

FORMATTING USER DATA FOR IMPORT

This document provides detailed instructions regarding the formatting of data intended for import into the PA SLI spreadsheet.

- Please read and follow the instructions closely. Improperly formatted data will not import and will need to be fixed and resubmitted.

After formatting your Service Line Inventory data, email it in CSV or XLSX format to ra-epsdwlcr@pa.gov. In the subject field include the PWSID number (only one PWSID per submission) and the words “for import into PA SLI”.

- In the same email, also submit the cover form which is available on DEP’s Lead and Copper Rule website: [Lead and Copper Rule | Department of Environmental Protection | Commonwealth of Pennsylvania](#)
- Department staff will import the user export file and return the completed PA SLI spreadsheet to the submitter.
 - On the General Information and Inventory Methods tabs, only information regarding system type and Alternate Lead Ban Date will be entered by Department staff. The User must complete those tabs when the imported spreadsheet is returned to them.
- Errors may be identified during the import process:
 - Certain errors such as duplicate addresses or invalid service line ID numbers will cause the import to fail. These will need to be corrected by the user before the import process can continue.
 - Other errors may be identified after import. For example, invalid responses in certain fields.
 - These errors may be fixed within the spreadsheet by the user on a line-by-line basis, or
 - The user can edit their data set and resubmit it for import.
- Once the completed, error-free spreadsheet is received by the water system, follow the *Instructions for Submitting a Service Line Inventory to PA*, available on DEP’s Lead and Copper Rule website.
 - Users must have a DWELR account to upload the SLI.
 - Users can upload the SLI with either an L or P DWELR account.
 - If the inventory is very large (> 20,000 service lines) the user may not be able to upload it to DWELR. Contact ra-epsdwlcr@pa.gov for further guidance.
- Some fields within the inventory have a default value. If these fields are left blank in the user data set, then the default value will be assigned during the import process.

Instructions:

The data set must contain 45 columns (A through AS) in the correct order, refer to [Appendix A](#).

- Do not include extra columns.
- You may include column headers.

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Data must be formatted as general, text or date only. Do not include links, dropdown menus, formulas, etc. All text responses are converted to uppercase during import, so responses are not case-sensitive.

- Double quotation marks are not allowed in any field.
- During the import process hidden characters such as line feed and carriage return will be removed. Leading and trailing spaces will also be removed.
- Fields with no response should be left empty. Do not populate with NULL or {EMPTY} or similar.
- If a required field is left empty, it will be populated with the default response during import.
- The service line ID is assigned by the user and must be unique for each line. It can be up to 30 characters long comprised of uppercase letters, numbers, period, underscore, dash and/or hyphen. Spaces and special characters are not allowed. If the SLID is comprised of only numbers it cannot be longer than 15 digits.
- The Address 1 and 2 fields have a maximum 40 character limit each. These fields can use numbers, letters, & / \ , . ' ; : () – or _ . No other characters are allowed.
- The Comments fields have a maximum 250 character limit each. These fields allow the same characters as the Address field. No other characters are allowed.
- [Appendix B](#) lists valid responses for Material Type.
- [Appendix C](#) lists valid responses for Installation Decade.
- [Appendix D](#) lists valid responses for Non-Lead Verification.

Please note that the import process is no longer case-sensitive, nor does it require the user to select one schema

- Responses may be mixed between single letter or full responses.
- If using the full response the user must still input the exact spelling and punctuation or the response will not be recognized.
- If using the full response the Department *highly recommends* using copy/paste from this document to ensure the responses will be recognized.

If you have previously formatted data that you would like to convert to the new format, please refer to [Appendix E](#) for details.

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APPENDIX A: Column List

Column	Header	Notes	Valid Responses	
1	A	Service Line Classification	Assigned by the spreadsheet during the import process	
2	B	Non-Lead Verification Status		
3	C	LCRI Sampling Tier		
4	D	Validation Pool		
5	E	{RESERVED}		
SYSTEM INFORMATION				
6	F	Service Line Unique ID	Required field; do not leave blank	30 character limit; no spaces or special characters; numerical values < 15 digits
7	G	{RESERVED}	Leave blank	
8	H	Replacement Date	For replacements made AFTER submission of the baseline inventory in November 2027.	Enter in mm/dd/yyyy format or leave blank.
9	I	Split Line	Required field; default response is YES.	Valid responses are N, NO, Y, YES
10 – 13	J – M	Address 1, Address 2, City, Zip Code	Describe the physical location of the service line. Each address must be unique.	Required field. Zip code must be 5 digits.
14	N	School, Childcare Facility	Required fields; default response is NO.	Valid responses are N, NO, YE, YES – ELEMENTARY, YS, YES – SECONDARY, YA, YES – ALL GRADES.
15	O	Childcare Facility	Required field; default response is NO.	Valid responses are N, NO, Y, YES
SEGMENT 1 INFORMATION				
16	P	Material	Required field; default response is S) UNKNOWN.	Refer to Appendix B for list of valid responses.
17	Q	Ever Previously Lead	Required field; default response is NOT SURE.	Valid responses are N, NO, S, NOT SURE, Y, YES
18	R	Lead Connector Upstream	Required field; default response is NOT SURE.	Valid responses are N, NO, S, NOT SURE, Y, YES

