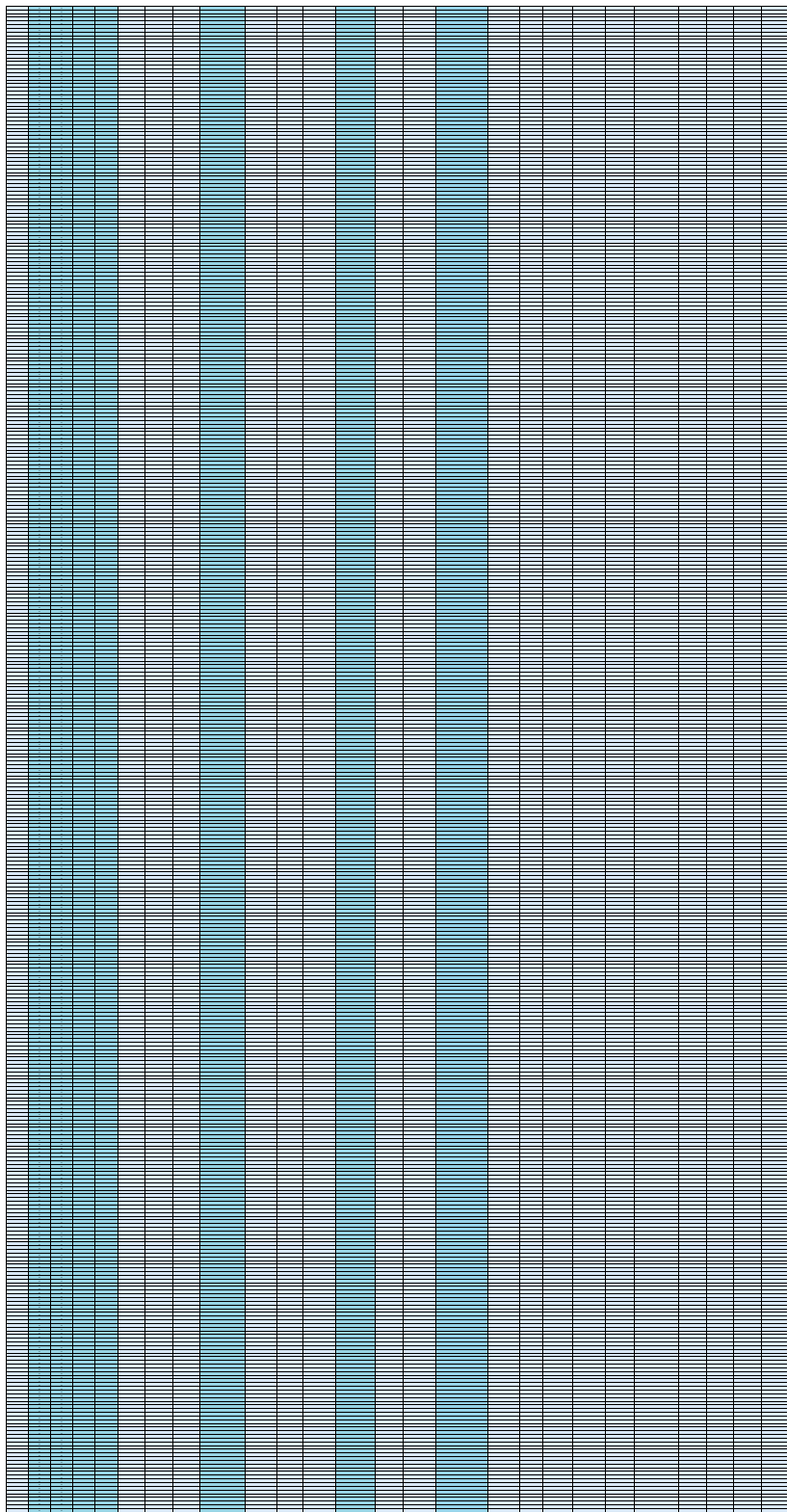
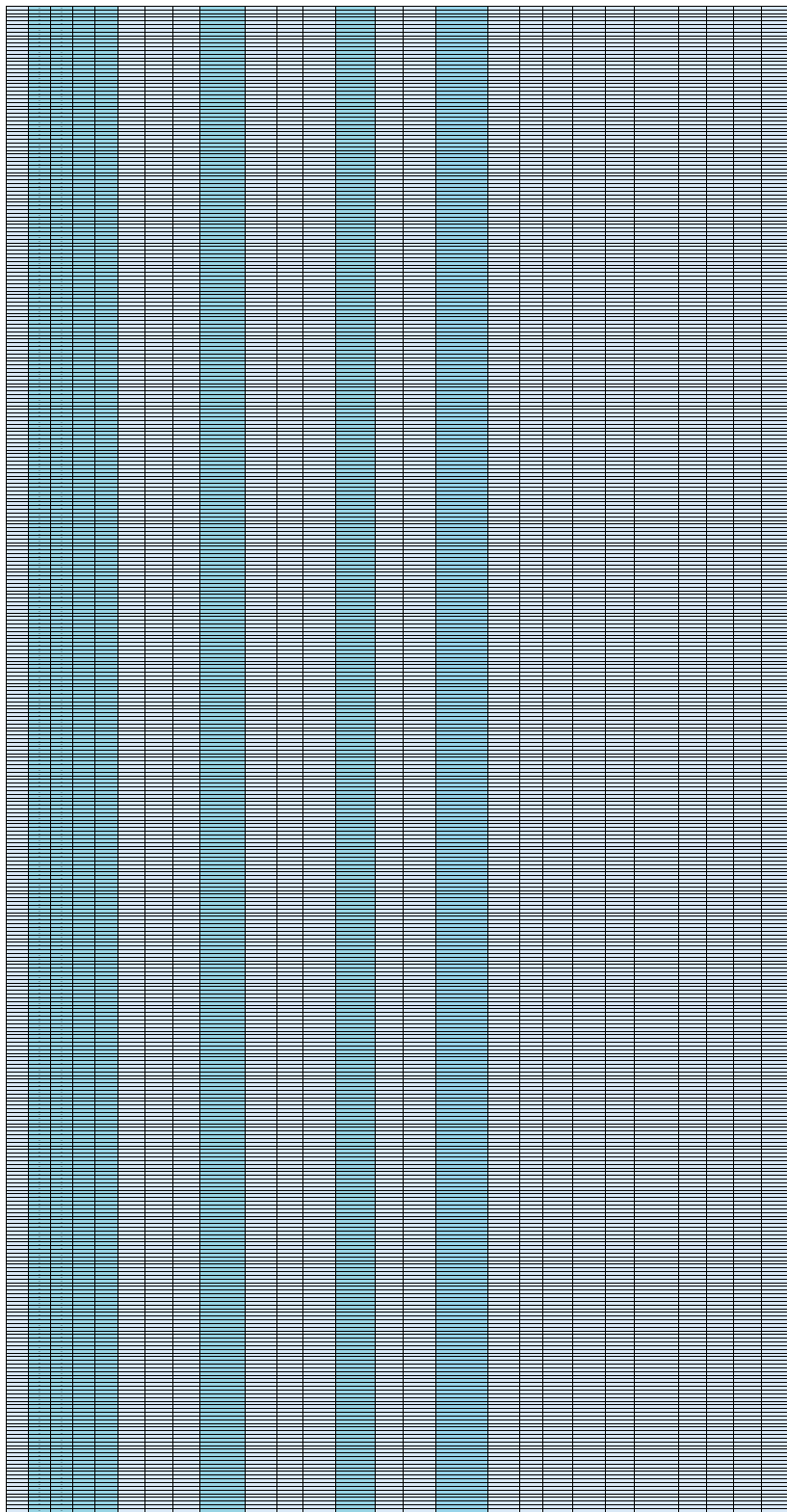
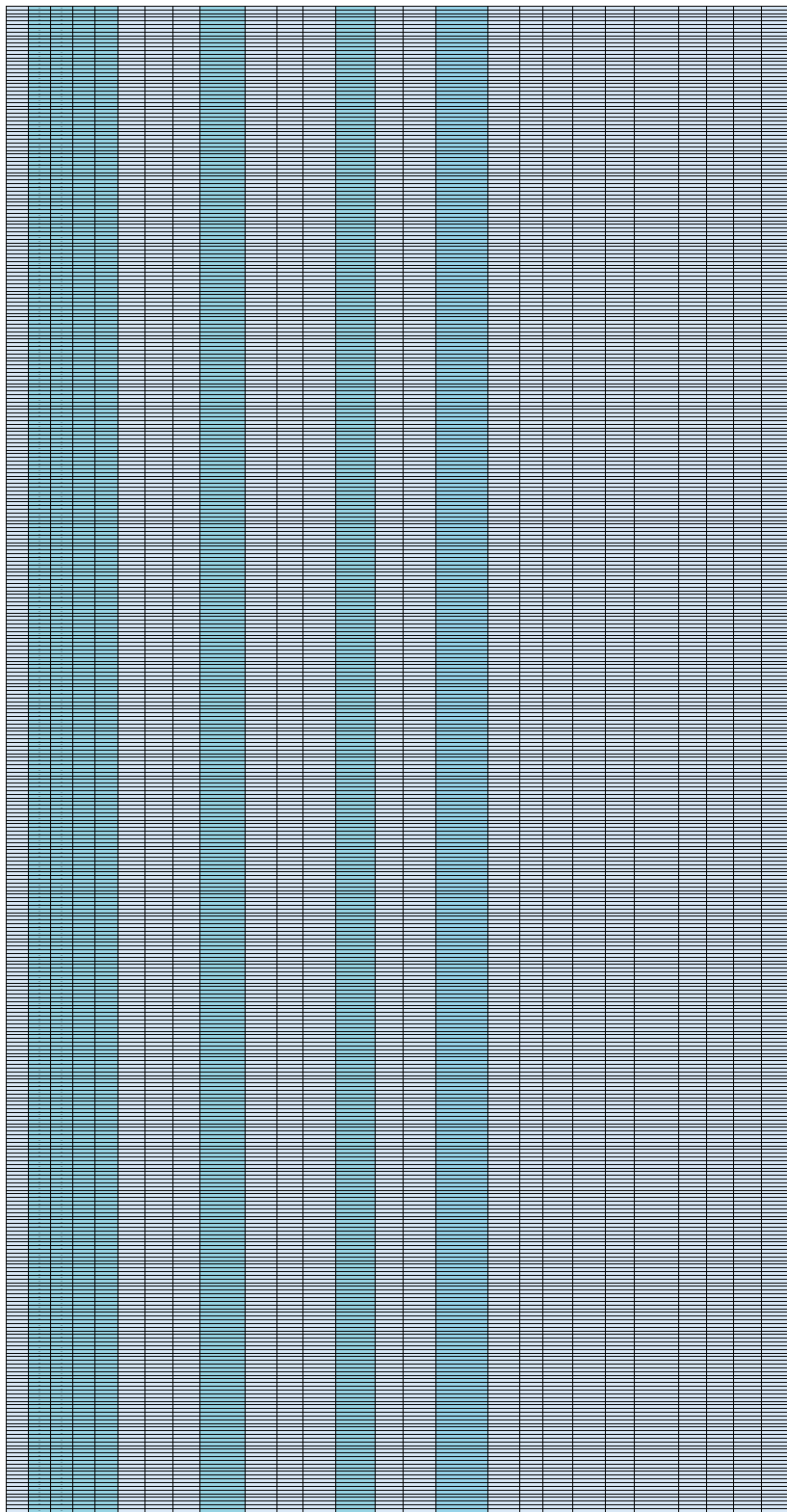
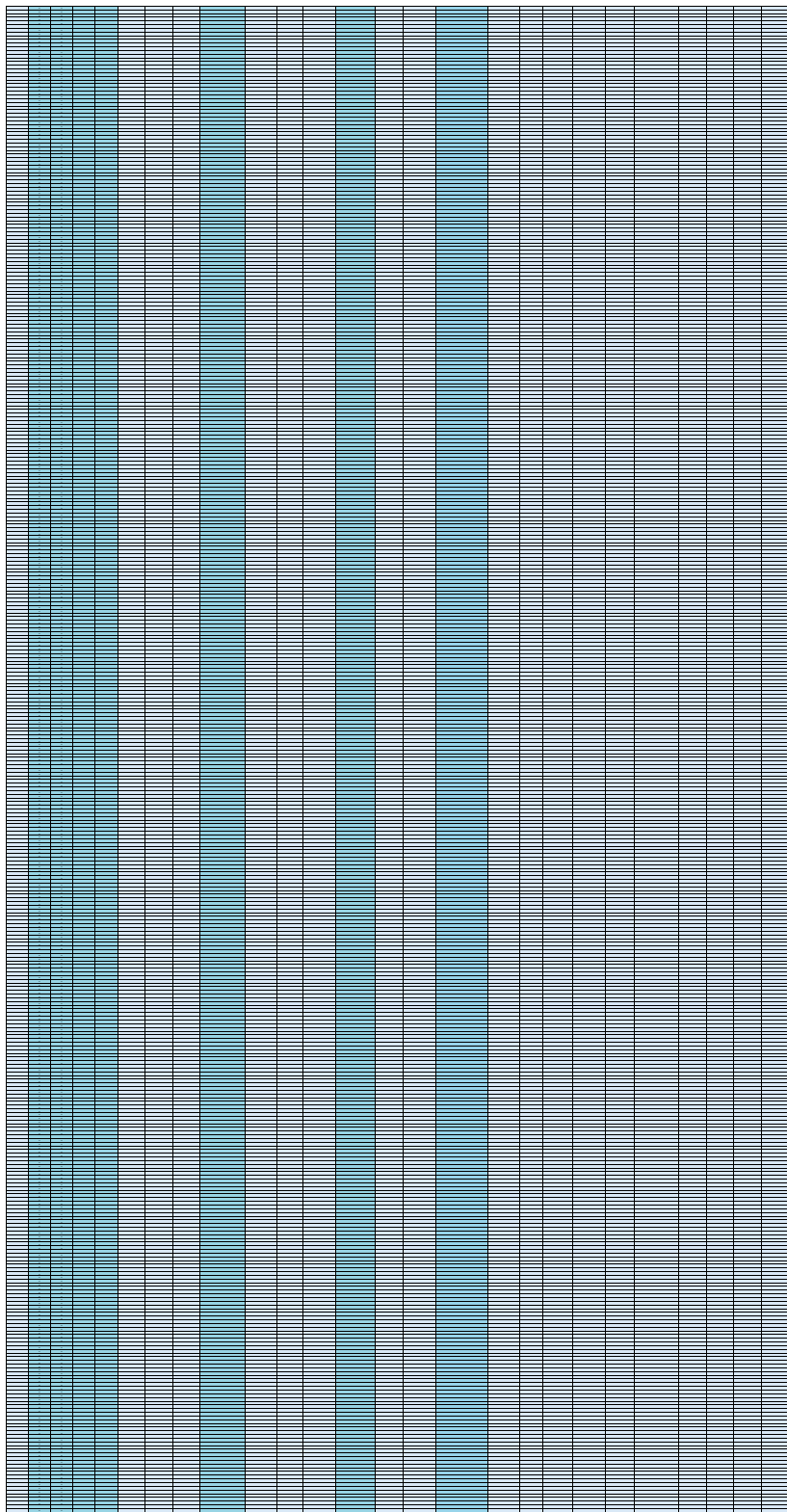


