

## PbCu Sample Location Spreadsheet (BWSE-18)

### Completion Instructions

Any questions regarding this form may be directed to the Division of Water Supply and Geoscience,  
Bureau of Safe Drinking Water email [watersupply@dep.nj.gov](mailto:watersupply@dep.nj.gov) or (609) 292-5550.

#### General:

- New locations must be submitted on a separate PbCu Sample Location Spreadsheet (BWSE-18). Spreadsheets containing both new locations and revisions (existing and inactive sites) to existing, approved locations will be rejected. (Note that if this is your initial submission upon approval of your Lead and Copper Sampling Plan (Plan), ALL locations are to be listed on a single BWSE-18.)
- The BWSE-18 is to be submitted electronically to [watersupply@dep.nj.gov](mailto:watersupply@dep.nj.gov).
  - Subject line for new sites : “PWS NJ#####, PbCu Sample Location Spreadsheet”.
  - Subject line for revised/edited sites: “PWS NJ#####, Revised PbCu Sample Location Spreadsheet”
- The BWSE-18 must be submitted in the same file format (.xlsx).
- The completed BWSE-18 must be submitted directly by the water system owner/executive director or licensed operator of record.
- If during normal operating procedures the water system:
  - 1) identifies a higher Tier or lead service line location that must be added to the sampling pool,
  - 2) fully replaces a lead service line at a designated sampling location that now must be made inactive,
  - 3) determines that an existing sampling location is inaccurately characterized, or
  - 4) has other reason to make edits/additions to the sampling pool, then -

***A revised BWSE-18 form must be submitted 30 days from the date of discovery, and/or at least 30 days prior to the end of the applicable monitoring period to make the necessary changes to the sampling pool.***

**Certification Sheet:** Review and complete the required information. Check the acknowledgement box once complete. Incomplete certification sheets will result in rejection of the form.

**BWSE-18 Sheet:** For each of the indicated columns enter the information noted below:

Columns A through H MUST be completed for ALL rows.

- A. PWSID#: Enter your 7-digit PWSID Number, preceded by NJ (e.g., NJ7011101) This MUST be completed for all rows.
- B. Sample Point: The Sample Point designation is pre-populated, for up to 100 sample points (i.e., PBCU#s); add additional sequential numbers if more sample points are needed. This MUST be completed for all rows.
- C. Location: Enter the Location of the sample point, with a maximum of 20 characters (e.g., 14 Main Street). It is recommended that you standardize all abbreviations (i.e., St, vs Str, vs Street) and avoid punctuation as your laboratory will need to enter this accurately when submitting results via E2. This MUST be completed for all rows.

- D. Zip Code: Enter the 5-digit Zip Code of the location of the Sample Point. This MUST be completed for all rows.
- E. Tier: From the drop down select the Tier Level for each Sample Point (See table below for community water systems (CWS) or a nontransient noncommunity water systems (NTNC)). This MUST be completed for all rows.
- F. Sample Category: From the drop down select the Sample Category (See table below). This MUST be completed for all rows.

Sample Category	Description	Tier Level	
		CWS	NTNC
i	Single family residence with lead service line, including lead goosenecks	1	NA
ii	Single family residence with lead solder copper piping constructed after 1982 <sup>1</sup>	1	NA
iii	Single family residence with lead pipes	1	NA
iv	Multi-family residence with lead service line	2 <sup>2</sup>	NA
v	Multi-family residence with lead solder copper piping constructed after 1982 <sup>1</sup>	2	NA
vi	Multi-family residence with lead pipes	2	NA
vii	Single family home with lead solder copper piping constructed before 1983	3	NA
viii	Single family home that does not meet Tier criteria	N	NA
ix	Multi-family home that does not meet Tier criteria	N	NA
x	Non-residential building with lead service line	2	1
xi	Non-residential building with lead solder copper piping constructed after 1982 <sup>1</sup>	2	1
xii	Non-residential building with lead pipes	2	1
xiii	Non-residential building with lead solder copper piping constructed before 1983	N	2
xiv	Non-residential building that does not meet Tier criteria	N	N

<sup>1</sup> Though the effective date for the lead ban in NJ was 1987, there is still a possibility of lead solder being used in construction after this date. Water systems are advised to carefully consider the Tier level of homes and buildings built during this time.

<sup>2</sup> When multiple-family residences comprise at least 20% of the structures served by a water system, the system may include Tier 2 multi-family sampling sites served by a lead service line in its Tier 1 sampling pool. These should be entered as Tier 1, category iv.

- G. Whole House Water Softener: From the drop down, select yes or no to indicated whether the Sample Site has a whole house water softener. Note that "Yes" should only be used for locations where all taps are treated, this is not to be used for point of use devices, or those only treating a single tap. This MUST be completed for all rows.
- H. Standard/Alternate: From the drop down, select whether the Sample Site is a Standard site (S) or an Alternate site (A) in your sampling pool. If the system is on reduced monitoring, you must still list the full number of Standard sites you would need if on Standard monitoring. If the system routinely distributes more sample bottles than the required number of sites to ensure the required number of sampling sites is met, these additional sites should be identified as standard in this field. This MUST be completed for all rows.

