

Instructions for Completing the Service Line Inventory Worksheet and Service Line Inventory Certification Form

If you have questions about the inventory and certification form that are not answered here, please contact your district inspector or the Drinking Water Branch at (334) 271-7773.

Inventory Spreadsheet

To avoid having your submittal rejected, please do not alter the spreadsheet or substitute your own version of the spreadsheet. An XML schema is available upon request. At this time, EDWRS performs no validation on submissions; therefore, a file submission that is accepted by EDWRS may be rejected after internal processing and review. Please remember to save your work as you go, and back up the spreadsheet so you do not lose your progress. Note that this form is limited to 65,000 service connections. If you need to submit an inventory with more connections, please contact the Drinking Water Branch for guidance.

Enter the entire PWSID in the blank provided. Example: AL0001957

Location Information

1. Unique Identifier (optional): enter a unique ID for the service line. You may enter any alphanumeric designator that you use to identify a service line or meter. You can also number each row starting with "1" and ending with the number of service lines in your inventory.
2. Service Line Location
 - a. Street Address (MANDATORY): Enter the number and street address associated with the service line. Example: 515 James Street
 - b. City (MANDATORY): Enter the city name for the service line.
 - c. State Abbrev. (MANDATORY): Enter the state abbreviation (example: AL) for the service line.
 - d. ZIP (MANDATORY): Enter the zip code for the service line.
 - e. Alternative Description (Optional): If desired, you may enter a more general description of the location of the service line, such as the name of the neighborhood, a block, intersection, or landmark.
 - f. Latitude (Optional, but strongly recommended): Enter the latitude in decimal degrees. Example: 31.45234
 - g. Longitude (Optional, but strongly recommended): Enter the longitude in decimal degrees. Example: -85.63160
3. Sensitive Population (Optional): You may indicate if the service connection serves a sensitive population by selecting from the dropdown menu. If "other", provide description in #11 – SOP Notes.
4. Disadvantaged Neighborhood (Optional): You may indicate if the service line is located in a disadvantaged neighborhood.

System-Owned Portion (SOP)

5. System-Owned Portion (SOP) Service Line (SL) Material Classification (MANDATORY): From the dropdown menu, choose one of the following to describe the system-owned portion of the service line:
 - a. Lead: The line is currently composed of lead pipe
 - b. Lead-lined Galvanized: The line is composed of galvanized pipe with a lead lining.
 - c. Galvanized: The line is composed of galvanized pipe.
 - d. Unknown – Likely Lead: The composition of the pipe is unknown, but based on factors such as age or location, the line is likely made of lead.
 - e. Unknown – Unlikely Lead: The composition of the pipe is unknown, but based on factors such as age or location, the line is likely NOT made of lead.
 - f. Unknown – Material Unknown: The composition of the pipe is unknown.
 - g. Non-Lead – Copper: Records or inspection *verifies* that the pipe is composed of copper.
 - h. Non-Lead – Plastic: Records or inspection *verifies* that the pipe is composed of plastic (PVC, PEX, etc.).
 - i. Non-Lead – Other: Records or inspection *verifies* that the pipe is composed of a material that is non-lead but not copper or plastic. Use this classification if you can verify that the system-owned portion is 100% non-lead based on installation date, but are unsure if it is plastic, copper, or galvanized.
 - j. N/A – 100% Customer Owned: The entire service line from main to the building is owned by the customer rather than the water system.
6. System-Owned Portion Installation Date (Optional): You may enter the date that the system-owned portion of the service line was installed, if known.
7. System-Owned Portion Size (Optional): You may enter the diameter of the system-owned portion of the line, if known.
8. Basis of SOP SL Material Classification (Optional): You may choose from the dropdown menu the method you used to determine the composition of the system-owned portion of the service line.
9. Was the SOP SL Material Field Verified (Optional): You may choose “Yes” or “No” to signify if the material of the system-owned portion of the service line was verified by field inspection.
10. SOP Field Verification Details
 - a. Field Identification Method (Optional): You may choose from the dropdown menu the type of field verification used to determine the composition of the system-owned portion of the service line.
 - b. Field Verification Date (Optional): Enter the date of the field verification, if applicable.
11. SOP Notes (Optional): You may use this field to document additional relevant information about the system-owned portion of the service line.

