Service Line Inventory Form for Public Water Systems

How is the template
The worksheets in this
template are color coded:
 Yellow worksheets are
instructions and background.
 Dark blue worksheets are
templates for systems.

The **cells** in this template are also color coded:
Gray cells are background or instructions.
Light blue cells are fillable cells for systems.
Aqua cells are required.

X Required cells are further denoted using a superscript

Template Organization									
Worksheet Type	Worksheet Name	Description							
Background	Template Instructions	Contains detailed instructions for systems.							
	Classifying SLs	Summarizes requirements for classifying the entire service line (SL) when ownership is split (<i>i.e.</i> , when the system owns a portion and the customer owns a portion).							
Templates for Systems	PWS Information	777777777777777777777777777777777777777							
	Inventory Methods	9999999999							
	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 workshe							
	Detailed Inventory	For system 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, the system-owned portion, the customer-ow							
	Public Accessibility	For systems to provide documentation to TCEQ on how they met the public accessibility requirements of the LCRR.							
	Certification	For systems to provide certification to TCEQ on the completion of their service line inventory.							

System Template Instructions

Purpose of this worksheet: To provide detailed instructions for each worksheet for systems.

Getting Started

- 1. Save a copy of this workbook to your hard drive or network drive. Consider adding the system PWS ID or
- 2. Complete the PWS Information, Inventory Methods, Inventory Summary, Public Accessibility
- ${\it 3.} \ Use the \ \textbf{Detailed Inventory} \ worksheet in this workbook to organize information on service line material,$
- 4. Certify completion of the lead service line inventory by using the **Certification** worksheet and following the
- 5. When all relevant worksheets have been completed, submit this file electronically to the TCEQ.

PWS Information Worksheet

Purpose: Required worksheet for systems to document basic system information.

Directions: Include information about the system, contact information, and the individual who prepared the

- When entered, the PWS name and PWS ID will auto-populate into all other worksheets.
- System type and multi-family residence info provided will be utilized in the **Detailed Inventory** for the

Inventory Methods Worksheet

Purpose: Required worksheet for systems to document the methods and resources they used to develop and

Directions:

The information for PWS name and PWS ID in rows 3 and 4 will autofill from information provided in the ${\hbox{\bf PWS}}$

Part 1: Historical Records Review. Describe the records reviewed for the inventory for each of the five types of

Part 2: Identifying Service Line Material During Normal Operation.

- Question 1: Check each box that indicates during which normal operating activities the system collects
- Question 2: Use the dropdown menu to indicate if standard operating procedures were developed or

Part 3: Service Line Investigations.

- Question 1: Check each box that indicates the investigative methods used to prepare your inventory. If
- Question 2: If the system used "Predictive Modeling", provide a written explanation of the method and its inputs.

Inventory Summary Worksheet

Purpose:Required worksheet for systems to provide a summary of their service line inventory, including

Directions:

The information for PWS name and PWS ID in rows 3 and 4 will autofill from information provided in the PWS

Part 1: General Information.

- Question 1: Use the dropdown menu to indicate if this is an initial inventory or an inventory update.
- Question 2a: Use the dropdown menu to indicate who owns the service line. If "Other", describe in the
 - For systems that indicate that the entire service line is owned by the PWS from the dropdown menu,
- Question 2b: Use the dropdown list to indicate whether there is documentation that defines service line
- Question 3a: Describe when the lead service lines were generally installed in your system.
- Question 3b: Describe when the lead service lines were banned in your system including a reference to the
- Question 4: Use the dropdown menu to indicate if you have any lead connectors in your system. For

Part 2: Inventory Summary Table.

