

Single Ownership-Simple MDH Lead Service Line Inventory Template

TEMPLATE INSTRUCTIONS

Background

The purpose of this document is to help Public Water Systems (PWS) provide the necessary information to the Minnesota Department of Health (MDH) to meet the requirements of the Lead and Copper Rule Revisions for the initial service line inventory. These directions are specific to the Single Ownership-Simple MDH Lead Service Line Inventory (LSLI) Template spreadsheet. Additional documents can be found for the Split Ownership and Detailed MDH LSLI Templates.

- Systems that are utilizing GIS for data collection should contact MDH to discuss the inventory process. MDH can be reached at Health.LSLInventory@state.mn.us
- The initial service line inventory must be submitted to MDH by October 16, 2024. Please submit your inventory as soon as possible. The inventory should be submitted to Health.LSLInventory@state.mn.us

Special Circumstances

Many systems may discover special circumstances regarding some service lines. The inventory data tab has a column titled “Special Circumstances Field.” This is intended to capture information about special cases for those service lines. One popular example in Minnesota is mobile home parks. The PWS typically owns the connection to a master meter in the mobile home park and the mobile home park typically owns the connection from the meter to the homes. If your system has a situation like this, it should be noted in the “Special Circumstances Field.” MDH recommends obtaining detailed inventory information for all service lines connected to your system. If the private entity is not willing to provide information to you, the mobile home park should be noted as one line on the inventory and the service line material will be classified as unknown. If that happens, please attempt to make a notation in the “Special Circumstances Field” describing how many connections or unit are included.

Spreadsheet Tabs

The spreadsheet has two tabs that you will enter data into. You can navigate between them by left-clicking each tab with your mouse.

System Information Tab

Enter the appropriate information (Water system name, Public Water System Identification Number, Population Served, Number of Service Connections, Mailing Address, Contact Name, Title, Phone, Email, Lead Related System Website (if applicable), Date Submitted to MDH) for

the PWS in the light blue colored boxes on this tab in Column B. Only edit the light blue colored boxes. The table showing a count of the various material classifications (lead, galvanized requiring replacement, and unknown) will auto calculate as you enter your data into the Inventory Data tab do not edit these fields.

Inventory Data Tab

Column A: Unique Service Line ID (if available)

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. You can also enter a different unique ID if your system prefers like billing account number.

Column B: Address

Enter the street address. Please follow US Postal Code standards for street names. For example: use “789 1st Street” rather than “789 First Street”

Column C: City

Enter the city name for the mailing address.

Column D: Zip Code

Enter the 5-digit zip code for the mailing address.

Column E: GPS Coordinates-Latitude (if available)

If no mailing address is available, this field can be used to provide the GPS latitude.

Column F: GPS Coordinates-Longitude (if available)

If no mailing address is available, this field can be used to provide the GPS longitude.

Column G: Parcel ID (if available)

If no mailing address is available, this field can be used to provide the parcel ID.

Column H: Other Locational Identifier (if available)

If no mailing address is available, this field can be used to provide another locational identifier if GPS or parcel ID is not available.

Column I: Entire Service Line Material Classification

Select the appropriate service line material classification from the drop-down list.

Column J: Basis of Material Classification

Select the appropriate basis of material classification from the drop-down list. This describes the record that was used to make the determination of the material classification. Additional details may be entered in the Notes field.

Column K: Notes



Enter any additional notes here. It may be useful to include information regarding how that particular service line was classified. For example: "photo by Jane Doe on 2/1/23."

Column L: Special Circumstances Field

Enter any special circumstances as described above in this field.

Tips and Tricks

How to Autofill a Column

If you have many values that are the same and want to save time you can fill a column using autofill. Select one or more fields you want to use as a basis for filling additional fields. Drag the fill handle  down to fill the fields you want to complete. If needed, click **Auto Fill Options**  and choose the option you want.

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To obtain this information in a different format, call: 651-201-4700.