

Service Line Inventory Submittal Portal (SLISP) User Guide

Table of Contents

1.	Service Line Inventory Submittal Portal (SLISP) Overview.....	2
1.1	Purpose	2
1.2	Launching The SLISP Portal	2
1.3	Getting Help.....	2
1.4	The SLISP Business Process.....	2
2.	SLISP Home Screen and Navigation.....	3
2.1	SLISP Roles.....	3
2.2	Help Buttons.....	3
2.3	Timeout.....	4
2.4	Exiting The SLISP Portal	4
3.	Data Entry Screen	5
3.1	Navigation	5
3.2	Select Inventory Items for Data Entry	5
3.3	Inventory Item Data Entry	6
3.4	Submit Data	7
3.5	How File Errors Are Handled.....	7
3.6	Additional Actions.....	8
4.	File Upload.....	9
4.1	How to Upload.....	9
4.2	File Mapping.....	9
4.2.1	Column Mapper.....	10
4.2.2	Service Line Mapper	10
4.2.3	Building Type Mapper	11
4.2.4	Plumbing Material Mapper.....	12
4.2.5	Service Line Size Mapper.....	13
4.2.5	Street/Property Side Verification Mapper.....	14
4.2.6	Review	14
4.3	How File Errors Are Handled.....	15
4.4	Reviewing And Submitting File Data.....	16
4.5	Lead Service Line Inventory Template	17
5.	Downloading Existing Inventory	17
6.	User Assistance	18
6.1	Field Descriptions.....	18
6.2	User Guide.....	18
6.3	Troubleshooting Guide	18



1. Service Line Inventory Submittal Portal (SLISP) Overview

1.1 Purpose

The Service Line Inventory Submittal Portal (SLISP) allows Public Water Systems (PWS) to enter, update, and submit service line inventory data to the Wisconsin DNR to meet Lead and Copper Rule inventory requirement(s).

By November 2027, baseline service line inventory data must be entered for each water system regulated in accordance with the Lead and Copper Rule Improvements (LCRI). Water systems with one or more service lines categorized as lead, galvanized requiring replacement, or lead status unknown must submit annual updates until all such service lines are replaced or confirmed to be non-lead.

Although public water systems are not required to submit updates to their initial inventory – which was required in 2024 to meet the requirements of the Lead and Copper Rule Revisions (LCRR) – systems that opt to submit updates to their LCRR initial inventory in 2026 may use this portal to do so.

1.2 Launching The SLISP Portal

Please see the [SLISP Access Guide](#) for information on how to gain access to SLISP. Users are provided access to SLISP through their PWS and a role in the [DNR Switchboard](#).

1.3 Getting Help

Technical support is available for:

- **MyWisconsin ID Account:** Click “Need Assistance?” on the DNR Switchboard.
- **SLISP application:** Email DNRPUBLICWATERAPPLICATIONSUPPORT@wisconsin.gov with your question and details of the issue.
- **Completing a “Data Entry” or “File Upload” submission:** Contact your designated Lead and Copper Field Expert. Contact information can be made available by searching PWS ID here.

1.4 The SLISP Business Process

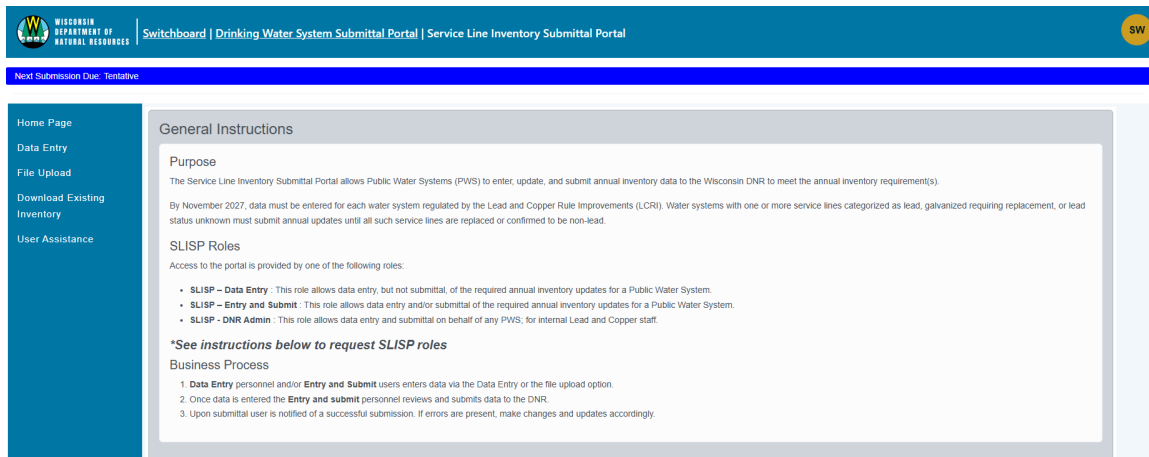
Inventory Submittal

- Once a MyWisconsin ID account has been created and the associated role(s) have been granted, the user will be able to view their assigned facilities directly in the SLISP Portal; if the user is assigned multiple facilities, all assigned facilities will be displayed. For each facility, the users can:
 - Enter data directly in the portal, **or**
 - Upload an entire inventory via the File Upload option, using an Excel template provided by the DNR.
 - DNR Lead & Copper staff are notified of each successful submission.
 - If there are questions regarding a PWS’s recent submission, Lead and Copper staff will contact a PWS directly.



2. SLISP Home Screen and Navigation

- The left Panel allows navigation between SLISP tabs. These tabs include:
 - Home Page
 - Data Entry
 - File Upload
 - Download Existing Inventory
 - User Assistance
- The icon in the top-right corner shows the name and email of the user who is logged in. This icon allows the user to navigate back to Switchboard and/or log out of the application.




2.1 SLISP Roles

Users will only see screens applicable to the role they have been granted in SLISP.

