



# New Jersey Department of Environmental Protection:

## Division of Water Supply & Geoscience

### Instructions for Completing the CWS Service Line Inventory Form (*previously DEP\_10-S\_00014.3*) in EN Suite

**\*Submission due July 10<sup>th</sup> of each year\***

**Submission via EN Suite is required. Submission via e-mail or mail is not permitted.**

The Division of Water Supply & Geoscience developed the CWS Service Line Inventory Form to assist Public Community Water Systems (PCWS) in providing service line inventory information to the Department of Environmental Protection (Department) as required under the Federal Lead and Copper Rule and State Safe Drinking Water Act (N.J.S.A. 58:12A-40 et seq). All public community water systems are required to provide service line information 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. If PCWS have not already done so, or the PCWS's records are not accurate, then PCWS must determine the materials of all their service lines using resources such as building home age, municipal blueprints, lead tap cards, data from the American Water Works Association or other industry research groups, etc. This evaluation must include both the system-owned side and property-owner side, as applicable. PCWS can proceed to complete the 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.

PCWS must complete the CWS Service Line Inventory form via EN Suite, completing both the "Water System Info" page and the "Address Level Detail" page. The "Address Level Detail" page contains a mandatory excel upload of address level data.

**If you have questions, please email them to [watersupply@dep.nj.gov](mailto:watersupply@dep.nj.gov) with the subject line "Service Line Inventory Question\_[PCWS Name]\_[PWSID]".**

**Failure to complete and submit this form correctly and in its entirety by July 10<sup>th</sup> of each year may result in a 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).\*

## Water System Info – Tab 1

### I. Section 1 – General Information

Annual Submittal Year: Select the annual submittal year by clicking the drop-down arrow. The annual submittal year refers to the year in which the inventory report is due. For example, a service line inventory report for the period 07/01/2024-06/30/2025 due July 10<sup>th</sup>, 2025, has an annual submittal year of 2025.

### II. Water System Contacts

Licensed Operator & Backup Licensed Operator: If you are not the Licensed Operator or Backup License Operator for your PCWS, you may select the PCWS’s operators using the drop-down arrow.

## Address Level Detail – Tab 2

### III. Import LSLI Address Level Data

To import your service line address-level data into EN Suite, click on the blue “Download Excel Template” button in the top right corner. You must use this EN Suite Excel template. Failure to use the EN Suite template will result in an unsuccessful import. The EN Suite Excel template mirrors the existing Excel template. You may type the information directly on the Excel template or copy and paste your information from your existing records. Do not hide or rearrange any columns. Follow the instructions in the table below to complete all required columns.

The screenshot shows a software interface with a navigation bar at the top containing four steps: 1 Water System Info, 2 Address Level Detail (highlighted), 3 Review, and 4 Submission. Below the navigation bar, the main content area is titled "Import LSLI Address Level Data". In the top right corner of this area is a blue button labeled "Download Excel Template". Below the title, there is a section labeled "Upload Filled Template" which contains a large empty text input field with a red border. To the right of this field is a yellow upload icon (a square with an upward-pointing arrow). To the right of the upload icon is a grey button labeled "Import Data".

