

Instructional Guideline to the Site Plan Template

FACT SHEET

1.0 Overview

For community public water systems

All Community Public Water Systems need to ensure the sites they are using for sample collection meet the rule requirements. All lead and copper sample sites must be designated a tier ranking using MDH's lead and copper site plan template. Not confirming site data with MDH prior to sampling is a violation of the rule.

Prior to your system's next round of lead and copper monitoring, your system needs to fill out the lead and copper site plan template with the required number of sample sites, enough information to determine a tier number, and receive MDH approval. You must sample from your highest risk (lowest tier) sites for elevated levels of lead and be able to confirm all the necessary details about the sample sites.

Please work with your district engineer or reach out to MDH if you need assistance or guidance. **Failure to complete the site plan template and have sites approved prior to sampling will result in more frequent monitoring for your system and will be considered a violation.**

Please note, if you have lead service lines on your lead service line inventory, these should be represented on your lead and copper site plan.

Use this QR code or visit the [Lead and Copper Site Plan Updates](https://www.health.state.mn.us/communities/environment/water/lcsiteplan.html) (<https://www.health.state.mn.us/communities/environment/water/lcsiteplan.html>) webpage to find the site plan template, instructions, and a webinar on how to complete your site plan.



Please reach out to Health.community.leadandcopper@state.mn.us for additional information, questions, or to submit the completed Site Plan Template.

2.0 Instruction of Use

This section will underline how to go through the Site Plan Template stepwise. Please follow these steps to ensure accurate completion of the Site Plan Template.

2.1 Filling in system information – SHEET 1

Fill in the information present in "SHEET 1".

INSTRUCTIONAL GUIDELINE TO THE SITE PLAN TEMPLATE

Water System Name	
Water System PWSID	
System Population	
Contact Information (Name)	
Contact Information (Phone #)	
Contact Information (E-mail)	
Date submitted to MDH	

The information to add includes:

1. The given name of the water system, to be added in “Water System Name”.
2. The given Public Water System Identification Number (PWSID), to be added in “Water System PWSID”.
3. The system’s population number, to be added in “System Population”.
4. The system’s primary contact name who completed the Site Plan Template and who should be contacted by MDH for approval, to be added in “Contact Information (Name)”.
5. The system’s primary contact phone number for who completed this Site Plan Template, and how MDH can reach this person upon reviewing the site plan, to be added in “Contact Information (Phone #)”.
6. The system’s primary contact E-mail address who completed this Site Plan Template, and how MDH can reach this person to send the approved site plan and chain of custody form to be added in “Contact Information (E-mail)”.
7. The date the Site Plan Template is submitted to MDH after completion, via Health.community.leadandcopper@state.mn.us, to be added in “Date submitted to MDH”.

2.2 Additional system information

You **DO NOT** have to input any information in this section of SHEET 1.

This is to provide additional information based on data and information entered.

Additional System Information															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Count</th> </tr> </thead> <tbody> <tr> <td>Tier 1</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Tier 2</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Tier 3</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Tier 4</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	Count		Tier 1	0	Tier 2	0	Tier 3	0	Tier 4	0	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Number of sites to be collected for standard monitoring</td> <td style="width: 20%;"></td> </tr> <tr> <td>Number of sites to be collected for reduced monitoring</td> <td></td> </tr> </table>	Number of sites to be collected for standard monitoring		Number of sites to be collected for reduced monitoring	
Count															
Tier 1	0														
Tier 2	0														
Tier 3	0														
Tier 4	0														
Number of sites to be collected for standard monitoring															
Number of sites to be collected for reduced monitoring															
* Please refer to monitoring schedule for required number of sites															

This data represents:

1. The total number of sites per each tier entered on SHEET 3 of the Site Plan Template.

This data represents:

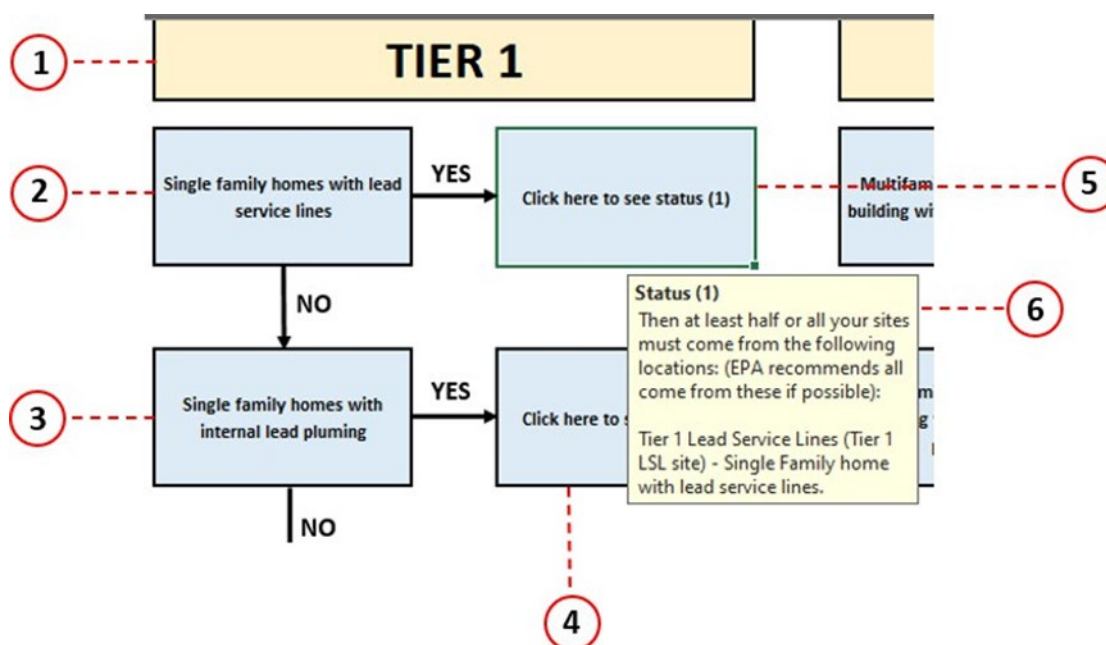
1. The number of sites to be collected if the system is on **standard** monitoring (collecting samples **every six months**).
2. The number of sites to be collected if the system is on **reduced** monitoring (collecting samples **annually or triennially**).

Both are based on the system's population.

Note: Contact Minnesota Department of Health if you have questions about scheduling.

2.3 Reviewing site selection priority – SHEET 2

Please review this flowsheet in order. The diagram provides a visual representation of where your system needs to start in selecting sample sites from those at the highest risk for elevated levels of lead or copper. **Starting from tier 1** and moving to higher tiers present in SHEET 2.



Numbered images identify as follows:

- ① Is the tier number section, under which the different descriptions of the site fall under. For example, in the image shown above, “Single family homes with lead service lines” and “Single family homes with internal lead plumbing” both fall under a tier 1 site.
- ② The description of the site. This description might include the type of home (single or multifamily), types of plumbing materials, and year built.
- ③ A response if the site description is accurate to the actual site being selected. If it is not, then “NO”, then move to the next site description.
- ④ A response if the site description is accurate to the actual site being selected. If it is correct, then “YES”, then click on “Click here to see status” for more information on the site to be used.
- ⑤ After selecting “YES”, click here to see further explanation of the sites you may use.
- ⑥ A status description of the site after clicking on (5), that explains how to proceed in selecting site that can be used.

Note: Refer to this flowsheet to compare with your intended sites to ensure they are selected in accordance with the Lead and Copper Rule (LCR) site prioritization.

2.4 Input of individual site information – SHEET 3

This section will underline what each selection means in SHEET 3.

INSTRUCTIONAL GUIDELINE TO THE SITE PLAN TEMPLATE

Site #
1
2
3
4

Figure 2.4.1 | Site number identification. MDH will complete this column unless you know this information.

Tier #

Figure 2.4.2 | Tier number will be automatically updated here. **No user input is required here.** The tier number will reflect the site descriptions selected in the other columns.

System Side Service Line	Customer
Lead Service Line (LEADSL)	
Copper Service Line (COPPSL)	
Galvanized Service Line (GALVSL)	
Plastic Service Line (PLASSL)	
Other Materials (OTHERM) (more details in notes)	

Figure 2.4.3 | The type of service line present coming from the water main to where the system ownership ends is from the **system side**. Please select from the given selections.

If selected other material, please add more detail in comments.

Customer Side Service Line	Internal
Lead Service Line (LEADSL)	
Copper Service Line (COPPSL)	
Galvanized Service Line (GALVSL)	
Plastic Service Line (PLASSL)	
Other Materials (OTHERM) (more details in notes)	

Figure 2.4.4 | The type of service line present from the end of system ownership to the water meter inside the site that is the **customer side**. Please select from the given selections.

If selected other material, please add more detail in comments.