Role	Function	Staff Responsible
Data Entry Only	Enter, save and update system inventory data – via Data Entry screen or File Upload	PWS Staff Member
Data Entry and Submit	Allows submission and resubmission of Inventory data (as well as data entry)	PWS Staff Member
DNR Admin	Create, edit, and submit inventory updates on behalf of a PWS.	DNR Lead & Copper Staff

***Users can locate their assigned role via Switchboard**

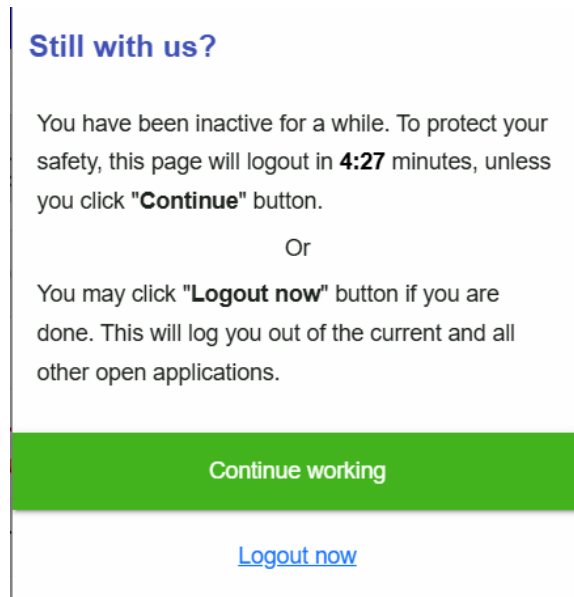
2.2 Help Buttons

Each screen has a  button in the top right corner of the screen that allows a user to see additional information about the current options.



2.3 Timeout

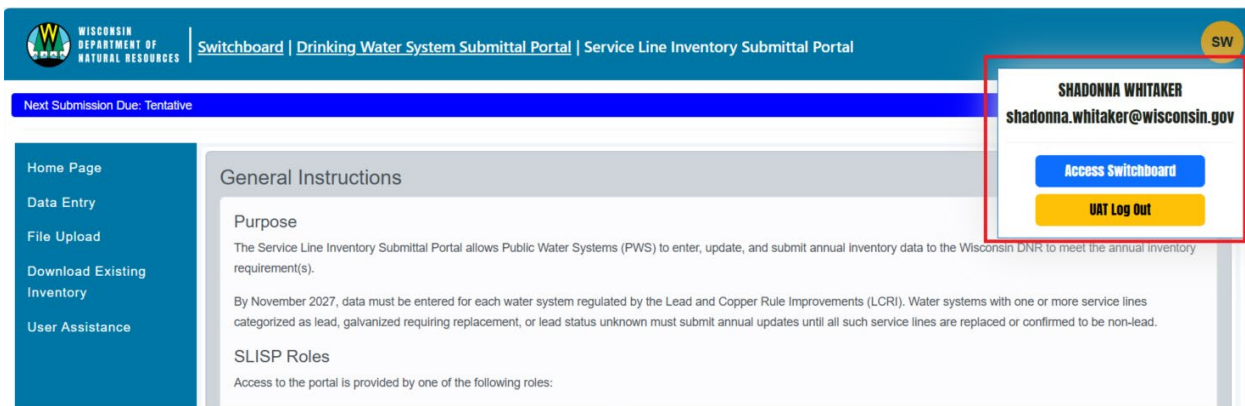
The user session is governed by Department of Administration (DOA) IT policies via the MyWisconsin ID login and is set to time out after 20 minutes of inactivity. When you approach this threshold, a warning will appear with an option to continue your session without logging out.



**Please remember to periodically save your data. If a user is timed out any data entered after the most recent save will be lost.*

2.4 Exiting The SLISP Portal

- The icon in the top-right corner shows the name and email of the user who is logged in.
- The user has two options within the icon:
 - Exit to Switchboard
 - Log out of the current session.

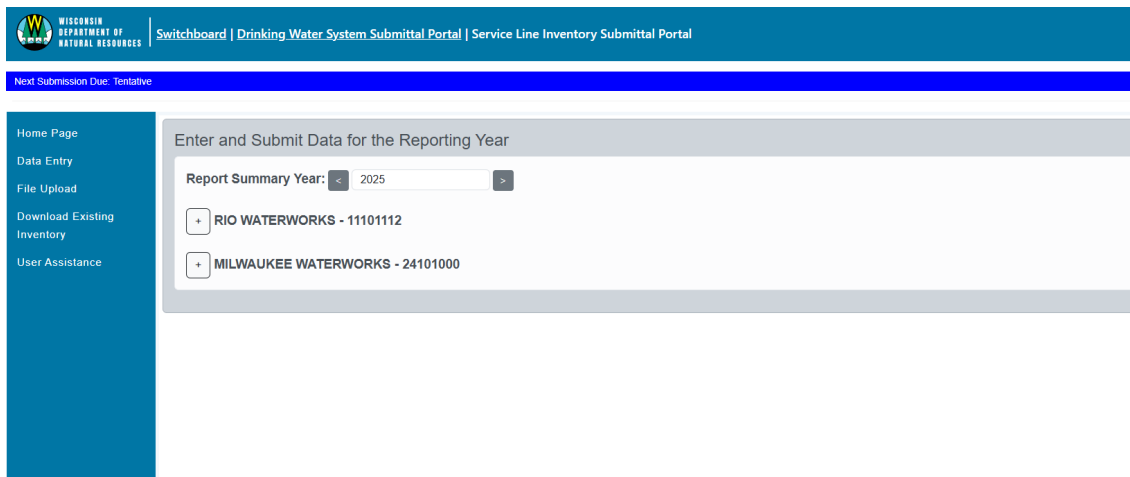


3. Data Entry Screen

This screen allows public water systems to manually enter and submit system data to the DNR electronically for a PWS service line inventory.