<b>Column</b>	<b>Column Name</b>	<b>Description</b>
<b>A</b>	<b>EN Suite Location ID (Generated by EN Suite)</b>	<u>Leave this column blank for your initial submission.</u> These IDs are automatically generated by EN Suite upon submission and are used to track service lines year to year. EN Suite will generate a unique ID for each service line based on zip code, street address, and location description (if provided). After your first EN Suite submission, you are encouraged to retain a copy of your inventory submission with the EN Suite Location IDs.
<b>B</b>	<b>Water System Location ID (Optional)</b>	Provide a unique identifier (sequence of numbers and/or letters) for each service line.
<b>C</b>	<b>PBCU Sample Site ID (Optional)</b>	Enter the name of the sample site if there is one. If not applicable, enter 'NA.'
<b>D</b>	<b>Street Address</b>	Provide the street address of the service line, e.g., 146 Main Street.
<b>E</b>	<b>Zip Code</b>	Provide the zip code in which the service line is in, e.g., 12345.
<b>F</b>	<b>Town</b>	Provide the town name in which the service line is in, e.g., Trenton.
<b>G</b>	<b>Lot (Optional)</b>	Provide the Lot of the service line, e.g., 42.
<b>H</b>	<b>Block (Optional)</b>	Provide the Block of the service line, e.g., 5.
<b>I</b>	<b>Easting (X) (Optional)</b>	Provide the easting (X) coordinate in NAD83 US Feet, e.g., 123456.78.
<b>J</b>	<b>Northing (Y) (Optional)</b>	Provide the northing (Y) coordinate in NAD83 US Feet, e.g., 123456.78.
<b>K</b>	<b>Latitude</b>	Provide the latitude of the service line, e.g., 40.217052.
<b>L</b>	<b>Longitude</b>	Provide the longitude of the service line, e.g., -74.742935.
<b>M</b>	<b>Locational Description (Optional)</b>	Provide a description or landmark near the service line, e.g. BLDG1. Recommended for any service lines at the same address, and required for service lines at the same address, with latitude and longitude coordinates within several feet. This should be consistent with any locational identifier being used in the publicly accessible version of the Inventory. Up to 7 characters are permitted.
<b>N</b>	<b>Service Line Category</b>	Provide the service line category, using one of the abbreviations below: <ul style="list-style-type: none"> <li>• L – Lead</li> <li>• G – Galvanized</li> <li>• LC – Lead connector</li> <li>• UL – Lead status unknown</li> <li>• NL – Non-lead</li> </ul>

<b>O</b>	<b>Suspected to be lead (Y/N) (Complete if answered UL for column N)</b>	Provide a Yes (Y) or No (N) answer if either side of the service line is UL (lead status unknown).
<b>P</b>	<b>Public Service Line Materials</b>	Provide the public service line material, using one of the abbreviations below: <ul style="list-style-type: none"> <li>• L – Lead</li> <li>• G – Galvanized Iron/Steel</li> <li>• C – Copper</li> <li>• P – Plastic</li> <li>• O – Other</li> <li>• UX – Unknown</li> <li>• NA – Not applicable</li> </ul>
<b>Q</b>	<b>Public Service Line – Other Materials (Provide only if Column P is indicated as O)</b>	Describe the material of the public service line, e.g., PVC, if you indicated “other” for the public service line material.
<b>R</b>	<b>Customer Service Line Materials</b>	Select the customer’s service line materials. See P above for the legend of the abbreviations.
<b>S</b>	<b>Customer Service Line – Other Materials (Provide only if Column R is indicated as O)</b>	Describe the material of the customer service line, e.g., PVC, if you indicated “other” for the customer service line material.
<b>T</b>	<b>PCWS Service Line Install Date (Optional)</b>	Provide the date that the public service line was installed, e.g., 10/10/1970.
<b>U</b>	<b>Customer Service Line Install Date (Optional)</b>	Provide the date that the customer’s service line was installed, e.g., 10/10/1970.
<b>V</b>	<b>Service Line Length (ft.) (Optional)</b>	Provide the total length of the service line in feet, e.g., 250.

<b>W</b>	<b>PCWS Service Line - Verification Source (Provide only if Column O is indicated as Y)</b>	<p>Provide the source(s) used to identify the service line material on the public side if the service line is suspected to be made of lead. Multiple verification sources can be recorded for the inventory. Use one of the abbreviations below for each service line:</p> <ul style="list-style-type: none"> <li>• R – Distribution system resources, including DS maps, drawings</li> <li>• RRN – Records: residential and non-residential building resources, excluding I, S, A, SR as defined below</li> <li>• F1 – Field/visual inspection <u>without</u> full excavation</li> <li>• F2 – Field/visual inspection <u>with</u> full excavation</li> <li>• I – Input from customers and non-paying customers</li> <li>• A – Statistical analysis</li> <li>• S – Sequential monitoring</li> <li>• SR – Sampling results and water quality information (other than sequential)</li> </ul> <p>O – Other (explain in column X)</p>
<b>X</b>	<b>PCWS Service Line - Other Source (Provide only if Column W is indicated as O)</b>	Describe the source used to verify the materials of the service line if you indicated “other” for the verification source.
<b>Y</b>	<b>PCWS Service Line - Reasoning (Complete if answered Y for column O)</b>	Explain the reasoning for why each service line is believed to contain lead if you indicated “Yes” for whether the service line is suspected to be lead.
<b>Z</b>	<b>PCWS Service Line - Steps to be Taken to ID Unknowns (Complete if answered UX in Column P)</b>	Provide the steps that the PCWS will take to identify the materials of the service line if you indicated “unknown” for the public service line material.

