

EPA Region 8's Inventory Template

Deadline for
Submission

Deadlines for Submission

Initial Inventory: Submit an initial inventory by October 16, 2024.

§141.80(a)(3)¹

A unique LSL inventory template made for you....

Who's it for?

- For public water systems that would like to be provided an inventory template, and those who elect to use it for their initial inventories.

What's the benefit?

- This template was created for you to help your water systems comply with the Initial Service Line Inventory Requirement of the Lead and Copper Rule Revisions (LCRR)
- This template and the paired instructions document are designed to help guide water systems through the process of entering data into the General Information Form and Detailed Inventory Template.

Benefits of a Comprehensive and Accurate Inventory

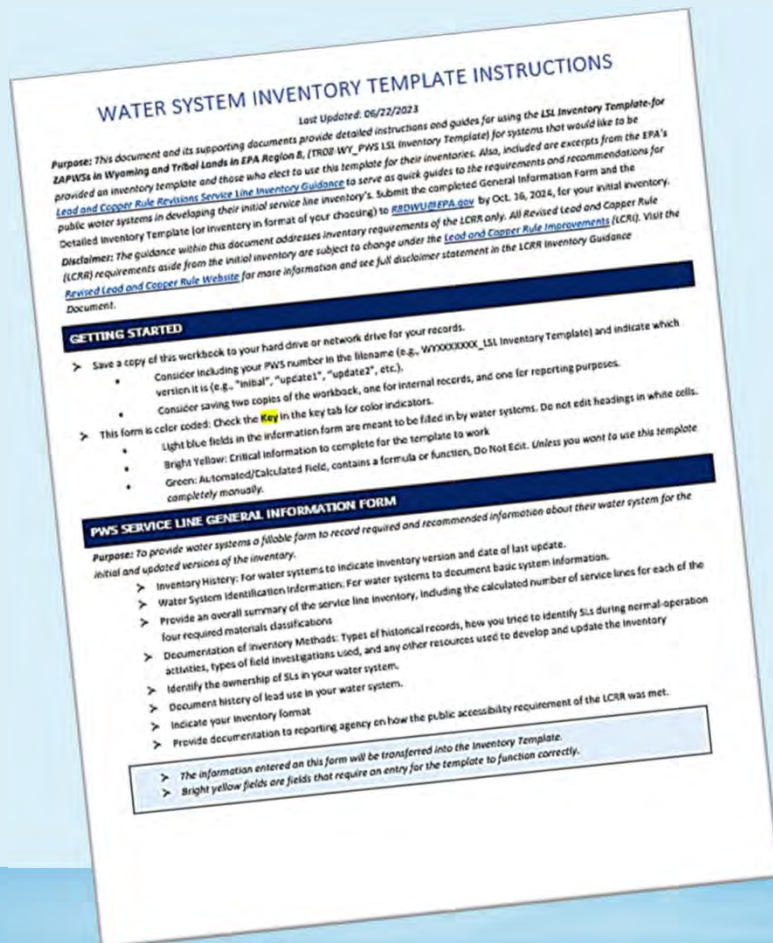
- Publicly track progress on LSL identification and replacement:
 - *Supports engagement with the community and enhances transparency.*

- One document that holds and organizes all the information about lead materials in your water system
 - *Planning for identifying “unknowns”*
 - *Prioritizing service line replacements*
 - *Recording information about any other possible sources of lead.*
 - *Prepare for inventory updates:*
 - ❖ *Note: everything besides the initial inventory requirement under the LCRR is subject to change when the LCRI is finalized.*
 - *Enhances asset management programs and customer communications.*

Service line inventories are the foundation from which systems can take action to address a significant source of lead in drinking water - lead service lines (LSLs).

Establishing an inventory of service line materials and identifying the location of LSLs is a key step in getting them replaced and protecting public health.

