

**WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION
DRINKING WATER TREATMENT REVOLVING FUND
LEAD SERVICE LINE REPLACEMENT APPLICANT WORK PLAN CHECKLIST**

4/16/25 v.1

Applicant: _____
 Project Name: _____
 DWTRF Project #: _____ Project type: _____

All drinking water systems that applies for DWTRF LSLR funding must develop a workplan detailing how the applicant will comply with LSLR requirements. The workplan must address all the items in this checklist and the Lead Service Line Replacement Guidance Document to be approved.

	Yes	No	N/A
1 Lead Service Line Inventory (LSLI) been completed?	<input type="checkbox"/>	<input type="checkbox"/>	
2 Notice provided to any customers with unknown, galvanized requiring replacement (GRR) or a lead service line (LSL) within 30 days of completing the LSLI?	<input type="checkbox"/>	<input type="checkbox"/>	
3 Project Description included?	<input type="checkbox"/>	<input type="checkbox"/>	
4 Are there LSLR-eligible activities in the project? If yes, please select those that apply below. (*Galvanized line must be downstream of lead to be eligible for LSLR.) (Water meters or associated appurtenances are NOT LSLR-eligible costs)	<input type="checkbox"/>	<input type="checkbox"/>	
Lead or galvanized* service lines	<input type="checkbox"/>	Site restoration	<input type="checkbox"/>
Lead or galvanized* goosenecks, pigtails and connectors	<input type="checkbox"/>	Permit fees	<input type="checkbox"/>
Curb stops, curb stopboxes and other service line appurtenances	<input type="checkbox"/>	Planning and Design	<input type="checkbox"/>
Lead service line inventory development or updating	<input type="checkbox"/>	Non-routine lead sampling	<input type="checkbox"/>
Temporary Pitchers filters or point of use services	<input type="checkbox"/>		
5 Responsible party to track the LSLR requirements described?	<input type="checkbox"/>	<input type="checkbox"/>	
6 Description of how/who (installer) will be doing the work on homeowners side of service line?	<input type="checkbox"/>	<input type="checkbox"/>	
7 Qualifications of installer (Plumber or Contractors License)?	<input type="checkbox"/>	<input type="checkbox"/>	
8 Description of LSL Training and development of list of qualified plumbers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Description of customer side funding cap?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 Description of approval process for costs above the funding cap?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 Description of how the installer will maintain complinace with BABAA, DBE, DB included?	<input type="checkbox"/>	<input type="checkbox"/>	
12 Description of photo documentation of LSLR?	<input type="checkbox"/>	<input type="checkbox"/>	
13 Both sides of LSLR complete within 3 months if possible, but no later than 6 months.	<input type="checkbox"/>	<input type="checkbox"/>	
14 Description of inspection procedure for recipient to verify and certify installation?	<input type="checkbox"/>	<input type="checkbox"/>	
15 Description of how Partial LSLR will be documented? (Partial LSLR can only be done if it is done in conjunction with planned infrastructure work where disturbance to the service line will be unavoidable and the water system has documented customer refusal.)	<input type="checkbox"/>	<input type="checkbox"/>	
16 Description on how Health Effects for lead lines information will be delivered?	<input type="checkbox"/>	<input type="checkbox"/>	
17 Description on how homeowner will be informed that the LSLR will be made at no cost to them?	<input type="checkbox"/>	<input type="checkbox"/>	
18 Description of how refusals to allow homeowner service lines replacement will be handled? (After initial refusal, a minimum of three follow-up attempts must be documented with one being in-person. After a minimum of two follow-up attempts, the customer can sign a refusal certification)	<input type="checkbox"/>	<input type="checkbox"/>	
19 Homeowners agreement or documentation of homeowner refusal in place prior to utility side LSLR?	<input type="checkbox"/>	<input type="checkbox"/>	
20 Documentation of utility or homeowner side being non-lead prior to replacing remaining LSL?	<input type="checkbox"/>	<input type="checkbox"/>	
21 Description of the distribution of pitcher filters or point-of -use devises with instructions?	<input type="checkbox"/>	<input type="checkbox"/>	
22 Description of flushing and testing procedures? (This includes how filter replacements and public notices will be handled, if necessary.)	<input type="checkbox"/>	<input type="checkbox"/>	
23 Description of how the LSL taken out of service will be dealt with (abandoned in place, removed and properly disposed of, or removed and recycled)? If removed, disposal must be in compliance with RCRA (40CFR261).	<input type="checkbox"/>	<input type="checkbox"/>	
24 Discussion of necessary permits for all work?	<input type="checkbox"/>	<input type="checkbox"/>	
25 Discussion that the LSLI will be updated after the project is complete to show locations of replacements and refusals?	<input type="checkbox"/>	<input type="checkbox"/>	