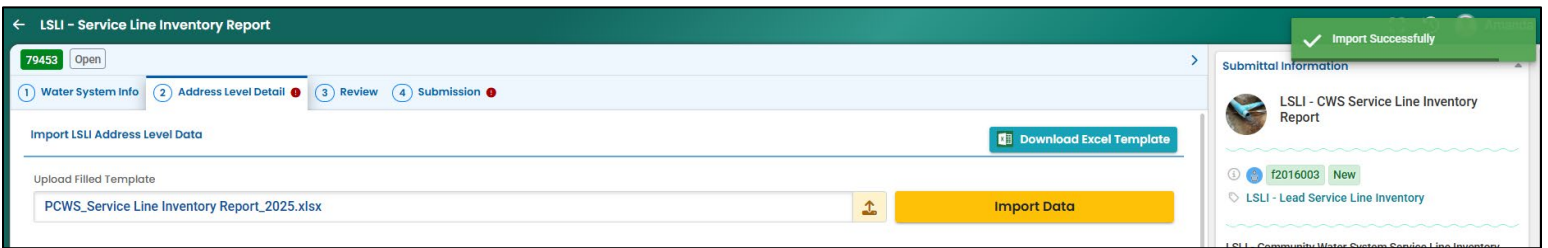
<b>AA</b>	<b>Customer Service Line - Verification Source (Provide only if Column O is indicated as Y)</b>	<p>Provide the source(s) used to identify the service line material on the customer side if the service line is suspected to be made of lead. Multiple verification sources can be recorded for the inventory. Use one of the abbreviations below for each service line:</p> <ul style="list-style-type: none"> <li>• R – Distribution system resources, including DS maps, drawings</li> <li>• RRN – Records: residential and non-residential building resources, excluding I, S, A, SR as defined below</li> <li>• F1 – Field/visual inspection without full excavation</li> <li>• F2 – Field/visual inspection with full excavation</li> <li>• I – Input from customers and non-paying customers</li> <li>• A – Statistical analysis</li> <li>• S – Sequential monitoring</li> <li>• SR – Sampling results and water quality information (other than sequential monitoring)</li> </ul> <p>O – Other (explain in column AB)</p>
<b>AB</b>	<b>Customer Service Line - Other Source (Provide only if Column AA is indicated as O)</b>	Describe the source used to verify the materials of the service line on the customer’s side, if you indicated “other” for the verification source.
<b>AC</b>	<b>Customer Service Line - Reasoning (Complete if answered Y for column O)</b>	Explain the reasoning for why each service line on the customer’s side is believed to contain lead if you indicated “Yes” for whether the service line is suspected to be lead.
<b>AD</b>	<b>Customer Service Line - Steps to be Taken to ID Unknowns (Complete if answered UX for column R)</b>	Provide the steps that the PCWS will take to identify the materials of the service line on the customer’s side if you indicated “unknown” for the customer service line material..
<b>AE</b>	<b>Attachments? (Y/N) (Optional)</b>	If there are attachments to the form, provide a Yes (Y), otherwise provide No (N).
<b>AF</b>	<b>PCWS Service Line Diameter (Optional)</b>	Provide the diameter, in inches, of the public service line, e.g., 12.
<b>AG</b>	<b>Customer Service Line Diameter (Optional)</b>	Provide the diameter, in inches, of the customer’s service line, e.g., 6.
<b>AH</b>	<b>Building Type (Optional)</b>	<p>Provide the building type, using one of the below abbreviations:</p> <ul style="list-style-type: none"> <li>• SFR – Single family residence</li> <li>• MFR – Multiple family residence</li> <li>• School or child care facility</li> <li>• Child care (In-home)</li> </ul> <p>Other non-residential</p>

