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Note: Field names that are shaded navy are required for every service connection. Field names shaded blue are recommended, optional, or only required under certain conditions. See field descriptions for more information.

Column	Description		
A	SITE ID PWS that do not wish to report site addresses to the department in column B can use this column to “link” their materials inventory table to a separate service address table for their own use. This column is optional, however, it strongly recommended that PWS enter the site ID for locations that are lead and copper monitoring sites in this column.		
B	LOCATION IDENTIFIER The location identifier can be the site address, however if there is more than one service connection at a given address, it must include additional detail. If the PWS does not wish to report addresses to the department it can be a block, intersection or landmark. This column is required per sub-subparagraph §141.84 (a)(8)(i) of the LCRR which requires that a location identifier be associated with each service line.		
Column	Description	Answer options	Answer Option Descriptions
C	GOOSENECK CURRENTLY PRESENT? Is there a gooseneck, lead connector or pigtail present? PWS are required to track this information, if known. However, PWS are not required to conduct investigations to determine if a gooseneck is present.	Y	YES - WITH CERTAINTY
		N	NO - WITH CERTAINTY
		UNK	NOT KNOWN WITH CERTAINTY
D	CURRENT STREET SIDE SERVICE LINE MATERIAL Service line pipe material, from the water main to curb stop.	L	CONFIRMED LEAD
		C	CONFIRMED COPPER
		G	CONFIRMED GALVANIZED
		P	CONFIRMED PLASTIC
		DI	CONFIRMED DUCTILE IRON
		CI-L	CONFIRMED LINED CAST IRON
		CI-U	CONFIRMED UNLINED CAST IRON
E	WAS STREET SIDE SERVICE LINE MATERIAL EVER PREVIOUSLY LEAD? Was the service line ever previously lead?	Y	YES – SERVICE LINE WAS PREVIOUSLY LEAD
		N	NO – KNOWS WITH CERTAINTY THAT SERVICE LINE MATERIAL WAS NEVER PREVIOUSLY LEAD
		UNK	NOT KNOWN WITH CERTAINTY IF MATERIAL WAS EVER PREVIOUSLY LEAD
Column	Description		
F	STREET SIDE SERVICE LINE SIZE Service line pipe diameter in inches, from the water main to curb stop. This information is useful as a screening tool as most lead service lines are 2 inches or less in diameter. Furthermore, PWSs are required to report service line size to the PSC for their annual report. This column may also be used by PWS that wish to track information required by both agencies in a single document. Column F is optional.		
G	STREET SIDE SERVICE LINE INSTALL DATE The four-digit year that the utility-side service was installed (i.e. 1974). If the exact year is not known, enter the decade (i.e. enter 1970 for any year in the 1970s) Although this information is not required, it can be used as a screening tool to determine if the service line was installed before or after the lead ban (1986). Column G is optional.		

H	CURRENT PROPERTY SIDE SERVICE LINE MATERIAL	Service line pipe material, from the curb stop to water meter. See Row D for answer options.
I	PROPERTY SIDE SERVICE LINE SIZE¹	Service line pipe diameter, in inches, from the curb stop to water meter. This information is useful as a screening tool as most lead service lines are 2 inches or less in diameter. Furthermore, PWS are required to report service line size to the PSC for their annual report. This column may also be used by PWS that wish to track information required by both agencies in a single document. Column I is optional.
J	PROPERTY SIDE SERVICE LINE INSTALL DATE	If the exact year is not known, enter the decade (i.e. enter 1970 for any year in in the 1970s). This information it can be used as a screening tool to determine if the service line was installed before or after the lead ban (1986). Column J is optional.

	Column	Description	Answer options	Answer Option Descriptions
K	BUILDING TYPE	The type of structure that is served water by the service connection. At a minimum, the PWS must identify the connection either SF, MF or NONRES.	SF	SINGLE-FAMILY RESIDENTIAL
			MF	MULTI-FAMILY RESIDENTIAL
			SCH/CC	SCHOOL OR CHILD CARE <i>This category may be used by the PWSs to track locations that must be monitored under §141.92 .</i>
			RES/CC	RESIDENTIAL & IN-HOME CHILD CARE <i>This category may be used by the PWSs to track locations that must be monitored under §141.92 .</i>
			NONRES	NONRESIDENTIAL ONLY, NO SCHOOL OR CHILD CARE.
			MIX	MIXED RESIDENTIAL & NONRESIDENTIAL, NO SCHOOL OR CHILD CARE.
L	POINT-OF-ENTRY OR POINT-OF-USE TREATMENT PRESENT?	Is the cold-water kitchen tap treated by point-of-entry or point-of-use softening, filter or other treatment? Column L is optional.	Y	YES - the sample tap is treated by a point of use or point of entry softener or filter
			N	NO - the sample tap is not treated by a point of use or point of entry softener or filter
			UNK	Presence or absence of POU and POE is UNKNOWN
M	BUILDING PLUMBING MATERIAL 1	The type of plumbing materials inside the structure that water is deliver to. If there is more than one known plumbing material type, select the second material type in column N. Columns M and N are optional.	CLS	Copper with lead solder
			C	Copper, no lead solder
N	BUILDING PLUMBING MATERIAL 2		O	Other material that is <u>not</u> copper, or copper with lead solder
			UNK	Unknown

