

PbCu Sample Location Spreadsheet (BWSE-18) Completion Instructions

Any questions regarding this form may be directed to the Division of Water Supply and Geoscience,
Bureau of Safe Drinking Water email watersupply@dep.nj.gov or (609) 292-5550.

General:

- New locations must be submitted on a *PbCu Sample Location Spreadsheet (New)* (BWSE-18N) and revisions to existing site must be submitted on a *PbCu Sample Location Spreadsheet (Revisions)* (BWSE-18R). Spreadsheets containing both new locations and revisions to existing, approved locations will be rejected. (Note that if this is your initial submission upon approval of your Lead and Copper Sampling Plan (Plan), ALL approved locations are to be listed on a single BWSE-18N.)
- Completed forms are to be submitted electronically to watersupply@dep.nj.gov.
 - Subject line for new sites: "PWS NJ#####, PbCu Sample Location Spreadsheet (New)".
 - Subject line for revisions: "PWS NJ#####, PbCu Sample Location Spreadsheet (Revisions)"
 - Forms must be submitted in Excel file format (.xlsx).
- The completed form(s) must be submitted directly by the water system owner/executive director or licensed operator of record.
- If during normal operating procedures the water system:
 - 1) identifies a higher Tier or lead service line location that must be added to the sampling pool,
 - 2) fully replaces a lead service line at a designated sampling location that now must be made inactive,
 - 3) determines that an existing sampling location is inaccurately characterized, or
 - 4) has other reason to make edits/additions to the sampling pool, then - ***The appropriate form(s) must be submitted 30 days from the date of discovery, and/or at least 30 days prior to the end of the applicable monitoring period to make the necessary changes to the sampling pool.***

New sites (Use form BWSE-18N):

Certification Sheet: Review and complete the required information. Check the acknowledgement box once complete. Incomplete certification sheets will result in rejection of the form.

BWSE-18 Sheet: For each of the indicated columns enter the information noted below:

Columns A through H MUST be completed for ALL rows.

- A. PWSID#: Enter your 7-digit PWSID Number, preceded by NJ (e.g., NJ1234567) This MUST be completed for all rows.
- B. Sample Point: The Sample Point designation is pre-populated, for up to 100 sample points (i.e., PBCU#s); add additional sequential numbers if more sample points are needed. NOTE: numbers may not be reused. This MUST be completed for all rows.
- C. Location: Enter the Location of the sample point, with a maximum of 20 characters (e.g., 14 Main Street). It is recommended that you standardize all abbreviations (i.e., St, vs Str, vs Street) and avoid punctuation as your laboratory will need to enter this accurately when submitting results via E2. This MUST be completed for all rows.
- D. Zip Code: Enter the 5-digit Zip Code of the location of the Sample Point. This MUST be completed for all rows.
- E. Tier: From the drop down select the Tier Level for each Sample Point (See table below for community water systems (CWS) or a nontransient noncommunity water systems (NTNC)). This MUST be completed for all rows.
- F. Sample Category: From the drop down select the Sample Category (See table below). This MUST be completed for all rows.

Sample Category	Description	Tier Level	
		CWS	NTNC
i	Single family residence with lead service line, including lead goosenecks	1	NA
ii	Single family residence with lead solder copper piping constructed after 1982 ¹	1	NA
iii	Single family residence with lead pipes	1	NA
iv	Multi-family residence with lead service line	2 ²	NA
v	Multi-family residence with lead solder copper piping constructed after 1982 ¹	2	NA
vi	Multi-family residence with lead pipes	2	NA
vii	Single family home with lead solder copper piping constructed before 1983	3	NA
viii	Single family home that does not meet Tier criteria	N	NA
ix	Multi-family home that does not meet Tier criteria	N	NA
x	Non-residential building with lead service line	2	1
xi	Non-residential building with lead solder copper piping constructed after 1982 ¹	2	1
xii	Non-residential building with lead pipes	2	1
xiii	Non-residential building with lead solder copper piping constructed before 1983	N	2
xiv	Non-residential building that does not meet Tier criteria	N	N

¹ Though the effective date for the lead ban in NJ was 1987, there is still a possibility of lead solder being used in construction after this date. Water systems are advised to carefully consider the Tier level of homes and buildings built during this time.

² When multiple-family residences comprise at least 20% of the structures served by a water system, the system may include Tier 2 multi-family sampling sites served by a lead service line in its Tier 1 sampling pool. These should be entered as Tier 1, category iv.