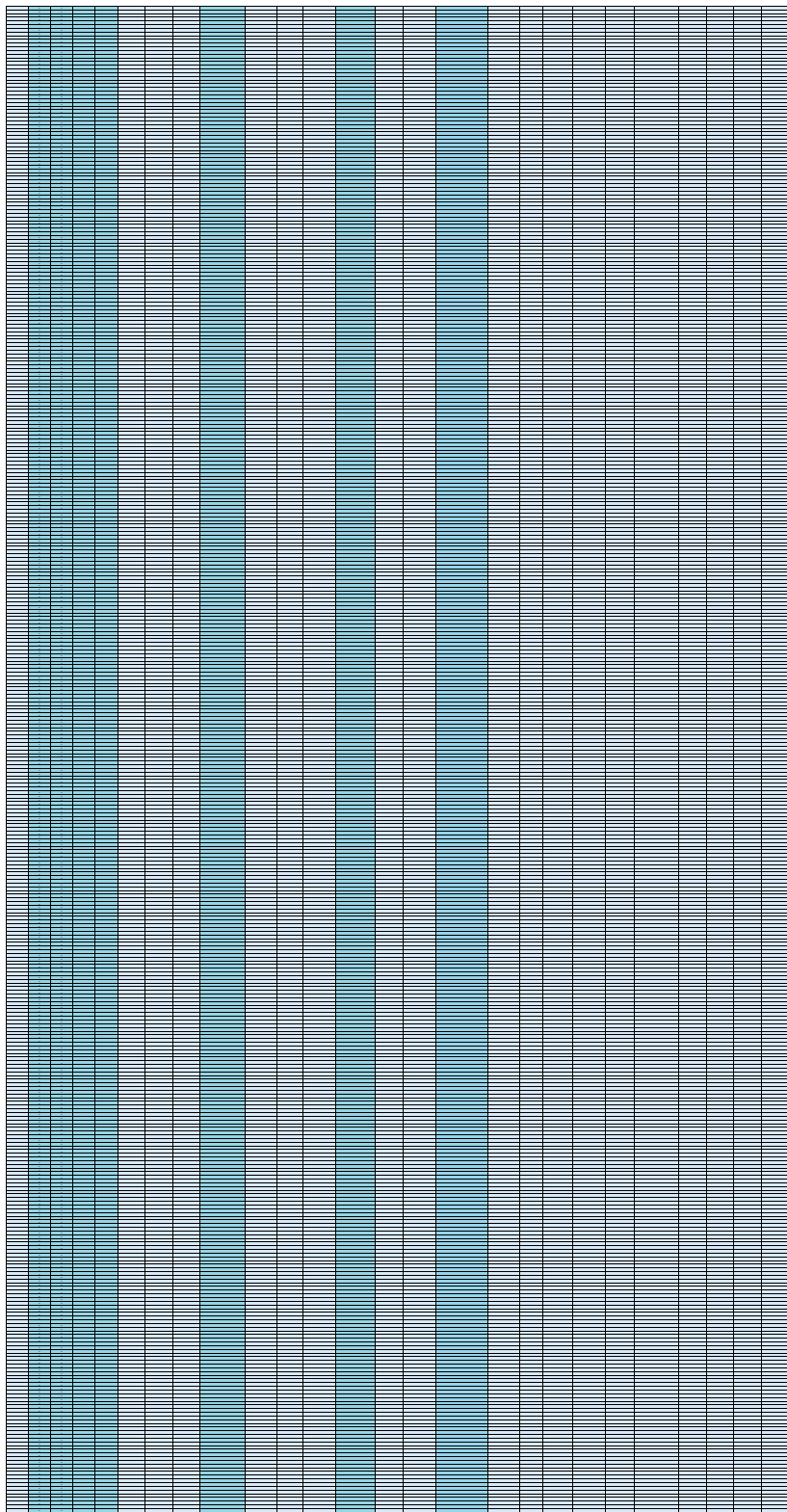
Year	Month	Day	Time	Location	Activity	Duration	Frequency	Priority	Status	Notes
2023	Jan	1	08:00	Room 101	Meeting	15 min	Weekly	High	Completed	Review Q4 results
2023	Jan	2	09:00	Room 102	Training	1 hour	Monthly	Medium	Completed	New hire onboarding
2023	Jan	3	10:00	Room 103	Workshop	2 hours	Quarterly	High	Completed	Product development
2023	Jan	4	11:00	Room 104	Conference	30 min	Bi-weekly	Medium	Completed	Client meeting
2023	Jan	5	12:00	Room 105	Workshop	1.5 hours	Monthly	Medium	Completed	Team building
2023	Jan	6	13:00	Room 106	Meeting	15 min	Weekly	High	Completed	Project status
2023	Jan	7	14:00	Room 107	Training	1 hour	Monthly	Medium	Completed	Technical skills
2023	Jan	8	15:00	Room 108	Workshop	2 hours	Quarterly	High	Completed	Process improvement
2023	Jan	9	16:00	Room 109	Conference	30 min	Bi-weekly	Medium	Completed	Vendor meeting
2023	Jan	10	17:00	Room 110	Workshop	1.5 hours	Monthly	Medium	Completed	Feedback session
2023	Jan	11	18:00	Room 111	Meeting	15 min	Weekly	High	Completed	Team sync
2023	Jan	12	19:00	Room 112	Training	1 hour	Monthly	Medium	Completed	Leadership course
2023	Jan	13	20:00	Room 113	Workshop	2 hours	Quarterly	High	Completed	Strategic planning
2023	Jan	14	21:00	Room 114	Conference	30 min	Bi-weekly	Medium	Completed	Industry event
2023	Jan	15	22:00	Room 115	Workshop	1.5 hours	Monthly	Medium	Completed	Brainstorming
2023	Jan	16	23:00	Room 116	Meeting	15 min	Weekly	High	Completed	Project review
2023	Jan	17	00:00	Room 117	Training	1 hour	Monthly	Medium	Completed	Compliance
2023	Jan	18	01:00	Room 118	Workshop	2 hours	Quarterly	High	Completed	Market research
2023	Jan	19	02:00	Room 119	Conference	30 min	Bi-weekly	Medium	Completed	Partnership
2023	Jan	20	03:00	Room 120	Workshop	1.5 hours	Monthly	Medium	Completed	Customer service
2023	Jan	21	04:00	Room 121	Meeting	15 min	Weekly	High	Completed	Department
2023	Jan	22	05:00	Room 122	Training	1 hour	Monthly	Medium	Completed	Soft skills
2023	Jan	23	06:00	Room 123	Workshop	2 hours	Quarterly	High	Completed	Product launch
2023	Jan	24	07:00	Room 124	Conference	30 min	Bi-weekly	Medium	Completed	Investor
2023	Jan	25	08:00	Room 125	Workshop	1.5 hours	Monthly	Medium	Completed	Team morale
2023	Jan	26	09:00	Room 126	Meeting	15 min	Weekly	High	Completed	Project
2023	Jan	27	10:00	Room 127	Training	1 hour	Monthly	Medium	Completed	Industry
2023	Jan	28	11:00	Room 128	Workshop	2 hours	Quarterly	High	Completed	Process
2023	Jan	29	12:00	Room 129	Conference	30 min	Bi-weekly	Medium	Completed	Client
2023	Jan	30	13:00	Room 130	Workshop	1.5 hours	Monthly	Medium	Completed	Team
2023	Jan	31	14:00	Room 131	Meeting	15 min	Weekly	High	Completed	Project
2023	Feb	1	15:00	Room 132	Training	1 hour	Monthly	Medium	Completed	Technical
2023	Feb	2	16:00	Room 133	Workshop	2 hours	Quarterly	High	Completed	Strategic
2023	Feb	3	17:00	Room 134	Conference	30 min	Bi-weekly	Medium	Completed	Vendor
2023	Feb	4	18:00	Room 135	Workshop	1.5 hours	Monthly	Medium	Completed	Feedback
2023	Feb	5	19:00	Room 136	Meeting	15 min	Weekly	High	Completed	Team
2023	Feb	6	20:00	Room 137	Training	1 hour	Monthly	Medium	Completed	Leadership
2023	Feb	7	21:00	Room 138	Workshop	2 hours	Quarterly	High	Completed	Product
2023	Feb	8	22:00	Room 139	Conference	30 min	Bi-weekly	Medium	Completed	Industry
2023	Feb	9	23:00	Room 140	Workshop	1.5 hours	Monthly	Medium	Completed	Customer
2023	Feb	10	00:00	Room 141	Meeting	15 min	Weekly	High	Completed	Department
2023	Feb	11	01:00	Room 142	Training	1 hour	Monthly	Medium	Completed	Compliance
2023	Feb	12	02:00	Room 143	Workshop	2 hours	Quarterly	High	Completed	Market
2023	Feb	13	03:00	Room 144	Conference	30 min	Bi-weekly	Medium	Completed	Partnership
2023	Feb	14	04:00	Room 145	Workshop	1.5 hours	Monthly	Medium	Completed	Service
2023	Feb	15	05:00	Room 146	Meeting	15 min	Weekly	High	Completed	Project
2023	Feb	16	06:00	Room 147	Training	1 hour	Monthly	Medium	Completed	Soft
2023	Feb	17	07:00	Room 148	Workshop	2 hours	Quarterly	High	Completed	Product
2023	Feb	18	08:00	Room 149	Conference	30 min	Bi-weekly	Medium	Completed	Investor
2023	Feb	19	09:00	Room 150	Workshop	1.5 hours	Monthly	Medium	Completed	Team
2023	Feb	20	10:00	Room 151	Meeting	15 min	Weekly	High	Completed	Project
2023	Feb	21	11:00	Room 152	Training	1 hour	Monthly	Medium	Completed	Technical
2023	Feb	22	12:00	Room 153	Workshop	2 hours	Quarterly	High	Completed	Strategic
2023	Feb	23	13:00	Room 154	Conference	30 min	Bi-weekly	Medium	Completed	Vendor
2023	Feb	24	14:00	Room 155	Workshop	1.5 hours	Monthly	Medium	Completed	Feedback
2023	Feb	25	15:00	Room 156	Meeting	15 min	Weekly	High	Completed	Team
2023	Feb	26	16:00	Room 157	Training	1 hour	Monthly	Medium	Completed	Leadership
2023	Feb	27	17:00	Room 158	Workshop	2 hours	Quarterly	High	Completed	Product
2023	Feb	28	18:00	Room 159	Conference	30 min	Bi-weekly	Medium	Completed	Industry
2023	Feb	29	19:00	Room 160	Workshop	1.5 hours	Monthly	Medium	Completed	Customer
2023	Feb	30	20:00	Room 161	Meeting	15 min	Weekly	High	Completed	Department
2023	Mar	1	21:00	Room 162	Training	1 hour	Monthly	Medium	Completed	Compliance
2023	Mar	2	22:00	Room 163	Workshop	2 hours	Quarterly	High	Completed	Market
2023	Mar	3	23:00	Room 164	Conference	30 min	Bi-weekly	Medium	Completed	Partnership
2023	Mar	4	00:00	Room 165	Workshop	1.5 hours	Monthly	Medium	Completed	Service
2023	Mar	5	01:00	Room 166	Meeting	15 min	Weekly	High	Completed	Project
2023	Mar	6	02:00	Room 167	Training	1 hour	Monthly	Medium	Completed	Soft
2023	Mar	7	03:00	Room 168	Workshop	2 hours	Quarterly	High	Completed	Product
2023	Mar	8	04:00	Room 169	Conference	30 min	Bi-weekly	Medium	Completed	Investor
2023	Mar	9	05:00	Room 170	Workshop	1.5 hours	Monthly	Medium	Completed	Team
2023	Mar	10	06:00	Room 171	Meeting	15 min	Weekly	High	Completed	Project
2023	Mar	11	07:00	Room 172	Training	1 hour	Monthly	Medium	Completed	Technical
2023	Mar	12	08:00	Room 173	Workshop	2 hours	Quarterly	High	Completed	Strategic
2023	Mar	13	09:00	Room 174	Conference	30 min	Bi-weekly	Medium	Completed	Vendor
2023	Mar	14	10:00	Room 175	Workshop	1.5 hours	Monthly	Medium	Completed	Feedback
2023	Mar	15	11:00	Room 176	Meeting	15 min	Weekly	High	Completed	Team
2023	Mar	16	12:00	Room 177	Training	1 hour	Monthly	Medium	Completed	Leadership
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2023	Mar	20	16:00	Room 181	Meeting	15 min	Weekly	High	Completed	Department
2023	Mar	21	17:00	Room 182	Training	1 hour	Monthly	Medium	Completed	Compliance
2023	Mar	22	18:00	Room 183	Workshop	2 hours	Quarterly	High	Completed	Market
2023	Mar	23	19:00	Room 184	Conference	30 min	Bi-weekly	Medium	Completed	Partnership
2023	Mar	24	20:00	Room 185	Workshop	1.5 hours	Monthly	Medium	Completed	Service
2023	Mar	25	21:00	Room 186	Meeting	15 min	Weekly	High	Completed	Project
2023	Mar	26	22:00	Room 187	Training	1 hour	Monthly	Medium	Completed	Soft
2023	Mar	27	23:00	Room 188	Workshop	2 hours	Quarterly	High	Completed	Product
2023	Mar	28	00:00	Room 189	Conference	30 min	Bi-weekly	Medium	Completed	Investor
2023	Mar	29	01:00	Room 190	Workshop	1.5 hours	Monthly	Medium	Completed	Team
2023	Mar	30	02:00	Room 191	Meeting	15 min	Weekly	High	Completed	Project
2023	Mar	31	03:00	Room 192	Training	1 hour	Monthly	Medium	Completed	Technical
2023	Apr	1	04:00	Room 193	Workshop	2 hours	Quarterly	High	Completed	Strategic
2023	Apr	2	05:00	Room 194	Conference	30 min	Bi-weekly	Medium	Completed	Vendor
2023	Apr	3	06:00	Room 195	Workshop	1.5 hours	Monthly	Medium	Completed	Feedback
2023	Apr	4	07:00	Room 196	Meeting	15 min	Weekly	High	Completed	Team
2023	Apr	5	08:00	Room 197	Training	1 hour	Monthly	Medium	Completed	Leadership
2023	Apr	6	09:00	Room 198	Workshop	2 hours	Quarterly	High	Completed	Product
2023	Apr	7	10:00	Room 199	Conference	30 min	Bi-weekly	Medium	Completed	Industry
2023	Apr	8	11:00	Room 200	Workshop	1.5 hours	Monthly	Medium	Completed	Customer
2023	Apr	9	12:00	Room 201	Meeting	15 min	Weekly	High	Completed	Department
2023	Apr	10	13:00	Room 202	Training	1 hour	Monthly	Medium	Completed	Compliance
2023	Apr	11	14:00	Room 203	Workshop	2 hours	Quarterly	High	Completed	Market
2023	Apr	12	15:00	Room 204	Conference	30 min	Bi-weekly	Medium	Completed	Partnership
2023	Apr	13	16:00	Room 205	Workshop	1.5 hours	Monthly	Medium	Completed	Service
2023	Apr	14	17:00	Room 206	Meeting	15 min	Weekly	High	Completed	Project
2023	Apr	15	18:00	Room 207	Training	1 hour	Monthly	Medium	Completed	Soft
2023	Apr	16	19:00	Room 208	Workshop	2 hours	Quarterly	High	Completed	Product
2023	Apr	17	20:00	Room 209	Conference	30 min	Bi-weekly	Medium	Completed	Investor
2023	Apr	18	21:00	Room 210	Workshop	1.5 hours	Monthly	Medium	Completed	Team
2023	Apr	19	22:00	Room 211	Meeting	15 min	Weekly	High	Completed	Project
2023	Apr	20	23:00	Room 212	Training	1 hour	Monthly	Medium	Completed	Technical
2023	Apr	21	00:00	Room 213	Workshop	2 hours	Quarterly	High	Completed	Strategic
2023	Apr	22	01:00	Room 214	Conference	30 min	Bi-weekly	Medium	Completed	Vendor
2023	Apr	23	02:00	Room 215	Workshop	1.5 hours	Monthly	Medium	Completed	Feedback
2023	Apr	24	03:00	Room 216	Meeting	15 min	Weekly	High	Completed	Team
2023	Apr	25	04:00	Room 217	Training	1 hour	Monthly	Medium	Completed	Leadership
2023	Apr	26	05:00	Room 218	Workshop	2 hours	Quarterly	High	Completed	Product
2023	Apr	27	06:00	Room 219	Conference	30 min	Bi-weekly	Medium	Completed	Industry
2023	Apr	28	07:00	Room 220	Workshop	1.5 hours	Monthly	Medium	Completed	Customer
2023	Apr	29	08:00	Room 221	Meeting	15 min	Weekly	High	Completed	Department
2023	Apr	30	09:00	Room 222	Training	1 hour	Monthly	Medium	Completed	Compliance
2023	Apr	30	10:00	Room 223	Workshop	2 hours	Quarterly	High	Completed	Market
2023	Apr	30	11:00	Room 224	Conference	30 min	Bi-weekly	Medium	Completed	Partnership
2023	Apr	30	12:00	Room 225	Workshop	1.5 hours	Monthly	Medium	Completed	Service
2023	Apr	30	13:00	Room 226	Meeting	15 min	Weekly	High	Completed	Project
2023	Apr	30	14:00	Room 227	Training	1 hour	Monthly	Medium	Completed	Soft
2023	Apr	30	15:00	Room 228	Workshop	2 hours	Quarterly	High	Completed	Product
2023	Apr	30	16:00	Room 229	Conference	30 min	Bi-weekly	Medium	Completed	Investor
2023	Apr	30	17:00	Room 230	Workshop	1.5 hours	Monthly	Medium	Completed	Team
2023	Apr	30	18:00	Room 231	Meeting	15 min	Weekly	High	Completed	Project
2023	Apr	30	19:00	Room 232	Training	1 hour	Monthly	Medium	Completed	Technical
2023	Apr	30	20:00	Room 233	Workshop	2 hours	Quarterly	High	Completed	Strategic
2023	Apr	30	21:00	Room 234	Conference	30 min	Bi-weekly	Medium	Completed	Vendor
2023	Apr	30	22:00	Room 235	Workshop	1.5 hours	Monthly	Medium	Completed	Feedback
2023	Apr	30	23:00	Room 236	Meeting	15 min	Weekly	High	Completed	Team
2023	Apr	30	00:00	Room 237	Training	1 hour	Monthly	Medium	Completed	Leadership
2023	Apr	30	01:00	Room 238	Workshop	2 hours	Quarterly	High	Completed	Product
2023	Apr	30	02:00	Room 239	Conference	30 min	Bi-weekly	Medium	Completed	Industry
2023	Apr	30	03:00	Room 240	Workshop	1.5 hours	Monthly	Medium	Completed	Customer
2023	Apr	30	04:00	Room 241	Meeting	15 min	Weekly	High	Completed	Department
2023	Apr	30	05:00	Room 242	Training	1 hour	Monthly	Medium	Completed	Compliance
2023	Apr	30	06:00	Room 243	Workshop	2 hours	Quarterly	High	Completed	Market
2023	Apr	30	07:00	Room 244	Conference	30 min	Bi-weekly	Medium	Completed	Partnership
2023	Apr	30	08:00							

