

Service Line Inventory Guide for Small Public Water Systems | Form B2

- **Who is required to submit an inventory?** All Community and Non-Transient, Non-Community (NTNC) Public Water Systems (PWS) must submit a Service Line Inventory regardless of whether any lead is present.
- **When is the deadline for submitting an inventory?** Service Line Inventories must be submitted by **October 16, 2024**.
- **Who can use this form?** PWS that are not municipalities and who have twenty-five (25) or fewer service lines in their system, and where each service line is made up of only one type of material.
- **What is a Service Line?** A service line is the pipe connecting the water main or source to the interior plumbing in a building.

MATERIAL CLASSIFICATION

A Service Line Inventory must include *all* service lines, regardless of their actual or intended use, and regardless of ownership status. The number of service lines and type of material for each service line or pipe must be identified. If any of the service lines have multiple segments that are made up of different materials (e.g., galvanized, copper, etc.), then Form B1 must be used instead of this form.

Each service line must be categorized under **Service Line Material Category** in Part 3 of this form, using one of the four following definitions:

1. **Lead:** A portion of the pipe that connects the water main to the building inlet is made of lead. If the only lead pipe serving the building is a lead gooseneck, pigtail, or connector, the service line is not considered a lead service line (LSL), but it is recommended that the system track the material of all components that potentially contain lead.
2. **Galvanized Requiring Replacement (GRR):** A galvanized service line that is – or ever was – downstream of a lead service line or is currently downstream of an unknown service line. If the water system is unable to demonstrate that the galvanized service line was never downstream of a LSL, it must presume there was an upstream LSL and identify the line as a GRR. The term galvanized refers to iron or steel piping that has been dipped in zinc to prevent corrosion or rusting.
3. **Non-Lead:** The service line has been determined not to be lead or GRR through an evidence-based record, method, or technique. If a system can demonstrate that a galvanized service line was never downstream of an LSL, it may be classified as non-lead. The term non-lead refers to the service line material only and does not include other potential lead sources present in solder, connectors, or other plumbing materials.
4. **Unknown:** The service line material is not known to be a lead, GRR, or non-lead, but there is no documented evidence supporting a material classification.

After categorizing the service lines (or pipes), the total number of service lines per category will be automatically tallied in Part 4.

Recommended, but not required, information in your inventory includes pipe diameter and installation date, source of material information,

actual material of non-lead lines, and other lead sources (e.g., lead goosenecks and solder). While conducting the required inventory, it is worthwhile to note this information as it may help with further investigation and requirements that may occur in the future.

RECORDS REVIEW AND INVESTIGATION

Review the following records to prepare your initial inventory, and document the records reviewed in Part 2A:

- Previous materials evaluations performed under the original Lead and Copper Rule.
- All construction and plumbing codes, permits, and existing records or other documentation that indicates the service line materials used to connect structures/buildings in the distribution system.
- All water system records, including distribution system maps and drawings, historical records on each service connection, meter installation records, historical capital improvement or master plans, and standard operating procedures.
- All inspections and records of the distribution system that indicate the material composition of the service connections that connect a structure to the distribution system.

SHARING INVENTORY INFORMATION WITH THE PUBLIC

Information shared with the public should include, at a minimum, a location identifier (e.g., street address, intersection, or landmark) for each LSL and GRR service line. It is recommended that systems include *all* service lines in their shared inventories, regardless of material classification, and any additional information gathered about the service line(s).

PART 1: PUBLIC WATER SYSTEM INFORMATION

PWS Name:	<input type="text"/>	PWS ID	<input type="text" value="ME"/>	PWS Type:	Community <input type="checkbox"/>	NTNC <input type="checkbox"/>
Mailing Address:	Street <input type="text"/>	Population Served (number of people):	<input type="text"/>	Community PWS Only: Are at least 20% of the structures you serve multi-family residences? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	City <input type="text"/>	Number of Service Connections:	<input type="text"/>			
	State <input type="text"/> Zip Code <input type="text"/>					
System Contact:	Name <input type="text"/>	Title/Position	<input type="text"/>	Form Completed By:	Name <input type="text"/>	Title/Position <input type="text"/>
	Phone <input type="text"/> Email <input type="text"/>				Phone <input type="text"/> Email <input type="text"/>	

PART 2: INVENTORY METHODOLOGY

2a. Historical Information

Type of Record	Identify Records from which PWS Information is Obtained
<p>1. Previous System Review/Evaluation Any review(s) used to help develop your initial lead/copper testing sites, or other evaluations.</p>	1.
<p>2. Construction Records and Building & Plumbing Codes Records on building construction dates (pre- or post- lead ban), as well as any building codes that may have restricted lead services lines. Mobile home parks, schools, condos, factories, etc. should include records/dates indicating when each building/addition was added to the system.</p>	2.
<p>3. Record of Plumbing Repairs Documents that record any repairs or replacements of connectors, plumbing fittings or fixtures, piping, etc. Information would include dates of repairs, replacements, and additions, as well as how much and what was changed.</p>	3.
<p>4. Maps/Schematics/Drawings Records that show or illustrate service lines and materials.</p>	4.
<p>5. Other Any other relevant records.</p>	5.