- G. Whole House Water Softener: From the drop down, select yes or no to indicate whether the Sample Site has a whole house water softener. ‘Yes’ should only be used for locations where all taps are treated, this is not to be used for point of use devices, or those only treating a single tap. This MUST be completed for all rows. NOTE: Locations with whole house filters should not routinely be used for compliance samples unless ALL locations within the distribution system of the highest Tier are so equipped.
- H. Standard/Alternate: From the drop down, select whether the Sample Site is a Standard site (S) or an Alternate site (A) in your sampling pool. If the system is on reduced monitoring, you must still list the full number of Standard sites you would need if on Standard monitoring. If the system routinely distributes more sample bottles than the required number of sites to ensure the required number of sampling sites is met, these additional sites should be identified as standard in this field. This MUST be completed for all rows.
- I. Status Change: ‘New’ is preselected, complete for any additional rows that are manually added..
- J. Water System Comments: **If the system is currently on reduced monitoring**, the system must identify the reduced sampling sites in this field by entering ‘Reduced’. Refer to NJDEP’s Selecting Reduced Lead and Copper sites Factsheet available at <https://www.state.nj.us/dep/watersupply/pdf/lead-reduced-sites-fs.pdf> for additional guidance on site selection.

Columns K& L are for NJDEP use only - Leave blank

Revisions to Existing Sites (Use form BWSE-18R):

Certification Sheet: Review and complete the required information. Check the acknowledgement box once complete. Incomplete certification sheets will result in rejection of the form.

BWSE-18 Sheet: For each of the indicated columns enter the information noted below:

Columns A through I MUST be completed for ALL rows.

- A. PWSID#: Enter your 7-digit PWSID Number, preceded by NJ (e.g., NJ1234567) This MUST be completed for all rows.
- B. Sample Point: Enter the Sample Point designation exactly as listed on your approved list (i.e., PBCU# with no spaces) and shown in Drinking Water Watch. This MUST be completed for all rows.
- C. Location: Enter the Location of the sample point exactly as listed on your approved list and shown in Drinking Water Watch. This MUST be completed for all rows.
- D. Zip Code: Enter the 5-digit Zip Code of the location of the Sample Point. This MUST be completed for all rows.
- E. Tier: From the drop down select the Tier Level for each Sample Point (See table below for community water systems (CWS) or a nontransient noncommunity water systems (NTNC)). This MUST be completed for all rows.
- F. Sample Category: From the drop down select the Sample Category (See table below). This MUST be completed for all rows.

Sample Category	Description	Tier Level	
		CWS	NTNC
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iii	Single family residence with lead pipes	1	NA
iv	Multi-family residence with lead service line	2 ²	NA
v	Multi-family residence with lead solder copper piping constructed after 1982 ¹	2	NA
vi	Multi-family residence with lead pipes	2	NA
vii	Single family home with lead solder copper piping constructed before 1983	3	NA
viii	Single family home that does not meet Tier criteria	N	NA
ix	Multi-family home that does not meet Tier criteria	N	NA
x	Non-residential building with lead service line	2	1
xi	Non-residential building with lead solder copper piping constructed after 1982 ¹	2	1
xii	Non-residential building with lead pipes	2	1
xiii	Non-residential building with lead solder copper piping constructed before 1983	N	2
xiv	Non-residential building that does not meet Tier criteria	N	N

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² When multiple-family residences comprise at least 20% of the structures served by a water system, the system may include Tier 2 multi-family sampling sites served by a lead service line in its Tier 1 sampling pool. These should be entered as Tier 1, category iv.

G. Whole House Water Softener: From the drop down, select yes or no to indicate whether the Sample Site has a whole house water softener. ‘Yes’ should only be used for locations where all taps are treated, this is not to be used for point of use devices, or those only treating a single tap. This MUST be completed for all rows. NOTE: Locations with whole house filters should not routinely be used for compliance samples unless ALL locations within the distribution system of the highest Tier are so equipped.

H. Status Change: From the drop down select one of the following:

a. Existing – *Sample site information is being edited and sample will remain in the sampling pool*: Sample site is part of the approved sampling pool (as shown on DWW) but classification information has changed (i.e., new information discovered through a more thorough materials evaluation, information from the homeowner, typographical error, etc.) and the site is to be kept in the sampling pool because it is of equal or higher Tier.

b. Inactive – *Sample is being removed from the sampling pool*: Sample site that was part of the approved sampling pool (as shown on DWW) and, (i) had plumbing changes (i.e., service line replacement, gooseneck replacement, interior plumbing changes, etc.) or, (ii) the sample site is no longer accessible (e.g., abandoned/permanently vacant, torn down), or (iii) the resident has installed a whole house (point of entry) treatment unit. Additional notes concerning Inactivating sites:

1. A system may only inactivate a sample site that has become a lower Tier (i.e., service line replacement, plumbing changes, etc.) if the distribution system has been adequately evaluated and it is determined that there are enough higher Tier sites to fulfill sampling requirements.
2. A temporarily vacant sample site should remain in the pool unless it becomes permanently vacant, whereas abandoned residences or buildings may be inactivated.
3. A residence with a point of use treatment device should not be inactivated. The customer should sample a different tap in the home without a point of use treatment device.