Customer-Owned Portion

12. Customer-Owned Portion Service Line Material Classification (MANDATORY): From the dropdown menu, choose one of the following to describe the customer-owned portion of the service line:
 - a. Lead: The line is currently composed of lead pipe
 - b. Lead-lined Galvanized: The line is composed of galvanized pipe with a lead lining.
 - c. Galvanized: The line is composed of galvanized pipe.

- d. Unknown – Likely Lead: The composition of the pipe is unknown, but based on factors such as age or location, the line is likely made of lead.
 - e. Unknown – Unlikely Lead: The composition of the pipe is unknown, but based on factors such as age or location, the line is likely NOT made of lead.
 - f. Unknown – Material Unknown: The composition of the pipe is unknown.
 - g. Non-Lead – Copper: Records or inspection *verifies* that the pipe is composed of copper.
 - h. Non-Lead – Plastic: Records or inspection *verifies* that the pipe is composed of plastic (PVC, PEX, etc.).
 - i. Non-Lead – Other: Records or inspection *verifies* that the pipe is composed of a material that is non-lead but not copper or plastic. Use this classification if you can verify that the customer-owned portion is non-lead or galvanized that is or has ever been downstream of lead based on installation date, but are unsure if it is plastic, copper, or galvanized pipe that has never been downstream of lead.
 - j. N/A – 100% System Owned: The entire service line from main to the building is owned by the water system. Use this classification if the line is inactive and ends at the meter.
13. If Galvanized, Was Upstream Portion of Service Line Previously Lead? (CONDITIONALLY REQUIRED): *If the customer-owned portion of the line is currently galvanized, select “Yes”, “No”, or “Unknown” from the dropdown menu. This response is needed to determine if the service line will be classified as “Galvanized Requiring Replacement”. Note: lead connectors are not considered part of a service line at this time.*
14. COP SL Installation Date (Optional): You may enter the date that the customer-owned portion of the service line was installed, if known.
15. COP SL Size: You may enter the diameter of the customer-owned portion of the line, if known.
16. Basis of COP SL Material Classification (Optional): You may choose from the dropdown menu the method you used to determine the composition of the customer-owned portion of the service line.
17. Was the COP SL Material Field Verified (Optional): You may choose “Yes” or “No” to signify if the material of the customer-owned portion of the service line was verified by field inspection.
18. COP Field Verification Details
- a. Field Identification Method (Optional): You may choose from the dropdown menu the type of field verification used to determine the composition of the customer-owned portion of the service line.
 - b. Field Verification Date (Optional): Enter the date of the field verification, if applicable.
19. COP Notes (Optional): You may use this field to document additional relevant information about the customer-owned portion of the service line.

Entire Service Line Classification

20. Entire Service Line Material Classification (MANDATORY): This field is automatically calculated based on the responses to the previous required fields. See Attachment 1.

Other Potential Sources of Lead

21. Is there a Lead Connector? (MANDATORY): If, according to records or field verification, there is a lead connector such as a pigtail or gooseneck, select “Yes”. If you have verified according to

records or inspection that there are no lead connectors, select “No”. Otherwise, select “Unknown”. Note that selecting “Yes” or “Unknown” does not change the classification of the service line; ADEM is only asking for this information to account for the removal of lead connectors over time. It is not necessary for water systems to field verify the presence of lead connectors at this time; water systems are only required to provide this information to ADEM if they have it.

22. Is there Lead Solder in the SL? (Optional): You may enter information about the presence of lead solder in the service line, if known.
23. Describe Other Fittings and Equipment Connected to the SL that Contain Lead (Optional): You may list devices such as backflow preventers or meters that contain lead here.

