

## **Lead Service Line Inventory Records Search Help**

### **1. Have an Initial Meeting with the Water System to gather information**

Request 2 maps: the water system service area and of the distribution system.

How many service connections, both active and inactive? Every water service line that connects to a building must be accounted for in the Lead Service Line Inventory.

What is the current population served?

Does the customer have meter tap records showing dates meters were installed?

Is there an ordinance or rule that delineates ownership of the service lines? If so, get a copy.

Are there any as-built drawings that show service line material?

Have there been utility service line extensions and/or replacements? If so, get locations and completion dates.

Get service connection address list from billing and/or meter reading, preferably in Excel, by customer type (i.e. residential, commercial, schools, churches, etc.).

What are their current lead and copper rule sampling site addresses?

Do they have schools? If so, how many? Addresses?

Do they have multiple family residences? Addresses

Do they have correctional facilities? Addresses

Do they have hospitals? Addresses

Do they have daycare facilities? What are the addresses?

### **2. Create an Excel spreadsheet using customer list provided and any meter installation data available and begin inputting Records Search data directly into EPA Spreadsheet .**

Make sure all water service lines have a row on the spreadsheet, including any service line going to a building on nonresidential buildings where there are multiple service lines.

Input any information about service line material or date of installation from as-built drawings, meter tap records or any other documentation obtained in the meeting with the water system.

Use Boundary Sync program (<https://www.ncrwa.org/boundarysync.html>) and/or search of the county's property appraiser website for year built to populate Service Line Installation Date.

Once the search is complete, check with utility about any properties not found to see if there is additional data. If not, the properties without a year will need to be field verified.

Sort the spreadsheet by Service Line Installation Date (minimum to maximum).

Service Line Installation Date prior to January 18, 1989, and all connections without year will have to be field verified.

Service Line Installation Date after January 18, 1989, will be listed as "Installation date after lead ban" with No Field Verification on the spreadsheet.

Copy spreadsheet data over to the EPA LSLI template Detailed Inventory tab.

### **3. Prepare sheets for Field Workers to complete**

Sheets will need to be made up with the information for the Field Workers to fill in for each address. These sheets will need to have a table listing every address to be field checked.

The following columns will need to be on the table for the Field Workers to fill in for each address:

1. Service Line size on both Utility Side and Customer side, if other than 5/8-inch
2. Date of verification
3. Whether the service location is a daycare, school or multifamily home
4. Material of Utility portion of service line
5. Material of Customer portion of service line
6. A checkmark to confirm that a picture of the lines was taken for each address with the address noted on the picture. The picture has to note whether it is the Utility Side or the Customer Side or both. For example, for one address the picture could be labelled either U-122 Main St. or C-122 Main St or UC-122 Main St.
7. Observed presence of any lead connectors, lead in the solder of the service line, or other fittings and equipment that contains lead connected to the service line.
8. Building type connected to the service line (e.g., Single Family Residence, Commercial Building, etc).
9. Any special notes.