TEMPLATE INSTRUCTIONS DOCUMENT



Detailed instructions document

- Guides the user through correctly entering the inventory into the template
- Technical guidance included:
 - Tech-tips to help illustrate the requirements and recommendations of the service line inventory.
 - Quick-guides to provide more detail on certain technical aspects of the LSL inventory.
 - Definitions & acronyms

IMPORTANT TO KNOW:

For formulas and formatting to work properly, the user of this template must:

- ✓ Use the values that are in the drop downs menus;
- ✓ Fill out all fields that are required;
- ✓ Enter information as instructed

INVENTORY REQUIREMENTS

Inventory Specifications

Material Classification: Classify each service line or portion of the service line where ownership is split as lead, galvanized requiring replacement (GRR), non-lead, or lead status unknown.

All Service Lines and Ownership: Prepare an inventory that includes the system- and customer-owned portions of all service lines in the system's distribution system.

Information to Identify Material: 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.

Region 8 Template

Automatically determines service line material classification for you, taking the guesswork out!

- *Water system's portion*
- *Customer's portion*
- *Overall*

General information form provides a place where the water system will specify who owns the service lines in their community.

- ✓ When a selection is made for ownership in the information form, the inventory spreadsheet will configure itself to properly auto-determine service line classification.

The instructions document and the template workbook have 'Tech Tips' to help you understand, identify, and locate the required records needed for the records review.

INVENTORY REQUIREMENTS

Public Accessibility and Consumer Confidence Report

Public Accessibility: Make the inventory publicly available and include a location identifier for LSLs and GRR service lines. Water systems serving more than 50,000 people must provide inventories online.

Consumer Confidence Report (applies to CWSs only): Include a statement that a service line inventory has been prepared (including inventories consisting only of a statement that there are no LSLs) and instructions on how to access it.

Region 8 Template

Cells in the *Service Location Identifier* column in the spreadsheet template will become highlighted when a service line is classified as Lead or GRR.

- Quickly identify which service lines need to have a location identifier in the publicly accessible inventory.

Service Line Consumer Notification

Provide notification to persons served by the water system at the service connection with a lead, GRR, or lead status unknown service line. If the water system serves communities with a large proportion of non-English speaking consumers, as determined by the State, public education materials must be in appropriate languages or contain a telephone number or address where persons served may contact the water system to obtain a translated copy of the materials or to request assistance in the appropriate language.

Cells in the *Entire Service Line Material Classification* column in the spreadsheet template will become highlighted when a service line is classified as Lead or GRR or Unknown.

- Quickly identify who must be directly notified of their service line material classification. For further guidance on Timing, Content and Deliver of the Service Line Consumer Notification, see one of EPA guidance documents.

EPA Region 8 Water Ops Website

- Drinking Water Watch – Public Access Link!!
 - ✓ Water System Info for your inventory
- Download the EPA R8 Service Line Inventory Template and the Template Instructions
 - *Reporting Forms*, then *LSLI*. OR;
 - *Lead Service Line Inventories*, then scroll to *Region 8 Template, Reporting Forms and Instructions*



<https://www.epa.gov/region8-waterops>

A screenshot of the EPA Region 8 Water Ops website. The page title is "Drinking Water System Operations in Wyoming and on Tribal Lands in EPA Region 8". The website features a navigation bar with "Environmental Topics", "Laws & Regulations", "Report a Violation", and "About EPA". The main content is organized into several sections: "Drinking Water Programs", "Emergency Preparedness", "Reporting Results to EPA Region 8", "Regulations and Compliance", "Monitoring and Sampling", and "Operations and Assistance". A search bar is located in the top right corner. A "Need Help?" section contains a "Contact List for EPA Region 8's Drinking Water Branch". A "News" section lists recent updates. A "Related Information" section provides links to various resources. Three yellow stars are placed on the page to highlight specific links: "Drinking Water Watch - Public Access" in the "Drinking Water Programs" section, "Reporting Forms" in the "Reporting Results to EPA Region 8" section, and "Lead Service Line Inventories (LSLI)" in the "Regulations and Compliance" section.

