WATER SYSTEM LETTERHEAD

Date, Year

 Subject: City or County

 Water – Water System

 Project# - BIL-XXL-22

*Sent via Electronic Email*

(Name) District Engineer

Virginia Department of Health (VDH)

Office of Drinking Water (OW)

(Name) Field Office

Address

Re: FY 2022 Bipartisan Infrastructure Law (BIL)

 Lead Service Line Inventory Methods – Approval Request

Dear Mr./Ms.:

The Town of Anytown Virginia was provided funding through the Bipartisan Infrastructure Law (BIL) to complete a Lead Service Line (LSL) Inventory. This inventory will be completed following an LSL Inventory Work Plan that uses the required records reviews which are included below.

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| Required Records Review |
| Category  | Description  |
| Previous Materials Evaluation (4.1)  | Information used for initial tap sampling inventory, special monitoring for corrosivity characteristics.  |
| Construction and Plumbing Codes and Records (4.2)  | All construction and plumbing codes, permits, and existing records or other documentation which indicates the service line materials used to connect structures to the distribution system (40 CFR §141.84(a)(3)(i)).  |
| Water System Records (4.3)  | All water system records, including distribution system maps and drawings, historical records on each service connection, meter installation records, historical capital improvement or master plans, and standard operating procedures (40 CFR §141.84(a)(3)(ii)).  |
| Virginia Requirements (6.1.1)  | Most recent approved LCR material survey. Lead Ban Guidance and Chronology (posted on ODW’s website).  |
| Ongoing Updating Required (3.4)  | Systems must identify and track information on service line material as they are encountered during normal operations (e.g., checking service line materials when reading water meters or performing maintenance activities) (40 CFR §141.84(a)(5)).  |
| Any service line replacements or materials inspections. (40 CFR §141.84(a)(6)).  |

In addition to the required records review, the LSL Inventory Work Plan will also include only the service line material investigation methods that have been pre-approved by the VDH - ODW. These service line investigation methods are included below.

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| **Service Line Material Investigation Methods**  |
| **Pre-approved**  |
| Visual inspection of service line material at meter setting  |
| Visual inspection inside home/building  |
| Customer self-identification  |
| Closed Circuit Television inspection (external)  |
| Magnet and Scratch Test  |
| Excavation – vacuum and mechanical  |

No service line materials investigation methods will be used that have not already been pre-approved by the VDH - ODW.

 Sincerely,

 John Doe, Mayor

 Town of Anytown

Ec: Name, Project Manager, FCAP – Field Office

 Tamara Anderson, Leap Program Manager, FCAP – Danville Field Office