<b>AI</b>	<b>PCWS Comments (Optional)</b>	Provide any additional comments as necessary. For example, if a partial lead service line replacement was conducted indicate as such and specify which side was replaced (i.e., system side or customer side).
<b>AJ</b>	<b>DEP Comments</b>	Leave this column blank.
<b>AK</b>	<b>Service Line Replacement Date</b>	Provide the date the lead service line was replaced. This field is mandatory if any portion of the service line was replaced. If the water system has a record of the date a service line was replaced prior to the effective date of the statute, the water system is encouraged to add that date as well. If a replacement was conducted, both AK and AL must be completed. Date format (MM/DD/YYYY) is required.
<b>AL</b>	<b>Service Line Replacement Material</b>	Provide the new material after the lead service line was replaced. This field is mandatory if the service line was replaced. If a replacement was made, both AK and AL must be completed.
<b>AM</b>	<b>Submission_RID (For Agency Use Only)</b>	Leave this column blank.

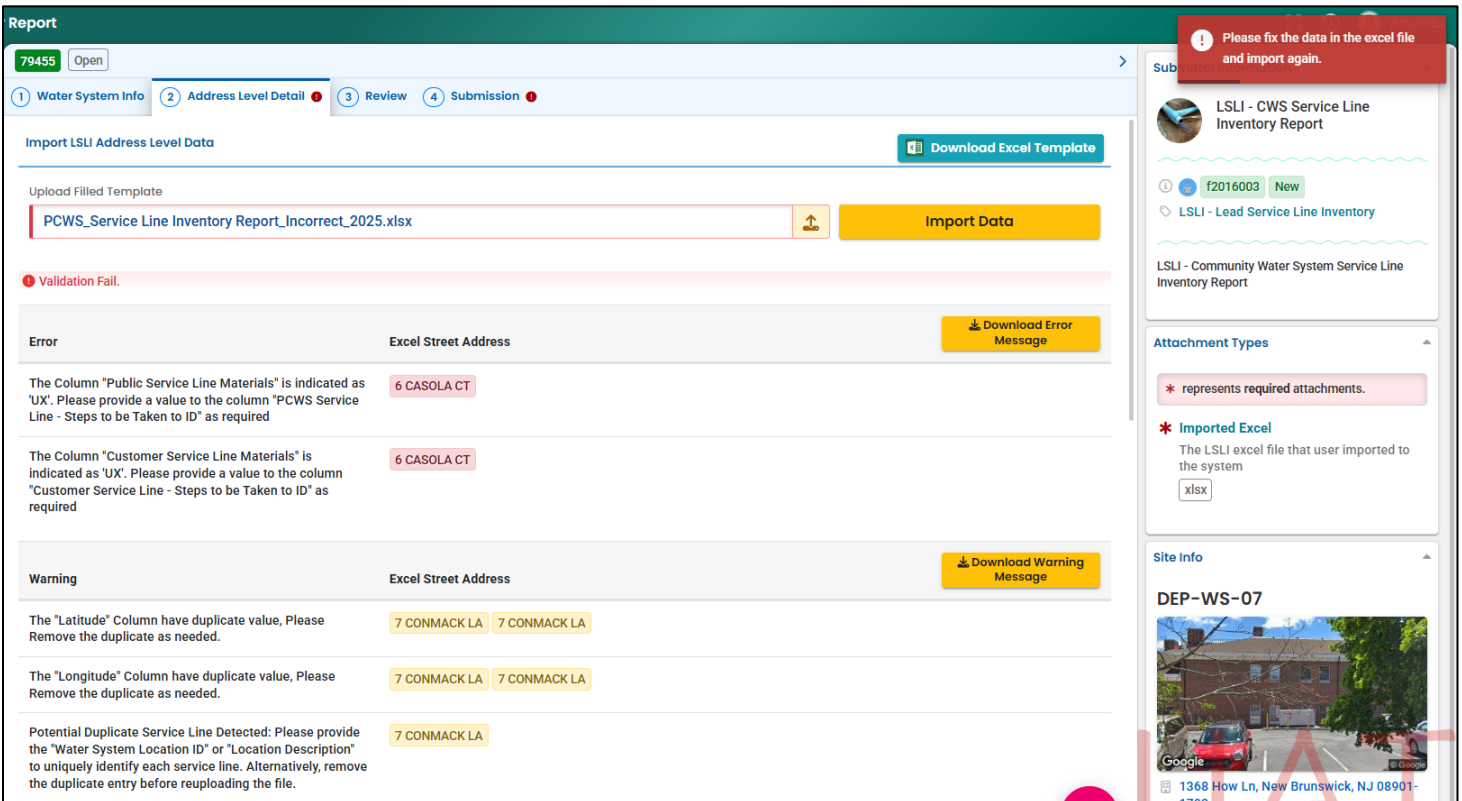
**Upload Filled Template:** Once you have edited the Excel template with your information, upload the file to EN Suite by clicking on the yellow upload button and selecting the appropriate file. Click on the yellow “Import Data” button to import your file.



