Instructions for Submitting Lead Service Line Inventory to the New York State Department of Health (NYSDOH)

All community and non-transient non-community water systems must submit their initial lead service line inventory (inventory) to the State by October 16, 2024, as required by the Lead and Copper Rule Revisions (LCRR) and New York State Public Health Law (PHL) § 1114-b. Refer to *New York State Guidance for Complying with Lead and Copper Rule Revisions* for information about the inventory.

Before preparing to submit the inventory, check the completeness of the inventory summary form. Sections I, II, IV, and V must be completed. If the summary form is complete, submit their inventory to the NYSDOH using the instructions below. Within 120 days of receipt, the inventories and inventory summary forms will be accessible online at https://health.data.ny.gov.

If your local health department (LHD) requires you to submit the inventory to them as well, we advise you to contact them for instructions for submitting the inventory to the LHD.

Naming the Inventory

➢ If you submit the inventory in the NYDSOH template, name the inventory PWS ID #, for example, **NY1234567**.

➢ If you submit the inventory and inventory summary separately, name the inventory PWS ID#_LSLI (e.g., **NY1234567_LSLI**) and the inventory summary PWS ID#_Summary (e.g., **NY1234567_Summary**).

## Submitting the Inventory

➢ **Inventory size up to 20 MB**

Submit the inventory to LSLI.submission@health.ny.gov. Use your PWS ID# (NY1234567) as the subject.

➢ **Inventory file size exceeding 20 MB**

The inventory file size exceeding 20 MB must be submitted through IBM Aspera SendVault secure file transfer service following the steps below.

1. To obtain access to SendVault, systems need to send an email to justin.sheward@health.ny.gov with the following information:

   • Put **SendVault Request for XX** (Water System Name) in the subject line.
   • Include the e-mail address of the person who will submit the inventory in the body of the e-mail.

2. You will receive an email with the subject line "*package submission invitation*" from NYS sendVault (its.grp.plat.adhoc@its.ny.gov) that includes a link to install IBM Aspera Connect and submit the inventory via SendVault. Click the link and follow the instructions.

3. Install IBM Aspera Connect following the instructions on your computer (sample images below).
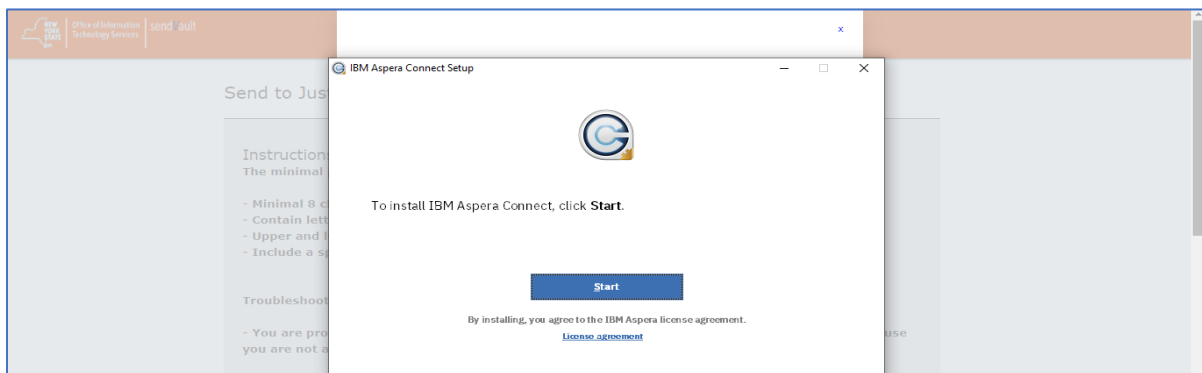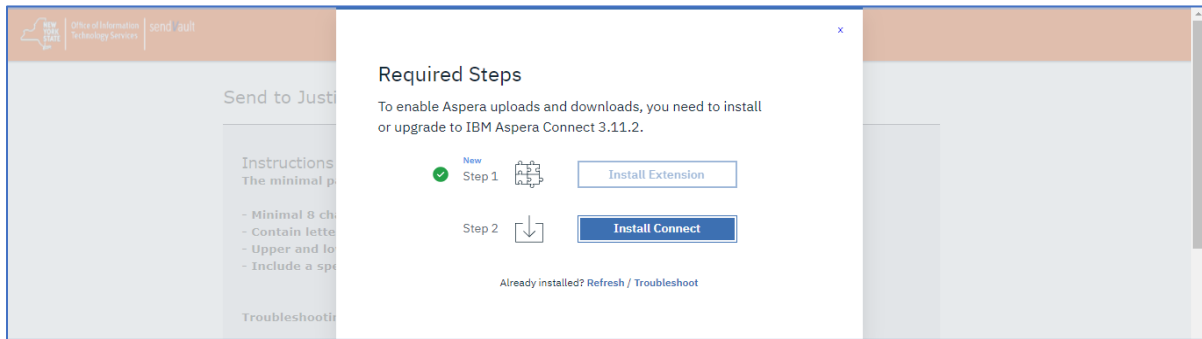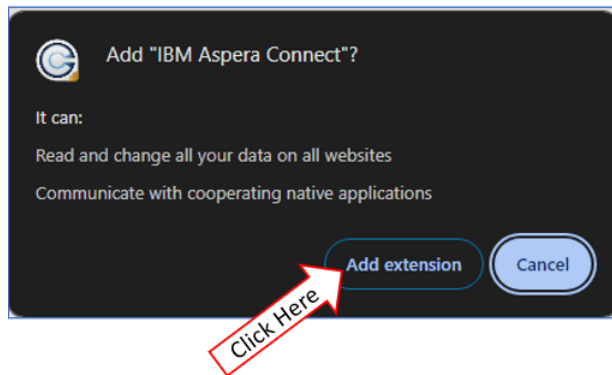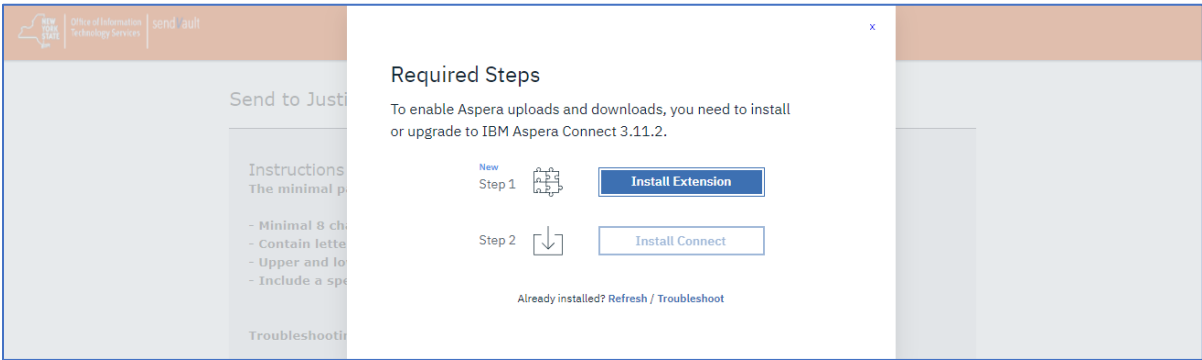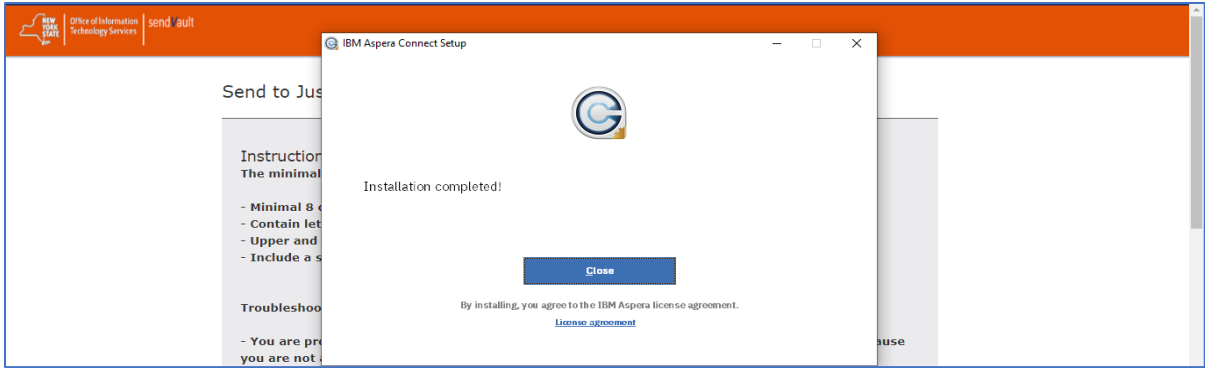
4. On the SendVault Instructions page (image below), add your PWS ID# (e.g., NY1234567) in the "Title" box.