Internal Plumbing (1)	Internal Plumb
Copper Pipe (COPPER)	
Copper with Lead Solder (CUP-LS)	
Galvanized Pipe (GALVAN)	
Lead Pipe (LEADPI)	
Plastic or PVC Pipe (PLAPVC)	
Other Material (OTHERM) (more details in notes)	

Figure 2.4.5 | The type of plumbing materials present in the site from the water meter to the tap is the **Internal Plumbing** of the residence. Please select from the given selections. If a home has multiple materials for their internal plumbing, please include the most common material in this column. If selected other material, please add more detail in comments.

INSTRUCTIONAL GUIDELINE TO THE SITE PLAN TEMPLATE

Internal Plumbing (2) - Optional	Horizontal
Copper Pipe (COPPER) Copper with Lead Solder (CUP-LS) Galvanized Pipe (GALVAN) Lead Pipe (LEADPI) Plastic or PVC Pipe (PLAPVC) Other Material (OTHERM) (more details in notes)	

Figure 2.4.6 | If there are **multiple internal plumbing types** present in the residence, add the other materials in the optional column. Please select from the given selections.

If selected other material, please add more detail in comments.

Home Type	
Single Family	<input checked="" type="checkbox"/>
Multi family	<input type="checkbox"/>
Other building (more details in notes)	<input type="checkbox"/>

Figure 2.4.7 | The type of home being sampled from. Please select from the given selections.

If "other building" is selected, please add more details in the comment section.

Past LSL/Gooseneck Present	Year Built	Spec
Present Lead gooseneck/Lead Connector GAL Service Line ever downstream of LSL GAL Interior Plumbing ever downstream of LSL Never downstream of LSL/No Past Gooseneck/No Past Connector		

Figure 2.4.8 | Determining if there is a lead gooseneck/lead connector and determining if the galvanized material has ever been downstream of a lead service line. Please select from the given selections. Systems may be able to assume “Never downstream of LSL” if the historical data supports it.

Year Built
Before 1983
Between 1983 and 1985
After 1985

Figure 2.4.9 | The year range the site was constructed that will determine its tier number. Please select from the given selections.

Specific Year Built (if applicable)

Figure 2.4.10 | If known, type in specific year of site being built. Knowing the specific year will provide further confidence in the tier number of the site.

POU/POE on Tap to be Sampled
YES
NO

Figure 2.4.11 | The present of point of use (POU) or point of entry (POE) at the site. Please select from the given selections.
Please Note: If there is a POU/POE present this site may not be acceptable for sampling.

Cold Water Sample Tap Location
<div> <div></div> <div></div> </div>
Kitchen Bathroom Other (more details in notes)

Figure 2.4.12 | The tap the sample is collected from in the site. **In almost all cases this must be a kitchen or bathroom tap for community water systems.**

If other is selected, please add more details in the comments and MDH will review prior to approval.

Notes


Figure 2.4.13 | Additional information about the site.

Note: All selections must be made to output an accurate tier number.


2.5 Site confirmation process – SHEET 4

This section highlights how to use the confirmation process (SHEET 4) to ensure that the number of sites selected for each tier matches the sites input in SHEET 3.


Question #	Statement	# of sites associated with this question	Confirmed?	Process required to confirm, if any
Tier 1				
1	Presence of Lead service line at single family homes	3	NO	3 more of these site types need to be added to the plan list




1



2



3



4

Numbered images identify as follows:

- ①. The description of the criteria that determines the tier number. **For Example**, “Presence of Lead service line at single family homes”
- ②. The number of sites associated with this tier criteria. **For example**, in the above figure, three sites were input for the statement, “Presence of lead service line at single family homes”.
- ③. This is the confirmation column. The response in this column is **automatic** and **does not need your input to confirm your system is using the lowest tier sites available**. The output of this tab is either “YES”, (the number of sites is confirmed), or “NO” (the number of sites is not confirmed). **For example**, in the above figure, the output was “NO”, hence the number of sites is not confirmed.
- ④. This is the action needed to verify that the number of sites listed on SHEET 3 match the number that was input in column 2 on SHEET 4 if the confirmation in column 3 was “NO”. **For example**, in the above figure, to confirm the input selection of 3 sites for this statement, the action is to add 3 more sites to the plan list (SHEET-3) with the given site description (lead service lines at single family homes).

INSTRUCTIONAL GUIDELINE TO THE SITE PLAN TEMPLATE

Note: Complete this confirmation process before submitting the Site Plan Template. This ensures your intended sites match the sites added to site plan. **If you believe you have entered everything in this sheet correctly and you are still receiving “NO” in the “confirmed?” column, please send your completed Site Plan Template to health.community.leadandcopper@state.mn.us and MDH can review this for errors.**

Minnesota Department of Health
Drinking Water Protection Program
651-201-4700
www.health.state.mn.us

12/02/24

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