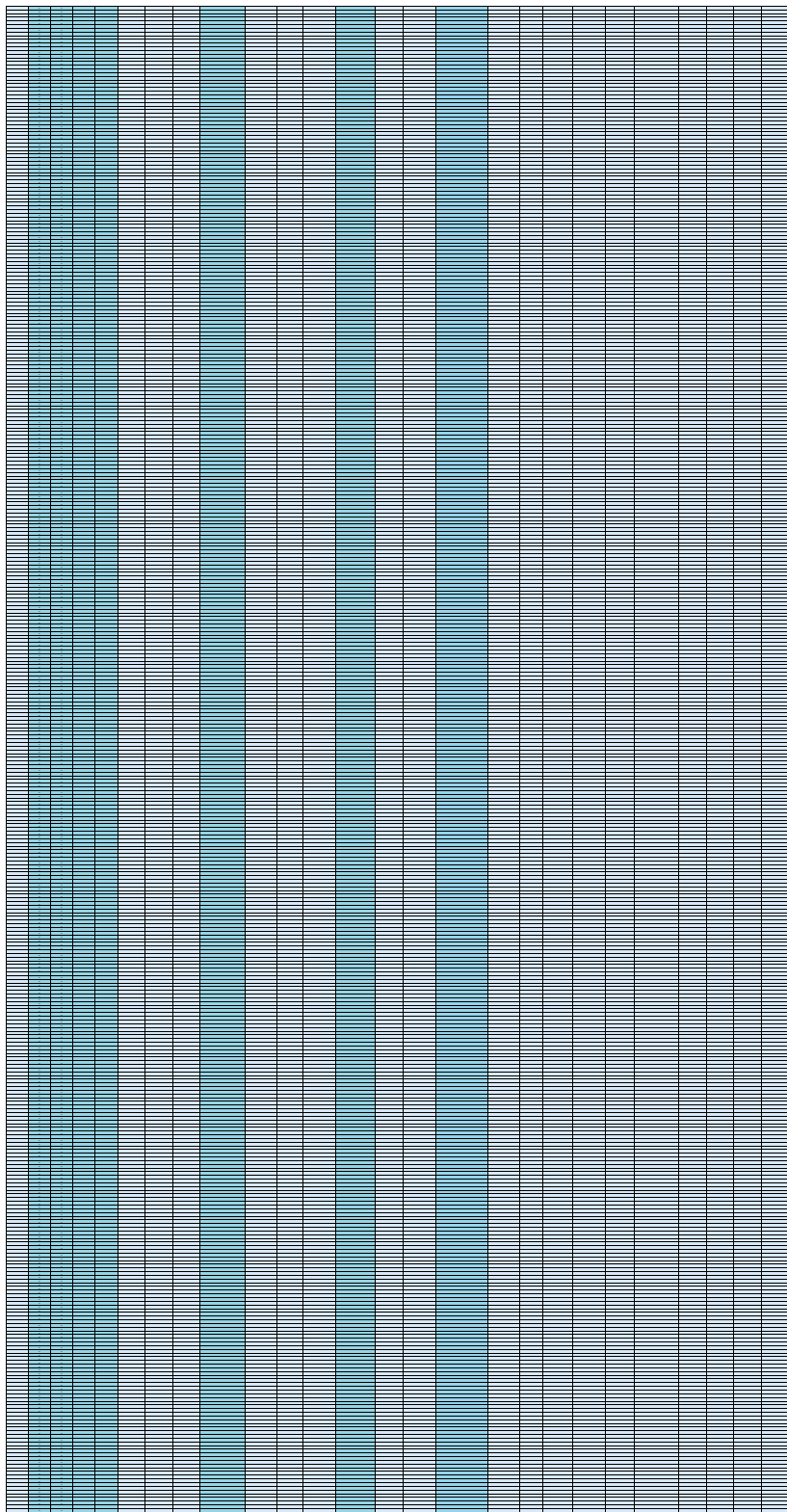


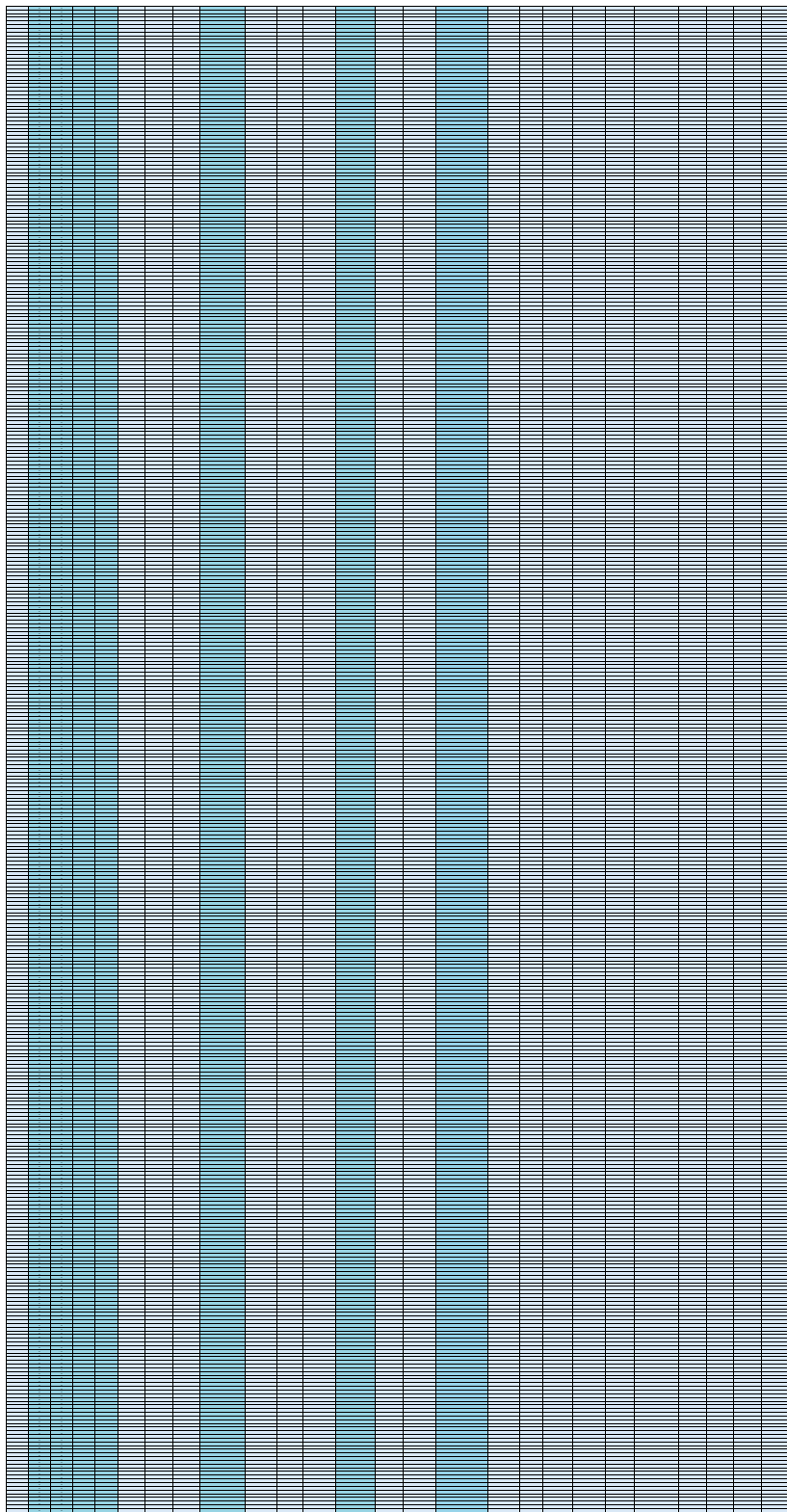


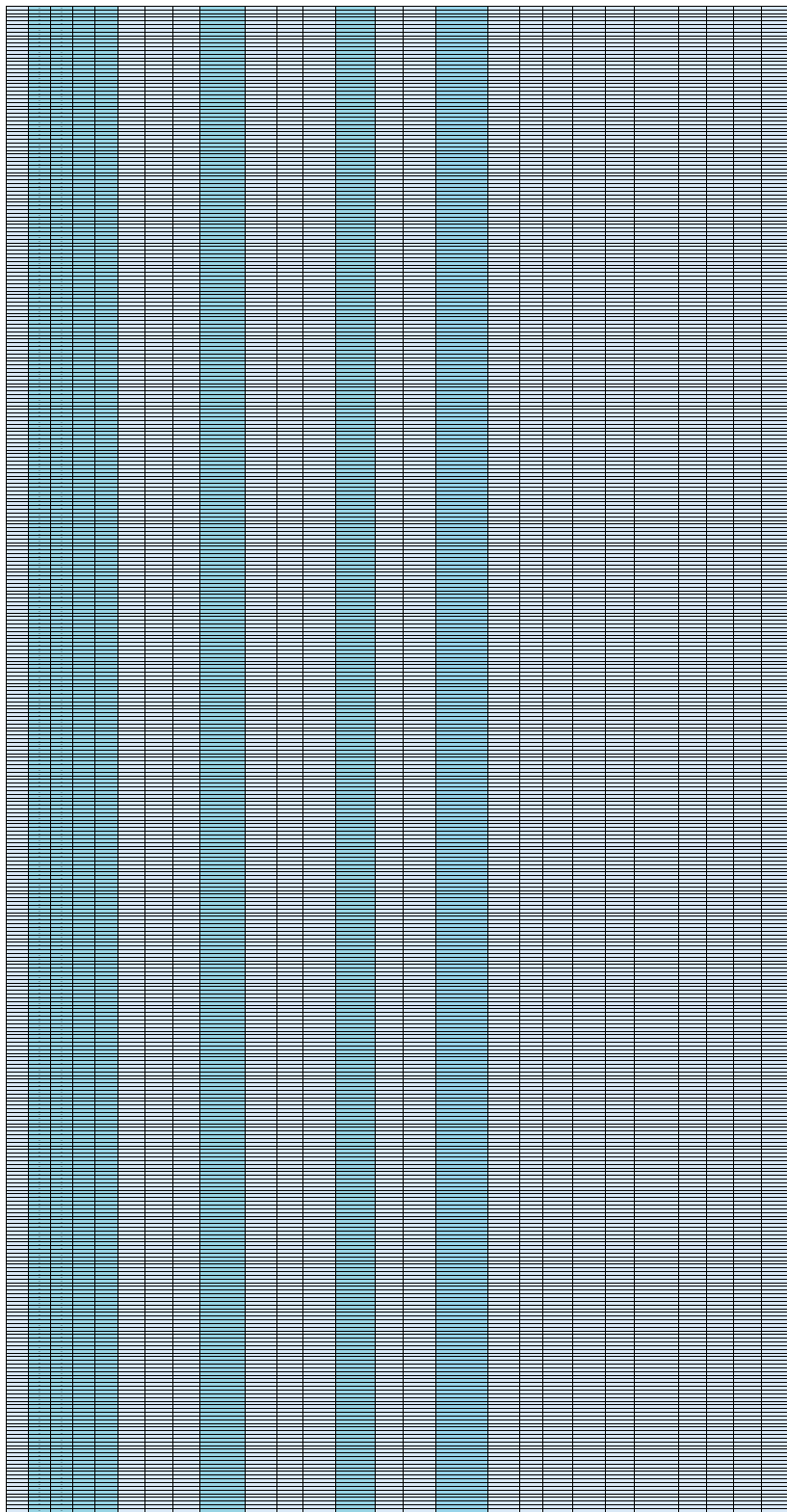


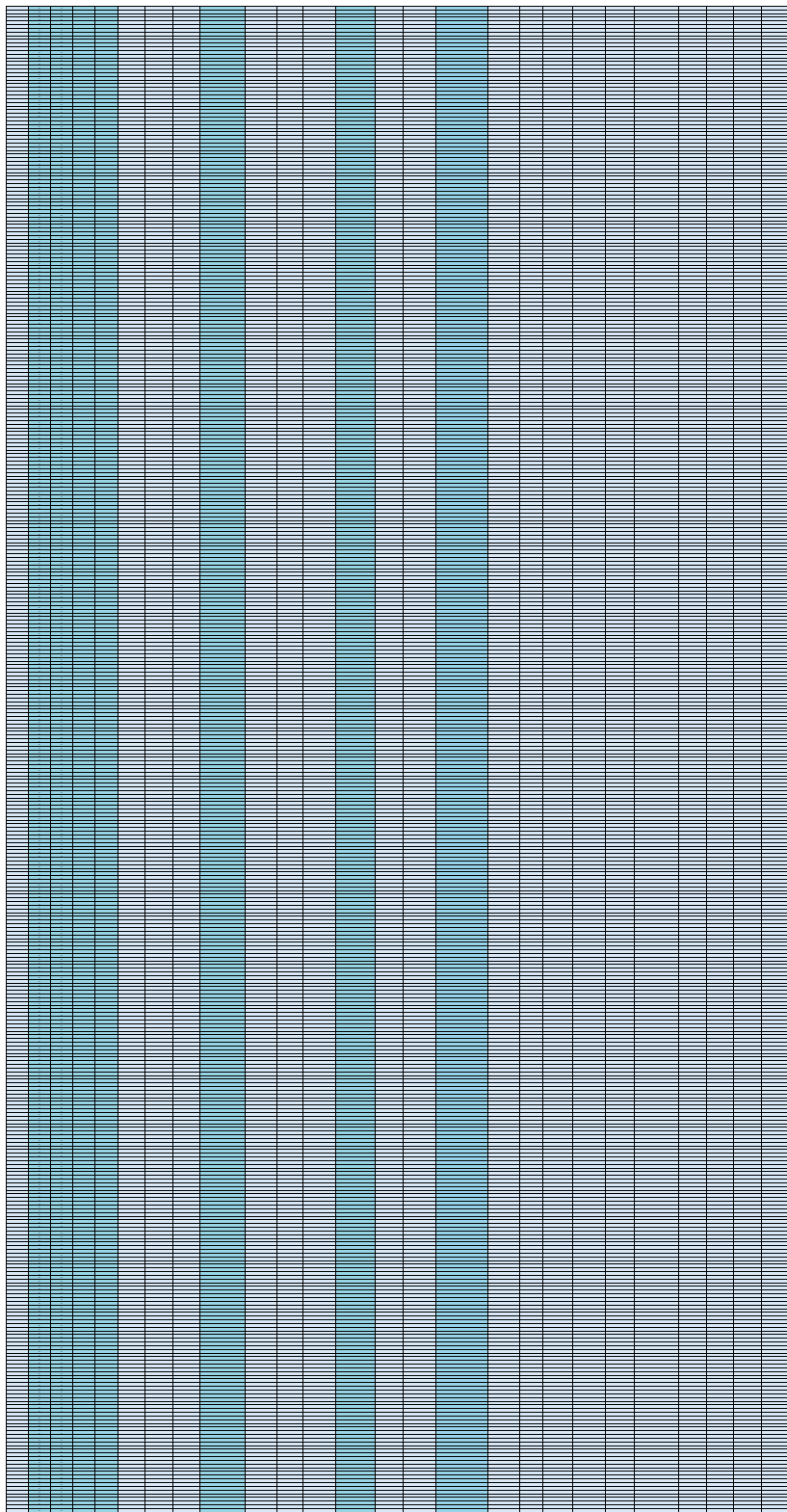


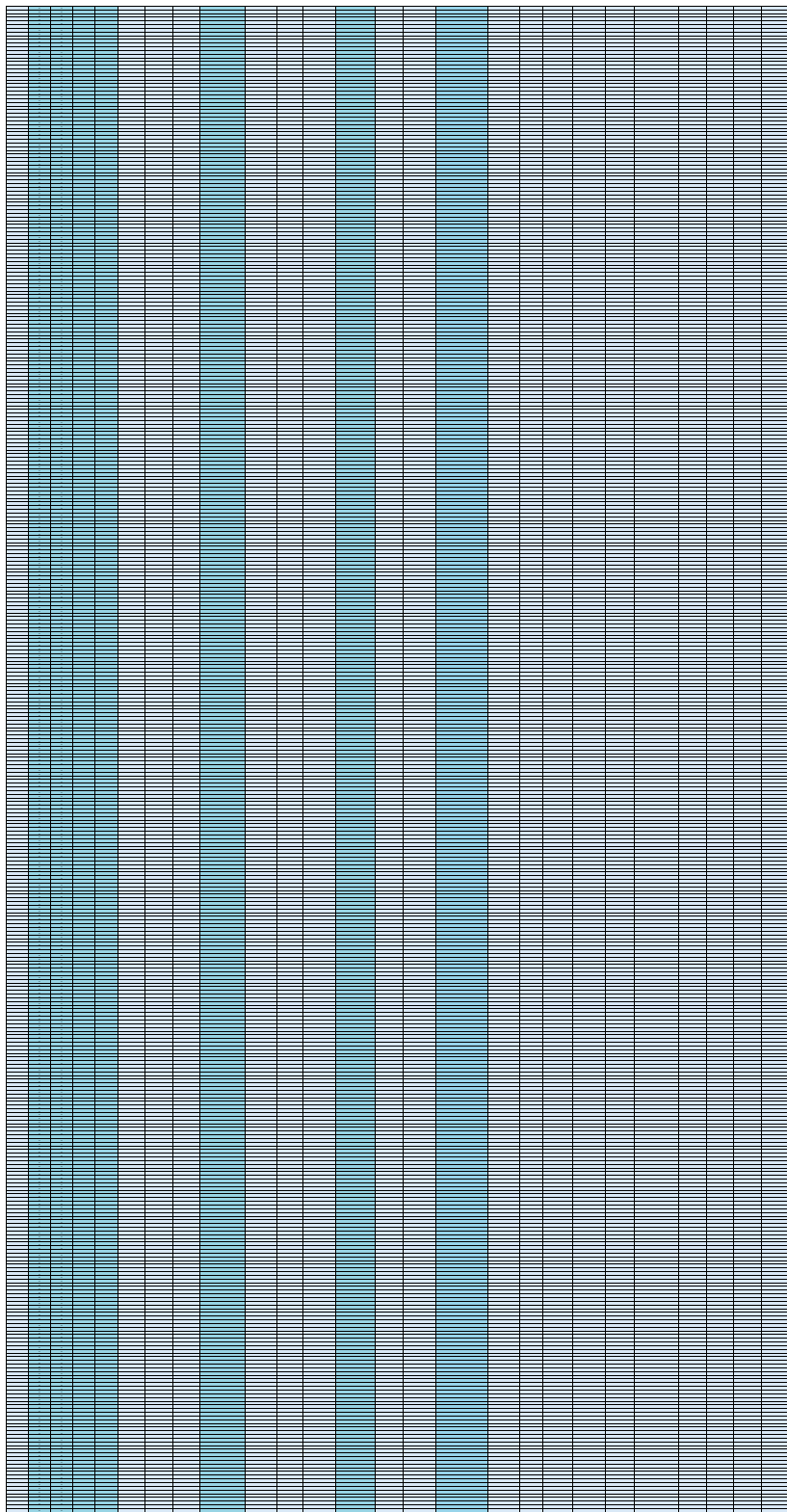


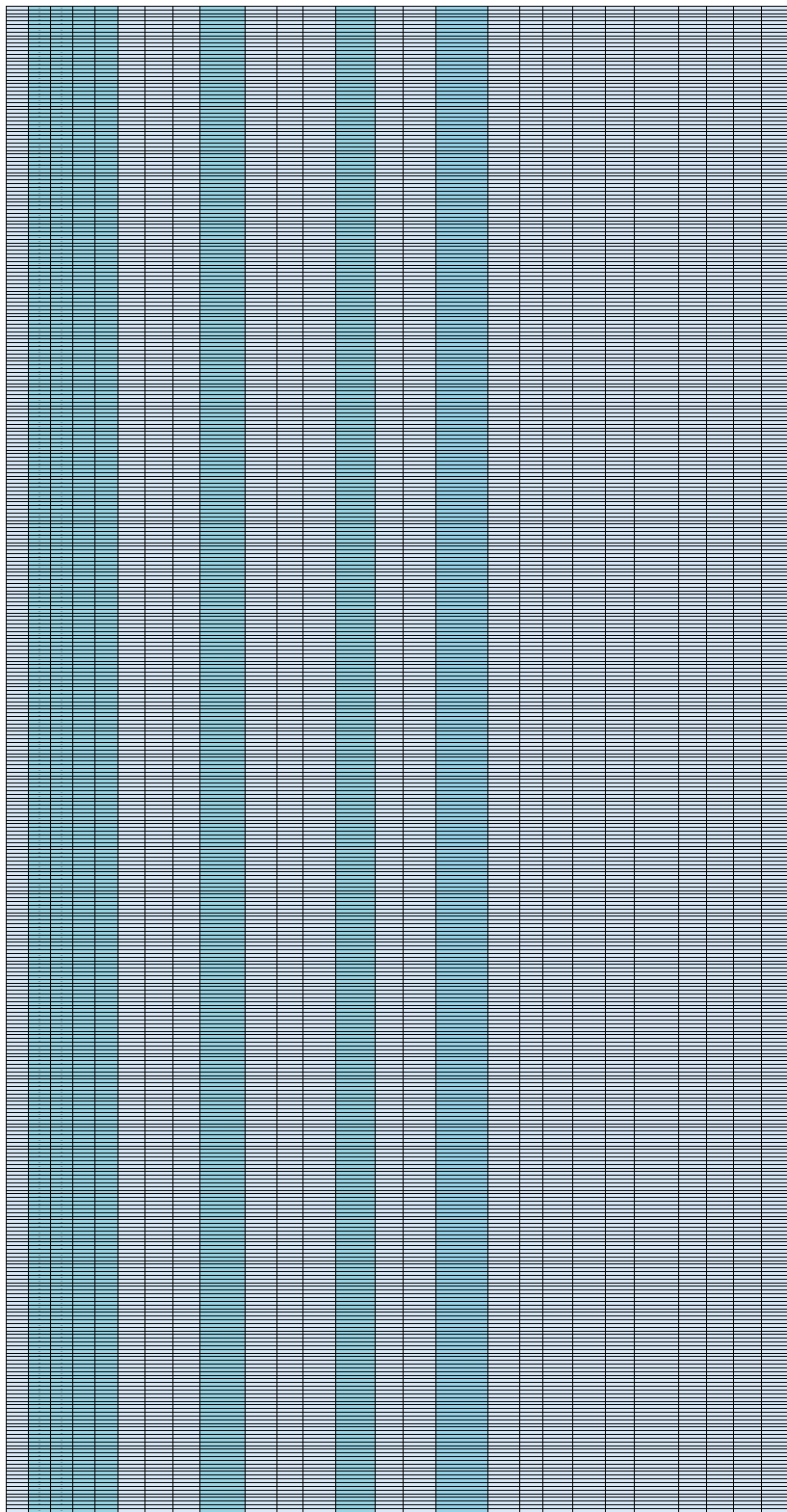


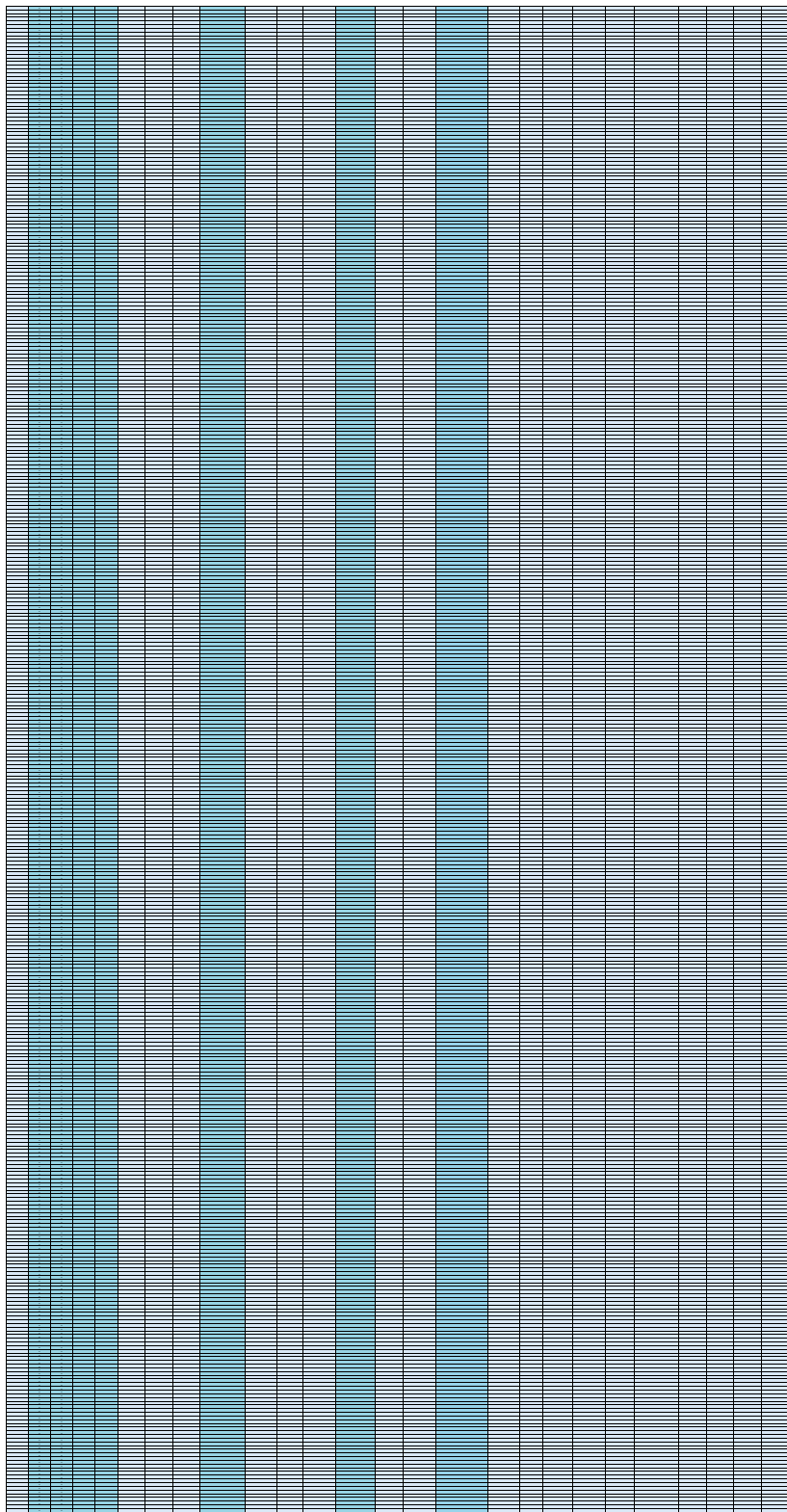


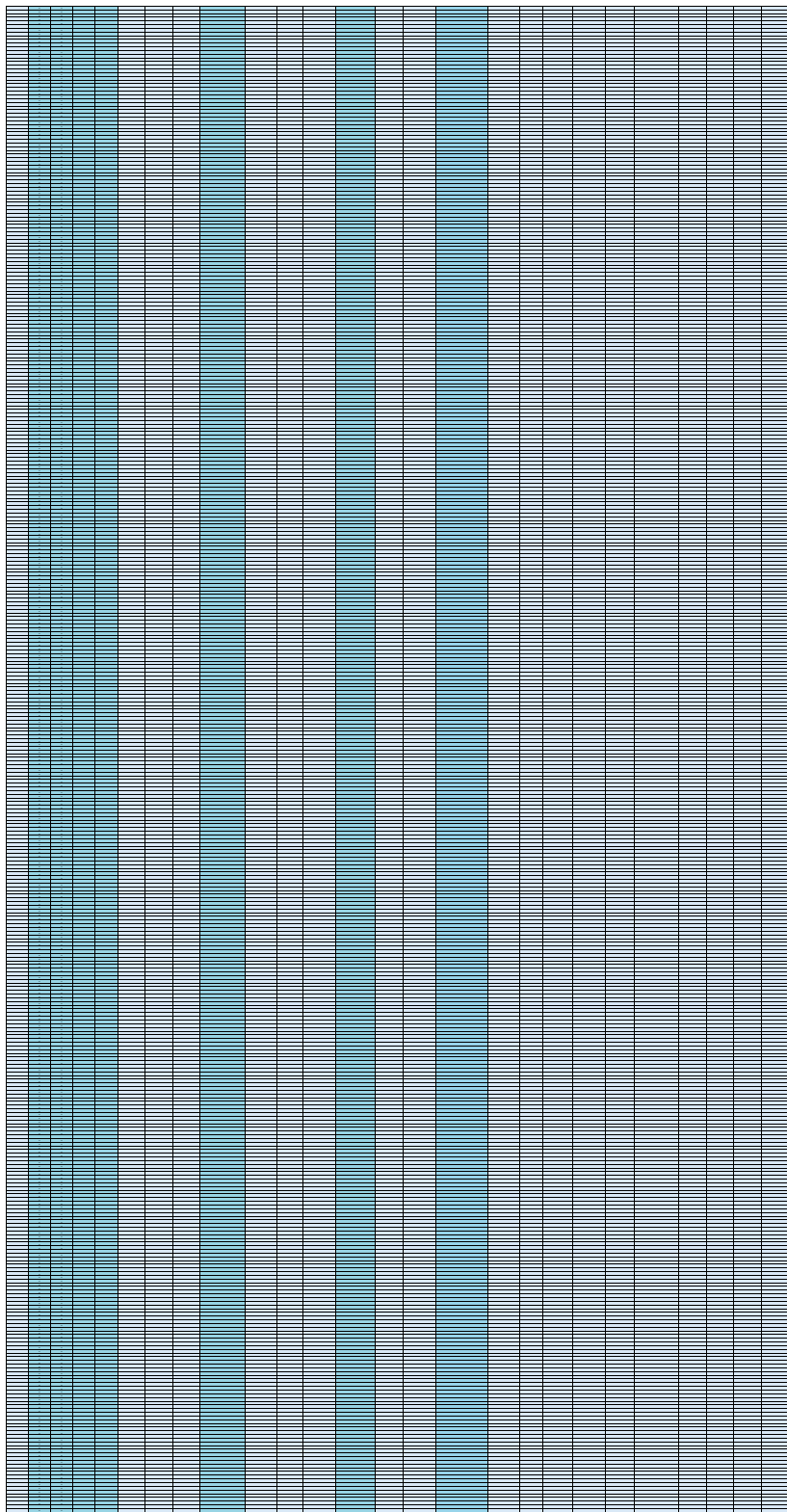


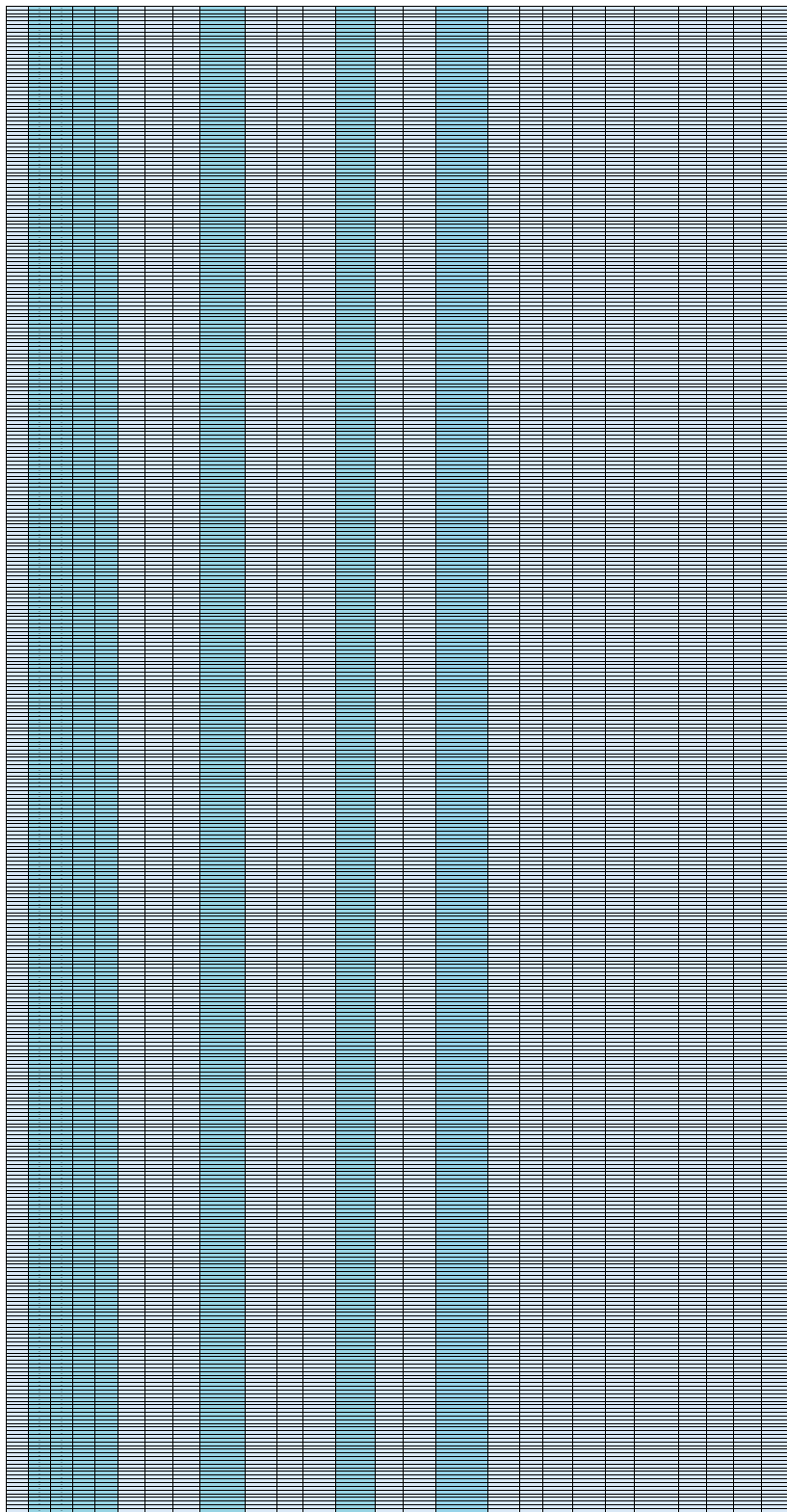


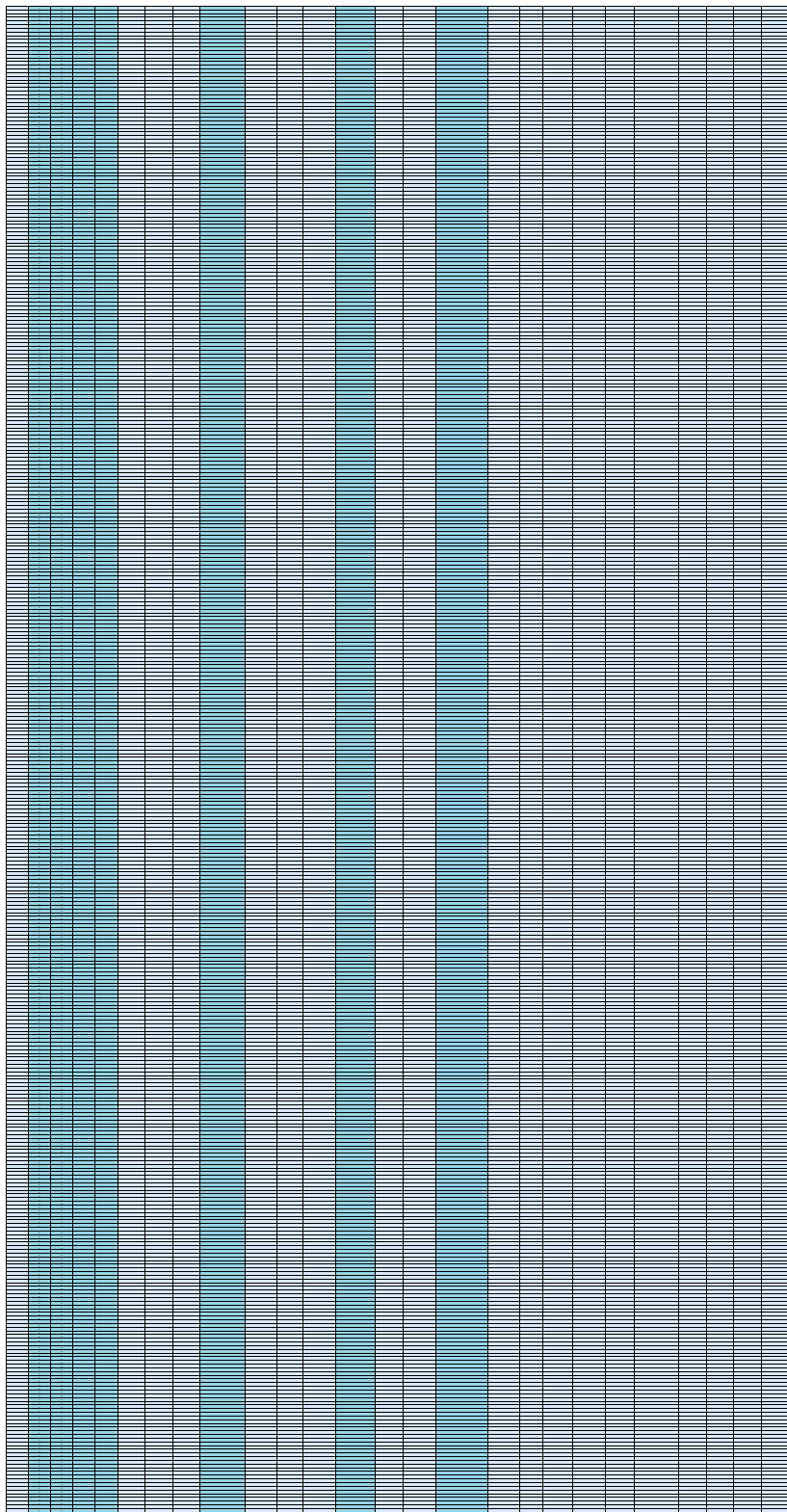


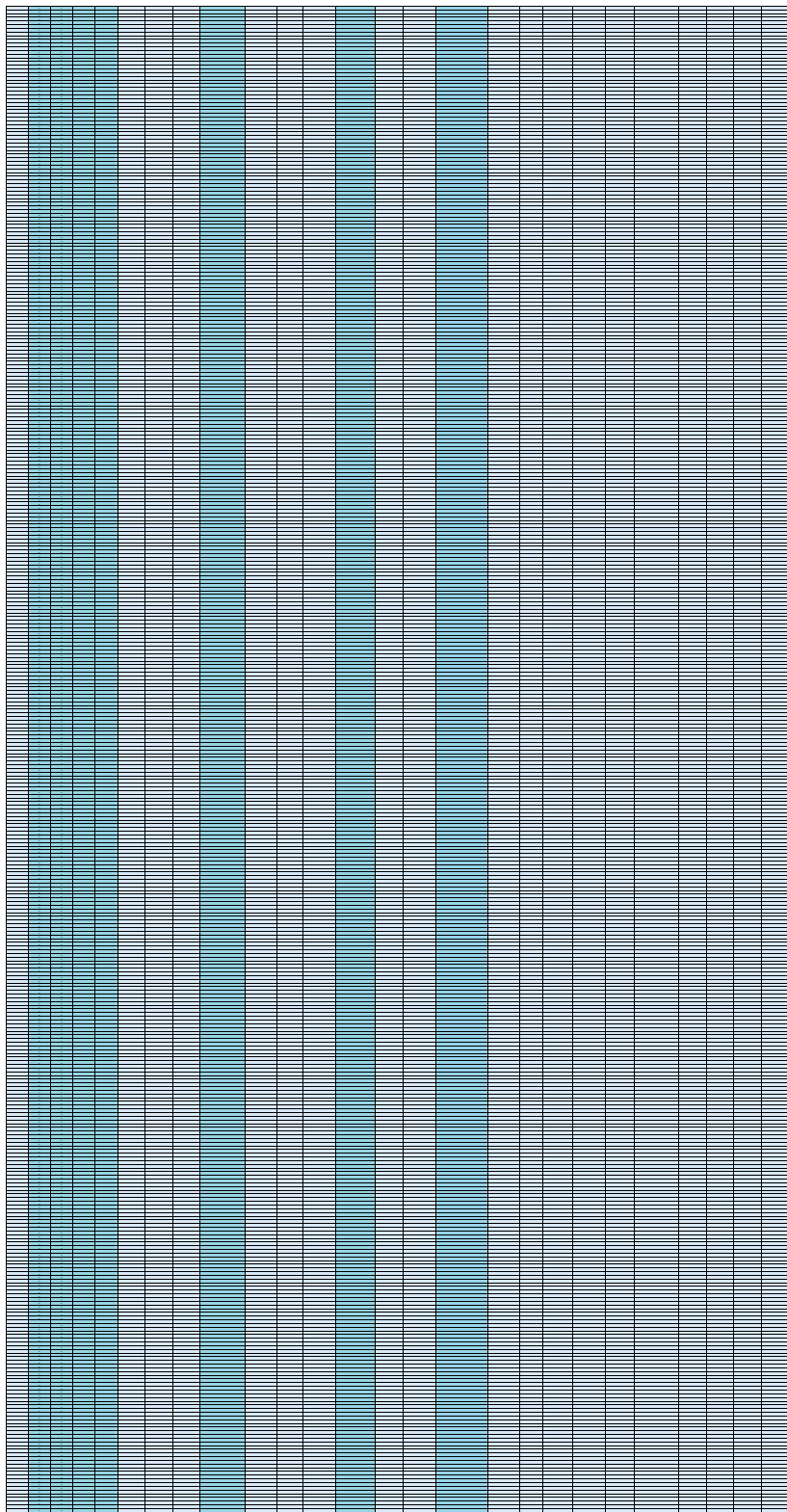


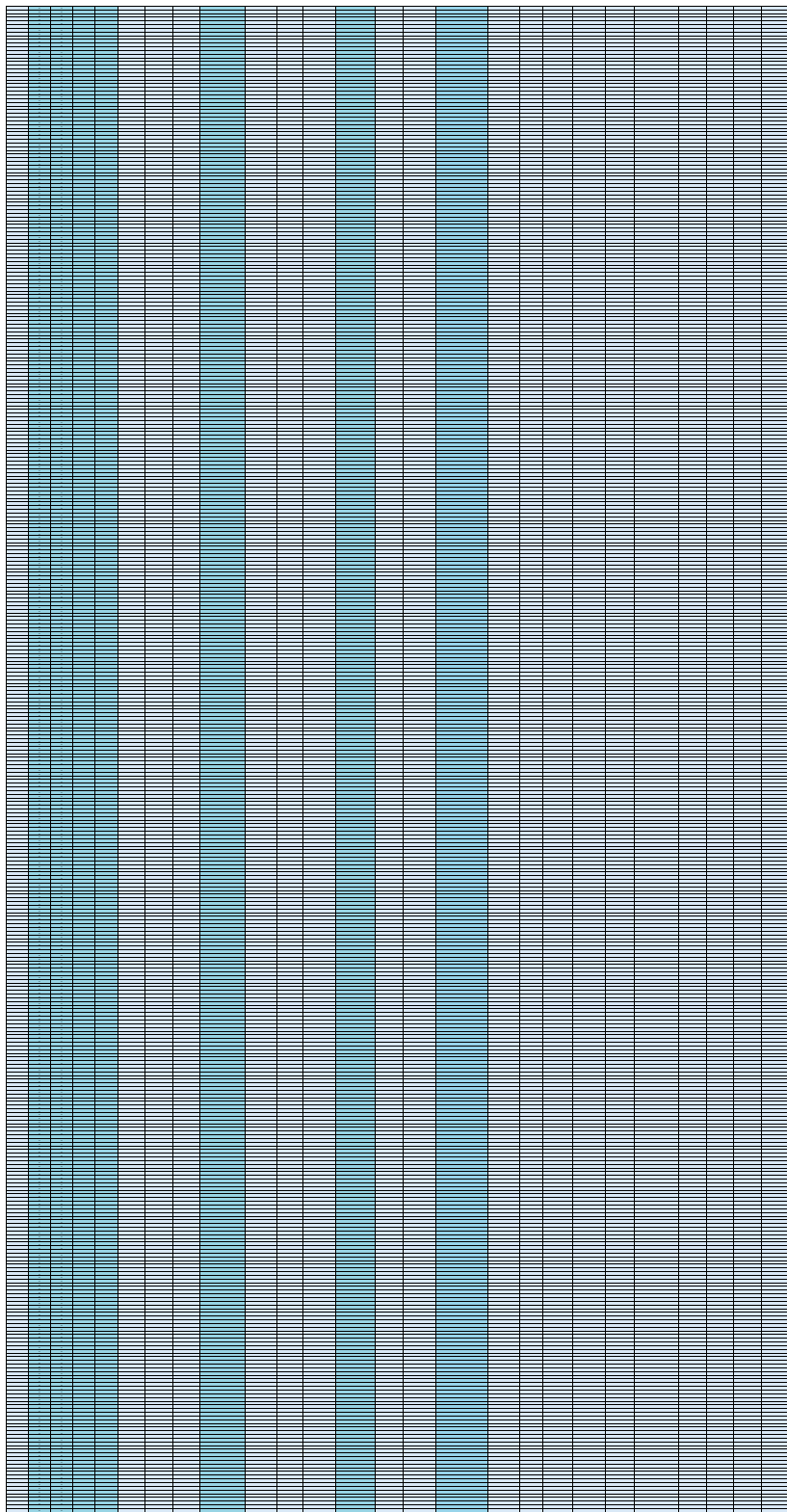


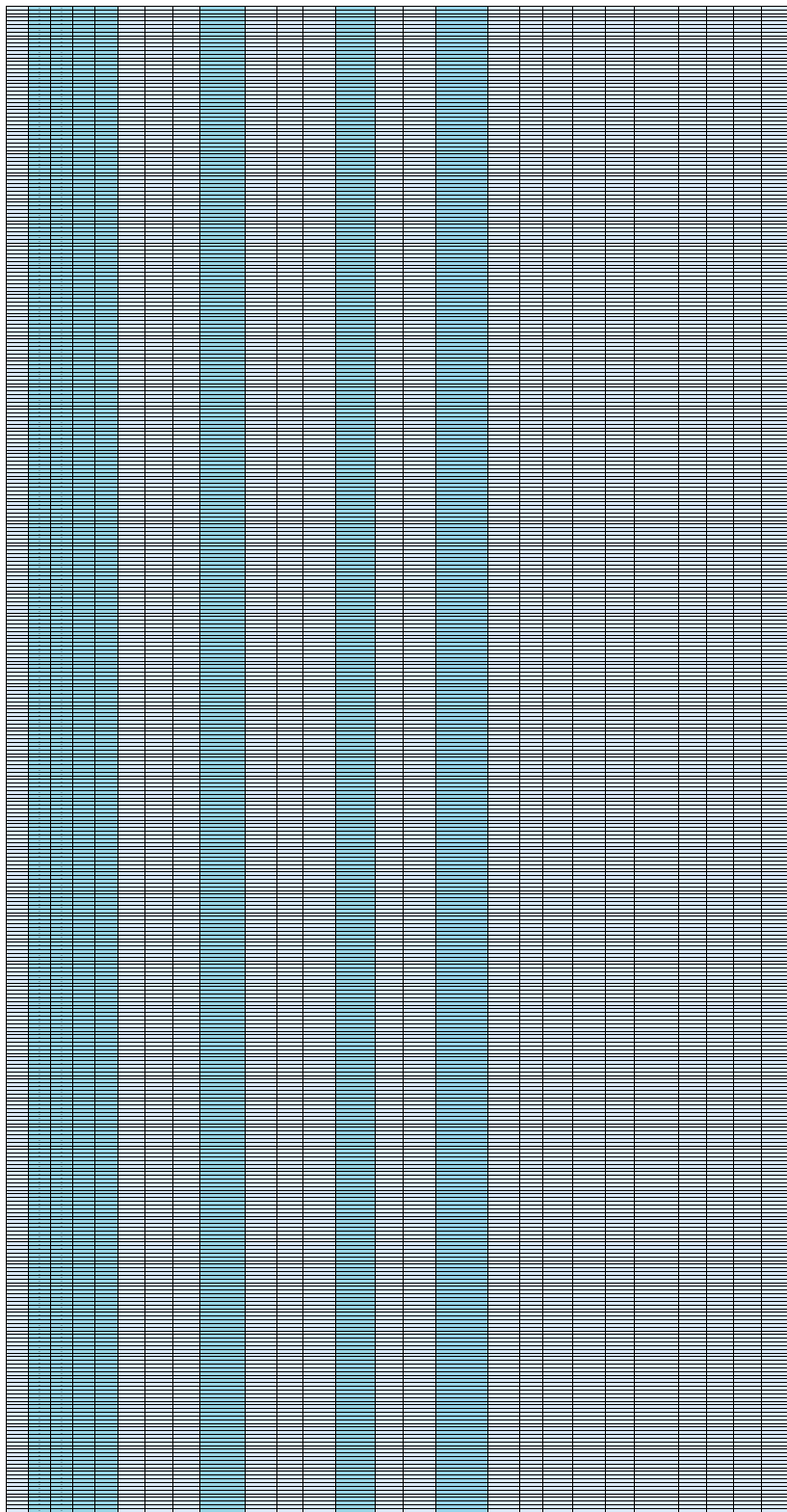


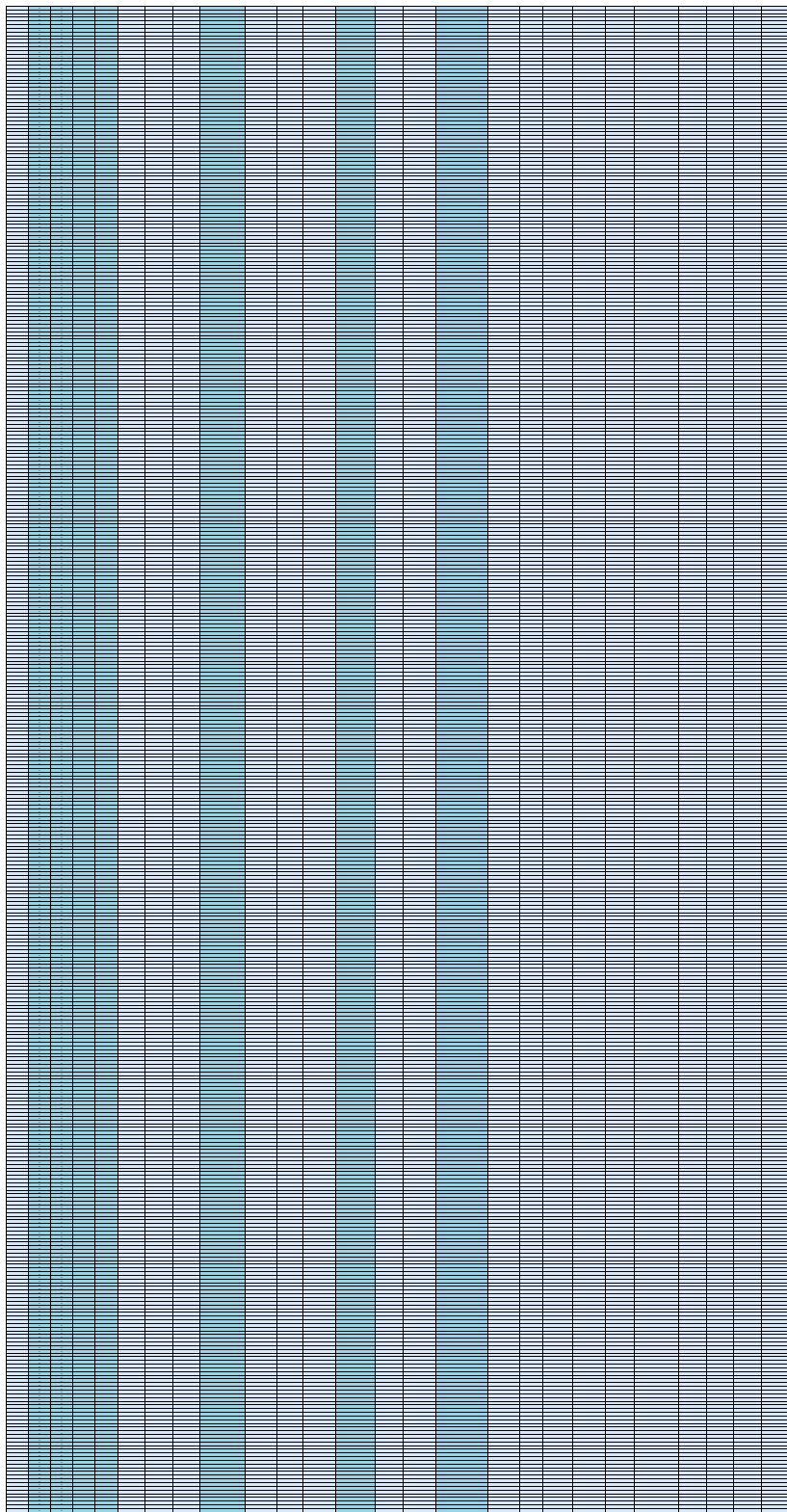


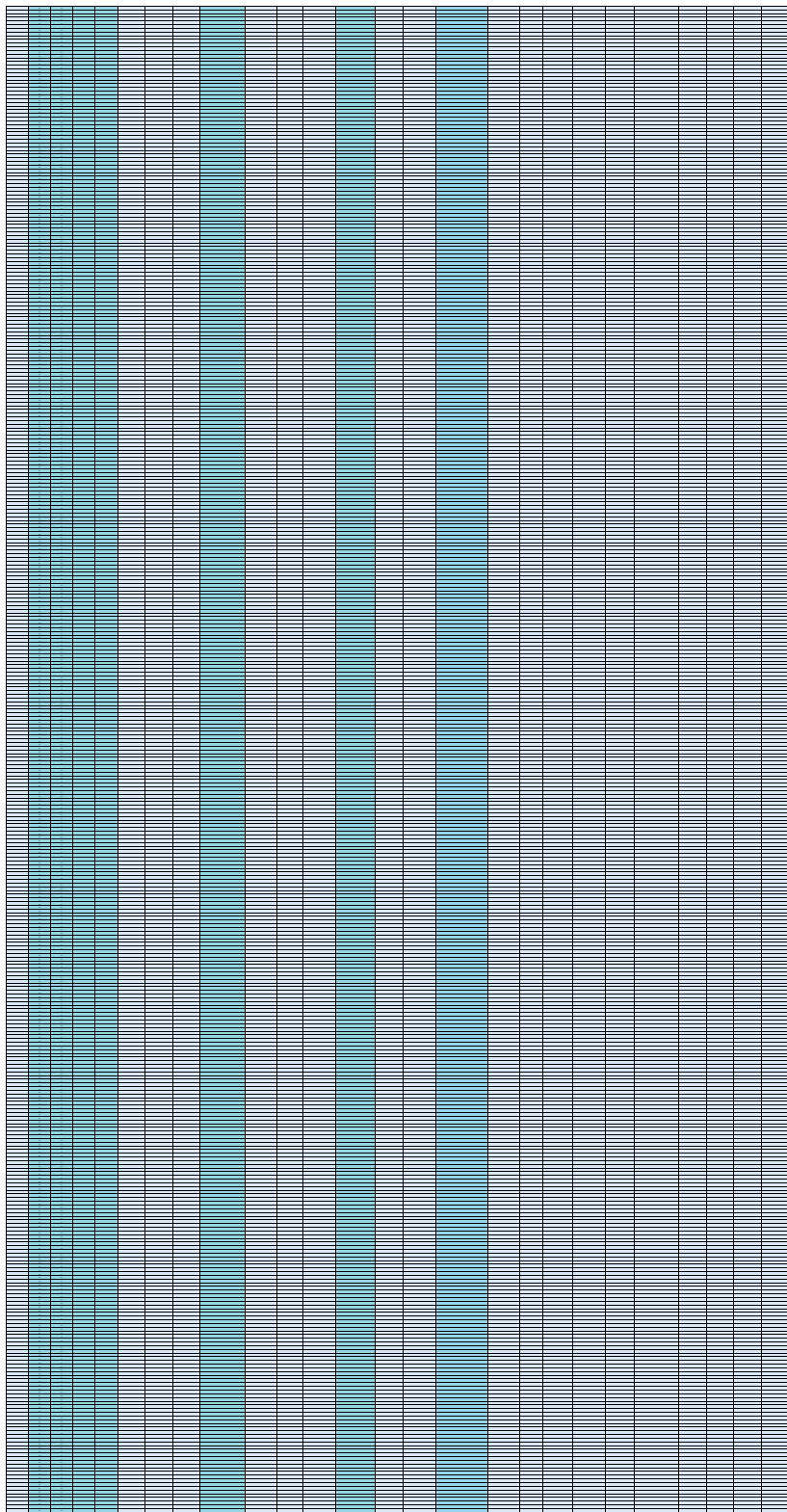














Service Line Inventory Form for Public Water Systems

What is the purpose of this template?

This template is required for community and non-transient non-community public water systems to comply with the service line inventory requirements of the January 15, 2021, Lead and Copper Rule Revisions (LCRR). This template provides fillable forms and tables for public water systems (systems) to document their methods, organize their inventory, submit the initial inventory and inventory updates electronically to the TCEQ, and document how they are making the inventory publicly available. Refer to the Lead and Copper Rule Revisions rule language in 40 CFR § 141 Subpart I and the EPA's Guidance for Developing and Maintaining a Service Line Inventory for minimum LCRR requirements and recommendations.

For questions, please contact LCRR@tceq.texas.gov or call (512) 239-4691. The financial, managerial, and technical (FMT) assistance program can provide additional assistance and can be reached (512) 239-4691 or FMT@tceq.texas.gov.

Submit the completed lead service line inventory electronically. For file sizes larger than 25 megabytes (MB), the TCEQ File Transfer Protocol Secure (FTPS) site is available at <https://ftps.tceq.texas.gov/index.php>.

How is the template organized?

The **worksheets** in this template are color coded:

- Yellow worksheets are instructions and background.
- Dark blue worksheets are templates for systems.

See the table below for a description of each worksheet.

The **cells** in this template are also color coded:

- Gray cells are background or instructions.
- Light blue cells are fillable cells for systems.
- Aqua cells are required.

^x Required cells are further denoted using a superscript ^x.

[‡] Conditionally required are denoted using a superscript [‡].

Template Organization

Worksheet Type	Worksheet Name	Description
Background	Template Instructions	Contains detailed instructions for systems.
	Classifying SLs	Summarizes requirements for classifying the entire service line (SL) when ownership is split (<i>i.e.</i> , when the system owns a portion and the customer owns a portion).
Templates for Systems	PWS Information	For systems to document basic system information.
	Inventory Methods	For systems to document the methods and resources they used to develop and update the inventory.
	Inventory Summary	For systems to provide a summary of their service line inventory, including information on ownership, inventory format, and the number of service lines for each of the four required materials classifications. Systems can enter the totals into this worksheet or automatically generate totals based on information in the Detailed Inventory worksheet.
