

PRIVATE WATER SUPPLIES REGULATIONS

DATA RETURN REFERENCE GUIDE

Background

All local authorities are required to submit an annual report on private water supplies in their area to the Drinking Water Inspectorate by **31 January** of each year, for the previous year's data (1 January – 31 December).

Where **local authorities have no private water supplies an annual report is still required** in order to provide the necessary contact details and confirmation that no private water supplies exist in the local authority's area.

This guide is to assist local authorities with the completion of the annual report and details the information that should be entered for each part of the report including explanations for every heading. It is important that the information entered is accurate and in the format required; where there is any doubt about the information required or its format, that is not dealt with or made clear by this guide, then please do not hesitate to contact the Inspectorate using dwi.enquiries@defra.gsi.gov.uk or 0300 068 6400.

The Annual Report

The annual report consists of one Excel file which contains the following four worksheets that should be completed with data on all private water supplies in the local authority area, as follows:

- i) **[Contacts Worksheet]** – All local authorities should provide relevant contact details, including where; a local authority does not have any private water supplies; a local authority only has private distribution systems and there is no other information available on these supplies at the time of making the data submission
- ii) **[Details Worksheet]** - Details of each private supply including private distribution supplies (where the details are known) and the total number of single domestic dwellings. All private water supplies including single domestic dwellings (which are not a public building and have no commercial use) should be recorded in this details section of this return. The total number of single domestic dwellings should also be entered in the appropriate data entry field in the 'single domestic dwellings' tab of the return. In order to maintain a complete record the data return also allows for recording of other private water supplies. The 'Domestic purposes - other' category can be used to record households with private water supplies that are only used

for laundry, toilet flushing, or central heating, for example, and 'Non-domestic purposes' can be used to record supplies which are solely used for irrigation, vehicle washing, topping up closed loop air conditioning cooling systems, heat exchangers, washing down milking parlours, swimming pools, spas or other industrial processes.

- iii) **[Data Worksheet]** - Details each test, including the substance (parameter) and sample result, and if a breach of the Regulations occurred, taken from a private supply (including private distribution systems) between 1 January to 31 December the preceding year.
- iv) **[Total Single Domestic Dwellings Worksheet]** - A total number of single domestic dwellings in the local authority's area (including any where sampling has been requested and details are reported on the 'Details' worksheet).

All information entered in to the report must be formatted according to this guide, which describes each part of the annual report together with every heading within each part. The format is important because all information entered will be checked using the validate button which highlights where the format of information entered is not acceptable. The Inspectorate has produced an example return to help with this (Annex 2) which is published alongside this guide.

Where there is a situation where a private supply crosses the boundary from one local authority area to another, only one local authority needs to report on the supply. Which local authority undertakes the reporting to DWI is to be agreed by the two local authorities. It is recommended that the local authority which has carried out the risk assessment, sampling, etc, of the supply undertakes the reporting. This could occur where;

- two sources feed one private supply or,
- one private supply distribution network crosses over the boundary of a local authority area to another.

Submitting the Annual Report

Once you have completed your annual return, you will need to check for the aforementioned formatting and specification errors by selecting the validate button on the instructions tab. Any errors this highlights will need correcting before you submit your return.

Before sending your return you are required to rename the file by following the naming convention for the MS Excel:

xxx-privatewater-2015.xls

Where, xxx is the FSA local Authority code for the local authority.

DWI requires data to be submitted by e-mail to dwi.pwsdata@defra.gsi.gov.uk as an **MS Excel (.xls) format file** on or before 31 January 2016, and on or before the 31 January every year thereafter.

Drinking Water Inspectorate

Telephone: 0300 068 6400

E-mail: dwi.enquiries@defra.gsi.gov.uk

DATA RETURN REFERENCE GUIDE

All date formats must be YYYY

For submissions in January 2016, this data entry field will read 2015

Whilst there is the option to select 'unknown' as an answer it is becoming increasingly unacceptable to use within the return and local authorities are encouraged to make enquiries to determine and report the actual status of the supply in every respect.

DO NOT:

- Remove any columns even if blank.

- Leave any blank rows between the first and last entry.

CONTACTS

If the local authority does not have any private water supplies or private distribution systems then they should **only** complete this sheet – an annual report by every local authority is required.

All information should be contained in one row. Do not use more than one row.