Region 8 LSL Inventory Webpage

- EPA Region 8 LSL Inventory staff contact info
- R8 LSL Inventory Template and Instructions
- Service Line Inventory Guidance
- Service Line Inventory Training Calendar
- Recorded Training Presentations - *coming soon!*
- Links to Related Information



Lead Service Line Inventories in Wyoming and on Tribal Lands in EPA Region 8

New Requirement

Developing and maintaining a service line inventory is a new requirement of the Revised Lead and Copper Rule (LCRR). Lead service lines are a significant source of lead in drinking water. Establishing an inventory of service line materials and identifying the location of lead service lines is a key step in getting them replaced and protecting public health. **All Wyoming and Tribal Community Water Systems and Non-Transient Non-Community Water Systems are required to develop and submit to EPA Region 8 an initial inventory of service line materials by October 16, 2024.**

EPA Headquarters and EPA Region 8 have created guidance, forms, fact sheets, recorded webinars, tools and information to assist public water systems with complying with this requirement. In addition, funding, technical assistance and services to support lead service line inventories and lead service line replacement are available to help meet this requirement.

On this page:

- [Contacts](#)
- [Region 8 Template, Reporting Forms and Instructions](#)
- [Service Line Inventory Guidance](#)
- [Service Line Inventory Trainings](#)

Contacts

EPA Region 8 Safe Drinking Water Branch lead service line inventory contacts:

- Jill Minter, Lead Service Line (LSL) Coordinator, minter.jill@epa.gov, 303-312-6084
- Erica Wenzel, LCR and LSL Specialist, wenzel.eric@epa.gov, 303-312-6411

Region 8 Template, Reporting Forms and Instructions

EPA Region 8 has created the [EPA Region 8 Lead Service Line Inventory Template \(xlsx\)](#) (7.9 MB, 08/07/2023) spreadsheet specifically for public water systems in Wyoming and on Tribal lands in Region 8 that are required to complete a Lead Service Line Inventory. This inventory spreadsheet is based on EPA's National Template and has been enhanced to help your water systems succeed in meeting the requirements.

The [EPA Region 8 Lead Service Line Inventory Template Instructions \(pdf\)](#) (140.96 KB, 08/07/2023) document supports the Region 8 Service Line Inventory Template and General Information Form and contains guidance on how to properly use the template and tips on how to complete a service line inventory.

EPA Region 8 has also created [EPA Region 8 Lead Service Line Inventory General Information Form \(xlsx\)](#) (628.29 KB, 08/07/2023) for public water systems in Wyoming and on Tribal Lands in Region 8 who have completed their inventories using a format other than the EPA Region 8 Service Line Inventory Template.

Related Information

- [Reporting Forms](#)
- [Revised Lead and Copper Rule](#)
- [Basic Information about Lead in Drinking Water](#)
- [Protect Your Tap: A Quick Check for Lead](#)
- [Lead Service Line Replacement](#)
- [Funding Sources for Drinking Water Systems in Wyoming and on Tribal Lands in EPA Region 8](#)
- [Funding for Lead Service Line Replacement](#)
- [Water Technical Assistance \(WaterTA\)](#)