	Detailed Inventory	For system to track materials for each service line in their distribution system. Each row equals one service line connecting the water main to the customer's plumbing. Separate columns track location information, the system-owned portion, the customer-owned portion, other possible sources of lead, information for assigning a tap sample tiering classification, and information for lead service line replacement (LSLR).
	Public Accessibility	For systems to provide documentation to TCEQ on how they met the public accessibility requirements of the LCRR.
	Certification	For systems to provide certification to TCEQ on the completion of their service line inventory.

System Template Instructions

Purpose of this worksheet: To provide detailed instructions for each worksheet for systems.

Getting Started

1. Save a copy of this workbook to your hard drive or network drive. Consider adding the system PWS ID or other system identifier to the file name (e.g., Inventory Template_TX0000000) and indicating in the file name if this is the "initial" inventory or "update1", "update2", etc.
2. Complete the **PWS Information, Inventory Methods, Inventory Summary, Public Accessibility Documentation, and Certification** worksheets by following the instructions below.
3. Use the **Detailed Inventory** worksheet in this workbook to organize information on service line material, follow the instructions below.
4. Certify completion of the lead service line inventory by using the **Certification** worksheet and following the instructions below.
5. When all relevant worksheets have been completed, submit this file electronically to the TCEQ.

PWS Information Worksheet

Purpose: *Required worksheet for systems to document basic system information.*

Directions: Include information about the system, contact information, and the individual who prepared the inventory by completing the light blue cells. For the question regarding the public water system (PWS) type, select the appropriate type from the drop-down menu; select CWS for community water system or NTNC for non-transient non community water system. For the question "if a CWS, do multi-family residence comprise at least 20% of the structures you serve", select from the dropdown list the appropriate response.

- When entered, the PWS name and PWS ID will auto-populate into all other worksheets.
- System type and multi-family residence info provided will be utilized in the **Detailed Inventory** for the Sample Site Selection Tiering (column Y).

Inventory Methods Worksheet

Purpose: Required worksheet for systems to document the methods and resources they used to develop and update their inventory.

Directions:

The information for PWS name and PWS ID in rows 3 and 4 will autofill from information provided in the **PWS Information** worksheet.

Part 1: Historical Records Review. Describe the records reviewed for the inventory for each of the five types of records that must be reviewed under the EPA LCRR. Document other records reviewed in section 5. Refer to the examples provided in Column B and EPA's Guidance for Developing and Maintaining a Service Line Inventory for additional information. For each historical record type, select "Yes" or "No" to indicate if the record type was reviewed as required by 40 § CFR 141.84(a)(3).

Part 2: Identifying Service Line Material During Normal Operation.