This summary table is for classifying and reporting material for the entire service line connecting the water main

Note that:

- Systems must track the system-owned and customer-owned portions separately in their inventory unless
- A lead-lined galvanized service line is consistent with the definition of a lead service line under the LCRR ("a

Detailed Summary Worksheet

Purpose: To provide a format for systems can use to track materials for each service line in their distribution

General Instructions: Each row in this worksheet represents one service line connecting the water main to the

- · Location Information
- System-Owned Portion
- · Customer-Owned Portion
- Entire Service Line Material Classification
- Other Potential Sources of Lead
- · Additional Information to Assign Tap Monitoring Tiering
- Lead Service Line Replacement (LSLR)

Columns with aqua shading are required by the EPA LCRR. Additionally, all required or conditionally required

Location Information

- Column B Unique Service Line ID: Assign a unique ID to each row that represents one service line. You can number each row starting with the number 1 and ending with the number that equals the number of service lines included in your inventory.
- Column C Street Number: This field is required. Enter the actual street location address (street number) of
- Column D Street Name: This field is <u>required</u>. Enter the actual street location address (street name) of the
- Column E City: This field is required. Enter the City of the street location address of the service line.
- Column F Zip Code: This field is required. Enter the Zip Code of the street location address of the service
- Column G Other Location Identifier: This field is <u>conditionally required</u>. Include a non-address location
- Column H GPS Coordinates Latitude: This field is <u>conditionally required</u>. If including GPS coordinates for a service line, enter in this field the latitude coordinates using decimal degrees (DD). All entries in this field should be positive values
- Column I GPS Coordinates Longitude: This field is conditionally required. If including GPS coordinates for a

System-Owned Portion

Complete the information in Columns J-M if either (1) the system owns the entire service line, or (2) ownership

- Column J System-Owned Portion Service Line Material Classification: This field is <u>required.</u> Use the
- Column K If Non-Lead, was Material Ever Previously Lead?: This field is conditionally required if the
- Column L Service Line Installation Date?: This field is conditionally required if the System-Owned Portion
- Column M Notes: Use this column to provide any additional information, such as additional details about

<u>Customer-Owned Portion</u>

- Column N Customer-Owned Portion Service Line Material Classification: This field is required. Use the
- Column O- Service Line Installation Date?: This field is <u>conditionally required</u>. Use the dropdown menu to
- Column P Notes: Use this column to provide any additional information, such as additional details about the

Entire Service Line Material Classification

• Column Q - Entire Service Line Material Classification: This field is required. This field will be auto-generated

Other Potential Sources of Lead

- Column R Is there a Lead Connector: This field is conditionally required. Use the dropdown menu to
- $\bullet \quad \textbf{Column S Is there a Lead Solder in the Service Line:} \ This field is \ \underline{conditionally \ required.} \ \textbf{Use the dropdown}$
- Column T Describe Other Fittings and Equipment Connected to the Service Line that Contain Lead: Include

Additional Information to Assign Tap Monitoring Tiering

Columns U through Y are for documenting additional information that is helpful in assigning a tap sample tiering

- Column U Building Type Connected to the Service Line: Use the dropdown menu to indicate if the building
- Column V Point-of-Entry or Point-of-Use Treatment Present: Use the dropdown menu to indicate if the
- Column W Does the Interior Building Plumbing Contain Copper Pipes with Lead Solder Installed Before
- Column X Current LCR Sampling Site?: Use the dropdown menu to indicate if you have identified this
- Column Y Sample Site Selection Criteria (Site Tier): This field will be auto-generated for each lead service

Additional Information to Assign Tap Monitoring Tiering

- Column Z Date of System-owned LSLR: Indicate the date the system-owned portion of the lead service line
- Column AA Date of Customer-owned LSLR: Indicate the date the customer-owned portion of the lead

Public Accessibility Worksheet

Purpose: Required worksheet for systems to provide documentation to TCEQ on how they met the public

Directions:

- Question 1: Check each box that indicates the location identifiers that you use for your service line
- Question 2: Use the dropdown menu to indicate if every service line has a location identifier. If "no", explain
- Question 3: Check each box that indicates how you are making your inventory publicly accessible. If "Other"

PWS Certification

Purpose: For systems to certify completion of the lead service line inventory.

- Review each statement and select the checkbox for each field certifying that you understand and agree to
- Include the name of the PWS representative at the bottom of the worksheet.

Ownership Is Split

system owns a portion and the customer owns a portion).