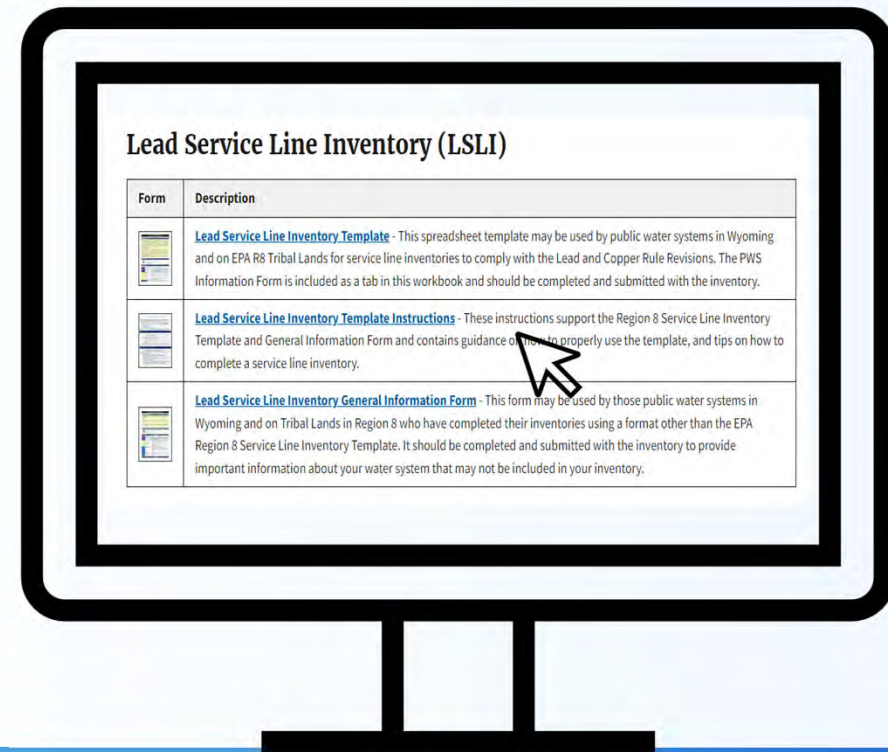
Region 8 LSL Inventory Template and Instructions

1. Save a copy of the R8 Service Line Inventory Template Instructions to your hard drive or network drive.
 - Download from the EPA Region 8 Water Ops Website
 - Give it a general overview. You will need it later for entering your inventory into the template.
2. Save a copy of the R8 Service Line Inventory Template to your hard drive or network drive.
 - Download from the EPA Region 8 Water Ops Website

- ❖ Considerations for naming your inventory template:
 - Include your PWS number (e.g., WY5600000_);
 - Include subject matter contents (e.g., LSL Inventory_);
 - Include version ID (e.g., “initial”, “update1”, “update2”, etc.).

WY5600000_LSL Inventory_Initial_2024

- ❖ Consider saving two copies of the workbook, one for internal records, and one for reporting purposes.



Welcome to the R8 Service Line Inventory Template

Welcome Tab:

- Open your service line inventory template
- Start by checking out the information in the Welcome Tab

Includes:

- **Purpose:** Description of the intended use of the R8 Service Line Inventory Template
- **Template Organization:** Description of the template tab color codes and tab contents
- **Helpful Links:** Built into the template to help you quickly access information and guidance for completing your inventory.