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Column		Header	Notes	Valid Responses
19	S	Installation Decade	May be left blank. Installation decades after 1991 will automatically be designated as NON-LEAD.	Refer to Appendix C for list of valid responses.
20	T	Installation Date	May be left blank. Used in conjunction with Alternate Lead Ban Date to determine NON-LEAD.	If entered, must be in mm/dd/yyyy format.
21	U	Diameter	May be left blank. Diameters > 2 are designated NON-LEAD.	If entered must be in decimal format, not fractions.
22 – 23	V - W	Non-Lead Verification 1, 2	May be left blank.	Refer to Appendix D for list of valid responses.
24	X	RESERVED	Leave blank	
25	Y	Field verification date	Required if a field method is selected in columns V or W.	If entered must be in mm/dd/yyyy format.
26	Z	Comments	Required if Other is selected in columns P, V or W.	Limited to 250 characters. May not include carriage returns or quotation marks.
SEGMENT 2 INFORMATION				
27	AA	Material	Required field; default response is S) UNKNOWN.	Refer to Appendix B for list of valid responses.
28	AB	Lead Connector Upstream	Required field; default response is NOT SURE.	Valid responses are N, NO, S, NOT SURE, Y, YES
29	AC	Installation Decade	May be left blank. Installation decades after 1991 will automatically be designated as NON-LEAD.	Refer to Appendix C for list of valid responses.
30	AD	Installation Date	May be left blank. Used in conjunction with Alternate Lead Ban Date to determine NON-LEAD.	If entered, must be in mm/dd/yyyy format.
31	AE	Diameter	May be left blank. Diameters > 2 are designated NON-LEAD.	If entered must be in decimal format, not fractions.
32 – 33	AF – AG	Non-Lead Verification 3, 4	May be left blank.	Refer to Appendix D for list of valid responses.

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Column		Header	Notes	Valid Responses
34	AH	RESERVED	Leave blank	
35	AI	Field Verification Date	Required if a field method is selected in columns AF or AG.	If entered must be in mm/dd/yyyy format.
36	AJ	Comments	Required if Other is selected in columns P, V or W.	Limited to 250 characters. May not include carriage returns or quotation marks.
LCRI SAMPLE TIERING INFORMATION				
37	AK	Service Line Connected To	Required field; do not leave blank	Valid responses are S, SINGLE FAMILY RESIDENCE, M, MULTI-FAMILY RESIDENCE, O, BUILDING/OTHER
38	AL	Inorganic POE Treatment Present	Required field; default response is NOT SURE.	Valid responses are N, NO, S, NOT SURE, Y, YES
39	AM	Interior Building Plumbing	May be left blank; default response is UNKNOWN. Designed to assist in identifying tiering category for sampling sites for sample site plan.	Valid responses are U, UNKNOWN, L, IS LEAD, G, IS GALVANIZED, C, CONTAINS LEAD SOLDER, N, NO LEAD OR GALVANIZED.
40	AN	LCRI Sampling Site	May be left blank until November 1, 2027; default response is {empty}.	Valid responses are {empty}, N, NO, Y, YES, U, UNAVAILABLE
CONNECTOR INVENTORY INFORMATION				
41	AO	Number of Connectors	*Required field; default response is UNKNOWN	Valid responses are UNKNOWN, NO CONNECTORS, 1, 2, 3, 4
42	AP	Connector 1 Material Type	*Required if AO > 0; default response is UNKNOWN	Valid responses are U, UNKNOWN, N, NON-LEAD, L, LEAD
43	AQ	Connector 2 Material Type	*Required if AO > 1; default response is UNKNOWN	
44	AR	Connector 3 Material Type	*Required if AO > 2; default response is UNKNOWN	
45	AS	Connector 4 Material Type	*Required if AO > 3; default response is UNKNOWN	

*These fields are not required until November 1, 2027; but may be filled out before that date if known.

