

Building Your Lead Service Line Inventory



Overview

1

Make a Plan of Action

You should put together a plan of action before beginning to work on your lead service line inventory. For systems serving more than 10,000 people, you must submit this plan no later than June 1, 2023. For systems serving under 10,000 people, a plan of action is not required, though it is encouraged.

2

Historical File Review

It is required that you begin your inventory by completing a historical file review on documentation you have available.

3

Field Investigation

You may need to conduct a field investigation if your historical file review does not allow for a material classification of the service line. Collecting information from each service connection will require a coordinated effort between you (the utility) and your consumers. The State has prepared multiple documents and surveys to help you connect with and educate your consumers on the lead service line inventory.

4

Quality Check

It is important that you perform a quality check on the data provided to you by consumers. At a minimum, this will include a review of the information and photos submitted to you by the consumer. This step may also include site visits or other field checks to verify the service line material in an area.

5

Submit Your Findings

After verifying the information you collected from historical file review, consumer provided information, and site visits, you should be ready to submit your initial inventory.



Plan of Action

You should put together a plan of action before beginning to work on your lead service line inventory (LSLI). For systems serving more than 10,000 people, you must submit this plan no later than June 1, 2023.

For systems serving under 10,000 people, a plan of action is NOT required to be submitted, though it is recommended that you think through the following questions to ensure you are prepared to develop your LSLI.

A complete plan of action will include:

1. Short narrative of how you plan to complete your inventory.
2. Primary staff (name, phone number, and email) who will complete the inventory.
3. Estimated number of service connections to be included on the LSLI.
4. Answers to the following Questions:
 - a. What information does the system have readily available?
 - b. What references will be used to build the inventory?
 - c. What challenges have been identified?
 - d. What Standard Operating Procedures (SOPs) can be written/implemented into routine field work by staff or contractors to collect data?
 - e. Does the utility/public water system generally own the entire service line?
 - f. How will you ensure all service lines have been included?
 - g. What milestones have you set for yourself?
 - h. What questions or clarifications do you need to be successful?

While making your plan, you should also think about the cost of developing your inventory. If your water system does not have enough funds, there is financing available through the Alaska State Revolving Fund (SRF) Program in the form of low-interest loans. To begin the process of obtaining a loan, visit <https://dec.alaska.gov/water/technical-assistance-and-financing/state-revolving-fund/> and fill out a loan questionnaire.

Lastly, at this time, you should decide how you are planning to submit your completed inventory to the State. The State has provided two (2) options:

1. Lead-Safe Alaska Portal

- The State of Alaska has a data portal to aid in the submission of Lead Service Line Inventory information. Through the portal, you will be able to use a mapping tool to efficiently document your progress towards completing your inventory. The mapping tool sends your information to the State automatically. Additionally, the portal contains online surveys for LSLI information that you can send to customers. The survey data will appear in your portal for review prior to submission to the State.

2. State Lead Service Line Inventory (LSLI) Template

- The State produced an LSLI template in Microsoft Excel. Once finished with your initial inventory, you will email the completed Excel sheet to the State at DEC.DW.LSLI@alaska.gov.

2

Historical File Review

It is required that you begin your inventory by completing a historical file review on documentation you have available.

The EPA's Lead and Copper Rule Revisions requires a thorough file review for completing the inventory. A thorough file review will include checking:

1. Previous materials evaluations.
2. Water system records, such as tap/connection cards, service line install records, accurate as-builts, standard operating procedures, and/or engineering specifications.
3. Plumbing and/or building codes or construction permits, or other records associated with the construction of the structure.
4. Inspection records from previous water system maintenance or repair activities.
5. Paper or electronic records from ADEC Drinking Water Program, if available. You may make records requests to dec.dw.lsl@alaska.gov.

You are required to report the source of your information as part of your inventory.

3

Field Investigation

You may need to conduct a field investigation if your historical file review does not allow for a material classification of the service line. Field Investigation may include any of the following activities:


1. Collecting customer provided information, such as photographs, descriptions, or installation/ replacement records.
2. Performing visual inspections by the public water system and its staff.
3. Other methods, **which require Drinking Water Program approval prior to use:**
 - a. Potholing or digging a certain percentage of service lines to determine overall composition in an area.
 - b. Discussions with previous water operators, local plumbing, and/or home inspectors.
 - c. Water quality sampling, predictive modeling, or other emerging methods.

Collecting information from each service connection will require a coordinated effort between you (the utility) and your consumers. Additionally, some consumers may not want to provide you with information or access to their private property. In order to assist you with collecting information, the State has prepared multiple public outreach and guidance documents. You are more likely to successfully collect information from your consumers if you communicate the goal of this effort and benefits to the consumer. There are educational flyers and door hangers, customizable letter templates, and brochures available for download on the Drinking Water Program website: <https://dec.alaska.gov/eh/dw/lcrr>.

If your utility is developing its own outreach materials and would like the Alaska Drinking Water Program to review them for accuracy, please send an email to dec.dw.lsl@alaska.gov

If your utility is utilizing the Lead-Safe Alaska Portal to submit your inventory information to the State, you can use the online survey feature to collect consumer information on their service lines and premise plumbing. The pre-generated survey will ask consumers to enter all required service line information and attach a photo of their service line. You will be able to review all online survey data before it is submitted to the State.