After successfully importing your Excel file, a green “Imported Successfully” message will appear in the top right of the screen.



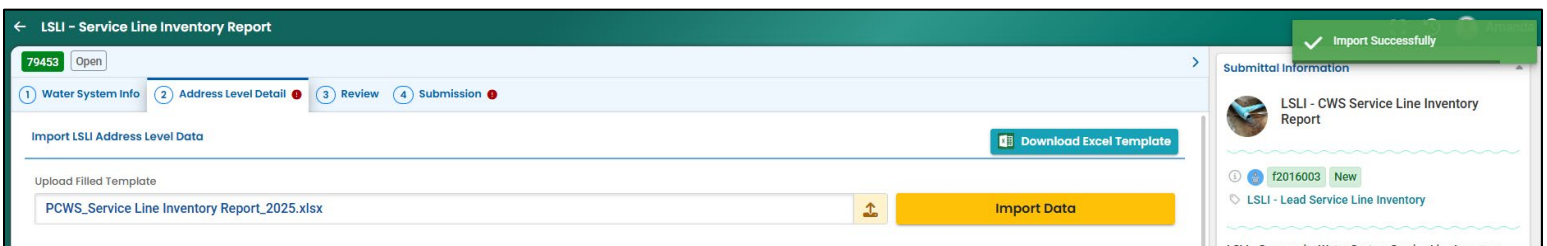
If any required columns are left blank, logic is not followed, or duplicate service lines are identified, an error message will appear noting which rows need to be edited. The Excel Street Address indicates the row in which the error has occurred.



### Common mistakes to avoid errors:

- Make sure your data is entered into the correct column. If copying and pasting your data from a previous service line inventory report, make sure to begin pasting your data in column C (PBCU Sample Site ID). The EN Suite Excel template contains two new columns at the beginning of the file (columns A and B).
- Do not delete, rearrange, or hide any columns.
- Latitude and longitude are required for all service lines (columns K and L). Only numerical values are acceptable. Do not include a degree (°) with your coordinate data.
- Duplicate service lines are multiple service lines that have the same address and latitude longitude coordinates within several feet. Having duplicate service lines in your inventory will prompt an error message in EN Suite. If these service lines are true duplicates (accidentally reported more than once), please remove the duplicates from the inventory and reupload. If these service lines are true unique service lines (ex: a large building that has 2 service lines nearby), they must be differentiated using a locational description (column M). Location descriptions can be up to 7 characters (ex: BLDG1, APT5, WEST).
- If the service line category is unknown (answered UL in column N), you must answer if the service line is suspected to be lead (column O).
- If the service line is suspected to be lead (answered Y in column O), you must report a verification source (columns W and AA).
- If the PCWS or customer service line side is made of unknown material (answered UX in column P or R), you must report the Steps Being Taken to ID Unknowns (columns Z or AD), respectively.
- Service line replacement dates (column AK) must be in date format (ex: 01/01/2025). Text or date ranges will not be accepted. If a service line was replaced prior to 7/22/2021 and the exact replacement date is unknown, you may enter 01/01 as the date, with the year of replacement.

After making the appropriate edits, reupload the Excel file. After successfully importing your Excel file, a green “Imported Successfully” message will appear in the top right of the screen.