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	
Ownership Distinction between the Water	
Ownership distinction between the water	

Source: TCEQ

System-Owned Portion	Customer-Owned Portion	Classification for Entire Service Line					
Lead	Lead	Lead					
Lead	Galvanized	Lead					
Lead	Non-lead	Lead					
Lead	Lead Status Unknown	Lead					
Non-lead	Lead	Lead					
Lead Status Unknown	Lead	Lead					
Galvanized	Lead	Lead					
Ion-lead, but system is unable to demonstrate it was not previously Lead	Galvanized	Galvanized Requiring Replacement					
Lead Status Unknown	Galvanized	Galvanized Requiring Replacement					
Non-lead and never previously lead	Non-lead, specifically galvanized pipe material	Non-lead					
Non-lead	Non-lead, material other than galvanized	Non-lead					
Lead Status Unknown	Non-lead	Lead Status Unknown					
Non-lead	Lead Status Unknown	Lead Status Unknown					
Lead Status Unknown	Lead Status Unknown	Lead Status Unknown					

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

PWS Information			
on this page is required.	-		
Facility Information?			
Water System Name:			
WESTBOUND WATER SUPPLY CORP			
PWSID:	Population Served (number of people):	Number of Service Connections:	PWS Type:
TX0670027	3,087	1029	COMMUNITY
comprise at least 20% of the			YES
System Contact Person?			
Name:		Title:	
DUSTIN JONES		EXEC DIR	
Telephone:		Email:	
2544423348		westboundsupply@att.net	
Person Who Prepared Inventory (if di	fferent from above)?		

TCEQ-20943 (Rev. 12/1/2022) Page 1

Name:

DUSTIN JONESTelephone:

2544423348

Title/Affiliation:

westboundsupply@att.net

EXEC DIR

Email:

Inventory Methodology
PWS Name: WESTBOUND WATER SUPPLY CORP
PWSID: TX0670027

Note: Cells that have a superscript * are required fields.

Type of Record		Describe the Records Reviewed for Your Inventory ^x	Indicate if record was reviewed as required by 40 § CFR 141.84(a)(3).
Previous Materials Evaluation Example: Locations of Tier 1 lead tap ampling locations that are served by a ead service line.			NO
Construction Records and Plumbing Codes			NO
Water System Records xamples: Capital improvement plans. tandard operating procedures.			NO
Distribution System Inspections and ecords xamples: Distribution system maps. Tapards. Service line repair/replacement			YES
Other Records			YES
Part 2: Identifying Service Line Material	During Normal Operations		
. During which normal operating activities re you collecting information on service	Suring Normal Operations		
Vater meter reading	YES	Water main repair or replacement	YES
Vater meter repair or replacement	YES	Water main repair or replacement	YES
ervice line repair or replacement	YES	Backflow prevention device inspection	YES
Other	Select "Yes" or "No"		
f "Other", please explain below:			
2. Did you develop or revise standard operating procedures to collect service line			NO
, ,			NO
perating procedures to collect service line			NO
perating procedures to collect service line Part 3: Service Line Investigations nventory (check all that apply). If a water ystem chooses an investigation method			NO
art 3: Service Line Investigations wentory (check all that apply). If a water /stem chooses an investigation method ot specified by the state under 40 CFR	VES	Water Quality Sampling - Sequential	
art 3: Service Line Investigations ventory (check all that apply). If a water stem chooses an investigation method of specified by the state under 40 CFR isual inspection at the Meter Pit	YES YES	Water Quality Sampling - Sequential Water Quality Sampling - Other	NO
perating procedures to collect service line art 3: Service Line Investigations ventory (check all that apply). If a water stem chooses an investigation method at specified by the state under 40 CFR sual inspection at the Meter Pit ustomer Self-Identification	YES	Water Quality Sampling - Other	NO NO
art 3: Service Line Investigations ventory (check all that apply). If a water stem chooses an investigation method of specified by the state under 40 CFR isual inspection at the Meter Pit ustomer Self-Identification CTV Inspection at Curb Box - External	YES NO	Water Quality Sampling - Other Mechanical Excavation	NO NO YES
art 3: Service Line Investigations eventory (check all that apply). If a water stem chooses an investigation method of specified by the state under 40 CFR isual inspection at the Meter Pit sustomer Self-Identification CTV Inspection at Curb Box - External CTV Inspection at Curb Box - Internal	YES NO NO	Water Quality Sampling - Other Mechanical Excavation Vacuum Excavation	NO NO YES NO
art 3: Service Line Investigations aventory (check all that apply). If a water ystem chooses an investigation method ot specified by the state under 40 CFR isual inspection at the Meter Pit ustomer Self-Identification CTV Inspection at Curb Box - External CTV Inspection at Curb Box - Internal Vater Quality Sampling - Targeted	YES NO NO NO	Water Quality Sampling - Other Mechanical Excavation Vacuum Excavation Predictive Modeling	NO NO YES NO YES
	YES NO NO	Water Quality Sampling - Other Mechanical Excavation Vacuum Excavation	NO NO YES NO
Part 3: Service Line Investigations Inventory (check all that apply). If a water yeten chooses an investigation method not specified by the state under 40 CFR Visual inspection at the Meter Pit Customer Self-Identification CCTV Inspection at Curb Box - External CCTV Inspection at Curb Box - Internal Vater Quality Sampling - Targeted Vater Quality Sampling - Flushed	YES NO NO NO	Water Quality Sampling - Other Mechanical Excavation Vacuum Excavation Predictive Modeling	NO NO YES NO YES