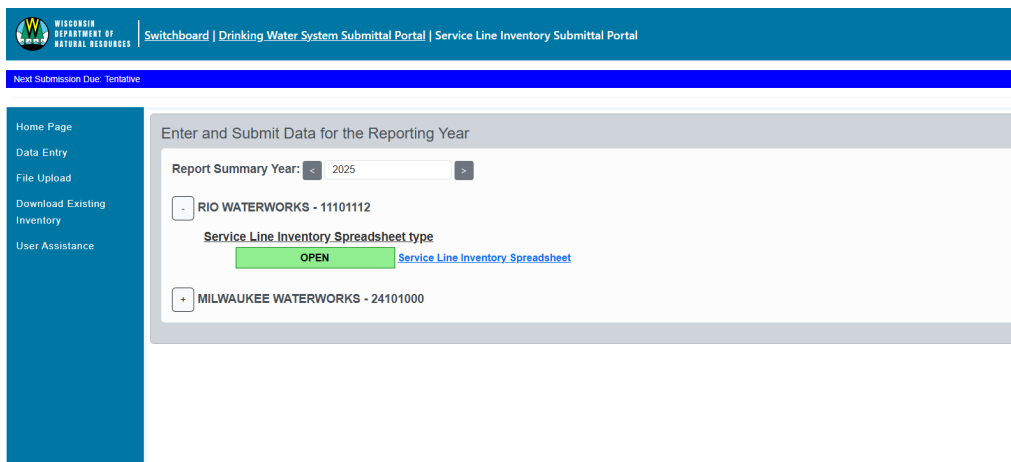
3.1 Navigation

- The system(s) for which a user has access are listed on this screen as **System Name - PWS ID**.
- If a user is assigned to multiple facilities, each facility will be listed and accessible



3.2 Select Inventory Items for Data Entry

- Confirm the “Report Summary Year” is the desired year for submission.
- View the system details by selecting the “+” button.
- This will allow the user to access the “**Service Line Inventory web editor**” which contains inventory items for which data must be entered for the assigned facility.
- Select the blue text link for the “**Service Line Inventory Web editor**” to bring up the data entry screen.



3.3 Inventory Item Data Entry

- To add a new row for data entry, select **“Add Row”** at the top of screen.
- To enter data, select a cell; required cells are identified with a red asterisk.
- If a user has saved previously entered data, this data will be displayed until there has been a successful submission.

RIO WATERWORKS - 11101112: Service Line Inventory Spreadsheet

Data Loaded at 4:44:47 PM

Yearly Recordings

10 entries per page

Select Row	Entry No.	SITE ID	LOCATIONAL IDENTIFIER*	STREET ADDRESS*	UNIQUE DATABASE IDENTIFIER	L
<input type="checkbox"/>	1	<input type="text"/>	25423612	5343	453434	C

Showing 1 to 1 of 1 entry

Disclaimer: * = This is a required field

- To Delete a row, select the row(s) you wish to delete in the first column, and select **“Delete Row”**. (Please Note: The delete button will become available only if you have a row selected.)

RIO WATERWORKS - 11101112: Service Line Inventory Spreadsheet

Data Loaded at 4:44:47 PM

Yearly Recordings

10 entries per page

Select Row	Entry No.	SITE ID	LOCATIONAL IDENTIFIER*	STREET ADDRESS*	UNIQUE DATABASE IDENTIFIER	L
<input checked="" type="checkbox"/>	1	<input type="text"/>	25423612	5343	453434	C

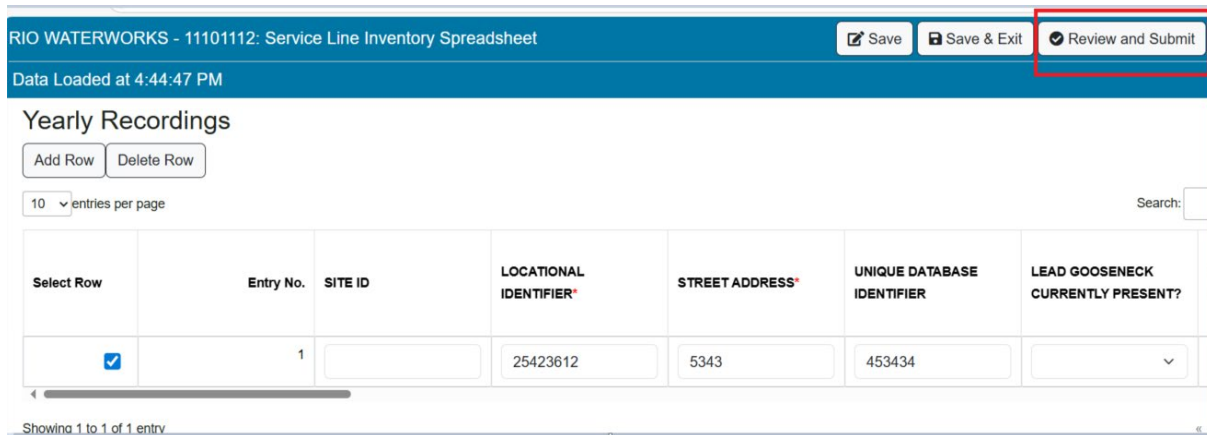
Showing 1 to 1 of 1 entry

Disclaimer: * = This is a required field

- Data can be saved at any time using the **“Save”** or **“Save and Exit”** button.

3.4 Submit Data

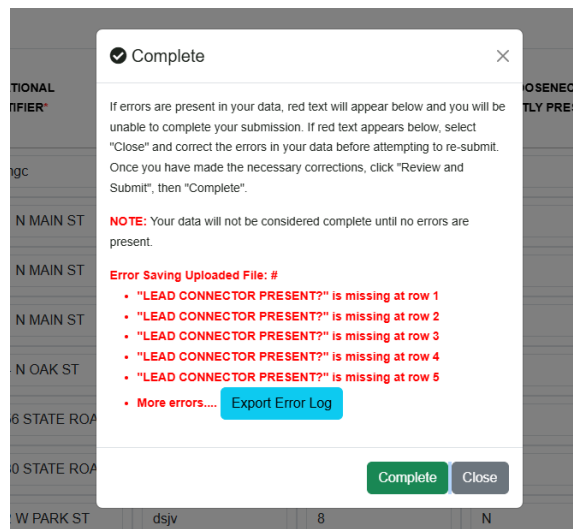
- Once all inventory data are entered, please select the **“Review and Submit”** button.



