

Historical Records Review Checklist

The federal Lead and Copper Rule Revisions (LCRR) requires public water systems to complete a service line inventory to identify all service lines connected to the water system. As part of conducting this inventory, water systems must review any information available to identify service line materials, including all records identified in the federal LCRR under 40 CFR §141.84(a)(3)(i)-(iv). The following table is meant to guide water systems through completing a thorough records review of all information which may be available to help identify service line material and complete an initial inventory.

Table Excerpted from LSLR Collaborative, except where noted: [Preparing an Inventory: Understanding available resources - LSLR Collaborative \(lslr-collaborative.org\)](https://www.lslrcollaborative.org/)

Sources	Description	Possible Locations of Records	Please List the Additional Action Items Needed to Find and/or Review These Records	Name(s) of Staff Who Will Complete These Actions	Input the date reviewed for each side of the service line: Or Indicate Record Not Available ("RNA")
Installation records	Records may be in the form of ledgers, cards, or databases; records describe the length, location, and construction material used for service line	Water system / municipal water department, municipal building permit / code enforcement department			Customer Side: _____ System Side: _____
Service card or ticket	Subsequent to installation, repairs or replacement activity conducted by the water system describe action taken	Water systems / municipal water department			Customer Side: _____ System Side: _____

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Construction records	Major main repair and construction project records will identify services replaced by those projects	Water system / municipal water department, municipal planning department (new subdivision construction)			Customer Side: _____ System Side: _____
Plumbing permits	Water system or local plumbing codes may require plumbers to obtain permits to replace service lines	Municipal building permit / code enforcement department, water system / municipal water department			Customer Side: _____ System Side: _____
Utility construction standards and specifications	Water systems provide their own staff, contractors, and plumbers with standards for construction including service lines	Water system / municipal water department's administrative records; governing body (city or town council, etc.) records			Customer Side: _____ System Side: _____
Plumbing code; local ordinance	State and community plumbing codes specify, often by reference, pipe standards and specifications	Municipal building permit / code enforcement department administrative records; governing body (city or town council, etc.) records; agency overseeing state plumbing code's administrative records			Customer Side: _____ System Side: _____

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Field experience	Interviews with experienced water system distribution system field staff and plumbers active in the system's service area	Existing and former water system personnel; local plumbing companies; local plumbers union			Customer Side: _____ System Side: _____
Summary notations of practice	Reports to governing bodies, internal memoranda, purchasing records, annual reports, etc.	Water systems / municipal water department			Customer Side: _____ System Side: _____
Tax records/tax assessment maps	Municipal tax records provide a database that typically contains the date of home construction	Municipal tax assessor's office; centralized municipal government GIS office; online			Customer Side: _____ System Side: _____
Distribution system maps and record drawings	Should be a primary source of service line and connection information including materials, line sizes, and dates	Water systems / municipal water department			Customer Side: _____ System Side: _____

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Capital improvement plans (CIPs) and maps	Historical CIPs can provide insight into historical installation patterns; current CIPs can be used to inform field investigations	Water systems / municipal water department			Customer Side: _____ System Side: _____
Community planning documents and maps	Subdivision plots, planning reports, records of housing starts, types and placement of initial construction, and reconstruction / renovation efforts can be used to determine which homes were constructed during the time period lead service lines were used	Municipal planning departments, regional planning agencies, public library, local historical society			Customer Side: _____ System Side: _____
Newspaper accounts	Changes in policy on topics of interest to the public, like lead, are sometimes captured in local media accounts	Newspaper, public libraries, local historical society			Customer Side: _____ System Side: _____

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Previous Materials Evaluation*	Reported construction material present that had been previously identified; lead service line materials for sites used for lead and copper tap monitoring	Water system/ municipal water department			Customer Side: _____ System Side: _____
Billing Software*	Your water system billing software may contain additional information on home construction, etc.	Water systems / municipal water department			Customer Side: _____ System Side: _____
Engineering Firms*	Current and prior engineering and consulting firms used by the water system may have distribution system information.	Water systems / municipal water department contacts			Customer Side: _____ System Side: _____

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Google Earth Pro*	Google Earth Pro contains aerial photos dating back in some cases to the 1930s. These can be used to determine when houses were built.	Available free online (download) Earth Versions – Google Earth			Customer Side: _____ System Side: _____
Penn Pilot*	Historical Aerial Photographs of Pennsylvania dating back to the 1940s. These can be used to determine when houses were built.	Free online: https://www.pennpilot.psu.edu/			Customer Side: _____ System Side: _____
Water Quality Sampling Results*	Lead monitoring results that would specify locations with higher levels or detects from previous monitoring	Water systems/ municipal water departments/ lab notifications			Customer Side: _____ System Side: _____

* Source added by PA DEP to the LSL Collaborative list