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APPENDIX B – Valid Responses for MATERIAL TYPE

A	A) LEAD
B	B) LEAD-LINED GALVANIZED
C	C) GALVANIZED
D	D) COPPER
E	E) CAST IRON - LINED
F	F) CAST IRON - UNLINED
G	G) HDPE - HIGH DENSITY POLYETHYLENE
H	H) PVC - POLYVINYL CHLORIDE
I	I) BRASS
J	J) CPVC - CHLORINE TREATED PVC
K	K) PEX - CROSS-LINKED POLYETHYLENE
L	L) ABS - ACRYLONITRILE BUTADIENE STYRENE
M	M) PB - POLYBUTYLENE
N	N) DUCTILE IRON
O	O) ASBESTOS CEMENT
P	P) OTHER NON-LEAD MATERIAL
S	S) UNKNOWN
T	T) UNKNOWN - NOT LEAD

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APPENDIX C: Valid Responses for INSTALLATION DECADE

A	A) PRE-1901
B	B) 1901 - 1910
C	C) 1911 - 1920
D	D) 1921 - 1930
E	E) 1931 - 1940
F	F) 1941 - 1950
G	G) 1951 - 1960
H	H) 1961 - 1970
J	J) 1971 - 1980
K	K) 1981 - 1990
L	L) 1991 - 2000
M	M) 2001 - 2010
O	O) 2011 - 2020
P	P) 2021 - 2030
Q	Q) 2031 – 2040

APPENDIX D: Valid Responses for NON-LEAD VERIFICATION

A	A) RECORDS REVIEW
B	B) MODELING/STATISTICAL ANALYSIS
C	C) WATER SAMPLING (NO CCT)
D	D) OTHER - ENTER IN COMMENTS FIELD
E	E) VISUAL INSPECTION AT 1 ACCESS POINT
F	F) CCTV INSPECTION INSIDE PIPE - FULL LENGTH
H	H) MECHANICAL EXCAVATION AT 1 LOCATION
J	J) MECHANICAL EXCAVATION AT 2 OR MORE LOCATIONS
M	M) VISUAL INSPECTION AT 2 OR MORE ACCESS POINTS
N	N) SWORDFISH
O	O) HIGH CONFIDENCE IN RECORDS
P	P) EMPL AFFIDAVIT/INST KNOWL

FORMATTING USER DATA FOR IMPORT**APPENDIX E: Reformatting Existing Data**

If your existing data was formatted to meet the import requirements of the previous spreadsheet revision, you will need to complete the following steps.

1. Insert new columns at positions D and AE.
2. The columns previously labeled Record Type and Basis of Material Classification – Field Method are no longer in use but their position in the data set must be maintained. Data entered in these columns will be erased upon import. There is no need to delete existing data.
3. The column previously labeled Ownership Type has been changed to Split Line. Previous responses of Joint, System, and Customer will be changed to YES or NO on import.
 - a. If the response to Split Line is NO or CUSTOMER:
 - i. If segment 1 contains no data and segment 2 contains data (previous ownership type CUSTOMER), the data will be moved from Segment 2 to Segment 1.
4. There are 2 new Material types that can be entered in columns P and AA – brass and ductile iron. If these material types were previously entered as Other Non-Lead Material they can be converted.
 - a. The material type Unknown – Not Lead has been added. Use Unknown – Not Lead if the material is not known but cannot be lead (i.e., installed after lead ban date).
 - b. The material type Other Non-Lead is intended for use when the material type is known but not listed as an option.
 - c. The material types Unknown – Unlikely Lead and Unknown – Likely Lead have been discontinued. They will be converted to Unknown upon import.
5. The user may enter an Alternate Lead Ban Date (if supported by a legal document such as an ordinance or tariff) for each segment of the line. If entered, the Alternate Lead Ban Date will be used in conjunction with the Installation Date as verification of non-lead.
6. The Basis for Material Classification columns have been renamed Non-Lead Verification, and the responses have been combined. Data previously in the Basis for Material Classification – Field Method column must be moved one column to the left.
 - a. Four new Verification types have been added: Visual Inspection at 2 or more Locations, Swordfish, High Confidence in Records, and Employee Affidavit/Institutional Knowledge.
 - b. Two Verification types have been discontinued – CCTV Inspection Outside Pipe – at Curb Box and Mechanical Excavation at 3+ Locations. These will be converted to Visual Inspection at 1 Access Point and Mechanical Excavation at 3+ Locations during the import process.
 - c. L) Other will be converted to D) Other during the import process.
7. The user may now enter the diameter of the line for each segment and it will be used to determine verification of non-lead.
8. The column for Lead Solder has been change to Interior Plumbing based on upcoming LCRI requirements. Previous responses of No or Not Sure will be converted to Unknown during the import process. Previous responses of Yes will be converted Contains Lead Solder during the import process. Please note this field is not required until November 1, 2027; however the user may populate this field with any valid response prior to the deadline if they prefer.



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9. The column Current LCR Sampling Site has been changed to LCRI Sampling Site. This field should be left blank until November 1, 2027. Data in this column will be removed during the import process.
10. Columns AO through AS are not required until November 1, 2027. The user may leave them blank and they will be populated with the default responses during import. The user may also populated these fields with valid responses before the November 1, 2027 deadline if they prefer.