	Column	Description
O	BUILDING PLUMBING MATERIAL INSTALL DATE	The four-digit year that the interior premise plumbing was installed. If the exact year is not known, you may enter the decade if the decade is not the 1980s. If the decade is the 1980s, you may enter one of the following: 1983-1984, <1983 or >1984. Column O is optional.
P	COMMENTS	Use this column information to enter any other information that the PWS finds helpful to them or any information they wish to share with the department. Column P is optional.

	Column	Description	Answer options	Answer Option Descriptions (Chapter 4 of EPA inventory guidance)
Q	BASIS OF STREET SIDE MATERIAL CLASSIFICATION	Use the drop-down menu to select the method used for materials classification. If the method you used is not one of the options, select other and describe the basis for classification in Column Y- Notes	Previous eval	Previous Materials Evaluation
			Installation record	Installation record (e.g., tap card)
			Installed after lead ban	Installation date after lead ban (1986)
			Diameter > 2 inches	Service line diameter is > 2 inches
			SL repair/replace record	Service line repair or replacement record
			Water sampling only	Water sampling only with no records
Field inspection only	Field inspection only with no records			

	on materials classification.	Other - describe in notes	Other - if other is selected describe the basis for material classification in the Notes Column Y.
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Column	Description
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R	WAS STREET SIDE MATERIAL FIELD VERIFIED?	Was the street side material field verified? Select "Y" for "Yes" or "N" for "No".
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S	DATE OF STREET SIDE FIELD VERIFICATION, IF APPLICABLE	If you selected "Yes" in column R, enter the date (DD/MM/YYYY) or four-digit year that the material was field verified. <i>This field is only required if "Yes" was selected in Column R.</i>
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Column	Description	Answer options	Answer Option Descriptions (Chapter 5 of EPA inventory guidance)
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T	METHOD OF STREET SIDE FIELD VERIFICATION, IF APPLICABLE	If PWS selected "Yes" in column R, select the method used for field verification. If the method you used is not one of the options, select other and describe the basis for classification in Column Y. <i>This field is only required if "Yes" was selected in Column R.</i>	Customer self id	Customer self-identification
			CCTV - internal	CCTV investigation at curb stop - internal
			CCTV - external	CCTV investigation at curb stop - external
			Mech excav	Mechanical excavation at one location
			Visual insp at meter	Visual inspection at the meter pit
			Visual insp during install or repair	Visual inspection during construction or repair
			Cross connection survey	Cross Connection survey
			Other	Other - describe in Notes Column Y

Column	Description
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U	BASIS OF PROPERTY SIDE MATERIAL CLASSIFICATION	Use the drop-down menu to select the method used for materials classification. If the method you used is not one of the options, select other and describe the basis for classification in Column Y. See Column Q for a description of and an explanation of answer options.
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V	WAS PROPERTY SIDE MATERIAL FIELD VERIFIED?	Was the street side material field verified? Select "Y" for "Yes" or "N" for "No".
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W	DATE OF PROPERTY SIDE FIELD VERIFICATION, IF APPLICABLE	If PWS selected "Yes" in column V, select the method used for field verification. If the method you used is not one of the options, select other and describe the basis for classification in Column Y. <i>This field is only required if "Yes" was selected in Column V.</i>
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X	METHOD OF PROPERTY SIDE FIELD VERIFICATION, IF APPLICABLE	If you selected "Yes" in column V, select the method used for field verification. See column T for an explanation of answer options. <i>This field is only required if "Yes" was selected in Column V.</i>
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Y	NOTES MATERIAL CLASSIFICATION	If PWS selected "other" in Columns Q, T, U or X, describe the basis for classification or field verification here. <i>This field is only required if "other" was selected in column Q, T, U and/or X.</i>
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