Columns I and J are to be left blank if the Lead and Copper Sampling Plan (Plan) is not yet approved. If the Plan is approved (i.e., PBCU#s are uploaded in Drinking Water Watch (DWW)) and you are submitting revisions to the sampling pool then complete as indicated below:

- I. Status Change: Select the following as appropriate from the drop down. **Refer to the Status Change Scenario table on the last page for further instructions.**

- a. New – To add a new location and/or PBCU#. Note, PBCU#s may not be repeated, once a PBCU# has been approved for a location, it may not be used again for a different address. **New locations must be submitted on a separate spreadsheet. Spreadsheets containing both new locations and revisions (existing and inactive sites) to existing, approved locations will be rejected.**
- b. Existing – Sample site is part of the approved sampling pool (as shown on DWW) but classification information has changed (i.e., new information discovered through a more thorough materials evaluation, information from the homeowner, typographical error, etc.) and the site is to be kept in the sampling pool because it is of equal or higher Tier.
- c. Inactive – Sample site that was part of the approved sampling pool (as shown on DWW) and, (i) had plumbing changes (i.e., service line replacement, gooseneck replacement, interior plumbing changes, etc.) or, (ii) the sample site is no longer accessible (e.g., abandoned/permanently vacant, torn down), or (iii) the resident has installed a whole house (point of entry) treatment unit. Additional notes concerning Inactivating sites:
1. A system may only inactivate a sample site that has become a lower Tier (i.e., service line replacement, plumbing changes, etc.) if the distribution system has been adequately evaluated and it is determined that there are enough higher Tier sites to fulfill sampling requirements.
  2. A temporarily vacant sample site should remain in the pool unless it becomes permanently vacant, whereas abandoned residences or buildings may be inactivated.
  3. A residence with a point of use treatment device should not be inactivated. The customer should sample a different tap in the home without a point of use treatment device.
  4. A sample site where a customer opted out of sampling may only be inactivated if there are enough higher Tier sites remaining in the sample pool. Sample sites cannot be removed based solely on lack of participation. The sample site may be listed as an alternate site if there are enough higher Tier sites available.
- J. Status Change Reason: Leave blank if the Plan is not yet approved. If the Plan is approved and you are submitting revisions to the sampling pool that is currently on DWW, from the dropdown, select the reason that the sample site information has changed (LSL fully replaced, Interior plumbing changed, New information, Typographical error, Permanently vacant, POE treatment, Higher Tier sites available).

Complete Column K as applicable:

- K. Water System Comments: **If the system is currently on reduced monitoring**, the system must identify the reduced sampling sites in this field by entering “Reduced”. Refer to NJDEP’s Selecting Reduced Lead and Copper sites Factsheet available at <https://www.state.nj.us/dep/watersupply/pdf/lead-reduced-sites-fs.pdf> for additional guidance on site selection.

Columns L & M are for NJDEP use only - Leave blank

Status Change Scenario Table

Status Change Scenarios			BWSE-18 Sample Location Spreadsheet form columns						
			Sample Point (Column B)	Location (Column C) / Zip Code (Column D)	Tier (Column E) / Sample Category (Column F)	Standard / Alternate (Column G)	Status Change (Column H)	Status Change Reason (Column I)	Water System Comments (Column J)
1. <b><u>New sample site to be added</u></b> (Must be on a separate form from edits/inactivations)			Next sequential PBCU#	Location address or identifier and zip code	Select the Tier and Category	Indicate as appropriate	New	Leave blank	Indicate if this will be a Reduced site
2. <b><u>Physical changes have been made to the plumbing materials of the sample site resulting in a Tier change</u></b>	Sample site to remain in sampling pool*	Step 1: Inactivate Existing PBCU#	Existing PBCU#	Same as original	Same as original	Leave blank	Inactive	Select the applicable option	Indicate the new Tier and sample Category along with date of discovery
		Step 2: Add New PBCU#A	Existing PBCU# + A (e.g. PBCU4A)	Same as original	Select the new Tier and Category	Indicate as appropriate	New	Leave blank	Indicate if this will be a Reduced site
	Sample site to be removed from sampling pool	Existing PBCU#	Same as original	Same as original	Leave blank	Inactive	Select the applicable option	Enter comments as appropriate including date of discovery	
3. <b><u>The known details of the location have changed, but no actual plumbing changes have occurred.</u></b>	Sample site to remain in sampling pool (Only applicable if category is changing, for change of Tier follow instructions for 2. Above)	Existing PBCU#	Same as original	Enter correct information based on the details of the site	Indicate as appropriate	Existing	"New information"	If the Tier has changed based on the new information: note original Tier and Sample Category and date of discovery	
	Sample site to be removed from sampling pool	Existing PBCU#	Same as original	Same as original	Leave blank	Inactive	"New information"	If the Tier has changed based on the new information: note original Tier and Sample Category and date of discovery	
4. <b><u>A typographical error is to be corrected</u></b> (If the typographical error was in the Tier and/or category follow the instructions for Scenario 3 above.)			Existing PBCU#	Corrected information where edits are needed	Same as original	Indicate as appropriate	Existing	"Typographical error"	Enter comments as appropriate
5. <b><u>Sample site is to be made inactive due to permanent vacancy, installation of POE treatment, etc.</u></b> (Will not be part of the sampling pool going forward.)			Existing PBCU#	Same as original	Same as original	Leave blank	Inactive	Select the applicable option	Enter comments as appropriate

\* In order to maintain the correct Tier/category association to any existing sample results reported under this PBCU# a 2-step process is required if the sample site will be sampled again going forward. The original sample site must be inactivated with the original Tier/category left as is, and a new PBCU#A must be added that will be used going forward.

- o The new PBCU# (Column B) will be the same as the original with the addition of "A" (or "B" if further changes are made in the future), for example: "PBCU14A."
- o List the location information (Column C) exactly as it was listed for the original PBCU#.
- o The new PBCU#s must be listed on a separate BWSE-18 form from changes and inactivations.