- Question 1: Check each box that indicates during which normal operating activities the system collects service line material information. If the "other" method option is selected, explain in the space below the question.
- Question 2: Use the dropdown menu to indicate if standard operating procedures were developed or revised for identifying service line materials. If "yes" is selected, include a description in the space below the question.

Part 3: Service Line Investigations.

- Question 1: Check each box that indicates the investigative methods used to prepare your inventory. If "other" is selected, explain in the space below the question.
- Question 2: If the system used "Predictive Modeling", provide a written explanation of the method and its inputs.

Inventory Summary Worksheet

Purpose: Required worksheet for systems to provide a summary of their service line inventory, including information on ownership, format, and the number of service lines for each of the four required materials classifications.

Directions:

The information for PWS name and PWS ID in rows 3 and 4 will autofill from information provided in the PWS Information worksheet.

Part 1: General Information.

- Question 1: Use the dropdown menu to indicate if this is an initial inventory or an inventory update.
- Question 2a: Use the dropdown menu to indicate who owns the service line. If "Other", describe in the space below the question.
 - For systems that indicate that the entire service line is owned by the PWS from the dropdown menu, the Detailed Inventory will be updated to not require information on the customer-owned portion of the service line.
- Question 2b: Use the dropdown list to indicate whether there is documentation that defines service line ownership in your system. In the text box, include reference to any documentation that defines service line ownership in the system, such as a local ordinance, and if applicable, where ownership is split (e.g., property line, curb stop).
- Question 3a: Describe when the lead service lines were generally installed in your system.
- Question 3b: Describe when the lead service lines were banned in your system including a reference to the state or local ordinance that banned their use.
- Question 4: Use the dropdown menu to indicate if you have any lead connectors in your system. For example, a lead gooseneck or pigtail that connects the service line to the water main. If you are unsure, select "Don't Know."

Part 2: Inventory Summary Table.

This summary table is for classifying and reporting material for the entire service line connecting the water main to the building inlet. When using the **Detailed Inventory** worksheet, the classifications generated in the column "Entire Service Line Material Classification" (Column Q) will be used to calculate the total number of service lines for each of the four material classifications in Table 1 of the **Inventory Summary** worksheet. Note that the calculation starts on row 13 of the **Detailed Inventory** worksheet. Rows 13 through 20 are provided as examples; in order for the Inventory Summary counts to accurately reflect the system inventory, the examples will need to be deleted. Refer to definitions provided as part of the summary table and the **Classifying SLs** worksheet for additional guidance on assigning a materials classification to the entire service line when ownership is split between the system and customer.

Note that:

- Systems must track the system-owned and customer-owned portions separately in their inventory unless the PWS maintains ownership over the entire service line.
- A lead-lined galvanized service line is consistent with the definition of a lead service line under the LCRR ("a portion of pipe that is made of lead, which connects the water main to the building inlet") (40 CFR §141.2) and must therefore be classified in the inventory as a lead service line. Do not, however, count non-lead service lines with only a lead gooseneck or pigtail as lead service lines.

Detailed Summary Worksheet

Purpose: To provide a format for systems can use to track materials for each service line in their distribution system.

General Instructions: Each row in this worksheet represents one service line connecting the water main to the customer's plumbing. The worksheet is organized into seven sections:

- Location Information
- System-Owned Portion
- Customer-Owned Portion
- Entire Service Line Material Classification
- Other Potential Sources of Lead
- Additional Information to Assign Tap Monitoring Tiering
- Lead Service Line Replacement (LSLR)

Columns with aqua shading are required by the EPA LCRR. Additionally, all required or conditionally required fields are denoted by superscript indicators. As explained in more detail below, entries for each field can either be selected from a dropdown menu or will require manual entry. Nine examples with a range of available data are provided for reference.

Location Information

- **Column B - Unique Service Line ID:** Assign a unique ID to each row that represents one service line. You can number each row starting with the number 1 and ending with the number that equals the number of service lines included in your inventory.
- **Column C - Street Number:** This field is required. Enter the actual street location address (street number) of the service line. Do not enter the billing address that may be a location other than the service address.
- **Column D - Street Name:** This field is required. Enter the actual street location address (street name) of the service line. Do not enter the billing address that may be a location other than the service address.
- **Column E - City:** This field is required. Enter the City of the street location address of the service line.
- **Column F - Zip Code:** This field is required. Enter the Zip Code of the street location address of the
- **Column G - Other Location Identifier:** This field is conditionally required. Include a non-address location identifier (e.g., block, intersection, landmark, or water meter) for each service line.
- **Column H - GPS Coordinates - Latitude:** This field is conditionally required. If including GPS coordinates for a service line, enter in this field the latitude coordinates using decimal degrees (DD). All entries in this field should be positive values for Texas. It is recommended to include 5 decimal places.
- **Column I - GPS Coordinates - Longitude:** This field is conditionally required. If including GPS coordinates for a service line, enter in this field the longitude coordinates using decimal degrees (DD). All entries in this field should be negative values for Texas. It is recommended to include 5 decimal places.

System-Owned Portion

Complete the information in Columns J-M if either (1) the system owns the entire service line, or (2) ownership is split, where the system owns a portion, and the customer owns a portion.