Inventory Summary PWS Name: WESTBOUND WATER SUPPLY CORP

PWSID: TX0670027

each of the four required materials classifications.

Note: Cells th

Part 1. General Information										
1. Is this the Initial Inventory or an	Inventory Update? x	Select One								
your system? If other, please	your system? If other, please									
your system, such as a local ordinance? If yes, please describe		Select "Yes" or "No"								
below and explain where										
lines were generally installed in										
3b. When were lead service lines										
pigtails or connectors in the		Select "Yes" or "No" or "Don't Know"								

Part 2. Inventory Summary Tab	le ¹	
the Column "Entire Service Line		
Material Classification" (Column Q)		
will be used to calculate the total		
number of service lines for each of		
Service Line Material Classification	Definition	Total Number of Service Lines (REQUIRED to be reported under the LCRR) ^x
Lead	Any portion of the service line is known to	0
Replacement (GRR)	portion is galvanized and the system is unable to demonstrate that the galvanized line was never downstream of a lead service	0
	All portions of the service line are known NOT to be lead or GRR through an evidence- based record, method, or technique	1,029
Lead Status Unknown	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	0
TOTAL		1,029
Notes		
connecting the water main to the		
customer's plumbing. See the		
Classifying SLs worksheet for		
additional guidance on assigning a		
LSL under the LCRR ("a portion of pipe		
that is made of lead, which connects the water main to the building inlet")		



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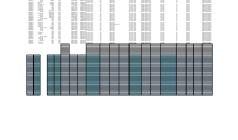
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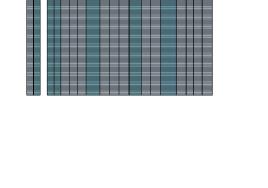
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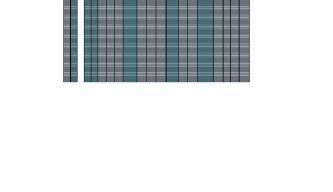
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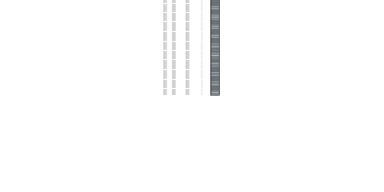


