



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

Instructions for Completing the Non-Community Non- Transient Water System (NCNTWS) Service Line Inventory (DEP_10-F_00048.2) Form

**Send via email in the Excel format to watersupply@dep.nj.gov with the subject line:
“Service Line Inventory_[System Name]_[PWSID]”**

The Division of Water Supply & Geoscience developed the DEP_10-F_00048.2 to assist Public Water Systems (PWS) in providing service line inventory information to the Bureau of Safe Drinking Water (BSDW) as required under the Federal Lead and Copper Rule Revisions (LCRR). All public non-community water systems are required to provide service line information per the LCRR.

PWS were required to conduct a materials evaluation, under the federal Lead and Copper Rule, to determine the materials of its distribution system. If PWS have not already done so, or the PWS’s records are not accurate, then PWS must determine the materials of all their service lines using resources such as building age, municipal blueprints, lead tap cards, data from the American Water Works Association or other industry research groups, etc. PWS can proceed to complete the form without a full materials evaluation; however, they must be working toward completion of a materials evaluation.

Using all available resources, the PWS must complete the DEP_10-F_00048.2 form, completing both the “Service Line Inventory” tab and the “Service Line Inventory Table” tab.

If you have questions, please email them to watersupply@dep.nj.gov with the subject line “Service Line Inventory Question_[PWS Name]_[PWSID]”.

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

Service Line Inventory – Tab 1

I. General Information

1. In Section I., indicate the PWS’s name as recognized by BSDW and indicate the Public Water System ID (PWSID). The PWS’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 PWS name as recognized by BSDW. The link to Drinking Water Watch is below:
https://www9.state.nj.us/DEP_WaterWatch_public/

II. Contact Information for Party Completing the Form

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

III. Inventory Information

3. 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 type="checkbox"/>	

*If the service line has different materials on the system-side vs. the property-side, PWSs 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. Ex. If the service line is lead on one side and copper on the other, the PWS should report the service line as made of lead.

- 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 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 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.

Row 26 and Row 28 will auto-calculate using the information provided in Step 4.

IV. Inventory Availability

- The licensed operator of record or PWS owner shall complete this section indicating that this inventory has been made publicly available, and provide the website where the inventory is posted in accordance with 40 CFR 141.84(a)(8)*

* Note that non-community water systems that serve a population of less than 50,000 people that do not have a website, may publish their inventories by other means that is publicly accessible.

V. Certifications

- The certification box will also be completed by the licensed operator of record or PWS owner in its entirety providing your name, date, email address, phone number, and either your title or license number.

Service Line Inventory Table – Tab 2

- After completing the “Service Line Inventory” Excel tab, you must also complete the “Service Line Inventory Table” tab. This table is used to provide information on each of the service lines in the PWS. The notes below correspond to the respective column in the “Service Line Inventory Table” tab. Fields not marked as ‘optional’ are required. Required fields on the form are also filled in as blue for better identification of required fields.

Column	Column Name	Description
A	PBCU Sample Site ID (Optional)	Enter the name of the sample site if there is one.
B	Locational Identifier	Enter the location of the service line. Examples are basement, utility room, building 1, etc.
C	Street Address	Provide the street address of the service line, e.g., 146 Main Street.
D	Zip Code	Provide the zip code in which the service line is in, e.g., 12345.
E	Town	Provide the town name in which the service line is in, e.g., Trenton.
F	Latitude	Provide the latitude of the service line, e.g., 40.217052.
G	Longitude	Provide the longitude of the service line, e.g., -74.742935.
H	Service Line Category	Use the dropdown to select the service line category, see below for a legend of the abbreviations:

		<ul style="list-style-type: none"> • L – Lead • G – Galvanized • LC – Lead connector • UL – Lead status unknown • NL – Non-lead
I	Suspected to be lead (Y/N)	Provide a Yes (Y) or No (N) answer if service line category (Column H) is unknown (UL).
J	Verification Source	<p>Select the source(s) used to identify the service line is suspected to be made of lead. Multiple verification sources can be recorded. See below for a legend of the abbreviations:</p> <ul style="list-style-type: none"> • R – Distribution system resources, including DS maps, drawings • RRN – Records: residential and non-residential building resources, excluding I, S, A, SR as defined below • F1 – Field/visual inspection <u>without</u> full excavation • F2 – Field/visual inspection <u>with</u> full excavation • I – Input from customers and non-paying customers • A – Statistical analysis • S – Sequential monitoring • SR – Sampling results and water quality information (other than sequential) <p>O – Other (explain in column H)</p>
K	Verification – Other Source (Provide only if Column J is indicated as O)	Describe the verification source if the list above does not apply
L	Service Line - Reasoning (Provide only if Column I is indicated as Y)	Provide reasoning for why each service line is believed to contain lead.
M	Steps to be Taken to ID (Provide only if Column H is indicated as UL)	Provide the steps that the PWS will take to identify the materials of the service line.
N	Attachments? (Y/N) (Optional)	If there are attachments to the form, provide Y, otherwise provide N.
O	Service Line Length (ft.) (Optional)	Provide the total length of the service line in feet, e.g., 250.
P	Service Line Diameter (in.) (Optional)	Provide the diameter, in inches, of the public service line, e.g., 12.
Q	PWS Comments (Optional)	Provide any additional comments as necessary.
R	DEP Comments	Leave this column blank.