- **Column J - System-Owned Portion Service Line Material Classification:** This field is required. Use the dropdown menu to select the recommended material subclassifications for the system-owned portion. If "Non-lead - Other" is selected, provide additional information in Column M - Notes.
- **Column K - If Non-Lead, was Material Ever Previously Lead?:** This field is conditionally required if the System-Owned Portion Service Line Material Classification (Column J) was marked as a Non-Lead option. Use the dropdown menu to select "Yes", "No", or "Don't know". This information is important for determining if a downstream/customer-owned galvanized service line requires replacement and will affect the entire service line classification.
- **Column L - Service Line Installation Date?:** This field is conditionally required if the System-Owned Portion Service Line Material Classification (Column J) was marked as a Non-Lead option. Use the dropdown menu to enter the estimated date range when the service line was installed or replaced.
- **Column M - Notes:** Use this column to provide any additional information, such as additional details about the basis of material classification, additional information on the field verification method, or documentation of previous materials classification.

Customer-Owned Portion

- **Column N - Customer-Owned Portion Service Line Material Classification:** This field is required. Use the dropdown menu to select the recommended material subclassifications for the system-owned portion. If you select "Non-lead - Other", provide additional information in Column P - Notes.
- **Column O- Service Line Installation Date?:** This field is conditionally required. Use the dropdown menu to enter the estimated date range when the service line was installed or replaced.
- **Column P - Notes:** Use this column to provide any additional information, such as additional details about the basis of material classification, additional information on the field verification method, or documentation of previous materials classification.

Entire Service Line Material Classification

- **Column Q - Entire Service Line Material Classification:** This field is required. This field will be auto-generated for each lead service line row depending on entries added for the system-owned portion and customer-owned portion section. Refer to **Classifying SLs** worksheet for guidance on how the material for the entire service line is classified. The **Inventory Summary** worksheet will automatically calculate the total service lines in each of the four categories based on the entries in this column.

Other Potential Sources of Lead

- **Column R - Is there a Lead Connector:** This field is conditionally required. Use the dropdown menu to indicate if there is a lead connector. For example, a lead gooseneck or pigtail used to connect the water main to the service line.
- **Column S - Is there a Lead Solder in the Service Line:** This field is conditionally required. Use the dropdown menu to indicate if there is lead solder in the service line.
- **Column T - Describe Other Fittings and Equipment Connected to the Service Line that Contain Lead:** Include any other lead-containing fittings and equipment that are connected to the service line, such as backflow preventers and/or meters.

