



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

Instructions for Completing the Service Line Inventory (DEP_10-S_00014) Form

Submission due July 10th of each year

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 DEP_10-S_00014.3 to assist Public Community Water Systems (PCWS) in providing service line inventory information 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 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 DEP_10-S_00014.3 form, completing both the “Service Line Inventory” tab and the “Service Line Inventory Table” tab.

Using all available resources, the PCWS must complete the DEP_10-S_00014 form, completing both the “Service Line Inventory” tab and the “Service Line Inventory Table” tab.

Two new columns were added to the “Service Line Inventory Table” tab that is required if the service line was replaced on either side of the service line. These columns were added to note the replacements that occurred due to replacement under N.J.S.A. 58:12A-40 et seq.; (i.e since July 21, 2021) however, if the water system has the date a service line was replaced prior to the law’s implementation, the water system is encouraged to add that date as well. See column “AI” in the chart under “Service Line Inventory Table – Tab 2” below.

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

Failure to complete and submit this form correctly and in its entirety by July 10th of each year, 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/

II. Contact Information for Party Completing the Form

2. 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

3. 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

4. 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, 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.

- 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

5. The licensed operator of record or PCWS 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 P.L 2021, Ch. 183. *

* 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.

V. Certifications

6. 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.

Service Line Inventory Table – Tab 2

7. 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 PCWS. 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. If not applicable, enter 'NA.' |
| B | Street Address | Provide the street address of the service line, e.g., 146 Main Street. |
| C | Zip Code | Provide the zip code in which the service line is in, e.g., 12345. |
| D | Town | Provide the town name in which the service line is in, e.g., Trenton. |
| E | Lot (Optional) | Provide the Lot of the service line, e.g., 42. |
| F | Block (Optional) | Provide the Block of the service line, e.g., 5. |
| G | Easting (X) (Optional) | Provide the easting (X) coordinate in NAD83 US Feet, e.g., 123456.78. |
| H | Northing (Y) (Optional) | Provide the northing (Y) coordinate in NAD83 US Feet, e.g., 123456.78. |
| I | Latitude | Provide the latitude of the service line, e.g., 40.217052. |
| J | Longitude | Provide the longitude of the service line, e.g., -74.742935. |
| K | Locational Identifier (Optional) | Provide a landmark or intersection near the service line, e.g., Side Street. This should be consistent with any locational identifier being used in the publicly accessible version of the inventory |
| L | Service Line Category | 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 |
| M | Suspected to be lead (Y/N) (Complete if answered UL for column L) | Provide a Yes (Y) or No (N) answer. |
| N | Public Service Line Materials | Use the dropdown to select the public service line material, see below for a legend of the abbreviations: <ul style="list-style-type: none"> • L – Lead • G – Galvanized Iron/Steel • C – Copper • P – Plastic • O – Other • UX – Unknown NA – Not applicable |

| | | |
|----------|---|---|
| O | Public Service Line – Other Materials (Provide only if Column N is indicated as O) | Describe the material of the public service line, e.g., PVC. |
| P | Customer Service Line Materials | Select the customer’s service line materials, see P above for the legend of the abbreviations. |
| Q | Customer Service Line – Other Materials (Provide only if Column P is indicated as O) | Describe the material of the customer service line, e.g., PVC. |
| R | PCWS Service Line Install Date (Optional) | Provide the date that the public service line was installed, e.g., 10/10/1970. |
| S | Customer Service Line Install Date (Optional) | Provide the date that the customer’s service line was installed, e.g., 10/10/1970. |
| T | Service Line Length (ft.) (Optional) | Provide the total length of the service line in feet, e.g., 250. |
| U | PCWS Service Line - Verification Source (Provide only if Column M is indicated as Y) | <p>Select the source(s) used to identify the service line’s materials if 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 S)</p> |
| V | PCWS Service Line - Other Source (Provide only if Column U is indicated as O) | Describe the source used to verify the materials of the service line. |
| W | PCWS Service Line - Reasoning (Complete if answered Y for column M) | Explain the reasoning for why each service line is believed to contain lead. |
| X | PCWS Service Line - Steps to be Taken to ID | Provide the steps that the PCWS will take to identify the materials of the service line. |