Service Line Inventory Template		
For Drinking Water Systems in Wyoming and Tribal Lands in EPA Region 8		
Date last updated: June 22, 2023		
What is the purpose of this template?		
<p><i>Purpose:</i> This workbook is intended for water systems in Wyoming and Tribal Lands in EPA Region 8 complying with the Initial Service Line Inventory requirements of the January 15, 2021 Lead and Copper Rule Revisions (LCRR). This template supplements the draft EPA document, <i>Guidance for Developing and Maintaining a Service Line Inventory (2022)</i> by providing fillable forms and data tables that water systems can use to document their methods, organize their inventories, submit their inventories, and document how they are making the inventory publicly available. EPA Region 8 created this template specifically for those water customers in Wyoming and on Tribal Lands in Region 8 that would like to be provided</p>		
How is the template organized?		
<p>The WORKSHEETS (Tabs) in this template are color coded:</p> <ul style="list-style-type: none"> Dark blue sheets are Forms and Templates to be completed by water systems and return to EPA. Purple sheet are instructions for completing inventory information form and template. Yellow sheets are references and guidance. <p>See the table below for a description of each worksheet.</p>		
Template Organization		
Worksheet Type	Worksheet Name	Description
Instructions	Welcome	Provides a guide to the sheets in this workbook.
	Template Instructions	Instructions for using this template are provided separately, in a word document. If you need a copy of the Template Instruction document it will be available here: <<on the EPA Region 8 Website: https://www.epa.gov/region8-waterops >> or request a copy from Erica Wenzel wenzel.eric@epa.gov>> if not found.
Template Guidance	Template Key	Provides a Key to the color coding and descriptions of the drop-down menu abbreviation code in the template.
	SL Classification Guidance	Summarizes requirements for classifying the entire service line when ownership is split (i.e., when the system owns a portion, and the customer owns a portion).
	Definitions	Glossary of commonly used terms in the LCRR
Templates for Water Systems	Records Review Guidance	List of required records systems must use to identify service line materials for the initial inventory under the LCRR (40 CFR 141.84(j)(3)).
	PWS Identification Information	For systems to provide basic water system identification and contact information
	System 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.
	Inventory Methodology	For systems to document the methods and resources they used to develop and update their inventory.
	Public Accessibility Documentation Form	For systems to provide documentation to states on how they met the public accessibility requirements of the LCRR.
		Provides an automated format water systems can use 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, other possible sources of lead information for assigning a tap sample tiering classification. There are

Template Guidance Tabs

Inventory Template Key:

Provides a key to the color coding and descriptions of the drop-down menu abbreviation codes in the template.

Some cells have dropdown menus:
















- In order for the template to function correctly. Only the options in most of the drop-down menus can be used.
- Check out the yellow “Template Key” tab to find the reference to the drop-down menu codes

The template is color coded:

Column Headers: are color coded to indicate whether the information in that column is required, recommended service line information, recommended additional information, user optional, not applicable or contains formulas –do not edit.

Cells: are color coded to indicate whether the information in that cell is required, general user fillable/recommended, or contains formulas –do not edit.

Cell highlight colors: Indicates a cell needing your attention in some way.

Inventory Template KEY	
Template Color Codes	
The COLUMN HEADERS in this template are color coded:	
 Bright aqua: REQUIRED INFORMATION	 Dark Grey: Optional or to use as needed/necessary
 Dark blue: Recommended information for service line inventory	 Black: Obsolete - Single owner service line; Enter NA-NA for all service lines into
 Blue-Grey: Premise characteristics - For tap monitoring tiering	
 Dark green: Calculated column - SL material classification - Do not edit!	
The CELLS in this template are color coded:	
 Light blue: Fillable cells for systems.	 Bright teal: Lead or GRR Service Line - Requires a Location Identifier for the Publicly Accessible Inventory.
 Light green: Calculated cells, do not edit.	 Light teal: Unknown service line material.
 Light Aqua: Required fillable cells for systems.	 White: Non-lead service line material.
 Bright Yellow: Attention! Requires more information, update cell with requested information, if available.	 Grey: Obsolete- Service line ownership is not split, do not enter inventory in these cells.
	 Grey w/ black diagonal lines: Service line ownership is not split, Enter "NA-NA" into Column S for every service line in your inventory.
Service Line Materials	
L : LEAD	DI : Ductile Iron
L-LG : LEAD LINED GALVANIZED	CI-L : Lead Lined Cast Iron
GRR: Galvanized Req Replacement	CI-U : Unlined Cast Iron
NL: NON-LEAD - unspecified non-lead or other non-lead/non-Galvanized material	UNK-LG : UNKNOWN - MIGHT CONTAIN LEAD OR GALV
NL-G : NON-LEAD - GALVANIZED	UNK-ULG : UNKNOWN - UNLIKELY TO CONTAIN LEAD OR GALV
NL-C : NON-LEAD - COPPER	UNK : No Info

Template Guidance Tabs

Other guidance materials built into the template include:

- ✓ SL Classification Chart: Summarizes requirements for classifying the entire service line when ownership is split (i.e., when the system owns a portion, and the customer owns a portion).
- ✓ Records Review Chart: Lists required records systems must use to identify service line materials for the initial inventory under the LCRR (40 CFR 141.84(a)(3)).
- ✓ Definitions: Glossary of commonly used terms in the LCRR

Check out the YELLOW tabs in the template for built in quick guides to

- Reference materials
- Guidance
- The template key.