Instructions
The minimal password requirement for passphrase encryption is:

- Minimal 8 characters long.
- Contain letters and numbers.
- Upper and lower case letters.
- Include a special character.

Troubleshooting Tips

- You are prompted with the Aspera connect plugin download screen, but you can't continue because you are not an admin on your machine. Please see your local IT unit or onsite support.

- If the "Browse for files and folders" are missing the Connect plugin is not running and can be started from your programs manually.

- If you get a "Passphrase requires stronger content protection" or "Error establishing HTTP session. Refused by server." error messages please see the requirements at the top of this page.

- You may run into an issue where you can't send a package due to UDP and HTTP ports on your agencies network not allowing communication. Please reach out to its.grp.plat.adhoc@its.ny.gov for assistance with getting the requested ports opened.

If you still have trouble contact: (844) 891-1786 or by emailing Fixit@its.ny.gov.

Title*: [   ]
Maximum length: 245 characters

Note:
optional
[   ]
Maximum length: 8000 characters

Contents*:   [Browse for files...]   Drop Files and Folders Here
             [Browse for folders...]   OR

Terms of Service: ☐ I accept the Terms of Service

[Send Package]

5. Attach your inventory either by dragging it to the dropbox or by browsing location of the inventory on your computer. If you are not using the NYSDOH template, repeat this step to attach the inventory summary form as well.

6. Accept the terms of service and click the "Send Package" button.

7. You will be prompted to enter a "passphrase." **NYSDOHLSLI24! is the passphrase (in all caps).**
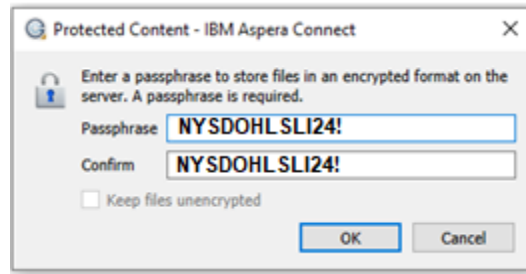
8. Enter the Passphrase and click OK.

9. You will receive a confirmation email that the submission was successfully delivered.

If you have trouble submitting the inventory via email or SendVault, please contact Justin Sheward for assistance at justin.sheward@health.ny.gov or 518-402-7650.