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column A: Year for which data is reported	Year when data was collected in the format YYYY.	Mandatory	Date	2015
Column B: LocalAuthority Name	Local authority name The definitive version will be the one in the drop down menu.	Mandatory	Text	North Devon
Column C: LocalAuthority Ref	Your local authority code (<i>These Local Authority code are the same as the FSA codes and listed in Annex 1</i>). This code should be prefix with an apostrophe where the code starts with a zero.	Mandatory	Text	'075
Column D: Private Water Supplies	Does your local authority have any form of private supplies (including private distribution systems) in its area? Y=Yes, N=No	Mandatory	Text	Y
Column E: Contact person	Details of the person in the LA who deals with PWS (This will be the DWI contact, to whom all correspondence will be sent)	Mandatory	Text	A name
Column F: LA Address	Contact address for local authority. Ensure the address is typed into Cell F2 only. Do not use other cells	Mandatory	Text	DC Offices, 37 Example Road, Holby City XX56 X89
Column G: LA Telephone	General Telephone for the Environmental Health Section (LA) which deals with PWS.	Mandatory	Text	01799 546789

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column H: Specific contact person's telephone	Specific contact person's telephone for the Environmental Health Section (LA) which deals with PWS	Mandatory	Text	01355 789123
Column I: General email address	General email of the Environmental Health Section which deals with PWS	Mandatory	Text	Email
Column J: Contact persons email address	Email details of the person in the LA who deals with PWS	Mandatory	Text	Email
Column K: Laboratory	Enter the name of every laboratory being used by the local authority as a list where appropriate.		Text	A name, A name, A name

DETAILS

The Details worksheet must contain records with fields for each supply which is used for drinking, washing or cooking at any time during the reporting year. If you do not have any private water supplies or private distribution systems you do not need to complete this sheet

All private water supplies including **single domestic dwellings** (which are not a public building and have no commercial use) should be recorded in this details section of this return. The total number of single domestic dwellings should also be entered in the appropriate data entry field in the ‘single domestic dwellings’ tab of the return – which has been left in as a transitional arrangement. ‘Other’ private water supplies may also be listed, but will not be reported as private water supplies for domestic purposes in total figures.

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column A: LocalAuthority Name	Select the local authorities name from the drop down list	Mandatory	Text	North-Devon
Column B: LocalAuthority Ref	Enter your local authority code – a list of codes is provided on the FSA LA Codes tab in the annual report. This code should be prefix with an apostrophe where the code starts with a zero.	Mandatory	Text	'075

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column C: SupplyRef	<p>Enter the unique reference code for each PWS supply including Private Distribution Systems following the naming convention below:</p> <p>The code should be a maximum of 30 alphanumeric characters, which are always prefixed by a P for the private supply, or a D for a Private distribution system.</p> <p>(There must be no duplicate references in the list and this reference should not change year to year)</p>	Mandatory	Code and must be prefixed with a P or a D	<p>PUniquecode DUniquecode</p> <p>Note: The unique code can be Premises code given by your data management system.</p>
Column D: SiteName	<p>Enter the name of the Site</p> <p>(This name shouldn't change year to year)</p>	Mandatory	Text	Manor Farm Littleton
Column E: Supply type (Reg 8, Reg 9, Reg 10, Single Domestic, Domestic purposes – other and Non-domestic purposes)	<p>Select a supply type from the drop down list</p> <p>'Domestic purposes – other' is to be used where water is used <u>solely</u> for domestic purposes that do not include human consumption, for example, flushing toilets, supplies to central heating systems etc.</p> <p>'Non-domestic purposes' applies to private supplies where the supply is not used for domestic purposes or within a household. Examples include supplies used <u>solely</u> for irrigation, car washing, filling swimming pools and milking parlours. If the supply provides water to a property and for one of the activities described above then please classify the usage on how the water is used in the property.</p>	Mandatory	Text	Reg 8, Reg 9, Reg 10, Single Domestic, Domestic purposes – other and Non-domestic purposes

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column F: Year for which data is reported	The start date of the year when the data was collected in the format YYYY. For submissions in January 2016, this field will read 2015	Mandatory	Date	2015
Column G: Residential Population	Enter the residential population for this supply. This is an estimate based on the residential population and must be an unqualified number (no < or > symbols)	Optional	Number. This must be a number with no > or < symbols.	99347
Column H: Temporary Population	Enter the temporary population for this supply. This is an estimate based on the temporary population and must be an unqualified number (no < or > symbols) If there is more than one temporary event per year estimate the population based on the largest event.	Mandatory	Number. This must be a number with no > or < symbols.	99347
Column I: VolOutCap	Enter the volume of water used for domestic purposes in <u>cubic metres/day</u> , irrespective of the number of sources. For unmetered supplies, the volume of water supplied per day can be estimated based on the residential population and by assuming that each person uses on average of 0.2m ³ /day (200litres/day).	Mandatory	Number	10400