- The user will be met with a pop-up containing user disclaimer. Select **“Complete”**.
- Upon user selecting **“Complete”**, the data validation process will begin.
- If errors are present, the user will be presented with a list of errors and/or other options.

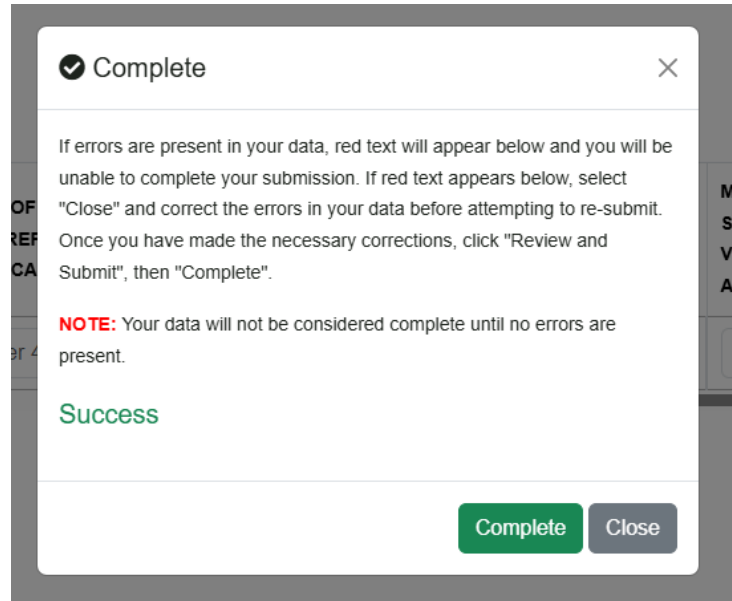
3.5 How File Errors Are Handled

- Entered data will be validated and any identified error will be flagged.
- Error cells will be outlined in red.
- If there are errors present, the user can close out of the error screen and make changes directly in the application.
 - To get a complete list of errors, the user can select **“Export Error Log”**. This will provide an Excel log of identified errors, allowing the user to identify needed corrections.



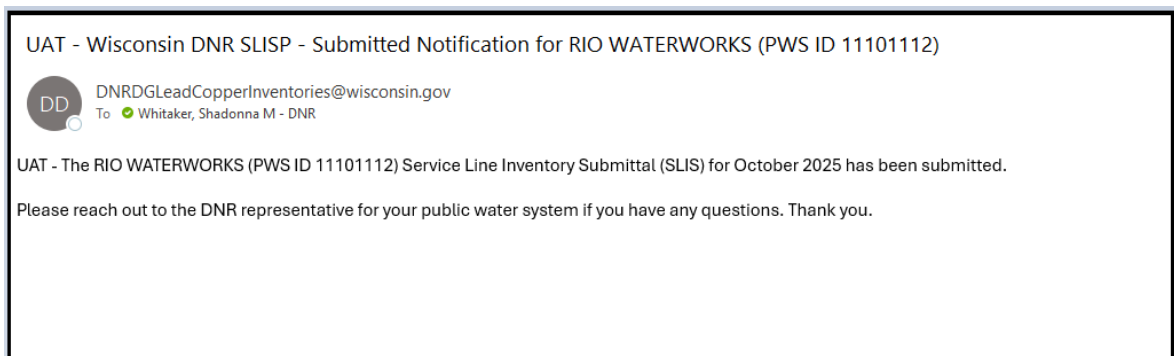
- Correct any invalid data and select **“Review and Submit”** then **“Complete”** again.

- Once all data are validated, the user will be notified that submission is complete, and **“success”** will display in pop-up. Select **“Close”**.



3.6 Additional Actions

- DNR staff will be notified of each submission
- The PWS user who submits the inventory will receive an email confirming the recent submission




4. File Upload

Public water systems may choose to submit their inventory data via a file rather than use the data entry screen.

- The file must only contain data for **ONE** system.
- Excel is currently the only approved format. Using the preformatted template is the recommended workflow and there is an option to download the template from the Portal. (See section 4.4)

4.1 How to Upload

- Select the **“PWS”** for which you are uploading in the drop down to ensure the correct facility.
- Using the **“Choose File”** button, browse your File Explorer and select the file needed for upload.
- Select **“Next”**.



****Please note: The DNR has implemented a standardized template for which a PWS should submit their inventory data. To obtain an empty template select “Download Example File”. If uploading using an alternate template, the user may be met with a series of mapping prompts. These mapping prompts will allow users to map user-submitted information to the DNR database.***

4.2 File Mapping

There are a series of mapping prompts in place throughout the “File Upload” process. If the user data is not uploaded in accordance with the DNR template, users may be prompted with multiple mapping screens.



4.2.1 Column Mapper

If uploaded column headers DO NOT match those of the DNR template, the user will be prompted with “Column Mapper”.

DNR Database Column names	User Uploaded Columns
SITE ID	SITE ID
LOCATIONAL IDENTIFIER	LOCATIONAL IDENTIFIER
STREET ADDRESS	Street address
UNIQUE DATABASE IDENTIFIER	UNIQUE DATABASE IDENTIFIER
LEAD GOOSENECK CURRENTLY PRESENT	

- Where errors are present, they are highlighted in red.
- To correct errors, identify under the “User Uploaded Column” which of the uploaded columns correlate to the DNR Database (DNR column names are listed under “DNR Database Column Names”)
- When all required column headers are mapped correctly, select “Next”, in the upper right corner.

4.2.2 Service Line Mapper

The “Service Line” Mapper will be prompted if the user uploads “Service Line Material” options other than those suitable to the DNR. (To review acceptable Service Line Material options, please access the “Field descriptions” available in the **User Assistance** tab)

User Uploaded values	DNR Database values
CU	
PU	

- User uploaded values will display on the left side of the screen, allowing users to map to valid DNR Database values.
- Where errors are present, they are highlighted in red.
- To correct errors, identify under the “DNR Database values” which of the options correlate to the “User Uploaded values”.



