



Lead Service Line Inventory (LSLI) Submission Checklist

This check list is for public water systems (PWS) that are required to submit to New York State. Please review and complete this checklist prior to submitting your service line inventory or inventory update to New York State. This checklist addresses some frequently found errors that prevent your inventory from being accepted.

- The inventory is prepared using the template provided by New York State.
- The inventory is for one system. Each PWS must submit its own inventory.
- The inventory is in MS Excel. The underlying calculations in the Excel template do not convert properly if the inventory is prepared in other software packages such as Google Sheets or Numbers for Mac and then converted to Excel.
- The correct Public Water System (PWS) ID and Water System Name are provided in *Section I. System Information* in the Inventory Summary. Every PWS has a unique PWS ID that starts with NY followed by 7-digit numbers, e.g., NY1234567.

Summary of Lead Service Line Inventory	
I. System Information	
Water System Name	Anywhere City
PWS ID Number	NY1234567

- Contact Information is provided in *Section II. Contact Information for Owner/Licensed Operator of Record Completing the Form* of the inventory summary.
- Information about where the inventory can be accessed by the public is included in *Section IV. Inventory Availability* in the inventory summary.

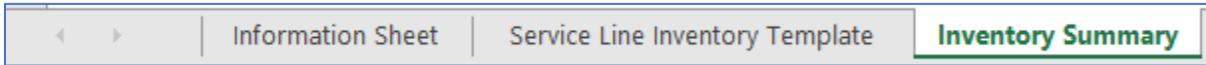
IV. Inventory Availability - The inventory must be available to public	
If 50,000 customers or greater: Posting the inventory online water system's website.	Address: www.anywherecity.gov
If under 50,000 customers: Explain how to access the inventory	A hard copy will be in a City Hall

- The name, title, and date of the person certifying inventory accuracy is provided in row 42 of *Section V. Certifications* in the Inventory Summary. Note: When the submission date is entered, it may be shown as #####. This is acceptable.

37	V. Certifications		
38	<i>By submitting this form, I have verified and certify the information listed in this form is true</i>		
39	<i>and accurate to the best of my knowledge and belief.</i>		
40			
41			
42	Abcdef Ghijklmn	Superintendent	11/5/24
43	Name	Title	Date
44			



- Worksheet (tab) names in the template remain unedited as shown below.**



- The inventory file is renamed to the PWS ID Number as shown in the example below.**

Rename from  nysdohIslI_template_v1_0_max500 (1).xlsx to  NY1234567.xlsx