



# New Jersey Department of Environmental Protection Division of Water Supply & Geoscience

## Instructions for Completing the Annual Lead Service Line Progress Report (DEP\_10-S\_00027.1) Form

**\*Submission due July 22, 2022\***

Send via email in the Excel format to [watersupply@dep.nj.gov](mailto:watersupply@dep.nj.gov) with the subject line: “Lead Service Line Progress Report\_[System Name]\_[PCWSID]”

The Division of Water Supply & Geoscience developed the DEP\_10-S\_00027.1 to assist Public Community Water Systems (PCWS) in providing progress on service line replacement and service line identification to the Bureau of Safe Drinking Water (BSDW) as required under the Federal Lead and Copper Rule and N.J.S.A. 58:12A-40 et seq. All public community water systems are required to provide an annual replacement report per N.J.S.A. 58:12A-40 et seq.

PCWS were required to conduct a materials evaluation, under the Federal Lead and Copper Rule, to determine the materials of its distribution system. Information on the materials within the PCWS service area, and progress on lead service line replacement is to be reported on this form (DEP\_10-S\_00027.1). PCWS can proceed to complete this form without a full materials evaluation; however, they must be working toward completion of a materials evaluation, as all PCWS in New Jersey are to replace all lead service lines within their distribution system by July 22, 2031.

If you have questions, please email them to [watersupply@dep.nj.gov](mailto:watersupply@dep.nj.gov) with the subject line “Annual Lead Service Line Progress Report Question\_[PCWS Name]\_[PWSID]”.

**Failure to complete and submit this form correctly and in its entirety by July 22, 2022, may result in a state violation and enforcement actions including the issuance of penalties.**

\*If the PCWS previously conducted a Lead Service Line Replacement program under the Federal Lead and Copper Rule or voluntarily, the initial service line inventory must include all Lead Service Line (LSL) sites that were not replaced previously in full due to the property-owner refusing to replace their portion of the LSL or was previously considered replaced per sampling conducted under 40 CFR 141.86(b)(3). \*

## Service Line Inventory – Tab 1

### I. General Information

1. In Section I., indicate the PCWS’s name as recognized by BSDW and indicate the Public Water System ID (PWSID). The PCWS’s name can be checked on Drinking Water Watch

using the PWSID in the system search field, which will open a new window with the PCWS name as recognized by BSDW. The link to Drinking Water Watch is below: [https://www9.state.nj.us/DEP\\_WaterWatch\\_public/](https://www9.state.nj.us/DEP_WaterWatch_public/). The system must also include the date of when the progress report is accurate of in mm/dd/yyyy format.

## II. Contact Information for Party Completing the Form

- In Section II., a PCWS’s representative or licensed operator of record completing the form shall provide their name, title, phone number, and email.

## III. Inventory Information

- In Section III., indicate the ownership of the service lines using the checkboxes. As a note, most PCWS will indicate this to be both since most PCWS split the ownership between the PCWS and the customer. PCWS must not submit a separate PCWS owned inventory and customer owned inventory:

**III. Inventory Information**

Owner of Service Lines:  System  Property Owner  Both

- For Section III. I-V select the material types that are present in the distribution system using the checkbox that corresponds with the material type and indicate the number of service lines of each material type selected:

	Selection	Number of sites
I. Lead	<input checked="" type="checkbox"/>	

\*If the service line has different materials on the system-side vs. the property-side, PCWSs must report the service line once (i.e., no double counting, based on the following priority hierarchy: lead = lead lined > galvanized > gooseneck > unknown > non-lead materials.) Example: if the service line is lead on one side and galvanized on the other, the PCWS should report the service line as made of lead.

- Indicate the number of service lines made of lead from main to curb and/or curb to building.
- Indicate the number of service lines made of galvanized materials and are not already captured under I. above (e.g., not lead-lined or lead-dipped).
- Indicate the number of service lines that have a lead gooseneck, pigtail, or other connector and are not already captured under I. or II. above.
- Indicate the number of service lines that the material or lead status is not known.

- V. Indicate the number of service lines made of non-lead materials (e.g., Copper/PVC) and are not already captured under I – IV above.

**Cells N28, N34 and N36 will auto-calculate using the information provided in Step 4.**

5. Cell F30 must be completed indicating the number of lead service lines replaced by the system that year of reporting i.e., 07/XX/20XX – 06/30/20XX.
6. Cell N30 must be completed indicating the number of known service lines in the system's inventory prior to replacement activities.
7. Cell N32 must be completed indicating the number of unknown service lines in the system's inventory prior to replacement activities.
8. Cells D34-D43 must be completed if the information is available i.e., the number of lead service lines replaced each year up until that year of reporting.
9. Systems must check yes or no for the partial replacements question in either cell H35 or I35. Below those boxes, systems must respond with the number of partial replacements conducted that year if they answered yes.
10. Systems can answer the optional question about the filter distribution program using either cell H38 or I38. Below those boxes, systems can respond with the number of filters distributed that year if they answered yes.
11. Cells N38-N47 must be completed if the information is available i.e., the number of unknowns identified each year up until that year of reporting.

#### **IV. Certifications**

12. In Section IV., the licensed operator of record or PCWS owner shall complete this section in its entirety providing your name, date, email address, phone number, and either your title or license number.