



*Massachusetts Department of Environmental Protection  
(MassDEP) Drinking Water Program*

## **How to Submit your Lead and Copper Rule Revisions (LCRR) Required Service Line Inventory (SLI)**

- Your SLI must contain **all of your service lines**. This Inventory is a true, full inventory. It should contain all service lines, made of all materials, whether they are potable or non-potable. ALL service lines of ALL ownership types (i.e. customer owned and/or PWS owned) must be included in this inventory.
- **Your SLI MUST be submitted in the form of a CSV (Comma Separated Value) file.**
  - Why? Excel files are larger, and a CSV is much smaller. This reduced the stress on the MassDEP email account and eliminates the possibility of your email with your SLI being bounced back/not received by the MassDEP email account. The MassDEP SLI Template is a macro-enabled file. Macro-enabled files can be blocked by outgoing and incoming email service providers. The CSV file format ensures we will receive your submission. **Please follow the instructions provided in the SLI workbook [here](#) to convert your SLI to a CSV file.** This process is not as simple as saving the file as a CSV.
- Your SLI workbook MUST be either of the MassDEP created workbooks or a workbook your PWS has created which matches the columns and values of the MassDEP workbook. **Your SLI CANNOT be submitted using another state/organization's workbook/excel template.**
  - MassDEP **WILL NOT** accept the following SLI Templates:
    - EPA SLI Template
    - AWWA SLI Template
    - Another State's SLI Template
  - **How do I make sure my PWS created Workbook will be accepted?** See the MassDEP workbook instructions [here \[https://www.mass.gov/doc/instructions-service-line-inventory-excel-workbook-template-for-systems-with-split-ownership-of-service-lines-for-version-103/download\]](https://www.mass.gov/doc/instructions-service-line-inventory-excel-workbook-template-for-systems-with-split-ownership-of-service-lines-for-version-103/download)\*. The acceptable column headers are described in the second to last section, titled "Structure of CSV File" and the valid, acceptable values to use in the workbook are listed in the table in the section titled "Populating Cell Values".
    - Why does MassDEP only accept certain columns and values?
      - ❖ MassDEP is stringent on the columns and values used as MassDEP will need to review and validate almost 800 SLIs after October 16<sup>th</sup>, 2024. To do so, MassDEP has created a validation process, based on those columns and values in the MassDEP workbook and described in the workbook instructions. MassDEP cannot validate

the workbooks created by other states or organizations, and therefore cannot accept SLIs created using those templates.

- ❖ If your PWS has been creating your SLI using another, incompatible state/organization template, the recommendation is to switch over to the MassDEP Workbook or edit your workbook to match the MassDEP formatting ASAP. *If you are a small system, the MassDEP / UMass Amherst Free Small Systems SLI / LSLRP Technical Assistance Program can help with this process. Apply [here](#).*
  
- **PWS should VALIDATE their SLI workbook BEFORE submitting it to MassDEP.**
  - What is validation?
    - Validation is the process of running a macro in your workbook, which was created by MassDEP staff. This macro will review your workbook and highlight workbook errors based on the information entered into the workbook. Errors include **invalid values, leaving cells empty, and incorrect classifications of service lines**. *These errors MUST be corrected before the SLI is submitted.*
    - The [MassDEP Workbook instructions](#) includes a section on how to validate your workbook under the “Validating Data” section [<https://www.mass.gov/doc/instructions-service-line-inventory-excel-workbook-template-for-systems-with-split-ownership-of-service-lines-for-version-103/download>].
  - Please review the other attached file, titled *Lessons Learned: Common Errors Found When Reviewing and Validating Lead and Copper Rule Revisions (LCRR) Required Service Line Inventories (SLI)* for a more in-depth explanation of common errors found in draft SLIs that have been submitted.
  
- **PWS should CONFIGURE their SLI Workbook Settings** [page 3 of the [Workbook Instructions](#)] BEFORE submission.
  - What does “Configuring” the settings mean?
    - The **initial Configuration of your settings** is an important step in the workbook, to complete information particular to your system. For your SLI, you must include your PWS ID number, and include information on the number of Multi Family (MF) homes in your service area, this information is needed to calculate sampling tiers within the workbook. Rather than have that information required for every row, the initial configuration of your settings allows you to only enter that information once. This step is very quick and is described in page 3 of your SLI workbook instructions.

### **Do You Prefer a Visual Guide of This Process?**

MassDEP has created a *Service Line Inventory Workbook Training Video*, which demonstrates how to:

- Configure your initial workbook settings.

- Validate your inventory.
- Export your inventory as a CSV file.

This training video is available on the MassDEP YouTube page here:  
<https://youtu.be/2dMeccp976Y>.