## IV. Section 2 – Inventory Information

Ownership of the Service Lines: Indicate the owner of the service lines by clicking the appropriate option. 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

Material Types: Enter the counts of service lines in each material category within your distribution system under “User Input.” Once your Excel file is processed, the counts of service lines in each material category will appear on the screen under “Imported.” The User Input and Imported counts must match.

- I. Indicate the number of service lines made of lead from main to curb and/or curb to building.
- II. Indicate the number of service lines made of galvanized materials and that are not already captured under I. above (e.g., not lead-lined or lead-dipped).
- III. 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.
- IV. Indicate the number of service lines in which 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.

Note that the “Number of lead service lines to be replaced/identified”, “Total number of service lines in water system”, and “Number of known lead service lines” will auto-calculate using the information provided above.

## Section 2 Inventory information

Ownership of the service lines

system  property owner  both

Material Types

Number of Sites	User Input	Imported
I. Number of Lead service line sites ?	<input type="text" value="0"/>	0
II. Number of Galvanized service line sites ?	<input type="text" value="0"/>	0
III. Number of Lead gooseneck, pigtail, or connector sites ?	<input type="text" value="0"/>	0
IV. Number of Lead Status Unknown service lines ?	<input type="text" value="1"/>	1
V. Number of Non-Lead service lines ?	<input type="text" value="16"/>	16
<b>Number of lead service lines to be replaced/identified:</b>	<b>1</b>	<b>1</b>
<b>Total number of service lines in water system:</b>	<b>17</b>	<b>17</b>
<b>Number of known lead service lines:</b>	<b>0</b>	<b>0</b>

\*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.

## V. Section 3 Inventory Availability

Inventory Availability Details: Complete this question indicating that this inventory has been made publicly available and, if applicable, provide the website where the inventory is posted under Inventory URL, in accordance with N.J.S.A. 58:12A-40 et seq.\*

\*Note that water systems that serve a population of less than 3,300 person that do not have a website, may publish their inventories by other means that is publicly accessible.

## Review – Tab 3

### I. Submittal Form(s) Summary

Under Submittal Form(s) Summary, pages with a red X are incomplete. You must go back and complete these pages before you are able to complete your submission. Pages with a green check are complete.

## Submission – Tab 4

The Licensed Operator (LO) or Responsible Official (RO) must complete the Submission page.\*

### I. Certification Statement

Check the box to indicate you have read and agree to the certification statement.

### II. Security Question

Answer the security question associated with your account.

### III. PIN Number

Enter your PIN number associated with your account.

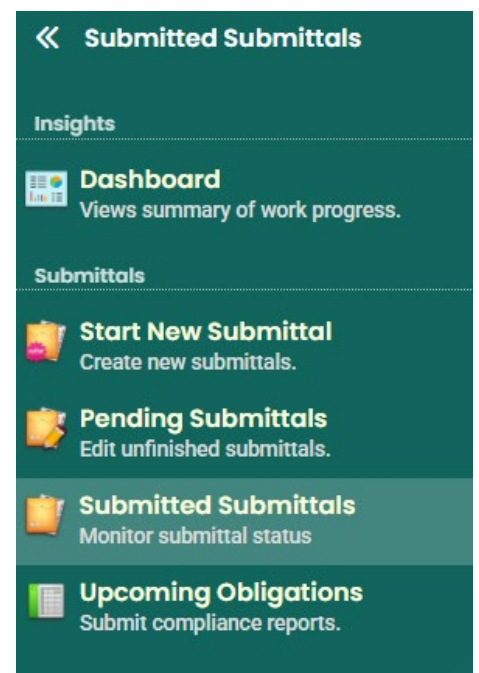
Click on the blue “Submit” button to submit the CWS Service Line Inventory Report.

\*Approved Party (AP) users can complete but are unable to submit the CWS Service Line Inventory Report. Upon form completion, the AP must save the form, and a responsible official (RO) or licensed operator (LO) user from the PCWS must review and complete the Submission page. In the Review page, the AP may select the PCWS owner and the user who will submit the form (the RO or LO). Click on the blue “eNotify” button to send an email notification to the submitter that this CWS Service Line Inventory Report is ready for their review and submission.