Upload Data Files Containing the Reporting Year Data Help

File Upload Columns Mapper **Service Line Mapper** Building Type Mapper Plumbing Material Mapper Service Line Size Mapper Review

*Data mapping is needed.
(Please map your uploaded LSLI data values to acceptable DNR data values. Errors have been highlighted in red below) Next

10 entries per page Search:

User Uploaded values	DNR Database values
CU	C (Copper) <input type="text"/>
PU	<input type="text"/>

- Once all issues are corrected, select **“Next”** in the upper right corner.

4.2.3 Building Type Mapper

The **“Building Type”** Mapper will be prompted if the user uploads “Building Type” options other than those suitable to the DNR. (To review acceptable Building Type options, please access the *“Field descriptions”* available in the **User Assistance** tab)

Upload Data Files Containing the Reporting Year Data Help

File Upload Columns Mapper Service Line Mapper **Building Type Mapper** Plumbing Material Mapper Service Line Size Mapper Review

*Data mapping is needed.
(Please map your uploaded LSLI data values to acceptable DNR data values. Errors have been highlighted in red below) Next

10 entries per page Search:

User Uploaded values	DNR Database values
SCH_CC	<input type="text"/>
RES_CC	<input type="text"/>

Showing 1 to 2 of 2 entries « < 1 > »

- User Uploaded values will display on the left side of the screen, allowing users to map to valid DNR Database values.
- Where errors are present, they are highlighted in red.
- To correct errors, identify under the **“DNR Database values”** which of the options correlate to the **“User Uploaded values”**.

Upload Data Files Containing the Reporting Year Data Help

File Upload Columns Mapper Service Line Mapper **Building Type Mapper** Plumbing Material Mapper Service Line Size Mapper Review

*Data mapping is needed.
 (Please map your uploaded LSLI data values to acceptable DNR data values. Errors have been highlighted in red below) Next

10 entries per page Search:

User Uploaded values	DNR Database values
SCH_CC	SCH-CC (School or Child Care) <input type="text"/>
RES_CC	<input type="text"/>

Showing 1 to 2 of 2 entries « < 1 > »

- Once all issues are corrected, select **“Next”** in the upper right corner.

4.2.4 Plumbing Material Mapper

The **“Plumbing Material”** Mapper will be prompted if the user uploads “Plumbing Material” options other than those suitable to the DNR. (To review acceptable Plumbing Material options, please access the *“Field descriptions”* available in the **User Assistance** tab)

Upload Data Files Containing the Reporting Year Data Help

File Upload Columns Mapper Service Line Mapper Building Type Mapper **Plumbing Material Mapper** Service Line Size Mapper Review

*Data mapping is needed.
 (Please map your uploaded LSLI data values to acceptable DNR data values. Errors have been highlighted in red below) Next

10 entries per page Search:

User Uploaded values	DNR Database values
CU	<input type="text"/>
UN	<input type="text"/>
PL	<input type="text"/>
G	<input type="text"/>

Showing 1 to 4 of 4 entries « < 1 > »

- User Uploaded values will display on the left side of the screen, allowing users to map to valid DNR Database values.
- Where errors are present, they are highlighted in red.
- To correct errors, identify under the **“DNR Database values”** which of the options correlate to the **“User Uploaded values”**.



Upload Data Files Containing the Reporting Year Data Help

File Upload Columns Mapper Service Line Mapper Building Type Mapper **Plumbing Material Mapper** Service Line Size Mapper Review

***Data mapping is needed.**
 (Please map your uploaded LSLI data values to acceptable DNR data values. Errors have been highlighted in red below) Next

10 entries per page Search:

User Uploaded values	DNR Database values
CU	CLS (Copper with Lead Solder) <input type="text"/>
UN	UNK (Unknown) <input type="text"/>
PL	<input type="text"/>
G	<input type="text"/>

- Once all issues are corrected, select **“Next”** in the upper right corner.

4.2.5 Service Line Size Mapper

The **“Service Line Size”** Mapper will be prompted if user uploads **“Service Line Size”** options other than those suitable to the DNR. (To review acceptable Service Line Sizes options, please access the **“Field descriptions”** available in the **User Assistance** tab)

Upload Data Files Containing the Reporting Year Data Help

File Upload Columns Mapper **Service Line Mapper** Building Type Mapper Plumbing Material Mapper Service Line Size Mapper Review

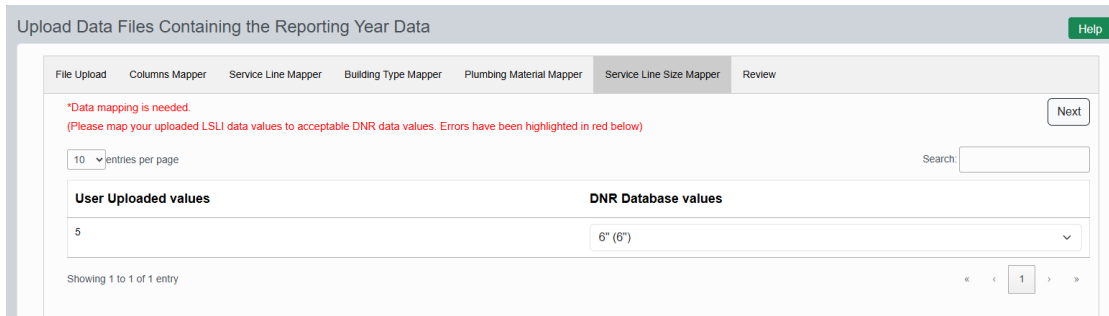
***Data mapping is needed.**
 (Please map your uploaded LSLI data values to acceptable DNR data values. Errors have been highlighted in red below) Next

10 entries per page Search:

User Uploaded values	DNR Database values
5	<input type="text"/>

Showing 1 to 1 of 1 entry « < 1 > »

