



Fact Sheet: An Instructional Guideline to the Site Plan Template Excel Workbook

MINNESOTA DEPARTMENT OF HEALTH

19th November 2024

1.0. Overview

For Community Public Water Systems

All Community Public Water Systems need to ensure the sites they are using for sample collection meet the rule requirements. It is necessary to identify all the details about a sample site to confirm the tier number ahead of sample collection as sampling at improper sites or not confirming site data prior to sampling is a violation of the rule. MDH and EPA will be looking more closely at this data moving forward into the future. Prior to your system's next round of lead and copper monitoring, your system needs to fill out the spreadsheet with the required number of sample sites with enough information to determine the tier number and receive MDH approval to collect prior to sample collection. Please work with your district engineer or reach out to MDH if you need assistance or guidance. **Failure to complete the spreadsheet and have sites approved prior to sampling may result in more frequently monitoring schedule for your system and may be considered a violation.**

The Lead and Copper Rule requires public water systems to collect from lead and copper sites that are at highest risk for elevated levels of corrosion based on the sample site tier criteria. Community Public Water Systems need to be able to confirm all the necessary details about the sample sites they are using to confirm the tier number and meet the rule requirements prior to beginning sample collection.

More information regarding sample collection procedure can be found at [Selecting Lead/Copper Drinking Water Sample Sites \(PDF\)](#)

(<https://www.health.state.mn.us/communities/environment/water/docs/sampproc/compbcutiers.pdf>)

In providing all the information in the spreadsheet for each site, systems will be able to confirm their sites meet the requirements of the rule based on the materials present in the distribution and the residents willing to participate in sample collection.

Use the QR code to access the Excel Site Plan Update Template webpage.



Follow [Lead and Copper Site Plan Updates - MN Dept. of Health \(state.mn.us\)](#) to access the site plan.

For additional questions and to submit the completed excel sheet please email:

[Health.community.leadandcopper@state.mn.us.](mailto:Health.community.leadandcopper@state.mn.us)

2.0. Instruction of Use

This section will underline how to go through the excel sheet stepwise. Please follow these steps to ensure accurate completion of the workbook.

2.1. Filling in system information

Fill in the information present in “SHEET 1”.

Water System Name	
Water System PWSID	
System Population	
Contact Information (Name)	
Contact Information (Phone #)	
Contact Information (E-mail)	
Date submitted to MDH	

The information to add includes:

1. The given name of the water system, to be added in “Water System Name”.
2. The given Public Water System Identification Number (PWSID), to be added in “Water System PWSID”.
3. The system’s population number, to be added in “System Population”.
4. The system’s primary contact name who completed this excel workbook, to be added in “Contact Information (Name)”.
5. The system’s primary contact phone number who completed this excel workbook, to be added in “Contact Information (Phone #)”.
6. The system’s primary contact E-mail address who completed this excel workbook, to be added in “Contact Information (E-mail)”.
7. The date this workbook is submitted to MDH after completion, via Health.community.leadandcopper@state.mn.us, to be added in “Date submitted to MDH”.

2.2. Additional system information

You **DO NOT** have to input any information in this section of SHEET 1.

This is to provide additional information based on data and information entered.

Additional System Information

Count	
Tier 1	0
Tier 2	0
Tier 3	0
Tier 4	0

Number of sites to be collected for standard monitoring	
Number of sites to be collected for reduced monitoring	

* Please refer to monitoring schedule for required number of sites

This data represents:

1. The total number of sites the system is collecting.
2. The number of sites representing each tier number.

This data represents:

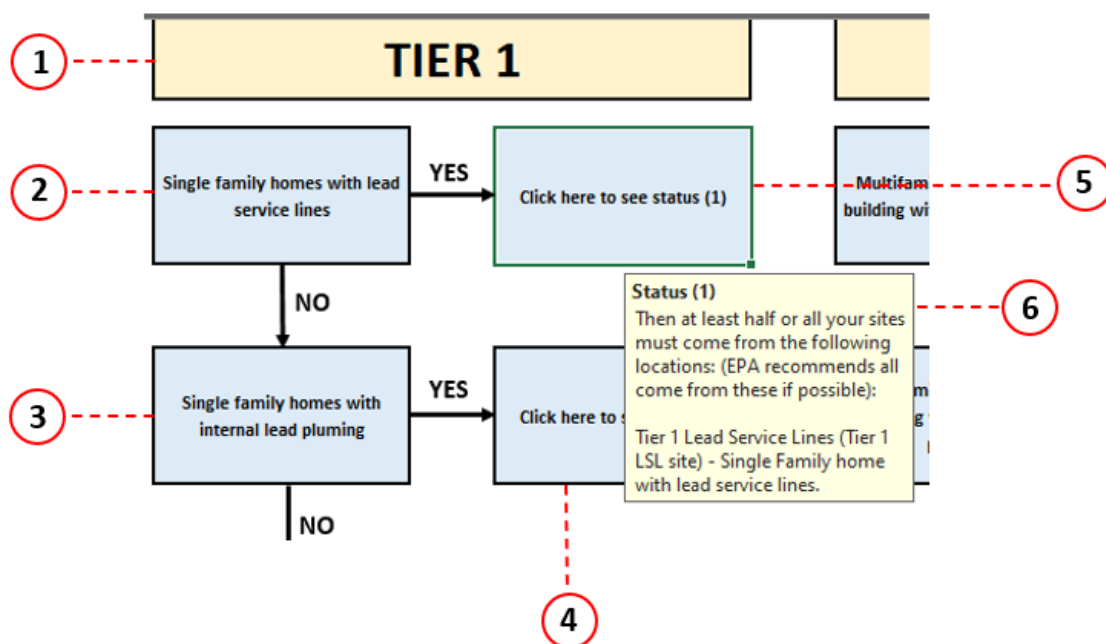
1. The number of sites to be collected if the system is on **standard** monitoring (collecting samples **every six months**).
2. The number of sites to be collected if the system is on **reduced** monitoring (collecting samples **annually or triennially**).

Both are based on the systems population.

Note: Contact Minnesota Department of Health if you have questions about scheduling.

2.3. Reviewing site selection priority

Please review this flowsheet in order. The diagram provides a visual representation of where your system needs to start in selecting sample sites from those at the highest risk for elevated levels of lead or copper. **Starting from tier 1** and moving to higher tiers present in SHEET 2.



Numbered images identify as follows:

1. Is the tier number section, under which the different descriptions of the site fall under. For example, in the image shown above, “Single family homes with lead service lines” and “Single family homes with internal lead plumbing” both fall under a tier 1 site.
2. The description of the site. This description might include the type of home (single or multifamily), types of plumbing materials, and year built.
3. A response if the site description is accurate to the actual site being selected. If it is not, then “NO”, then move to the next site description.
4. A response if the site description is accurate to the actual site being selected. If it is correct, then “YES”, then click on “Click here to see status” for more information on the site to be used.
5. After selecting “YES”, click here to see further explanation of the sites you may use.
6. A status description of the site after clicking on (5), that explains how to proceed in selecting site that can be used.

Note: Refer to this flowsheet to compare with your intended sites to ensure they are selected in accordance with the Lead and Copper Rule (LCR) federal rule site prioritization.

2.4. Input of individual site information

This section will underline what each selection means in SHEET 3.

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Site #
1
2
3
4

Figure 2.4.1 | Site number identification.

Tier #

Figure 2.4.2 | Tier number will be automatically updated here. **No user input is required here.** The tier number will reflect based on site description selected in the other tabs.

System Side Service Line
Lead Service Line (LEADSL)
Copper Service Line (COPPSL)
Galvanized Service Line (GALVSL)
Plastic Service Line (PLASSL)
Other Materials (OTHERM) (more details in notes)

Figure 2.4.3 | The type of service line present coming from the water main to where the system ownership ends is from the **system side**. Please select from the given selections. Each service line is given an abbreviation for ease of identification. If selected other material, please add more detail in comments.