If your utility is opting to use the Microsoft Excel LSLI template, there are printable questionnaires and outreach materials available on the Drinking Water Program website to help you obtain accurate service line and premise plumbing information from your consumer.



Interior Plumbing Questionnaire

The following information is requested to fulfill new requirements under the U.S. Environmental Protection Agency's (EPA) Lead and Copper Rule Revisions (LCRR). Your utility will provide instructions on how to submit this questionnaire.

Name: _____ Phone Number: _____

Address or Mile Marker: _____

What is the primary usage of this building? (circle one)

Single Family	Multi-Family/ Person	School	Child Care Facility
Child Care in Home	School/Child Care Built After 2014	Building	Other- Specify Below

If other, please specify: _____

Does this building have Point-of-Entry (POE) or Point-of-Use (POU) Treatment?*

Yes, POE	Yes, POU	No	Unknown
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*POE treatment devices are located where water enters a building and treats for multiple sinks/uses throughout the building, such as a water softener. POU treatment devices are applied to a single tap, such as an under-the-sink reverse osmosis (RO) or filtration system.

What is the primary material of the Interior Plumbing in the building? (circle one)

Copper	Plastic- PEX	Plastic- PVC	Plastic- HDPE
Plastic- Mixed	Steel	Unknown	Other- Specify Below

If other, please specify: _____

If copper, was the solder installed before 1989? Yes No Unknown-Likely yes Unknown-Likely no Unknown

Please circle an estimated date range of when the interior plumbing was installed or changed.

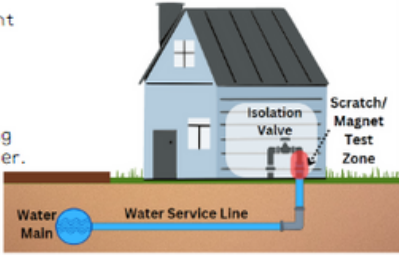
Before 1960	1960 - 1988	1989 - 2014	After 2014	Unknown
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Is this building, or has this building ever been a lead and copper sample site?


Yes, currently	Yes, previously	No	Unknown
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LEAD SERVICE LINE INVENTORY


All Community and Non-Transient Non-Community public water systems are now required to develop a Lead Service Line Inventory. The inventory must contain all service lines, including those carrying non-potable water. The goal of this effort is to identify and remove sources of lead in our drinking water.



It is unlikely that you have a lead service line. Even so, it is still important to check for lead sources in our drinking water because lead can cause serious health problems if too much enters your body. It can cause damage to the brain and kidneys, and can interfere with the production of red blood cells that carry oxygen to all parts of your body. The greatest risk of lead exposure is to infants, young children, and pregnant women. Visit <https://www.epa.gov/lead/learn-about-lead> for more information on the effects of lead.



Lead enters drinking water primarily through the corrosion, or wearing away, of materials containing lead in household plumbing and the water distribution system, such as the pipes that connect your house to the water main (service lines). The Lead Service Line Inventory is intended to aid in the identification and removal of lead service lines. In order to develop an accurate and complete inventory, public water systems may ask for your help in identifying service line material. They will provide you with detailed instructions on what to look for and how to document your findings.



Learn More: <https://dec.alaska.gov/eh/dw/lcrr/>

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Quality Check

As the utility, you are responsible for the legitimacy and accuracy of your Lead Service Line Inventory. You should always perform a quality check on data submitted by your consumers. Remember, your consumers likely do not have the same training and experience as you do. A good quality check will:

1. Verify that the person who submitted the information actually receives their water from your utility.
2. Verify that the person who submitted the information was given guidance on where to look and how to identify service line material.
3. Verify the type of service line material identified by the consumer using the photographs they provided, or other service records which may contradict their selection.
4. Correct any mistakes or discrepancies in the data.

5

Submit Your Findings

Once you have identified your service line material and premise plumbing material, you must submit your findings to the State using one (1) of the following options.

Lead-Safe Alaska Portal

The State of Alaska has a data portal to aid in the submission of Lead Service Line Inventory information. Through the portal, you will be able to use a mapping tool to efficiently document your progress towards completing your inventory. The mapping tool sends your information to the State automatically as you verify your customer's data.

[Scan the QR code or follow the link to register for access to the Lead-Safe Alaska Portal:](https://survey123.arcgis.com/share/a6584228b5f34e38b02d1a21edc4c15f?open=menu)



<https://survey123.arcgis.com/share/a6584228b5f34e38b02d1a21edc4c15f?open=menu>

Once you register for your public water system, you will receive an email with your generated username. Follow the steps in the email to establish your password. There will be training sessions available soon to teach you to use the data portal.

Inventory Template Email Submission

The State created an Inventory Template in Microsoft Excel. You can download the Inventory Template on the State of Alaska Drinking Water Program Website:

<https://dec.alaska.gov/eh/dw/lcrr/>.

Once you have filled out the template with all required information, you may submit your completed lead service line inventory to the Drinking Water Program via email at:

DEC.DW.LSLI@ALASKA.GOV

For More Information

Alaska Drinking Water Program Guidance: <https://dec.alaska.gov/eh/dw/lcrr>

EPA LCRR Guidance: <https://www.epa.gov/ground-water-and-drinking-water/revised-lead-and-copper-rule>

LSLR Collaborative Guidance: <https://www.lslr-collaborative.org>