



New Jersey Department of Environmental Protection Division of Water Supply & Geoscience

Instructions for Completing the Annual Lead Service Line Progress Report (DEP_10-S_00027.2) Form

Submission due every July 10th

Send via email in the Excel format to watersupply@dep.nj.gov with the subject line: “Lead Service Line Progress Report_[System Name]_[PCWSID]”

The Division of Water Supply & Geoscience developed the DEP_10-S_00027.1 to assist Public Community Water Systems (PCWS) in providing progress on service line replacement and service line identification to the Bureau of Safe Drinking Water (BSDW) as required under the Federal Lead and Copper Rule and N.J.S.A. 58:12A-40 et seq. All public community water systems are required to provide an annual replacement report per N.J.S.A. 58:12A-40 et seq.

PCWS were required to conduct a materials evaluation, under the Federal Lead and Copper Rule, to determine the materials of its distribution system. Information on the materials within the PCWS service area, and progress on lead service line replacement is to be reported on this form (DEP_10- S_00027.1). PCWS can proceed to complete this form without a full materials evaluation; however, they must be working toward completion of a materials evaluation, as all PCWS in New Jersey are to replace all lead service lines within their distribution system by July 22, 2031.

If you have questions, please email them to watersupply@dep.nj.gov with the subject line “Annual Lead Service Line Progress Report Question_[PCWS Name]_[PWSID]”.

Failure to complete and submit this form correctly and in its entirety July 10th of each year, may result in a state violation and enforcement actions including the issuance of penalties.

*If the PCWS previously conducted a Lead Service Line Replacement program under the Federal Lead and Copper Rule or voluntarily, the initial service line inventory must include all Lead Service Line (LSL) sites that were not replaced previously in full due to the property-owner refusing to replace their portion of the LSL or was previously considered replaced per sampling conducted under 40 CFR 141.86(b)(3). *

Service Line Inventory – Tab 1

I. General Information

1. In Section I., indicate the PCWS’s name as recognized by BSDW and indicate the Public Water System ID (PWSID). The PCWS’s name can be checked on Drinking Water Watch using the PWSID in the system search field, which will open a new window with the PCWS name as recognized by BSDW. The link to Drinking Water Watch is below: https://www9.state.nj.us/DEP_WaterWatch_public/. The system

must also include the date of when the progress report is accurate of in mm/dd/yyyy format.

II. Contact Information for Party Completing the Form

2. In Section II., a PCWS's representative or licensed operator of record completing the form shall provide their name, title, phone number, and email.

III. Inventory Information

3. Provide the number of LSLs replaced each year by material type in cells D16-D25 for lead, E16-E25 for galvanized, and F16-F25 for lead gooseneck. Be sure to only report each service line once by the following hierarchy: full LSL or lead-lined > galvanized service line > lead gooseneck.
4. Provide the number of service lines of unknown materials discovered to be lead service lines, galvanized service lines, or service lines containing a lead gooseneck in J16-J25. Provide the number of service lines of unknown materials discovered to be non-lead service lines in K16-K25.
5. Provide the number of service lines that were previously believed to be non-lead service lines that are now identified as lead service lines, galvanized service lines, or service lines containing a lead gooseneck in O16-O25.
6. Provide the number of times the offer to replace a lead service line was refused by a customer in C39.
7. Provide the number of times the water system did not receive a response from a customer after offering to replace their lead service line in C40.
8. Provide the total number of attempts made by the water system to contact customers to replace their lead service line in C41.
9. Provide whether the water system met the replacement rate or not this year.
10. Systems must check yes or no for the partial replacements question in either cell N31 or O31. Below those boxes, systems must respond with the number of partial replacements conducted that year if they answered yes.
11. Systems can answer the optional question about the filter distribution program using either cell N32 or O32. Below those boxes, systems can respond with the number of filters distributed that year if they answered yes. Systems should also provide the manufacturer and model number of the filters that were distributed.
12. Cells N38-N47 must be completed if the information is available i.e., the number of unknowns identified each year up until that year of reporting.

IV. Certifications

13. In Section IV., the licensed operator of record or PCWS owner shall complete this section in its entirety providing your name, date, email address, phone number, and either your title or license number.