Customer Side Service Line
Lead Service Line (LEADSL)
Copper Service Line (COPPSL)
Galvanized Service Line (GALVSL)
Plastic Service Line (PLASSL)
Other Materials (OTHERM) (more details in notes)

Figure 2.4.4 | The type of service line present from the end of system ownership to the water meter inside the site that is the **customer side**. Please select from the given selections. Each service line is given an abbreviation for ease of identification. If selected other material, please add more detail in comments.

Internal Plumbing (1)
Copper Pipe (COPPER)
Copper with Lead Solder (CUP-LS)
Galvanized Pipe (GALVAN)
Lead Pipe (LEADPI)
Plastic or PVC Pipe (PLAPVC)
Other Material (OTHERM) (more details in notes)

Figure 2.4.5 | The type of plumbing materials present in the site from the water meter to the tap is the **Internal Plumbing** of the residence. Please select from the given selections. Each service line is given an abbreviation for ease of identification.

If selected other material, please add more detail in comments.

Internal Plumbing (2) - Optional
Copper Pipe (COPPER)
Copper with Lead Solder (CUP-LS)
Galvanized Pipe (GALVAN)
Lead Pipe (LEADPI)
Plastic or PVC Pipe (PLAPVC)
Other Material (OTHERM) (more details in notes)

Figure 2.4.6 | If there are **multiple internal plumbing types** present in the residence, add the other materials in the optional column. Please select from the given selections. Each service line is given an abbreviation for ease of identification.

If selected other material, please add more detail in comments.

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Home Type
Single Family
Multi family
Other building (more details in notes)

Figure 2.4.7 | The type of home being sampled from. Please select from the given selections.

If “other building” is selected, please add more details in the comment section.

Gooseneck Present
YES
NO

Figure 2.4.8 | Presence of gooseneck connections in the service line. Please select from the given selections.

Year Built
Before 1983
Between 1983 and 1985
After 1985

Figure 2.4.9 | The year range the site was instructed that will determine its tier number. Please select from the given selections.

Specific Year Built (if applicable)

Figure 2.4.10 | If applicable, type in specific year of site being built. Knowing the specific year will provide further confidence in the tier number of the site.

POU or POE Treatment Present
YES
NO

Figure 2.4.11 | The present of point of use (POU) or point of entry (POE) at the site. Please select from the given selections.

Sample Tap Location
Kitchen
Bathroom
Other (more details in notes)

Figure 2.4.12 | The tap the sample is collected from in the site.

If other is selected, please add more details in the comments.

Notes

Figure 2.4.13 | Additional information about the site.

Note: All selections must be made to output an accurate tier number.

2.5. Site confirmation process

This section highlights how to use the confirmation process.

This process ensures that number of sites selected for each tier matches the sites input in SHEET 3.

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Question #	Statement	# of sites associated with this question	Confirmed?	Process required to confirm, if any
Tier 1				
1	Presence of Lead service line at single family homes	3	NO	3 more of these site types need to be added to the plan list

Numbered images identify as follows:

1. The description of the criteria that determines the tier number.
2. The number of sites associated with this tier criteria.
For example, in the above figure, three sites were input for the statement, “presence of lead service line at single family homes”.
3. This is the confirmation tab. The response in this tab is **automatic** and **does not need your input to confirm your system is using the lowest tier sites available**. The output of this tab is either “YES”, (the number of sites is confirmed), or “NO” (the number of sites is not confirmed).
For example, in the above figure, the output was “NO”, hence the number of sites is not confirmed.
4. This is the process needed to confirm the site if the confirmation in (4) was “NO”.
For example, in the above figure, to confirm the input selection of 3 sites for this statement, the process is to add 3 more sites to the plan list (SHEET-3) with the given site description (lead service lines at single family homes).

Note: Complete this confirmation process before submitting the excel workbook. This ensures your intended sites matches the sites added to site plan.

Minnesota Department of Health
 Drinking Water Protection Program
 651-201-4700
www.health.state.mn.us

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To obtain this information in a different format, call: 651-201-4700.