| Unknowns (Complete if answered UL for column L) | | |
|--|--|---|
| Y | Customer Service Line - Verification Source (Provide only if Column M is indicated as Y) | <p>Select the source(s) used to identify the service line's material on the customer's side if 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 without full excavation • F2 – Field/visual inspection with 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 Z)</p> |
| Z | Customer Service Line - Other Source (Provide only if Column U is indicated as O) | Describe the source used to verify the materials of the service line on the customer's side. |
| AA | Customer Service Line - Reasoning (Complete if answered Y for column M) | Explain the reasoning for why each service line on the customer's side is believed to contain lead. |
| AB | Customer Service Line - Steps to be Taken to ID Unknowns (Complete if answered UL for column L) | Provide the steps that the PCWS will take to identify the materials of the service line on the customer's side. |
| AC | Attachments? (Y/N) (Optional) | If there are attachments to the form, provide Y, otherwise provide N. |
| AD | PCWS Service Line Diameter (Optional) | Provide the diameter, in inches, of the public service line, e.g., 12. |
| AE | Customer Service Line Diameter (Optional) | Provide the diameter, in inches, of the customer's service line, e.g., 6. |
| AF | Building Type (Optional) | <p>Use the dropdown to select the building type, see below for a legend of the abbreviations:</p> <ul style="list-style-type: none"> • SFR – Single family residence • MFR – Multiple family residence • School or childcare center |

| | | |
|-----------|--|---|
| | | <ul style="list-style-type: none"> • Child-care (In-home) • Other non-residential |
| AG | PCWS Comments (Optional) | Provide any additional comments as necessary. |
| AH | DEP Comments | Leave this column blank. |
| AI | 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 AG as well as note if it was curb to meter or curb to main. If a replacement was made, both AI and AJ must be completed. |
| AJ | 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 AG as well as note if it was curb to meter or curb to main. If a replacement was made, both AI and AJ must be completed. |

Examples of Completed DEP_10-S_00014 – Tab 1 Only

1) A PCWS with only non-lead materials:

| | | | |
|---|---|---|------------------------------------|
| I. System Information | | II. Contact Information for Owner/ Licensed Operator of Record Completing the Form | |
| Water System Name: | ABC Water System | Contact Name: | John Smith |
| PWSID Number: | NU0123456 | Contact Title: | Licensed Operator |
| | | 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 | | | |
| | | 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"/> | 300 |
| # of LSLs to be replaced/identified: | | 0 | # of LSLs to be replaced annually: |
| Total # of service lines in PWS: | | 300 | # of known LSLs |
| | | 0 | 0 |
| IV. Inventory Availability | | | |
| This inventory has been made publicly accessible by: | | | |
| <input checked="" type="checkbox"/> | If 3,300 customers or greater: Posting the inventory on my water system's website | Website: | abcwatersystem.com/LSLInventory |
| <input type="checkbox"/> | 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 WS Owner) |
| | johnsmith@abcwater.com | 123-456-7890 | 11 |
| | Email | Phone Number | License Number (if LO) |

2) A PCWS with all material types.

| I. System Information | | II. Contact Information for Owner/ Licensed Operator of Record Completing the Form | |
|-----------------------|------------------|--|------------------------|
| Water System Name: | ABC Water System | Contact Name: | John Smith |
| PWSID Number: | NI0123456 | Contact Title: | Licensed Operator |
| | | 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 | | |
| | Selection | Number of sites |
| I. Lead | <input checked="" type="checkbox"/> | 250 |
| II. Galvanized | <input checked="" type="checkbox"/> | 50 |
| III. Lead gooseneck, pigtail, or connector | <input checked="" type="checkbox"/> | 50 |
| IV. Lead Status Unknown | <input checked="" type="checkbox"/> | 10 |
| V. Non-lead | <input checked="" type="checkbox"/> | 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: | |
| <input checked="" type="checkbox"/> | If 3,300 customers or greater: Posting the inventory on my water system's website Website: abcwatersystem.com/LSLInventory |
| <input type="checkbox"/> | 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 WS Owner) |
| johnsmith@abcwater.com | 123-456-7890 | 11 |
| Email | Phone Number | License Number (if LO) |

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 L should be used. You can state “non-potable” or describe the service line e.g., fire service.

Q: How do we go about 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. To make the inventory clear, water systems should denote what the different buildings are in column L per row.

| PBCU Sample Site ID (e.g. PBCU01) (Optional) | Street Address | Zip Code | Town | PCWS Comments (Optional) | DEP Comments |
|--|-------------------|----------|----------|--------------------------|--|
| | 123 Mulberry Lane | 01234 | New City | Unit A | |
| | 123 Mulberry Lane | 01234 | New City | Unit B | Mobile home park or apartment complexes with one address |
| | 123 Mulberry Lane | 01234 | New City | Unit C | |
| | | | | | |
| | 10 College Ave | 01010 | Newburg | New Chemistry Building | College campus with one address |
| | 10 College Ave | 01010 | Newburg | Autobody Workshop | |
| | 10 College Ave | 01010 | Newburg | Administration Building | |
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