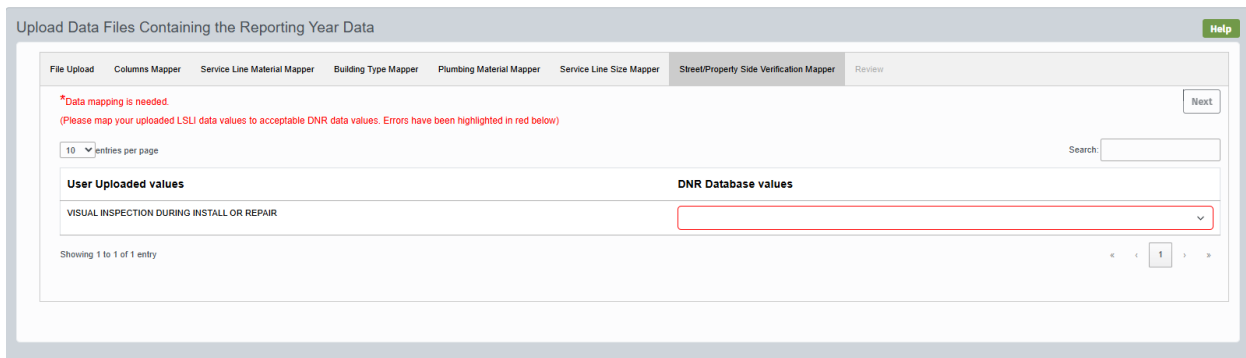
- User Uploaded values will display on the left side of the screen, allowing users to map to valid DNR Database values.
- Where errors are present, they are highlighted in red.
- To correct errors, identify under the **“DNR Database values”** which of the options correlate to the **“User Uploaded values”**



- Once all issues are corrected, select **“Next”** in the upper right corner

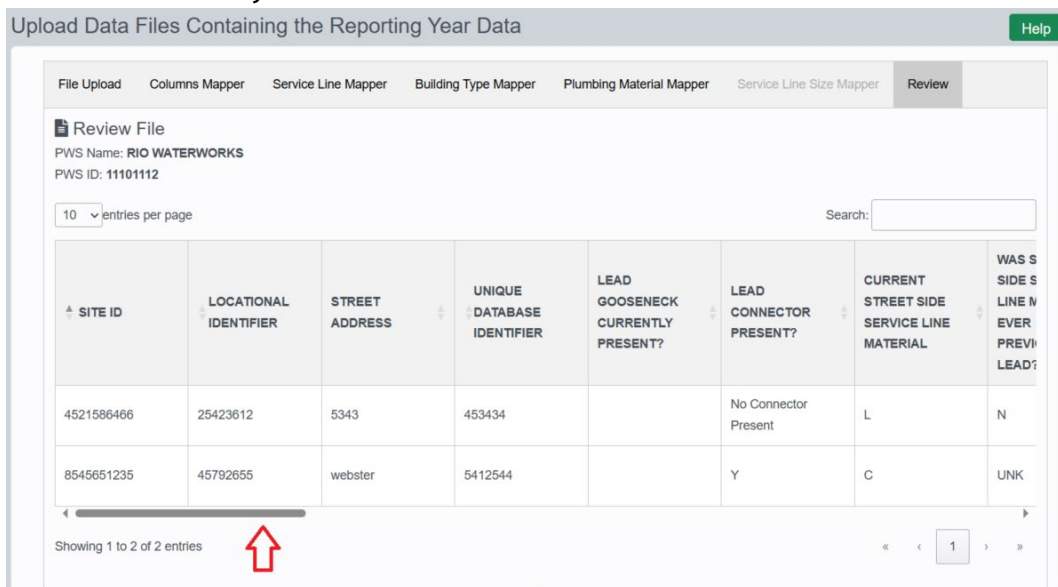
4.2.5 Street/Property Side Verification Mapper

The **“Street/Property Side Verification”** Mapper will be prompted if user uploads “Methods of Verification other than those suitable to the DNR. (To review acceptable Methods of Street/Property Side Verification options, please access the *“Field descriptions”* available in the **User Assistance** tab)



4.2.6 Review

- Once corrections to mapping are made, the user is prompted to the **“Review”** tab. Here, the submitter can review uploaded inventory data. Use the scroll bar to view entire inventory.



- Select **“Submit File”**. (Please Note: The submit function is only allowable if you have the SLISP “Entry & Submit” role.)
- By selecting submit, this will begin the validation process. If there are errors with the inventory data, the user is prompted with an error screen.

4.3 How File Errors Are Handled

- Uploaded data will be validated, and identified error(s) will be flagged.
- Error cells will be outlined in red and listed individually at the bottom of the screen.

(Please note: If submitting an inventory through the file upload function, the user **CAN NOT** make edits to the inventory directly in the application)

SITE ID	LOCATIONAL IDENTIFIER	STREET ADDRESS	UNIQUE DATABASE IDENTIFIER	LEAD GOOSENECK CURRENTLY PRESENT?	LEAD CONNECTOR PRESENT?	CURRENT STREET SIDE SERVICE LINE MATERIAL	WAS STREET SIDE SERVICE LINE MATERIAL EVER PREVIOUSLY LEAD?	STREET SIDE SERVICE LINE SIZE	STREET SERVICE INSTALL
765436534	15451555		874552		N	UNK-NOLG	UNK	3/4"	2018
765436534	15451555		874552		N	UNK-NOLG	UNK	3/4"	2018
765436534	15451555		874552		N	UNK-NOLG	UNK	3/4"	2018
765436534	15451555		874552		N	UNK-NOLG	UNK	3/4"	2018
765436534	15451555		874552		N	UNK-NOLG	UNK	3/4"	2018

- Select **“Export File”**. This will provide an Excel version of submitted data, allowing the user to obtain their uploaded file with identified errors.