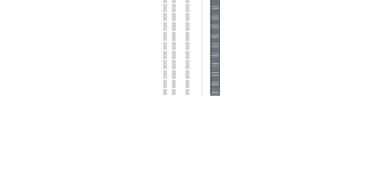


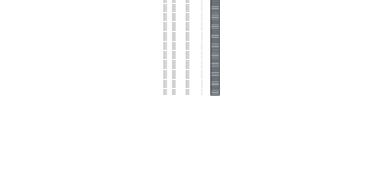


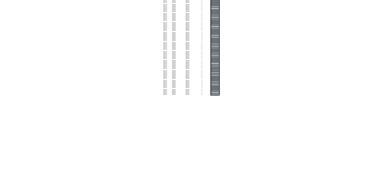


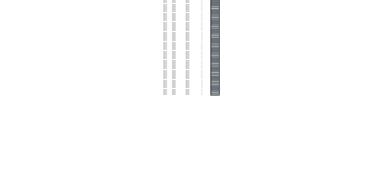


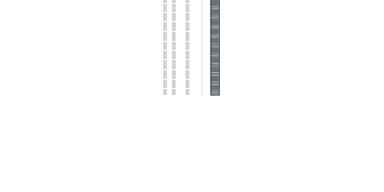


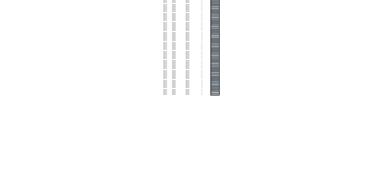


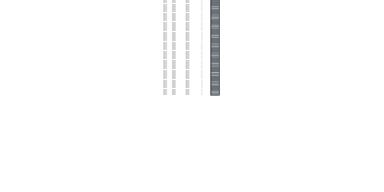


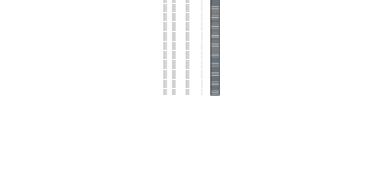


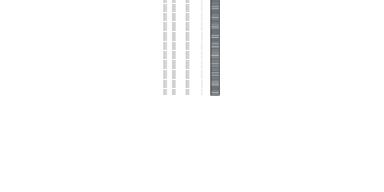


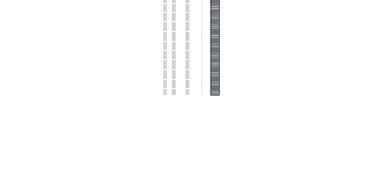


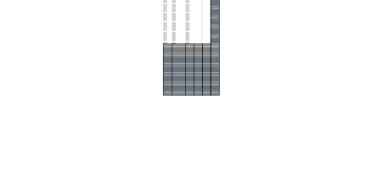


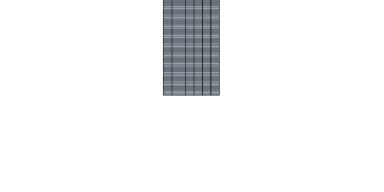


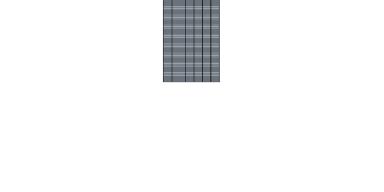














cessibility Documentation PWS Name: WESTBOUND WATER SUPPLY CORP

PWSID: TX0670027

were met. All information on this page is required.

Remember that the LCRR

YES	GPS Coordinates	YES
YES	Other	NO
		YES
NO	Printed tabular data	NO
NO	Information on water utility mailings or newsletter	NO
YES	Hard copy information available in water system office	NO
NO	Other	NO
	NO NO NO YES	NO Printed tabular data NO Information on water utility mailings or newsletter YES Hard copy information available in water system office

12/16/2022) Page 1

PWS Certification	PWS Info
PWS Name: WESTBOUND WATER SUI PWSID: TX0670027	PPLY CORP
checking the appropriate boxes below, entering your water system information, and signing the certification. All	
l certify	I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on
l certify	properly gather and evaluate the information submitted. Based on As the PWS Representative, I understand that if any additional service lines are subsequently identified as Lead, Galvanized Requiring Replacement, or Lead Status Unknown, the PWS is required to notify the State within 30 days of identifying the service I
l certify	As the PWS Representative, I understand that the PWS should maintain for review any resource, information, or identification method used for the development of this initial inventory. These records do not need to be submitted to TCEQ but should be availab
l certify	As the PWS representative, I understand that customers with a lead, galvanized requiring replacement, or lead status unknown service lines should be informed within 30 days of completion of initial LSLI and annually thereafter until the service line is re
l certify	As the PWS representative, I understand that the PWS should provide an updated LSLI in accordance with its tap sampling monitoring period schedule, but no more frequently than annually. The updated LSLI must be submitted within 30 days of the end of each
DUSTIN JONES	The individual providing certification and acknowledgment to the above statements.

TCEQ-20943 (Rev. 12/16/2022) Page 1