

# LCRR SERVICE LINE MATERIALS INVENTORY INSTRUCTIONS

## 1. IDENTIFY ALL SERVICE CONNECTIONS

List all water system service connections on the enclosed worksheet (make additional copies as needed) or equivalent tracking system, or contact your DNR Representative and request a copy of the Department's materials inventory spreadsheet template. All service line materials must be included in the inventory, regardless of ownership status.

## 2. CONDUCT RECORDS REVIEW

Review all existing records to identify service line materials (i.e. pipes that carry water to a building and that are located primarily outside the building) in the public water distribution system.

- Where service line material can be determined with certainty based on records, enter the following information on your worksheet or in your spreadsheet, or other tracking system:
  - service line material (or category); and
  - source of information used to identify service line material (e.g. construction records, visual inspection etc.).
- Where the service line material cannot be determined with certainty based on records review, enter "unknown" for each such location on your worksheet (or spreadsheet).

## 3. IDENTIFY & TRACK MATERIALS ENCOUNTERED DURING NORMAL OPERATIONS

Develop and implement a process to identify and track service line materials as they are encountered in the course of normal operations (e.g., checking service line materials when reading water meters or performing maintenance activities).

## 4. CONTINUOUS IMPROVEMENT

Use materials information collected during the course of normal operations to continuously update and improve your inventory (i.e. identify unknown materials and verify the accuracy of records-based material classification). Continue to track and update service line material type and the source of information used to classify each service line in your tracking system.

## 5. SUBMITTAL AND PUBLIC ACCESSIBILITY

Submit your initial inventory to the Department no later than October 16, 2024. Make your materials inventory publicly accessible. Inventories can be made publicly accessible by continuous posting in visible locations within your service area, or by distribution to consumers. Inventories must include a locational identifier for each connection, such as a street address, block, intersection, or landmark.

### RECORDS REVIEW REQUIREMENTS

Water systems are required to review all of the sources of information listed below before submitting their initial inventory due October 16, 2024.

- **Previous Materials Evaluation** - Information on lead, galvanized iron, steel or other materials identified under NR 809.119 Wis. Admin. Code.
- **Construction and Plumbing Codes and Records**  
All construction and plumbing codes, permits, and existing records or other documentation which indicates the service line materials used to connect structures to the distribution system to identify service line materials for the initial inventory.
- **Water System Records**  
All water system records, including distribution system maps and drawings, historical records on each service connection, meter installation records, historical capital improvement or master plans, and standard operating procedures to identify service line materials for the initial inventory.
- **Distribution System Inspections and Records**  
All inspections and records of the distribution system that indicate material composition of the service connections that connect a structure to the distribution system to identify service line materials for the initial inventory.
- **State Requirements**  
Any resource, information, or identification method required by the State.