4521586466	25423612	5343	453434		No Connector Present	DNE		3"
4521586466	25423612	5343	453434		No Connector Present	L		3"
4521586466	25423612	5343	453434		No Connector Present	DNE		3"

Showing 1 to 10 of 15 entries

Error Saving Uploaded File:

- "WAS STREET SIDE SERVICE LINE MATERIAL EVER PREVIOUSLY LEAD?" is missing at row 1
- "METHOD OF STREET SIDE FIELD VERIFICATION (IF APPLICABLE)" must be filled based on your selection in "BASIS OF STREET SIDE MATERIAL CLASSIFICATION" at row 2
- "STREET ADDRESS" is missing at row 3
- "CURRENT PROPERTY SIDE SERVICE LINE MATERIAL" is missing at row 3
- "METHOD OF PROPERTY SIDE FIELD VERIFICATION (IF APPLICABLE)" must be filled based on your selection in "WAS PROPERTY SIDE MATERIAL FIELD VERIFIED?" at row 3
- "WAS STREET SIDE SERVICE LINE MATERIAL EVER PREVIOUSLY LEAD?" is missing at row 4
- "METHOD OF STREET SIDE FIELD VERIFICATION (IF APPLICABLE)" must be filled based on your selection in "BASIS OF STREET SIDE MATERIAL CLASSIFICATION" at row 5
- "STREET ADDRESS" is missing at row 6
- "CURRENT PROPERTY SIDE SERVICE LINE MATERIAL" is missing at row 6
- "METHOD OF PROPERTY SIDE FIELD VERIFICATION (IF APPLICABLE)" must be filled based on your selection in "WAS PROPERTY SIDE MATERIAL FIELD VERIFIED?" at row 6
- More errors...

Submit File Export File

- The user can make needed corrections to the inventory in the Excel spreadsheet.



4.4 Reviewing And Submitting File Data

Once the file has been uploaded/re-uploaded, mapped and validated, the user should review the uploaded data.

- The user can click through each page via number option in the lower right-hand corner of the screen or using the arrow buttons.

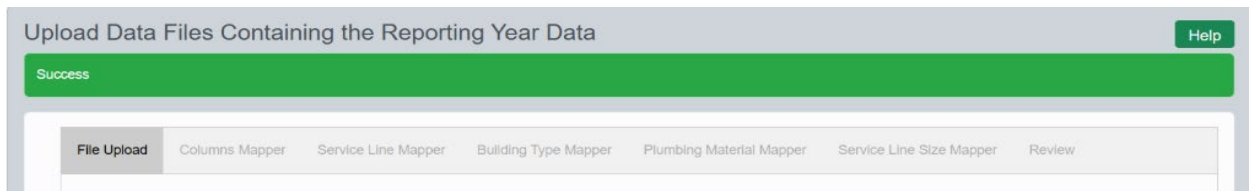
The screenshot shows the 'Review File' interface for 'RIO WATERWORKS' (PWS ID: 11101112). The interface includes a navigation bar with tabs: File Upload, Columns Mapper, Service Line Mapper, Building Type Mapper, Plumbing Material Mapper, Service Line Size Mapper, and Review. Below the navigation bar, there is a 'Review File' section with a search bar and a dropdown menu for 'entries per page' set to 10. The main area contains a table with the following columns: SITE ID, LOCATIONAL IDENTIFIER, STREET ADDRESS, UNIQUE DATABASE IDENTIFIER, LEAD GOOSENECK CURRENTLY PRESENT?, LEAD CONNECTOR PRESENT?, CURRENT STREET SIDE SERVICE LINE MATERIAL, and WAS S SIDE S LINE M EVER PREVI LEAD?. The table displays two rows of data. At the bottom right, a pagination control shows '1' in a box, indicating the current page, with arrows for navigation. A red box highlights this pagination control.

SITE ID	LOCATIONAL IDENTIFIER	STREET ADDRESS	UNIQUE DATABASE IDENTIFIER	LEAD GOOSENECK CURRENTLY PRESENT?	LEAD CONNECTOR PRESENT?	CURRENT STREET SIDE SERVICE LINE MATERIAL	WAS S SIDE S LINE M EVER PREVI LEAD?
4521586466	25423612	5343	453434		No Connector Present	L	N
8545651235	45792655	webster	5412544		Y	C	UNK

- The user can change the number of records displayed per page by changing “entries per page” drop-down.

This screenshot is similar to the previous one, showing the 'Review File' interface. The 'entries per page' dropdown menu is highlighted with a red box, indicating that the user can change the number of records displayed per page. The table and pagination controls are also visible.

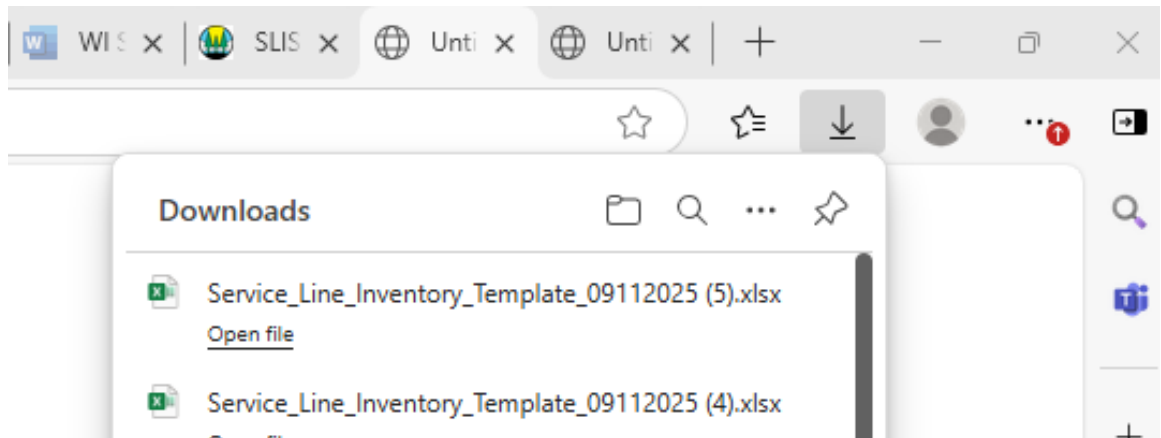
- The user selects “Submit File”.
- The user is prompted with a “Success” banner upon successful submission.



