

Split Ownership-Detailed MDH Lead Service Line Inventory Template

INSTRUCTIONS FOR COMPLETING TEMPLATE SPREADSHEET

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 Split Ownership-Detailed MDH Lead Service Line Inventory (LSLI) Template spreadsheet. Additional documents can be found for the Single Ownership and Simple 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 August 15, 2024. Please submit your inventory as soon as possible. The inventory should be submitted to Health.LSLInventory@state.mn.us.

Much of the information on this template is NOT required to be submitted to MDH. Please verify that you are submitting the applicable information before sending to MDH. MDH will require that the following information is submitted with the initial inventory:

- Address, City, Zip Code (columns B-D) OR
- Other Location Identifiers (columns E-H).
- System Owned Portion Service Line Material Classification (column I).
- Customer Owned Portion Service Line Material Classification (column J).
- Entire Service Line Material Classification (column K).
- Basis of Material Classification-System Owned Portion (column L).
- Basis of Material Classification-Customer Owned Portion (column M).

Special Circumstances

Many systems may discover special circumstances regarding some service lines. The inventory spreadsheet 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: System Owned Portion Service Line Material Classification

Select the appropriate service line material classification from the drop-down list. This applies to the system owned portion of the service line.

Column J: Customer Owned Portion Service Line Material Classification

Select the appropriate service line material classification from the drop-down list. This applies to the customer owned portion of the service line.

Column K: Entire Service Line Material Classification

The material classification for the entire service line will auto-fill based on your data for Columns I and J. This is based on EPA guidance.

Column L: Basis of Material Classification-System Owned Portion

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 for the system owned portion. Additional details may be entered in the Notes field.

Column M: Basis of Material Classification-Customer Owned Portion

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 for the customer owned portion. Additional details may be entered in the Notes field.

Column N: Notes

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

Column O: Special Circumstances Field

Enter any special circumstances as described above in this field.

Column P: System Owned Portion Service Line Actual Material

Select the actual service line material from the drop-down list.

Column Q: Was System Owned Portion Service Line Material Ever Previously Lead?

Select "Yes, No, or Unknown" from the drop-down list.

Column R: System Owned Portion Service Line Installation Date

Enter the available service line installation date.

Column S: System Owned Portion Service Line Size

Enter the size of the service line.

Column T: Was System Owned Portion of the Service Line Material Field Verified?

Select "Yes, No, or Unknown" from the drop-down list.

Column U: If System Owned Portion was Field Verified, Describe the Field Verification Method

Select the appropriate information from the drop-down list.

Column V: Date of Field Verification for System Owned Portion

Enter the information regarding the field validation date if applicable.

Column W: Customer Owned Portion Service Line Actual Material

Select the actual service line material from the drop-down list.

Column X: Customer Owned Portion Service Line Installation Date

Enter the available service line installation date.

Column Y: Customer Owned Portion Service Line Size

Enter the size of the service line.

Column Z: Was Customer Owned Portion of the Service Line Material Field Verified?

Select "Yes, No, or Unknown" from the drop-down list.

Column AA: If Customer Owned Portion was Field Verified, Describe the Field Verification Method

Select the appropriate information from the drop-down list.

Column AB: Date of Field Verification for Customer Owned Portion

Enter the information regarding the field validation date if applicable.

Column AC: Is there a Lead Connector?

Select "Yes, No, or Unknown" from the drop-down list.

Column AD: Is there Lead Solder in the Service Line?

Select "Yes, No, or Unknown" from the drop-down list.

Column AE: Describe Other Fittings and Equipment Connected to the Service Line that Contain Lead

Enter the applicable information.

Column AF: Building Type Connected to Service Line

Select the appropriate building type from the drop-down list.

Column AG: Point-of-Entry or Point-of-Use Treatment Present?

Select "Yes, No, or Unknown" from the drop-down list.

Column AH: Does the interior building plumbing contain copper pipes with lead solder installed before lead ban?

Select "Yes, No, or Unknown" from the drop-down list.

Column AI: Current LCR Sampling Site

Select “Yes or No” from the drop-down list.

Column AJ: Sensitive Population?

Select the appropriate info from the drop-down list.

Column AK: Disadvantaged Neighborhood?

Select the appropriate info from the drop-down list.

Column AL: Estimated cost of replacement

Enter the appropriate information.

Column AM: Date of Replacement

Enter the appropriate information.

Column AN: Actual cost of replacement



Enter the appropriate information.

Column AO: Updated material type

Enter the appropriate information.

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.