Additional Information to Assign Tap Monitoring Tiering

(NOTE: All of the fields in this section are optional. This information, if available, could be helpful in selecting tap monitoring sites in the future)

24. Building Type Connected to SL (Optional): The system may enter the type of building connected to the service line.
25. Point-of-Entry or Point-of-Use Treatment Present (Optional): You may indicate if point of entry (whole-house) or point-of-use (individual tap) treatment such as carbon or reverse osmosis treatment systems are present.
26. Does the Interior Building Plumbing Contain Copper Pipes with Lead Solder Installed Before January, 1989? (Optional): You may enter “Yes”, “No”, or “Unknown”.
27. Current LCR Sampling Site? (Optional): You may indicate if this site is among the sites currently used for tap monitoring for Lead and Copper Rule compliance.

Lead Service Line Replacement

(If the system has records of lead service line replacement, this information may be entered here.)

28. Date of SOP LSLR (Optional): You may enter the date the system-owned portion of the lead service line was replaced here.
29. Date of COP LSLR (Optional): You may enter the date the customer-owned portion of the lead service line was replaced here.

Certification Form

This form shall be submitted along with the Service Line Inventory Worksheet. It should be filled out electronically and submitted via eDWRS.

Part I: PWS Information

Fill out all applicable fields.

Part II: Inventory Methodology

Enter the date that the inventory was last updated.

Part II A: Describe each type of record reviewed and indicate the level of confidence you have in the accuracy of those records (low, medium, or high). Typically, you would assign high confidence to

records that are recent, have been field verified, or agree with other source documents. Note: at this time ADEM is not requiring any additional records to be reviewed beyond those required by the rule.

Part II B.: Indicate routine activities that your water system is using to collect information on service line materials. If you have updated SOPs to collect this information, provide a brief description.

Part II C.: If your water system is using investigative methods to determine service line materials, identify them here. Note that any investigative method that does not involve visual inspection of the service line (including water quality sampling and predictive models) must be approved by ADEM.

Part III: Inventory Summary

1. If you are submitting the first inventory that is due 10/16/24, mark as “Initial”.

Part IV: Public Accessibility Documentation

Note – if your water system has no lead, galvanized requiring replacement, or lead status unknown service lines (regardless of ownership) in its inventory, it may use a written statement, in lieu of publishing the inventory, declaring that the distribution system has no lead service lines or galvanized requiring replacement service lines. The statement must include a general description of all applicable sources used to make this determination. Include a copy of the statement with your submittal along with a description of how it was made available to the public.

Attachment 1: Entire Service Line Material Classification

System-Owned Portion (SOP)	Customer-Owned Portion (COP)	If Galvanized, Was Upstream Portion of SL Previously Lead?	Classification for Entire Service Line
Lead or Lead-Lined Galvanized	Lead or Lead-Lined Galvanized		Lead
Lead or Lead-Lined Galvanized	Galvanized		Lead
Lead or Lead-Lined Galvanized	Non-Lead		Lead
Lead or Lead-Lined Galvanized	Lead Status Unknown		Lead
Lead or Lead-Lined Galvanized	N/A - 100% System-Owned		Lead
Non-Lead (Galvanized, Copper, Plastic, or Other)	Lead		Lead
Non-Lead (Galvanized, Copper, Plastic, or Other)	Galvanized	No	Non-lead
Non-Lead (Galvanized, Copper, Plastic, or Other)	Galvanized	Yes	Galvanized Requiring Replacement
Non-Lead (Galvanized, Copper, Plastic, or Other)	Non-lead, except galvanized		Non-lead
Non-Lead (Galvanized, Copper, Plastic, or Other)	Lead Status Unknown		Lead Status Unknown
Non-Lead (Galvanized, Copper, Plastic, or Other)	N/A - 100% System-Owned		Non-Lead
Unknown	Lead		Lead
Unknown	Galvanized	Unknown	Galvanized Requiring Replacement
Unknown	Non-Lead (Galvanized, Copper, Plastic, or Other)		Lead Status Unknown
Unknown	Lead Status Unknown		Lead Status Unknown
Unknown	N/A - 100% System-Owned		Lead Status Unknown
N/A - 100% Customer Owned	Lead		Lead
N/A - 100% Customer Owned	Galvanized	Yes or Unknown	Galvanized Requiring Replacement
N/A - 100% Customer Owned	Galvanized	No	Non-lead