Additional Information to Assign Tap Monitoring Tiering

Columns U through Y are for documenting additional information that is helpful in assigning a tap sample tiering classification as follows:

- **Column U - Building Type Connected to the Service Line:** Use the dropdown menu to indicate if the building type connected to the service line is single family, multiple family residence, building or other.
- **Column V - Point-of-Entry or Point-of-Use Treatment Present:** Use the dropdown menu to indicate if the home or building connected to the service line has a point-of-entry or point-of-use device.
- **Column W - Does the Interior Building Plumbing Contain Copper Pipes with Lead Solder Installed Before July 1, 1998:** Use the dropdown menu to indicate if lead solder pre-dates the state's lead ban.
- **Column X - Current LCR Sampling Site?:** Use the dropdown menu to indicate if you have identified this location as a sampling site for lead and copper tap sampling.
- **Column Y - Sample Site Selection Criteria (Site Tier):** This field will be auto-generated for each lead service line row depending on entries made. Systems with LSLs are required to collect samples from all LSL sites (Tier 1 and 2) unless there is an insufficient number. In those cases, the system must use Tier 3, 4, or 5 sites, in that order.

Additional Information to Assign Tap Monitoring Tiering

- **Column Z - Date of System-owned LSLR:** Indicate the date the system-owned portion of the lead service line was replaced, if applicable.
- **Column AA - Date of Customer-owned LSLR:** Indicate the date the customer-owned portion of the lead service line was replaced, if applicable.

Public Accessibility Worksheet

Purpose: Required worksheet for systems to provide documentation to TCEQ on how they met the public accessibility requirements of the LCRR.

Directions:

The information for PWS name and PWS ID in rows 3 and 4 will autofill from information provided in the **PWS Information** worksheet.

- Question 1: Check each box that indicates the location identifiers that you use for your service line inventory. If "Other" is checked, please explain in the space below the question.
- Question 2: Use the dropdown menu to indicate if every service line has a location identifier. If "no", explain in the space below the question. **Remember that the LCRR requires systems to use a location identifier for service lines that are lead and galvanized requiring replacement. Systems may, but are not required to, include a locational identifier for lead status unknown service lines or list the exact address of each service line (40 CFR §141.84(a)(8)(i)).**
- Question 3: Check each box that indicates how you are making your inventory publicly accessible. If "Other" is checked, please explain in the space below the question. **Note that the LCRR requires all systems that service more than 50,000 people to provide the inventory online (40 CFR §141.84(a)(8)(ii)).**

PWS Certification

Purpose: For systems to certify completion of the lead service line inventory.

Directions:

- Review each statement and select the checkbox for each field certifying that you understand and agree to the statement provided.
- Include the name of the PWS representative at the bottom of the worksheet.

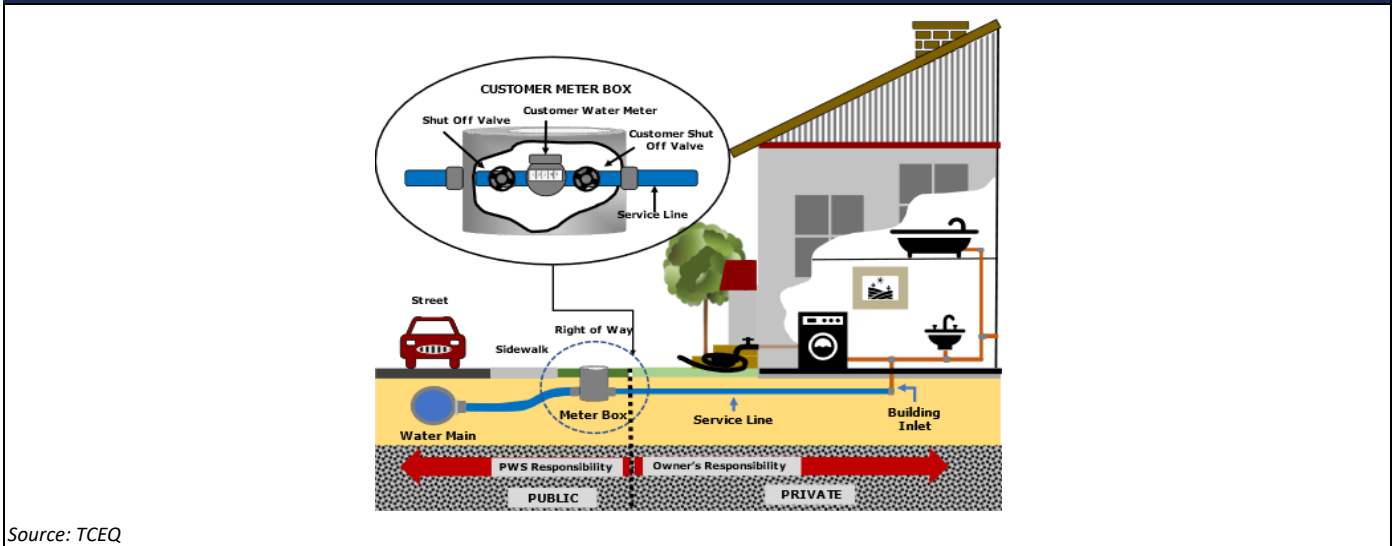
Classifying the Entire Service Line When Ownership Is Split

Purpose of this worksheet: Summarizes requirements for classifying the entire service line (SL) when ownership is split (i.e., when the system owns a portion and the customer owns a portion).

Introduction

In many cases, service line ownership is **split** meaning that the system owns a portion and the customer owns a portion of the service line. Exhibit 1 below is a diagram of a possible division in service line ownership between the water system and customer. While the LCRR requires the inventory to categorize each service line or portions of the service line where ownership is split, a single classification per service line is also needed to support various LCRR requirements, such as lead service line replacement (LSLR), tap sampling, and risk mitigation. Table 1 below indicates how to classify the material for the entire service line when ownership is split between the water system and customer. For more information refer to the Lead and Copper Rule Revisions in 40 CFR § 141 Subpart I and the EPA's Guidance for Developing and Maintaining a Service Line Inventory.

Exhibit 1. Example of Service Line Ownership Distinction between the Water System and Customer



Source: TCEQ

Table 1: Classification of Entire Service Line When Ownership is Split.

System-Owned Portion	Customer-Owned Portion	Classification for Entire Service Line
Lead	Lead	Lead
Lead	Galvanized	Lead
Lead	Non-lead	Lead
Lead	Lead Status Unknown	Lead
Non-lead	Lead	Lead
Lead Status Unknown	Lead	Lead
Galvanized	Lead	Lead
Non-lead, but system is unable to demonstrate it was not previously Lead	Galvanized	Galvanized Requiring Replacement
Lead Status Unknown	Galvanized	Galvanized Requiring Replacement
Non-lead and never previously lead	Non-lead, specifically galvanized pipe material	Non-lead
Non-lead	Non-lead, material other than galvanized	Non-lead
Lead Status Unknown	Non-lead	Lead Status Unknown
Non-lead	Lead Status Unknown	Lead Status Unknown
Lead Status Unknown	Lead Status Unknown	Lead Status Unknown

Source: Modified from Exhibit 2-3 of Guidance for Developing and Maintaining a Service Line Inventory (USEPA, 2022).

PWS Information

Purpose of this worksheet: For water systems to document basic system information. All information on this page is required.

Facility Information*

Water System Name:

City of Groesbeck

PWSID:	Population Served (number of people):	Number of Service Connections:	PWS Type:
Tx 1470002	4,180	1566	CWS

If a CWS, do multi-family residences comprise at least 20% of the structures you serve? Select "Yes" or "No"

System Contact Person*

Name:	Title:
Keith Tilley	Public Works Director
Telephone:	Email:
2547293293	ktilley@cityofgroesbeck.com

Person Who Prepared Inventory (if different from above)*

Name:	Title/Affiliation:
Jason Williams	Assistant Public Works Director
Telephone:	Email:
2547293293	jwilliams@cityofgroesbeck.com

Inventory Methodology

PWS Name: City of Groesbeck
PWSID: Tx 1470002

Purpose of this worksheet: For systems to document the methods and resources they used to develop and update the inventory.

Note: Cells that have a superscript ^x are required fields.

Part 1: Historical Records Review

Type of Record	Describe the Records Reviewed for Your Inventory ^x	Indicate if record was reviewed as required by 40 § CFR 141.84(a)(3). ^x
1. Previous Materials Evaluation <i>Example: Locations of Tier 1 lead tap sampling locations that are served by a lead service line.</i>	No record exists	Yes
2. Construction Records and Plumbing Codes <i>Examples: Local ordinance adopting an international plumbing code. Permits for replacing lead service lines.</i>	Local ordinance adopting international plumbing code	Yes
3. Water System Records <i>Examples: Capital improvement plans. Standard operating procedures. Engineering standards.</i>	Engineering plans	Yes
4. Distribution System Inspections and Records <i>Examples: Distribution system maps. Tap cards. Service line repair/replacement records. Inspection records. Meter installation records.</i>	Distribution maps	Yes
5. Other Records	No record exists	Yes

Part 2: Identifying Service Line Material During Normal Operations

1. During which normal operating activities are you collecting information on service line material? Check all that apply. **Note that under 40 § CFR 141.84(a)(5) water systems must identify and track service line materials in the inventory as they are encountered in the course of its normal operations.**

Water meter reading	Yes	Water main repair or replacement	Yes
Water meter repair or replacement	Yes	Water main repair or replacement	Yes
Service line repair or replacement	Yes	Backflow prevention device inspection	Yes
Other	No		

If "Other", please explain below:

2. Did you develop or revise standard operating procedures to collect service line material information during normal operation? If "Yes", please explain below.

Yes

Part 3: Service Line Investigations

1. Identify the service line investigation methods your system used to prepare the inventory (check all that apply). If a water system chooses an investigation method not specified by the state under 40 CFR §141.84(a)(3)(iv), state approval is required. **Note that investigations are not required by the LCRR but can be used by systems to assess accuracy of historical records and gather information when service line material is unknown.**

Visual inspection at the Meter Pit	Yes	Water Quality Sampling - Sequential	No
Customer Self-Identification	No	Water Quality Sampling - Other	No
CCTV Inspection at Curb Box - External	No	Mechanical Excavation	Yes
CCTV Inspection at Curb Box - Internal	No	Vacuum Excavation	Yes
Water Quality Sampling - Targeted	Yes	Predictive Modeling	No
Water Quality Sampling - Flushed	No	Other	No

If "Other", please explain below:

2. If "Predictive Modeling", please briefly describe the model and inputs used:

Inventory Summary

PWS Name: City of Groesbeck
 PWSID: Tx 1470002

Purpose of this worksheet: For water systems to provide a summary of the service line inventory, including information on ownership, inventory format, and the number of service lines for each of the four required materials classifications.

Note: Cells that have a superscript ^x are required fields.

Part 1. General Information	
1. Is this the Initial Inventory or an Inventory Update ? ^x	Initial Inventory
2a. Who owns the service lines in your system? <i>If other, please explain below.</i> ^x	Ownership is split
2b. Is there documentation that defines service line ownership in your system, such as a local ordinance? <i>If yes, please describe below and explain where ownership is split (e.g., property line, curb stop).</i>	Yes
Ownership of water line changes at the water meter for every address	
3a. Describe when lead service lines were generally installed in your system below.	
3b. When were lead service lines banned for the system? Reference the state or local ordinance that banned the use of lead in your system.	
4. Are there lead goosenecks, pigtails or connectors in the system?	No

Part 2. Inventory Summary Table ¹		
<p>When using the Detailed Inventory worksheet, the classifications in the Column "Entire Service Line Material Classification" (Column Q) will be used to calculate the total number of service lines for each of the four material classifications below. Remember this is the classification for the entire service line.</p>		
Service Line Material Classification	Definition	Total Number of Service Lines (REQUIRED to be reported under the LCRR) ^x
Lead	Any portion of the service line is known to be made of lead. ²	0
Galvanized Requiring Replacement (GRR)	The service line is not made of lead, but a portion is galvanized and the system is unable to demonstrate that the galvanized line was never downstream of a lead service line.	0
Non-Lead	All portions of the service line are known NOT to be lead or GRR through an evidence-based record, method, or technique.	1,566
Lead Status Unknown	The service line material is not known to be lead or GRR. For the entire service line or a portion of it (in cases of split ownership), there is not enough evidence to support material classification.	0
TOTAL		1,566

Notes

¹This summary table is for reporting material for the entire service line connecting the water main to the customer's plumbing. See the **Classifying SLs** worksheet for additional guidance on assigning a materials classification to the entire service line when ownership is split. Remember that systems must track the system-owned and customer-owned portions separately in their inventory.

²A lead-lined galvanized service line is consistent with the definition of an LSL under the LCRR ("a portion of pipe that is made of lead, which connects the water main to the building inlet") (40 CFR §141.2) and must therefore be classified in the inventory as an LSL. Do not, however, count non-lead service lines with a lead gooseneck or pigtail as lead service lines.

Public Accessibility Documentation

PWS Name: City of Groesbeck

PWSID: Tx 1470002

Purpose of this worksheet: For systems to provide documentation to states on how public accessibility requirements of the LCRR were met. *All information on this page is required.*

Remember that the LCRR requires systems to use a location identifier for service lines that are lead and galvanized requiring replacement. Water systems may, but are not required to, include a locational identifier for lead status unknown service lines or list the exact address of each service line (40 CFR §141.84(a)(8)(i)).

1. Select the location identifiers that you use for your service line inventory. Check all that apply.*

Address	Yes	GPS Coordinates	Yes
Street	Yes	Other	Select "Yes" or "No"

If "Other" is Yes, please describe below:

2. Does **every service line** have a location identifier? *If "No", explain below.**

Yes

3. How is the inventory made publicly accessible? Check all that apply. *Remember that if your system serves > 50,000 people, you **must** provide the inventory online.**

Interactive online map	No	Printed tabular data	No
Static online map	No	Information on water utility mailings or newsletter	No
Online spreadsheet	No	Hard copy information available in water system office	Yes
Printed service line map	No	Other	No

If "Other" is Yes, please describe below:

PWS Certification

PWS Name: City of Groesbeck

PWSID: Tx 1470002

Certify completion of your lead service line inventory by checking the appropriate boxes below, entering your water system information, and signing the certification. All information on this page is required.

<i>I certify</i>	I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.
<i>I certify</i>	As the PWS Representative, I understand that if any additional service lines are subsequently identified as Lead, Galvanized Requiring Replacement, or Lead Status Unknown, the PWS is required to notify the State within 30 days of identifying the service line(s) and must prepare an updated inventory using Lead Service Line Inventory.
<i>I certify</i>	As the PWS Representative, I understand that the PWS should maintain for review any resource, information, or identification method used for the development of this initial inventory. These records do not need to be submitted to TCEQ but should be available for review.
<i>I certify</i>	As the PWS representative, I understand that customers with a lead, galvanized requiring replacement, or lead status unknown service lines should be informed within 30 days of completion of initial LSLI and annually thereafter until the service line is replaced.
<i>I certify</i>	As the PWS representative, I understand that the PWS should provide an updated LSLI in accordance with its tap sampling monitoring period schedule, but no more frequently than annually. The updated LSLI must be submitted within 30 days of the end of each tap sampling period.
<i>Jason Williams</i>	The individual providing certification and acknowledgment to the above statements.