2b. Current Investigation

From the options below, select all supplemental methods used to confirm materials in the inventory.

Inspection of pipe to/from water meter <input type="checkbox"/>	Inspections of water main during repair/replacement <input type="checkbox"/>	Mechanical Excavation <input type="checkbox"/>	Vacuum Excavation <input type="checkbox"/>
Inspection of water meter during repair/replacement <input type="checkbox"/>	Visual inspection at the meter pit <input type="checkbox"/>	Other <input type="checkbox"/>	If 'Other', describe below:
Inspection of service lines during repair/replacement <input type="checkbox"/>	Customer Self-Identification/Inspection <input type="checkbox"/>		

PART 3: DETAILED INVENTORY

Instructions

Each line item in this detailed inventory represents one service line connecting the water main to the customer's plumbing or each individual building served by the PWS.

Instructions for Each Data Field

A. Address / Location (Required)

Use the street address or other identifier (e.g., Lot #, Building #, Apt #, etc.).

B. Material Classification (Required)

Choose your response from the dropdown list. If "Non-Lead/Other", is selected, describe in *Comments* (column 'L').

C. If Non-Lead, was this service line previously Lead?

Choose your response from the dropdown list.

D. Installation Date

The date, year, or estimated date range of service line installation or replacement.

E. Size

Service line diameter in inches.

F. Basis of Material Classification

Choose your response from the dropdown list. If "Other" is selected, describe in *Additional Comments*.

G. Was the material field verified?

Select **Yes** or **No**

H. How was the material verified?

Choose your response from the dropdown list.

I. Material Category (Required)

Choose your response from the dropdown list.

J. Other potential source of lead

List any materials connected to the line that contain Lead (e.g., gooseneck, pigtail, fittings, solder, etc.) And their location in the system.

K. Current LCR sample site?

Select **Yes** or **No**

L. Additional Comments/information and Explanation

Important:

- **This form is for small, non-municipal systems with 25 or fewer service lines.** If you have more service lines or have a mix of system-owned and customer-owned portions of your system, you must use the more detailed **Lead Service Line Inventory Form B1**.
- **While only Address/Location, Material Classification, and Material Category are required fields in this inventory, you are urged to fill-in as many fields as possible.** This will make for a more complete inventory and could help with developing a corrosion control treatment plan (if your system experiences a lead/copper exceedance at some point in the future).

Examples provided below.

	A	B	C	D	E	F	G	H	I	J	K	L
	Address / Location <i>Required</i>	Material Classification <i>Required</i>	Previously Lead?	Installation Date	Size	Basis of Classification	Field Verified?	How Verified	Material Category <i>Required</i>	Other Potential Sources of Lead	LCR Sample Site	Comments
i	123 Maine St., Anytown	NL-P	No	1997	2	INS	Yes	VI	NL	No	No	
ii	Gymnasium Building	G	Yes	Fall 1980	2.5	PME	No		GRR	Don't Know	Yes	
iii	Lot #52	G	No	1985	1.5	REP	No		NL	Lead Gooseneck	Yes	
iv	Apartment 1A	L		1940's	2	FI	Yes	ME1	L	Lead Gooseneck	Yes	
v	Office Building	U-UL	Yes	1999	1	ILB	No		UNK	Unknown	No	

Begin your inventory on Page 4

	A	B	C	D	E	F	G	H	I	J	K	L
	Address / Location <i>Required</i>	Material Classification <i>Required</i>	Previously Lead?	Installation Date	Size	Basis of Classification	Field Verified?	How Verified	Material Category <i>Required</i>	Other Potential Sources of Lead	LCR Sample Site	Comments
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PART 4: INVENTORY SUMMARY

DO NOT FILL-IN OR ADJUST ANY FIELDS IN THIS SECTION (4)

If you are completing this form **electronically**, these fields will automatically populate. If you are completing the form **by hand**, DWP staff will complete this section for you.

Service Line Material Category	Definition	Total Number of Service Lines
Lead (L)	Any portion of the service line is known to be made of lead (this includes lead-lined galvanized pipe).	
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.	
Non-Lead (NL)	All portions of the service line are known NOT to be lead or GRR through an evidence-based record, method, or technique.	
Lead Status Unknown (UNK)	The service line material is not known to be lead or GRR. There is not enough evidence to support material classification.	

PART 5 CERTIFICATION

Select one: This is an Initial Inventory

This is an Inventory Update

PWS Name:

PWS ID:

How did you distribute/share your Service Line Inventory / Information (SLI)? Check all that apply.

Printed map detailing service line type/location

Information available in PWS business office

Static map of plumbing and service lines online

Community/neighborhood meetings

Online spreadsheet showing service lines

Other (describe below)

Informational mailing or newsletter

Date Completed / Submitted:

Date Distributed / Posted:

Date fields: MM/DD/YYYY
Example: 09/10/2023

By signing below, I certify that I have completed the Lead Service Line Inventory as outlined in this document on the day indicated and for the public water system noted above.

Signature:

Print Name:

Remember: Service Line Inventories must be submitted by October 16, 2024