S	Service Line Replacement Date	Provide the date the service line was replaced. This field is mandatory if the service line was replaced. If a partial replacement was conducted at the address, the water system must note that it was a partial under column L as well as note if it was curb to meter or curb to main.
T	Service Line Replacement Material	Provide the new material after the service line was replaced. This field is mandatory if the service line was replaced. If a partial replacement was conducted at the address, the water system must note that it was a partial under column L as well as note if it was curb to meter or curb to main.

Examples of Completed DEP_10-S_00014.4 – Tab 1 Only

1) A PWS with only non-lead materials:

I. System Information <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Water System Name:</td> <td>ABC Water System</td> </tr> <tr> <td>PWSID Number:</td> <td>NJ0123456</td> </tr> </table>	Water System Name:	ABC Water System	PWSID Number:	NJ0123456	II. Contact Information for Owner/ Licensed Operator of Record Completing the Form <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Contact Name:</td> <td>John Smith</td> </tr> <tr> <td>Contact Title:</td> <td>Licensed Operator</td> </tr> <tr> <td>Contact Phone:</td> <td>123-456-7890</td> </tr> <tr> <td>Contact Email:</td> <td>johnsmith@abcwater.com</td> </tr> </table>	Contact Name:	John Smith	Contact Title:	Licensed Operator	Contact Phone:	123-456-7890	Contact Email:	johnsmith@abcwater.com
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Contact Phone:	123-456-7890												
Contact Email:	johnsmith@abcwater.com												
III. Inventory Information Owner of Service Lines: <input type="radio"/> System <input type="radio"/> Property Owner <input checked="" type="radio"/> Both													
<table border="1" style="border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Selection</th> <th style="width: 40%;">Number of sites</th> </tr> </thead> <tbody> <tr> <td>I. Lead</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>II. Galvanized</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>III. Lead gooseneck, pigtail, or connector</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>IV. Lead Status Unknown</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>V. Non-lead</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </tbody> </table>		Selection	Number of sites	I. Lead	<input type="checkbox"/>	II. Galvanized	<input type="checkbox"/>	III. Lead gooseneck, pigtail, or connector	<input type="checkbox"/>	IV. Lead Status Unknown	<input type="checkbox"/>	V. Non-lead	<input checked="" type="checkbox"/>
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V. Certifications <i>By submitting this form, I have verified and certify the information listed in this form is true and accurate to the best of my knowledge and belief.</i> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">John Smith</td> <td style="width: 33%; text-align: center;">1/1/2022</td> <td style="width: 33%; text-align: center;">N/A</td> </tr> <tr> <td style="text-align: center;">Water System Owner or Licensed Operator Name</td> <td style="text-align: center;">Date</td> <td style="text-align: center;">Title (if WS Owner)</td> </tr> <tr> <td style="text-align: center;">johnsmith@abcwater.com</td> <td style="text-align: center;">123-456-7890</td> <td style="text-align: center;">11</td> </tr> <tr> <td style="text-align: center;">Email</td> <td style="text-align: center;">Phone Number</td> <td style="text-align: center;">License Number (if LO)</td> </tr> </table>		John Smith	1/1/2022	N/A	Water System Owner or Licensed Operator Name	Date	Title (if WS Owner)	johnsmith@abcwater.com	123-456-7890	11	Email	Phone Number	License Number (if LO)
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Water System Owner or Licensed Operator Name	Date	Title (if WS Owner)											
johnsmith@abcwater.com	123-456-7890	11											
Email	Phone Number	License Number (if LO)											

2) A PWS with all material types.

I. System Information
 Water System Name: ABCWater System
 PWSID Number: NJ0123456

II. Contact Information for Owner/ Licensed Operator of Record Completing the Form
 Contact Name: John Smith
 Contact Title: Licensed Operator
 Contact Phone: 123-456-7890
 Contact Email: johnsmith@abcwater.com

III. Inventory Information

owner of Service lines: System Co-owner S,Both

	Selection	Number of sites
I. Lead	1,1	250
II. Galvanized	1,1	50
III. Lead gooseneck, pigtail, or connector	1,1	50
IV. Lead Status Unknown	1,1	10
V. Non-lead	1,1	300

# of LSLs to be replaced/identified:	360	# of LSLs to be replaced annually:	35
Total# of service lines in PWS:	660	# of known LSLs	350

IV. Inventory Availability

This inventory has been made publicly accessible by:

1,1 If 3,300 customers or greater: Posting the inventory on my water system's website [Website]: abcwatersystem.com/LSLinventory
 If under 3,300 customers: Posting the inventory in a publicly accessible place, if a website is not available inventory is available via:

V. Certifications

By submitting this form, I have verified and certify the information listed in this form is true and accurate to the best of my knowledge and belief.

John Smith	1/1/2022	N/A
Water System Owner or Licensed Operator Name	Date	Title (if WSOwner)
johnsmith@abcwater.com	123-456-7890	11
Email	Phone Number	License Number (if LO)