

Dear Water Supply Official:

You are receiving this notification because our records show that you are the Responsible Operator in Charge (ROINC) for at least one community water supply. Section 17.12 of the Illinois Environmental Protection Act (415 ILCS 5/17.12) requires Community Water Supplies (CWS) to report a Water Service Line Material Inventory of service lines connected to distribution system water mains. An updated material inventory must be electronically submitted to the Illinois EPA by April 15, 2023, and a complete material inventory must be submitted by April 15, 2024.

Your Community Water Supply's Water Service Line Inventory must be submitted via a **two-step process** by April 15, 2023:

1. Each CWS must submit a detailed inventory including each water service line connected to your distribution system using the attached template **or** a similar table or spreadsheet. The detailed inventory should be submitted via email as a .pdf file to the following email address: EPA.LeadandCopper@Illinois.gov
 - *Note: If the provided template is not used, the table submitted must include all elements of the Illinois EPA template.*
2. Each CWS must submit the total numbers of service line materials via the Agency portal found at this link: <https://webapps.illinois.gov/EPA/OperatorCertification/>

The Illinois EPA will allow either the treatment or the distribution system ROINC to provide these updates to the material inventory. However, once the CWS has submitted water distribution system material inventory for 2023, no additional changes can be made by either ROINC. Only one operator may access the material inventory system at any given time.

You will be prompted to change your password. If you experience problems when changing your password or forgot your username, contact: Springfield: 217-524-3648, Chicago: 312-814-3648; or e-mail DoIT.Helpdesk@Illinois.gov. You should tell them you cannot access the Illinois.gov Authentication Portal; The Illinois EPA staff is unable to provide assistance with password reset or portal access.

If you have problems with the process once you have accessed the portal, please notify us at: EPA.LeadandCopper@Illinois.gov so that we can assist you.

As a reminder you must enter a number in each category. If there are no service lines made of the material in a category enter 0. For step by step instructions, click on the Help tab once you have logged on to the website.