4. A sample site where a customer opted out of sampling may only be inactivated if there are enough higher Tier sites remaining in the sample pool. Sample sites cannot be removed based solely on lack of participation. The sample site may be listed as an alternate site if there are enough higher Tier sites available.

- I. Status Change Reason: From the drop down select one of the following:
 - a. *LSL fully replaced*: location has had a FULL Lead service line replacement and no longer qualifies as Tier 1 (and it is not a Single-family residence with lead solder copper piping constructed after 1982, or with lead plumbing)
 - b. *Interior plumbing changed*: Interior changes have been made such that the location no longer contains lead solder copper piping constructed after 1982, or lead plumbing.
 - c. *New information*: An inspection of the location, and/or documentation has shown that the original Tier and category classification was incorrect, and the location does not meet the definition of the highest Tier.
 - d. Typographical error: Used to fix simple typographical errors in the address or zip. May also be used to correct an incorrectly chosen Sample Category as long as the Tier does not change.
 - e. *Permanently vacant*: Location has been, or will be, demolished, or is not going to be vacant for the foreseeable future. A location being unoccupied due to a real estate transaction should not be removed from the sampling pool pending verification with the new owner of a desire to participate.
 - f. *POE treatment*: Location treats all water that is received, not only at a single tap.
 - g. *Higher Tier sites available*: Sufficient additional locations have been identified in the distribution system that are of a higher Tier.
- J. Water System Comments: Add any comments regarding the changes.
- K. Date of Full LSLR or Inspection: Must be completed if location is being removed from the sampling pool (made inactive) due to a full LSLR or an inspection.
- L. For DEP use only
- M. For DEP use only

Status Change Scenario Table (BWSE-18R)

Status Change Scenarios		BWSE-18R Sample Location Spreadsheet form columns							
		Sample Point (Column B)	Location (Column C) / Zip Code (Column D)	Tier (Column E) / Sample Category (Column F)	Whole House Water Softener (Column G)	Status Change (Column H)	Status Change Reason (Column I)	Water System Comments (Column J)	Date of Full LSLR or Inspection (Column K)
1. Physical changes have been made to the plumbing materials of the sample site resulting in a Tier change	a. Sample site to remain in sampling pool* Step 1: Inactivate Existing PBCU# as shown Step 2: Add New PBCU#A using BWSE-18N following instructions above	Existing PBCU#	Same as original	Same as original	Same as original	Inactive	Select the applicable option	Indicate the new Tier and sample Category	Date of Discovery and/or Inspection
	b. Sample site to be removed from sampling pool	Existing PBCU#	Same as original	Same as original	Indicate as appropriate	Inactive	Select the applicable option	Enter comments as appropriate	Date of Discovery and/or Inspection
3. The known details of the location have changed, but no actual plumbing changes have occurred.	Sample site to remain in sampling pool (Only applicable if category is changing, for change of Tier follow instructions for 2. Above)	Existing PBCU#	Same as original	Enter correct information based on the details of the site	Indicate as appropriate	Existing	"New information"	If the Tier has changed based on the new information: note original Tier and Sample Category	Date of Discovery and/or Inspection
	Sample site to be removed from sampling pool	Existing PBCU#	Same as original	Same as original	Indicate as appropriate	Inactive	"New information"	If the Tier has changed based on the new information: note original Tier and Sample Category	Date of Discovery and/or Inspection
4. A typographical error is to be corrected (If the typographical error was in the Tier and/or category follow the instructions for Scenario 3 above.)		Existing PBCU#	Corrected information where edits are needed	Same as original	Indicate as appropriate	Existing	"Typographical error"	Enter comments as appropriate	Leave blank
5. Sample site is to be made inactive due to permanent vacancy, installation of POE treatment, etc. (Will not be part of the sampling pool going forward.)		Existing PBCU#	Same as original	Same as original	Indicate as appropriate	Inactive	Select the applicable option	Enter comments as appropriate	Enter date of LSLR, inspection, or discovery

* In order to maintain the correct Tier/category association to any existing sample results reported under this PBCU# a 2-step process is required if the sample site will be sampled again going forward. The original sample site must be inactivated with the original Tier/category left as is, and a new PBCU#A must be added that will be used going forward.

- o The new PBCU# (Column B) will be the same as the original with the addition of "A" (or "B" if further changes are made in the future), for example: "PBCU14A."
- o List the location information (Column C) exactly as it was listed for the original PBCU#.
- o The new PBCU#s must be listed on a BWSE-18N form