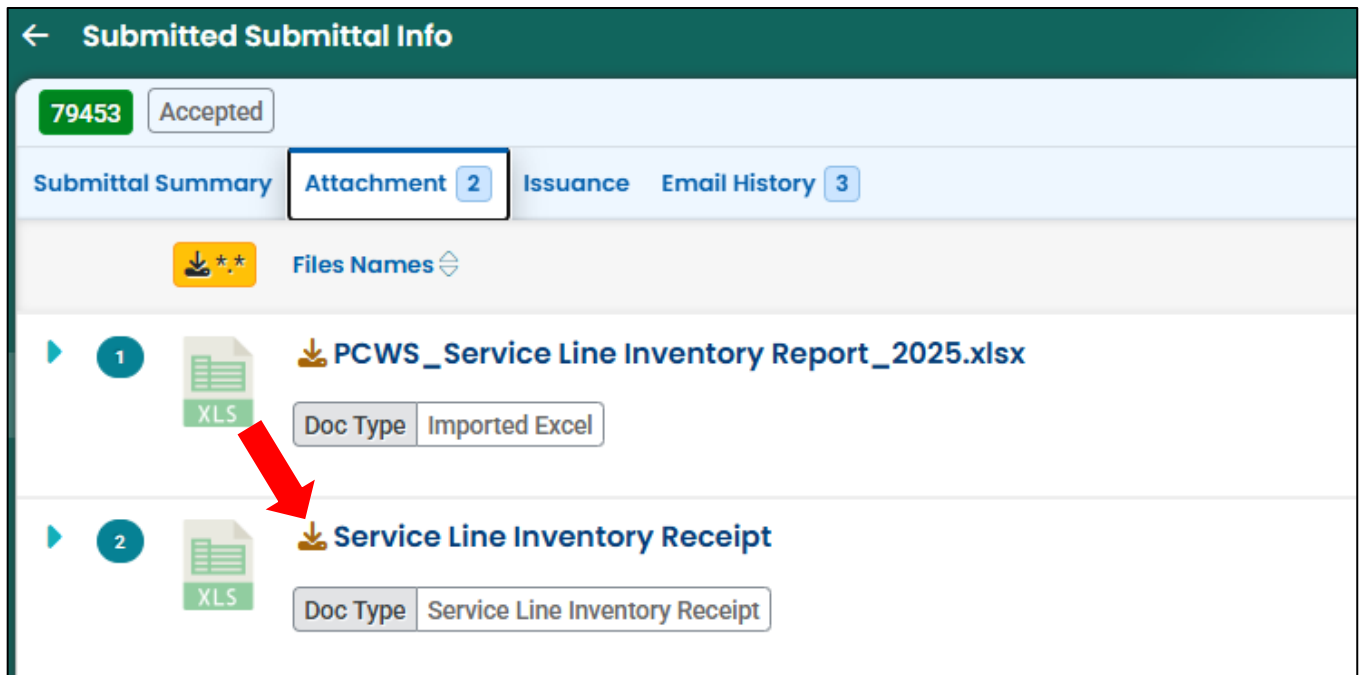
## After Submission:

After your first EN Suite submission, you are encouraged to retain a copy of your inventory submission with the EN Suite Location IDs. These IDs are automatically generated by the EN Suite upon submission and are used to track service lines year to year. A copy of the inventory will be emailed to you after submission. You may also download a copy of your inventory with the EN Suite Location IDs from EN Suite. Navigate to the Submitted Submittals page using the menu button >> in the top left corner.

Find your submission and click on the orange Complete Workflow button on the right side.



Click on the Attachment page and download your “Service Line Inventory Report.”



In subsequent years, upload your inventory with the EN Suite Location ID column complete. This helps ensure data integrity is maintained, and service line materials are properly tracked year to year.

## Frequently Asked Questions

Q: What do we do about non-potable service lines e.g., irrigation?

A: Water systems should strive to include all service lines in their service line inventory. If a water system would like to differentiate non-potable service lines from potable service lines, column AI should be used. You can state “non-potable” or describe the service line e.g., fire service.

Q: How do we address locations with a master meter e.g., college campuses, mobile home parks, etc.?

A: If the building does not have a unique address, you can utilize the same address for different service lines. Water systems should denote each different building in column M (locational description).