

Lead Service Line Inventory Service Line Photo Documentation

Photos of each Utility and Customer Service Line that must be Field Verified are necessary to document the Field Verification for payment of invoices to FRWA and will also provide for the Utility to have documentation in response to DEP questions. The photos of every Utility and Customer service line Field Verified must be submitted to the Water System and FRWA.

Options for Photo Documentation:

The Water System will need to keep a copy of all service line photos and they will need to be submitted with the Field Verification payment request to FRWA. One of the following options can be chosen for providing the photos of each service line:

1. Pictures can be linked in the Detailed Summary worksheet of the spreadsheet with customer and utility side picture in each address row.
2. You can submit a separate folder of the pictures which each picture having a file name of the address. The picture file name must note whether it is the Utility Side or the Customer Side or both. For example, for each address the picture file name would be labelled either U 122 Main St. or C 122 Main St or UC 122 Main St. This option will need to also have a spreadsheet attached listing every address and a check that a picture is submitted for each address.
3. You can use Diamond Maps and have the picture of each line attached in the Lead Service Line layer.
4. If you have any other proposed method for having a record copy of the photos that can be accessed by address, please contact us.

Helpful information for preparing the photo-linked spreadsheet:

- 1. Make a copy of the EPA template with an extension of "linked". This will be linked to the field verification photos.**

If photos are linked each time the template is updated, both templates will need to be updated as you go. An alternative is to only update the unlinked template, copy it when complete, and link all of the photos at one time.

E-mail a list of the meters to be field verified to the field personnel. At the end of each work day, the field personnel email:

- List of meters completed with field verification date, photo of utility side line & photo of customer side service line. The photos will have labels & should be put into folders by street. The workers can either write the address on each photo as they take it with their phone or put a small whiteboard with the address on it next to each service line when they take the photo.
- Make sure EPA spreadsheet is in the same folder as the photo folders. This makes it easier to copy to backup for the customer.

- 2. After the field personnel turn in each day's field data, update the EPA spreadsheet with field verification information & attach photos as follows:**

Add a hyperlink:

1. Select the cell - put the System picture under System Notes & the Customer picture under Customer Notes.
 2. Type Add a Hyperlink in the search box. This brings up the box to select the picture.
 3. Double click on the picture & a hyperlink address is inserted into the cell.
 4. Repeat the 3 steps above. When you click in the search box, Add a Hyperlink is at the top for you to select after the first time.
- 3. Continue work with field personnel until everything is complete. It is important to keep the EPA template updated as they may need updated lists of remaining meters to be verified. When everything is complete, fill out remaining tabs on EPA template and review.**