4.5 Lead Service Line Inventory Template

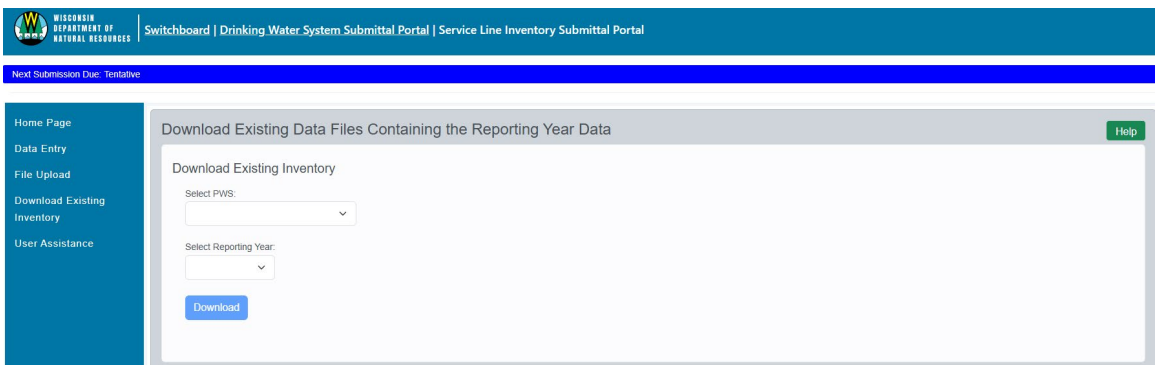
The Excel template to be used for your system can be obtained by generating an example template file.

- Navigate to the **“File Upload”** tab and click Download Example File.
- Template will populate as a **“downloaded”** file in the upper right-hand corner.



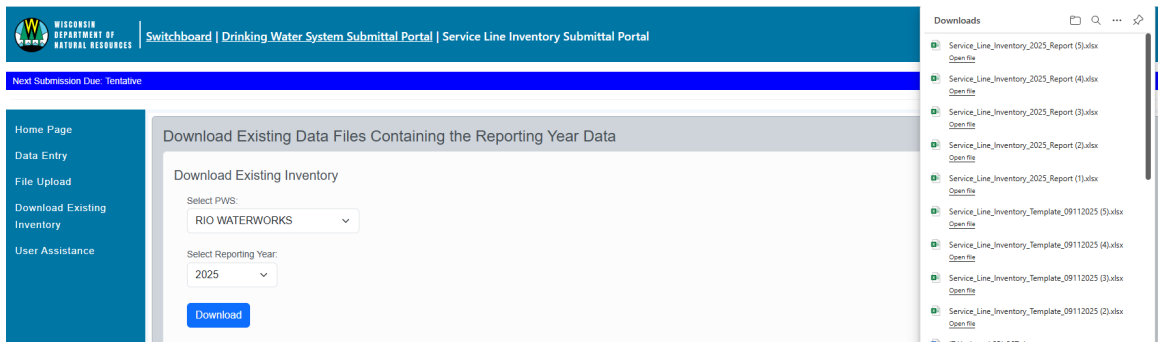
5. Downloading Existing Inventory

The **“Downloading Existing Inventory”** option is available for users to download previously submitted service line inventory data.



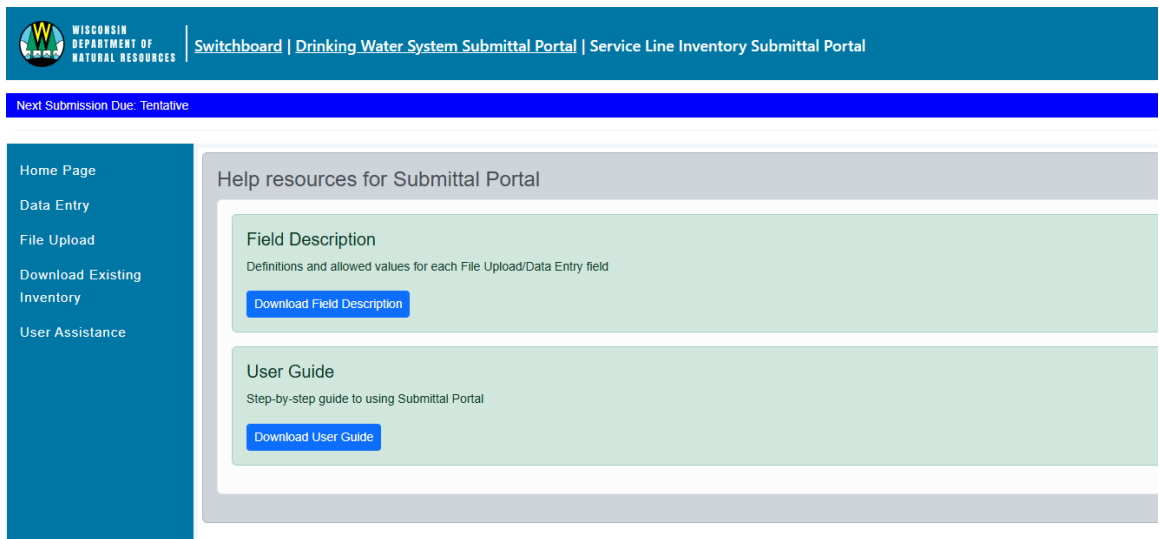
- Select the **“PWS”**
- Select the **“Reporting Year”** in which you want to retrieve. (Please note: The user will retrieve the most recent data submission for the current year. If accessing previous years data, the user will retrieve the latest submission of that calendar year.)
- Select **“Download”**
- Template will populate as a download file in the upper right-hand corner.





6. User Assistance

User assistance is available for additional help with the Service Line Inventory Submittal Portal (SLISP).



6.1 Field Descriptions

This section provides users the ability to access and download a full list of **field descriptions** and the associated options and their meanings.

6.2 User Guide

This section provides user(s) the ability to access and download the step-by-step User Guide.

6.3 Troubleshooting Guide

This section provides users with a guide that includes tips when user issues occur within the portal.

