply. Remember that if your system serves > 50,000 people, you **must** provide the inventory online.

Interactive online map

Yes

Static online map

No

Online spreadsheet

No

Printed service line map

No

Printed tabular data

No

Information on water utility mailings or newsletter

No

Hard copy information available in water system office

No

Other

No

If "Other", please describe:

N/A