



DRINKING WATER INSPECTORATE

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30 September 2013

Information Letter 04/2013

To: All local authorities in England and Wales and their laboratories and data management service providers.

COLLECTION OF DATA UNDER THE PRIVATE WATER SUPPLIES REGULATIONS 2009 AND THE PRIVATE WATER SUPPLIES (WALES) REGULATIONS 2010

Background

Under the Private Water Supplies Regulations 2009 (England) and the Private Water Supplies (Wales) Regulations 2010, Local authorities are under a statutory duty to provide certain information relating to private water supplies to the Secretary of State and Welsh Ministers. The Drinking Water Inspectorate collates and reports this information on behalf of the Ministers. This letter describes the data requirements for the submission of records due on 31 January 2014 for the calendar year 2013.

Action taken by the Inspectorate to simplify the annual submission of data

This year the Inspectorate has made a number of major changes to the annual return. Whilst retaining the overall format of the Excel worksheets, the number of fields required has been significantly reduced. Although the main changes are described below, it is advisable to read the specification before completing the worksheets as this should help ensure all the data is entered in the correct format and location.

The Inspectorate recognises that, for some local authorities, there may still be data that is not known or could not be recorded on the data management system currently used. Therefore the worksheets will continue to allow certain fields to be left blank or for an entry 'Unknown' to be made. However, the use of these options is increasingly less acceptable and local authorities should avoid their use where at all possible.

The Inspectorate is happy to work with all local authorities to overcome any data submission problems. Remember to check your return for errors using the validate button; only validated and error free returns should be sent to the Inspectorate using dwi.pwsdata@defra.gsi.gov.uk

Where you have an enquiry that is not dealt with by the specification, please do not hesitate to contact the Private Supplies Team using: dwi.enquiries@defra.gsi.gov.uk

The Inspectorate cannot accommodate data submissions received after the 31 January 2014. This is due to the quantity of data to be collated and the timescales for the preparation of the Chief Inspectors Report. If the Inspectorate does not receive a data submission from a local authority, this will be highlighted to the Chief Inspector and in her report to Ministers.

The Inspectorate will be contacting any local authority who fails to provide a data submission by 31 January 2014 to understand the reason why and, if necessary, to provide further explanation on their duties under the Private Water Supply Regulations.

All local authorities are required to make a return.

Key changes:

Details Worksheet

Single Domestic Dwellings

In this year's return, local authorities should record all private water supplies including single domestic dwellings in the details worksheet. As a transitional arrangement local authorities should also continue to record the number of single domestic dwellings in the single domestic dwellings worksheet as previously required.

Risk Assessment

Local authorities are now required to record whether a risk assessment has been carried out on each supply and the year it was carried out.

Notices

In previous years local authorities have been required to populate several fields for the number of notices it has served. The requirements for recording information about notices have been simplified. Local authorities are reminded to continue to send a copy of every notice contemporaneously to the Inspectorate using dwi.enquiries@defra.gsi.gov.uk. The Inspectorate will use this information to derive the number of notices served.

Data Worksheet

Parameter list

The Inspectorate has refined the parameter list and included a full list of pesticides, which should help local authorities identify and report pesticide results and minimise the use of the P000: Other pesticide code. For a full list of parameters see the parameter list worksheet.

A number of laboratories have assisted local authorities by way of electronic reporting of test results which allow results to be copied directly in to the return. Laboratories should review the changes to the parameter list.

Data submission requirements

The information required to be submitted by local authorities is set out in the following three Annexes which accompany this letter as follows.

Annex 1 - An Excel file containing local authority data

This blank excel file 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); a local authority does not have any private water supplies; (b); 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 systems (where the details are known). The full details of single domestic dwellings should be included, whether or not samples or risk assessments have been carried out.
- iii) [Data Worksheet] – Test results for each sample taken from a private supply (including private distribution systems) from the 1 January to 31 December 2013.
- iv) [Total Single Domestic Dwellings Worksheet] - A total number of single domestic dwellings in the local authority's area.

Annex 2 - A worked example

This annex is an example of a completed data return referred to above.

Annex 3 - Specification for the worksheets

This annex is the specification and guide for the completion of the worksheets referred to above as Annex 1 which explains what information is needed for each cell. There are some minor changes to this specification giving additional guidance on completion of certain fields in the worksheets.

It is advisable to read the specification **before** completing the worksheets as this should help with the data input. Once the data is added into the worksheets, they can be checked by using the VALIDATE button.

The naming convention for submitted excel files should consist of the Food Standards Agency local authority code, followed by **privatewater**, and the **YEAR**. For example, for North Devon it would be **075-privatewater-2013.xls**. It is important to ensure that the hyphens are inserted between each part of the file name.

Local authorities are required to submit the file in Excel (version 97/2003) format to DWI.PWSdata@defra.gsi.gov.uk on or before 31 January 2014. Submission can be made from the 1 December 2013.

Copies of this letter are being sent to Pamela Taylor, Chief Executive, Water UK; Chris Preston, Water Supply and Infrastructure Division, Department for Environment, Food and Rural Affairs; Carol Skilling, Water Resources Management, Department for Environment, Food and Rural Affairs; Olwen Minney, Water Management Team, Welsh Government; Sue Petch, Drinking Water Quality Regulator for Scotland; and Margaret Herron, Drinking Water Inspectorate for Northern Ireland;

Any enquiries about this letter should be addresses directly to Shaun Jones using shaun.jones@defra.gsi.gov.uk

Yours faithfully



Claire Pollard
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Science and Strategy