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column J: Grid Reference - Eastings	<p>NGR (National Grid Reference) for the supply is as near to the source as possible.</p> <p>For Private Distribution systems the NGR is the point the water supply enters the Private Distribution network</p> <p>For multiple sources choose NGR for ONLY ONE source which has the largest estimated volume (Note; keep your own record of the other sources locations).</p> <p>For sites with security concerns, such as MoD site the source can be recorded (for data collection purposes) to be the centre of the site. (You will still need to risk assess the actual source).</p> <p>Note: <i>Format should be six figure Eastings. (100 km letter code not to be used) The tool UK Grid reference Finder at http://gridreferencefinder.com can be used to identify 6 figure Eastings and Northing of a given postcode.</i></p>	Mandatory	Number	503674

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column K: Grid Reference - Northings	<p>NGR (National Grid Reference) for the supply is as near to the source as possible.</p> <p>For Private Distribution systems the NGR is the point the water supply enters the Private Distribution network</p> <p>For multiple sources choose NGR for ONLY ONE source which has the largest estimated volume (Note; keep your own record of the other sources locations).</p> <p>For sites which security concerns, such as MoD site the source can be recorded (for data collection purposes) to be the centre of the site. (You will still need to risk assess the actual source).</p> <p>Note: Format should be six figure Eastings. (100 km letter code not to be used) The tool UK Grid reference Finder at http://gridreferencefinder.com can be used to identify 6 figure Eastings and Northing of a given postcode.</p>	Mandatory	Number	132476

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column L: SourceType	Select the source type from the drop down list: BHW = Borehole SPW = Spring SFW = Surface Water RNW = Rainwater MXW = Borehole influenced by surface water WEL = Well MMS = Multiple sources which are a combination of Borehole and spring. (If the multiple supply is influenced by surface water this needs to be place in the MXW category). EBW = Estuarine or brackish water PMW = Public Supply (Regulation 8 Supplies) UNK = Unknown	Mandatory	Text	MXW
Column M: Activities for which the water is used	Confirm which activities the supply is used for from one of the following options: DOMS = Domestic uses (this could include a dwelling or a non-food commercial premises which uses the water for domestic purposes) COMM = Where the water is used in a commercial activity UNKN = Unknown	Mandatory	Text	DOMS
Column N: Water is used for temporary events	Confirm if you have temporary events at this supply Y=Yes, N=No or U=Unknown TEMPORARY events = Temporary event (music festival, air show.	Mandatory	Text	Y

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column O: Water is used for food production	Confirm if the private water supply is used for food production: Y=YES and N=NO or U = UNKNOWN As defined by the relevant Food Hygiene Regulations and Directives.	Mandatory	Text	Y
Column P: Water is used in a commercial activity	This will include hotels, hostels, B&Bs, holiday lets, rental properties, holiday camping or holiday caravan sites. Y=Yes, N=No or U=Unknown	Mandatory	Text	Y
Column Q: Public building	Field to indicate sample was taken from building supplying water to the public. Y=Yes, N=No or U=Unknown	Mandatory	Text	Y
Column R: OTHER category of activities which the water is used for	Confirm if you have an OTHER activity which does not fit into the categories above (eg. temporary events, milking parlours) Y=Yes, N=No or U=Unknown	Mandatory	Text	Y

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column S: Comments Explanation for the OTHER category	COMMENTS If you specify OTHER you must explain what the premises is and why it is included as OTHER, in this comments section If no 'other' activities for which the water is used, insert 'NONE' in the comments field	Mandatory	Text	
Column T: ReducedFlag	Field to indicate if reduced sampling frequency has been applied to the supply Y=Yes, N=No or U=Unknown	Mandatory	Text	N
Column U: Restricted information	Confirm if a supply contains restricted information such as SOME Ministry of Defence sites. Y=Yes, N=No or U=Unknown	Mandatory	Text	N
Column V: Risk assessment completed? (Y, N)	Has a risk assessment ever been completed for this supply?	Mandatory	Text	N
Column W: Year Risk Assessment Carried out (YYYY, Assessment Pending)	Enter the year that the risk assessment was carried out. Or Enter 'Assessment Pending' where a risk assessment has not yet been carried out (this applies to all supplies where a risk assessment is not required).	Mandatory	Number	2015

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column X: Have you issued any Reg 18 Notices on this supply this reporting year? (Y, N)	<p>If the local authority issued a Regulation 18 Notice for this supply during the reporting year then enter 'Y' for yes, otherwise enter 'N' for no.</p> <p>Local authorities should send a copy of every notice to the dwi.enquiries@defra.gsi.gov.uk contemporaneously</p>	Mandatory	Text	N
Column Y: Have you revoked any Reg 18 Notices on this supply this reporting year? (Y, N)	<p>If the local authority revoked a Regulation 18 Notice for this supply during the reporting year then enter 'Y' for yes, otherwise enter 'N' for no.</p> <p>Local authorities should send a copy of this to the dwi.enquiries@defra.gsi.gov.uk contemporaneously.</p>	Mandatory	Text	N
Column Z: Have you issued any Section 80 Notices on this supply this reporting year? (Y, N)	<p>If the local authority issued a Section 80 notice for this supply during the reporting year then enter 'Y' for yes, otherwise enter 'N' for no.</p> <p>Local authorities should send a copy of every notice to the dwi.enquiries@defra.gsi.gov.uk contemporaneously.</p>	Mandatory	Text	N

