

Bipartisan Infrastructure Law (BIL)

Lead Service Line Project Submission Guidance

There are two lead service line (LSL) project types. The first is LSL inventory, which are projects that create an inventory of LSL locations. The second is LSL replacement, which are projects that physically replace known LSLs. If a municipality has both project types, separate inventory and replacement projects should be submitted. LSL replacement projects should only be submitted where there is a known number and location of LSLs, otherwise an LSL inventory project should be submitted; LSL replacement projects can be submitted in a subsequent year.

This document is intended to highlight which application type to submit and the items/documents that should accompany the application. Intended Use Plan (IUP) project listing forms can be found on the Department's website:

<https://health.ny.gov/environmental/water/drinking/water.htm>

LSL Inventory

Municipalities with an **unknown** number of LSLs in **unknown** locations should submit an IUP project listing form for the creation of an LSL inventory. An engineering report shall be submitted with the IUP listing form. The engineering report should include the following information:

1. System Background
 - Describe the water system – age, population served, number of service connections, etc.
 - Existing service line inventory (if applicable) – do municipal records exist? What format are they in? How often are they updated?
 - Service line identification history (if applicable) – are service line materials identified during routine water system operation and maintenance?
 - Service line ownership/responsible party – 100% municipal, shared between municipality and property owner, or 100% property owner.
 - Lead history (if applicable) – does the municipality have a documented history of lead action level exceedances? If so, provide relevant documentation.
 - Any other pertinent information about the water system and its service connections.
2. Project Description – Describe the steps that will be taken to create an LSL inventory. Some examples of items to consider include:
 - Review of existing service line archives. How will the results be compiled and presented?
 - Community involvement/outreach. How can the public assist in the creation of the inventory? How will the public be made aware of the inventory project (brochures, direct mailing, digital mailings, web postings, etc.)?

- Will property owners check their own water service line and submit those findings to the municipality via e-mail or a municipal LSL project website?
 - Will service line excavations be performed?
3. LSL Inventory Team – Describe the individuals/teams involved in the creation of the inventory. These teams may include municipal forces, outside contractor, or some combination of both. For each individual/team, describe their anticipated role in the inventory creation process.
 4. Project Budget – Provide as much detail as possible for each proposed budget category. Possible categories include:
 - Salary and fees (Municipal staff, consultants, legal)
 - Community outreach and education
 - Equipment purchases or rental
 - Software purchases or rental
 5. Project schedule – EPA’s Lead and Copper Rule Revisions require all water systems to complete an LSL inventory by October 16, 2024.

LSL Replacement

Municipalities should only submit an IUP project listing form for an LSL replacement project where there is a **known** number of lead service lines in **known** locations. An engineering report shall be submitted with the IUP listing form. The engineering report should include the following information:

1. System Background
 - Describe the water system – age, population served, number of service connections, etc.
 - Lead service line inventory – how many known LSLs are located in the system?
 - Service line ownership/responsible party – 100% municipal, shared between municipality and property owner, or 100% property owner.
 - Lead history (if applicable) – does the municipality have a documented history of lead action level exceedances? If so, provide relevant documentation.
 - Any other pertinent information about the water system and its service connections.
2. Project Description – Describe the steps that will be taken to replace known LSLs. Some examples of items to consider include:
 - How many LSLs will be replaced with the funding requested? **NOTE: LSL replacement project applications do not need to propose 100% LSL replacement to be eligible for funding.**
 - Who will perform the work (municipal forces, contractor, both)? If contractors will be used, describe how bids will be prepared and solicited.
 - Identify the administrative structure (program contact and administration, construction oversight, financial contact, legal contact, etc.).

- Community involvement/outreach. How will the public be informed about the LSL replacement project? How will the public request to participate in the project? How will individual property owners be notified when their LSL is being replaced?
 - Coordination/scheduling of individual LSL replacement. Will individual scopes of work be created? Will a temporary easement and consent to access private property be required? How will water shut-off be coordinated? How long will LSL replacements take? What post replacement restoration will be included?
 - What post replacement flushing guidance will be provided to property owners?
3. Project Budget – Provide as much detail as possible for each proposed budget category. Possible categories include:
- Salary and fees (Municipal staff, consultants, legal)
 - Community outreach and education
 - Equipment purchases or rental
 - Software purchases or rental
4. Project schedule – provide anticipated project start and completion dates.