General Information Form

IMPORTANT: Before you start entering your inventory into the Detailed Inventory Template...

➤ Get your Inventory Template Instructions out and ready to follow, to make sure you understand how to use the template.

- Complete the following sections in the General Information Form:
- **Inventory Version:** Initial (Due Oct 16, 2024), or Update (TBD)
 - **Facility Information:**
 1. Select PWS Prefix (08 for Tribal Systems or WY for State of Wyoming Systems)
 2. PWS Name:
 - Once the prefix is selected use the drop-down menu to find and select your water system
 3. PWS ID # and System Type will auto generate once you select a water system name
 4. Population Served and Service Connections
 - Use Drinking Water Watch to look up your water system and find this information
 - **Service Line Ownership:**
 - Use the drop-down menu to select who owns the service lines in your system, the select an option for where ownership is split.

✓ Your template is now configured to accept your inventory.... Check it out

PWS Service Line Inventory General Information			
Inventory History			
Is this the initial Inventory or update? <i>Select Inventory Version</i>	Initial Inventory Date 10/24/2023	Inventory Update Date	
Water System Identification Information			
Facility Information			
PWS Prefix <i>Select PWS Prefix</i>	PWS Name: <i>Select PWS Name</i>		
PWS ID #: «PWSID»	System Type: «Type»	Population Served: 150	Service Connections: 30
Mailing Address			
Street or PO Box: 123 Waterworks Dr.			
City or Town Wonderful Town	State WY	Zip XXXXX	
System Contact Person			
Name: Joe Waterman		Job Title and Contact Type: Superintendent, DO	
Phone: (###) ###-####		Email: Joe.Waterman@Wonderful.org	
Person Who Prepared Inventory (if different from above)			
Name: Beth Yancy		Job Title and Contact Type: Contractor	
Phone: (###)###-####		Email: *****@***.org	
PWS Service Line Inventory Summary			
Service line ownership (Required)			
Who owns the service lines in your system?	<i>Select Ownership Type</i>		
If Combined: Where is the split?	<i>Select Where Ownership is Split</i>		
If Other Ownership Split, Explain :			

Drinking Water Watch Website

Drinking Water Watch - Public Access

Water system information: System type, population, service connections , monitoring results



[Drinking Water Branch \(epa.gov\)](https://www.epa.gov/dw-watch)

A screenshot of the Drinking Water Watch website. The browser address bar shows 'sdwisdww.epa.gov/DWWR8WY/index.jsp'. The page has a blue header with the 'Drinking Water Watch' logo. On the left is a dark blue sidebar with links: 'Drinking Water Online Home', 'County Map', and 'Glossary'. The main content area is titled 'Public Water Supply Systems Search Parameters' and contains several search fields: 'Water System No.', 'Water System Name', 'Principal County Served' (dropdown menu), 'Water System Type' (dropdown menu), and 'Primary Source Water Type' (dropdown menu). Below this is the 'Sample Search Parameters' section, which includes a 'Sample Class' dropdown menu, a 'Sample Collection Date Range' with input fields for 'From' (6/28/2021) and 'To' (6/28/2023), and buttons for 'Search For Water Systems', 'Search For Samples', 'Review Consumer Confidence Data', and 'Clear'. The footer contains small text about the system and version information.

Detailed Inventory Template

Let's take a look.....



Demo Region 8 template

Questions have the floor



Contact:

Erica Wenzel

wenzel.eric@epa.gov

(303) 312-6411