



## PRELIMINARY DISTRIBUTION SYSTEM MATERIALS INVENTORY

*Issued under authority of the Safe Drinking Act, 1976 PA 399, and Administrative Rules, as amended. Administrative Rule R 325.11604(c)(i) requires a water supply to complete and submit a preliminary distribution system materials inventory to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) by January 1, 2020.*

Supply Name		WSSN
Population Served	Number of Service Connections	County

The primary focus of the preliminary Distribution System Materials Inventory (DSMI) is to identify lead service lines, galvanized steel previously connected to lead, or service lines of unknown material. This inventory will estimate the number of high-risk service lines and describe the reliability of existing records, thereby providing important information for planning service line verification and replacement efforts. The complete DSMI, which is due in 2025, will require characterization of all service line materials (lead, galvanized, copper, and plastic). Instructions for completing this form are provided at the end of the document.

### 1. Does this water supply have service lines meeting the following definition?

“Service line” means the pipe from the discharge of the corporation fitting to customer site piping or to the building plumbing at the first shut-off valve inside the building, or 18 inches inside the building, whichever is shorter.

Note: For the purposes of this inventory, Manufactured Housing Community (MHC) connections to units (risers) are considered service lines, so MHCs should fill out this entire form.

**YES.** If yes, complete this form in its entirety.  **NO.** If no, skip to Questions 7 and 8 and the Certification.

### 2. Complete the table below.

Estimated Number of Service Connections by Service Line Material						
A service line includes any section of pipe from the water main to the building plumbing at the first shut-off valve inside the building, or 18 inches inside the building, whichever is shorter.						
Any Portion Contains Lead	Contains Galvanized Previously Connected to Lead*	Unknown			Contains neither Lead nor Galvanized Previously Connected to Lead	Total**
		Likely Contains Lead	Likely Does <u>Not</u> Contain Lead	Material(s) Unknown		

\*If a galvanized line is still connected to lead, it is a lead service line and must be counted in the first column.

\*\*The total number should equal the total number of potable water service lines in your water supply (residential, commercial, industrial, other).

### 3. Describe the sources of information used to summarize or estimate the data above (see instructions for a list of potential sources of information).

**4. Describe your level of confidence in the sources of information discussed in Question 3.**

- Very confident    
  Somewhat confident    
  Not very confident    
  Not confident

Describe:

**5. How common is it to find discrepancies in your service line data (for example, services you expected to be lead turned out to be copper)?**

- Frequently    
  Occasionally    
  Seldom    
  Never    
  Not Enough Information

Describe, including any common patterns:

**6. In general, describe the composition of lead services lines identified in the column titled “Any Portion Contains Lead.” For example, are services primarily full lead lines, partial lead lines (main to curb stop, curb stop to water meter), or lead goosenecks?**

**7. What other information can you share about your preliminary DSMI?**

**8. Beyond your service lines, do other documents previously submitted to EGLE (including the General Plan, Reliability Study, issued permits, and/or Asset Management Plan) in combination properly characterize the remainder of your current distribution system?**

- YES**, my general plan, reliability study, issued permits, and/or asset management plan characterize the rest of my current distribution system.
- NO**. If no, please contact your district engineer to update your documentation.

**Certification of Preliminary Distribution System Materials Inventory**

I certify that I have reviewed available documentation related to the materials in this water supply’s distribution system, and the information herein is accurate and complete to the best of my knowledge and information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**When complete, submit this signed form to your EGLE district office no later than January 1, 2020.**

## PRELIMINARY DISTRIBUTION SYSTEM MATERIALS INVENTORY (DSMI) REPORTING FORM INSTRUCTIONS

Water supplies should review all records documenting the materials used to construct and repair service lines and use that information to complete this reporting form.

Potential sources of service line information may include, but are not limited to, the following:

- Plumbing codes
- Plumbing permits
- Distribution maps and drawings
- Tap records
- Inspection and maintenance records
- Meter installation records
- Billing records
- Water asset databases
- Geographic Information System
- Standard operating procedures
- Operation and maintenance manuals
- Permit files
- As-built drawings
- Existing water quality data
- Property tax records
- Interviews with senior personnel, building inspectors, and retirees
- Community survey
- Other

### Complete the Service Line Materials Table

The service line materials table summarizes potable water service connections by broad material categories, focusing on service lines containing lead, galvanized steel previously connected to lead, or service lines of unknown material. A service line includes any section of pipe from the water main to the first shut-off valve inside the building or up to 18 inches inside the building, whichever is shorter. The number of service lines in each of the following categories need to be reported:

- **Any Portion Contains Lead:** Any portion of a service line that is made of lead or any lead pigtail, lead gooseneck, or other lead fitting that is connected to the service line, or both. In short, any service line that contains any lead.
- **Galvanized Previously Connected to Lead:** A galvanized service line that WAS previously connected to a lead service line, gooseneck, or pigtail. If a galvanized line is still connected to lead, it is considered a lead service line and must be counted in the category above.
- **Unknown:** While a water supply may not be certain of the materials content of some service lines, they may have information that indicates the likelihood of a service line containing lead. For planning purposes, it is helpful to record this information. Therefore, three categories of unknown service lines are provided.
  - **Unknown - Likely Contains Lead:** While not known for certain, service lines the water supply believes are likely to contain lead.
  - **Unknown - Likely Does NOT Contain Lead:** While not known for certain, service lines the water supply believes are NOT likely to contain lead.
  - **Unknown – Material(s) Unknown:** Service line materials are fully unknown. Supply has no information regarding the likelihood of lead being present in the service line.
- **Contains neither Lead nor Galvanized Previously Connected to Lead:** Service lines that are known to contain NO lead in any portion. These typically include copper, plastic, cast iron, ductile iron, or galvanized that was NEVER connected to lead. If a galvanized service line was previously connected to lead, it should not be included in this category, but rather included with the second bullet above.

All physically connected potable water services must be included in this table even if there is no current active account. Complete the table to the best of your ability based on your available records and/or knowledge of the system. If you do not know the answer, use the unknown category. **You will not be penalized for acknowledging you do not know.** The purpose of this preliminary inventory is to understand current service line materials documentation and knowledge. The total number of service lines in the lower right-hand box should equal the total number of service lines in your system.

**Answer Supporting Questions**

Provide answers to the questions asked. Because water supplies differ significantly in terms of service line materials and records, many questions require a narrative response to allow flexibility. Please provide thorough answers that provide meaningful information about the status of your water supply's service line inventory.

**Submit Form to the Michigan Department of Environment, Great Lakes, and Energy (EGLE)**

Submit the completed and signed reporting form to the appropriate EGLE district office no later than January 1, 2020. See below for district office mailing and email addresses.

**EGLE District office locations and email addresses:**

<p><b>CADILLAC DISTRICT OFFICE</b> 120 West Chapin Street Cadillac, Michigan 49601-2158 Fax: 231-775-4050 <b>EMAIL:</b> <a href="mailto:EGLE-DWEH-Cadillac@Michigan.gov">EGLE-DWEH-Cadillac@Michigan.gov</a></p> <p><b>GRAND RAPIDS DISTRICT OFFICE</b> State Office Building 5th Floor 350 Ottawa Avenue NW, Unit 10 Grand Rapids, Michigan 49503-2341 Fax: 616-356-0202 <b>EMAIL:</b> <a href="mailto:EGLE-DWEH-Grand-Rapids@Michigan.gov">EGLE-DWEH-Grand-Rapids@Michigan.gov</a></p> <p><b>JACKSON DISTRICT OFFICE</b> 301 East Louis Glick Hwy Jackson, Michigan 49201-1556 Fax: 517-780-7855 <b>EMAIL:</b> <a href="mailto:EGLE-DWEH-Jackson@Michigan.gov">EGLE-DWEH-Jackson@Michigan.gov</a></p> <p><b>KALAMAZOO DISTRICT OFFICE</b> 7953 Adobe Road Kalamazoo, Michigan 49009-5025 Fax: 269-567-3555 <b>EMAIL:</b> <a href="mailto:EGLE-DWEH-Kalamazoo@Michigan.gov">EGLE-DWEH-Kalamazoo@Michigan.gov</a></p>	<p><b>LANSING DISTRICT OFFICE</b> 525 West Allegan (Constitution Hall, 1st Floor, South) P.O. Box 30242 Lansing, Michigan 48909-7742 Fax: 517-241-3571 <b>EMAIL:</b> <a href="mailto:EGLE-DWEH-Lansing@Michigan.gov">EGLE-DWEH-Lansing@Michigan.gov</a></p> <p><b>BAY CITY DISTRICT OFFICE</b> 401 Ketchum Street, Suite B Bay City, Michigan 48708 Fax: 989-891-9237 <b>EMAIL:</b> <a href="mailto:EGLE-DWEH-Bay-City@Michigan.gov">EGLE-DWEH-Bay-City@Michigan.gov</a></p> <p><b>WARREN DISTRICT OFFICE</b> 27700 Donald Court Warren, Michigan 48092-2793 Fax: 586-751-4690 <b>EMAIL:</b> <a href="mailto:EGLE-DWEH-Warren@Michigan.gov">EGLE-DWEH-Warren@Michigan.gov</a></p> <p><b>MARQUETTE DISTRICT OFFICE</b> 1504 West Washington Street Marquette, Michigan 49855 Fax: 906-228-4940 <b>EMAIL:</b> <a href="mailto:EGLE-DWEH-Marquette@Michigan.gov">EGLE-DWEH-Marquette@Michigan.gov</a></p>
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