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column AA: Have you revoked any Section 80 Notices on this supply this reporting year? (Y, N)	<p>If the local authority revoked a Section 80 Notice for this supply during the reporting year then enter 'Y' for yes, otherwise enter 'N' for no.</p> <p>Local authorities should send a copy of this to the dwi.enquiries@defra.gsi.gov.uk contemporaneously.</p>	Mandatory	Text	N
Column AB: Has any Notice on this supply been appealed this reporting year? (Y, N)	<p>If the local authority issued a Notice that was appealed by the recipient then enter 'Y' for yes, otherwise enter 'N' for no.</p> <p>Local authorities should notify the Inspectorate contemporaneously where an appeal has been made.</p>	Mandatory	Text	N
Column AC: Has this supply been associated with consumer complaints of alleged illness during the year? (Y, N)	<p>If this supply has been associated with consumer complaints during the reporting year then enter 'Y' for yes, otherwise enter 'N' for no.</p>	Mandatory	Text	N

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column AD: Is there treatment on any part of this supply? (Y, N or U)	If the supply has any treatment on ANY part of the supply then enter 'Y' for yes, otherwise enter 'N' for no or 'U' for unknown.	Mandatory	Text	Y

DATA

The data table must contain records for each individual parameter sampled during a reporting year.

Some laboratories have produced an electronic report to assist local authorities with the completion of this section, thereby negating both the time needed for its completing and avoiding all the typical errors associated with data transposition and entry.

The parameter list has been changed significantly. A full list can be found in the Parameter List tab in the annual report.

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/ optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column A: SupplyRef	Enter the supply reference for the supply where samples have been collected and tested. This supply reference <u>must</u> correspond to the same unique reference for this supply that also appears on the details worksheet	Mandatory	Text	PUniquecode or DUniquecode
Column B: Parameter Code	Select the parameter using the drop down list. Do not add any parameters that do not appear on the list, or use existing parameters in the incorrect context. If they are not on the list you do not have to report them.	Mandatory	Text	A012

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/ optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column C: Sample Result	<p>The actual result for individual sample. <i>Note: <u>Sample results must be recorded in the units specified in the Regulations</u></i></p> <p>No results of <0 are permitted as it is not possible for a result to be less than zero.</p> <p>Microbiological parameters must be reported in whole numbers.</p> <p>Less than and greater than signs, '<' & '>', where they apply must be recorded in column D.</p>	Mandatory	Number - Floating point Note; This means the number can have numbers after the decimal point except for the parameters listed in the field description	54.3
Column D: > or < qualifier	<p>If applicable, the '<' and '>' symbols will be presented on the certificate of analysis from the laboratory alongside the sample result.</p> <p>These relate to the analytical sample result and <u>must not</u> be used to indicate if the sample has met or exceeded the regulatory limit.</p> <p>(Note some microbiological results are presented with the result <1 which is a valid result for a microbiological sample.</p>	Optional	Text < or >	<

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column E: Sample Date	Date sample taken in the format DD/MM/YYYY. These samples must be taken within this reporting year. If the samples results are not available by the time you submit your data, then please omit the line of data. Only send data where analytical results are able to be recorded.	Mandatory	Date	04/01/2015
Column F: Sample type	Indicate what purpose the sample was taken from one of the following; Check (CHK) [Reg 9] Audit (AUD) [Reg 9] Check and audit (CKA) [reg 9] Reg 10 (R10) [5 parameters in reg 10] Arising from risk assessment (ARA) [any]	Mandatory	Text	CHK
Column G: PCVFailFlag	Field to indicate if Prescribed Concentration or Value (PCV) within the regulations has been exceeded. Use letter F where sample value exceeds the regulatory standard. Otherwise leave blank.	Optional	Text	F
Column H: CustFitFlag	Field to Indicate failure caused by customer fittings – add comments in Comments field. Use letters CT or UN = UNKNOWN <i>Note : Leave blank if not applicable</i>	Optional	Text	CT

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/ optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column I: Comments	General comments field i.e. for reasons why samples are not planned or other unknown fields or for why there are PCV failures. Comments cannot exceed 1000 characters.	Discretionary	Text	

4. SINGLE DOMESTIC DWELLINGS

There is a single box for recording total number of single domestic dwellings in the local authority's area. This number should match the number of single domestic supplies listed on the details sheet.