

Annex A – Guidance and Data Specification – Monitoring Variation Applications, Version 2

1 Introduction

2 General Instructions

- a. Version 2 changes are highlighted in yellow.
- b. A separate line will be required for every site/parameter combination for which the company are applying for a monitoring variation.
- c. Companies can send the spreadsheet to DWI in MS Excel or Comma Separated Variable format.
- d. Each spreadsheet will have 20 columns – A to T which meet the specification outlined above. The column headings must appear and exactly match the specification.
- e. Submissions are to be made electronically to dwimonthlydata@defra.gov.uk.
- f. When a site specific report is required under paragraph 4.3 of Information Letter 02/2018, this should be attached with the electronic submission.
- g. Submissions should be made no later than eight weeks before the company plan to implement the change to sampling (e.g. if the company intends to implement sampling on 1 January 2021, the submission should be made no later than 6 November 2020). This time frame will be sufficient in most cases. Monitoring variations are only active after receipt of the notice from the Inspectorate.

2 Spreadsheet application specification

Column	FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	CONTENT	FIELD SIZE	FIELD EXAMPLE (for illustration only)
a.	Company code	DWI/Ofwat 3 letter acronym for company	Mandatory	Text	3	ANG
b.	Site name	Name of Site (as in 'Details' tables)	Optional	Text	150	Holby South

c.	Site reference	i) Asset reference as defined in annual 'Details' tables submitted to the Inspectorate, type prefix Z for supply zone R for service reservoir/water tower T for water treatment works S for supply point	Mandatory	Text	10	Z013
d.	Parameter code	Parameter code monitored (IL 6/2003, Annex C) – add code	Mandatory	Text	5	B006A
e.	Parameter name	Parameter name monitored (IL 6/2003, Annex C) – add name	Mandatory	Text	30	Nickel
f.	PCV	Concentration or Value (Maximum) from The Water Supply (Water Quality) Regulations – Schedule 1	Mandatory	Numeric, floating point	10	20
g.	Units	µg/l (micrograms) mg/l (milligrams) bq/l (becquerels) mSv (millisieverts) Count Dilution number	Mandatory	Text	5	µg/l
h.	Compliance point	Z for supply zone R for service reservoir/water tower T for water treatment works S for supply point	Mandatory	Text	1	Z

i.	3 years of compliance data <30% PCV?	Does the site/parameter combination have 3 years of compliance data <30% PCV Y for Yes N for No	Mandatory	Text	1	Y
j.	All other available data <30% PCV?	Does the site/parameter combination have 3 years of associated data <30% PCV? Y for Yes N for No	Mandatory	Text	1	Y
k.	3 years of compliance data <60% PCV?	Does the site/parameter combination have 3 years of compliance data <60% PCV? Y for Yes N for No	Mandatory	Text	1	Y
l.	All other available data <60% PCV?	Does the site/parameter combination have 3 years of associated data <60% PCV? Y for Yes N for No	Mandatory	Text	1	Y
m.	Monitoring conducted under Article 7(1) and Article 8 of Directive 2000/60/EC considered?	Was the monitoring conducted under the second paragraph of Article 7(1) and Article 8 of Directive 2000/60/EC considered? Y for Yes N for No	Mandatory	Text	1	Y

n.	Reduction or Cessation?	Are you applying for a reduction or cessation? R for Reduction C for Cessation	Mandatory	Text	1	R
o.	Supplementary Information Submitted	Has supplementary information been submitted under paragraph 4.3 of Information Letter 02/2018 for this line? Y for Yes N for No	Mandatory	Text	1	Y
p.	Is there a legal instrument in place for this parameter at this site?	Y for Yes N for No	Mandatory	Text	1	Y
q.	Associated RAR HazardID references	To create a hyperlink to the appropriate RAR record(s) (For multiple HazardIDs enter HazardIDs separated by a semicolon (;))	Mandatory	Text	400	Hazard0147 or Hazard0147; Hazard0148; Hazard0149; etc.
r.	Start month	Start month applied for MMM (start date will be the 1 st of the month)	Mandatory	Text	6	JAN
s.	Start date Year	Start year applied for YYYY (year)	Mandatory	Number	4	2018

t.	Risk Assessments Conform (RMAS Scheme)?	Have Risk Assessments for the site/parameter been (re)assessed and conform prior to submission? Y for Yes N for No	Mandatory	Text	1	Y
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3 Spreadsheet Input Instructions

Col	Instructions and examples
A	Company code (i) Current company (DWI/Ofwat) three letter codes.
B	Site name (i) The names used for assets must be identical to those supplied in companies' annual 'Details' tables submission.
C	Site reference (i) The asset reference used must match companies' annual 'Details' tables submission
d	Parameter code (i) Refer to IL 6/2003, Annex C
e	Parameter name (i) Refer to IL 6/2003, Annex C
f	PCV (i) Refer to IL 6/2003, Annex C

Col	Instructions and examples
g	Units (i) Refer to IL 6/2003, Annex C
h	Compliance point
i	3 years of compliance data <30% PCV?
j	All other available data <30% PCV? (i) Operational data collected under normal operating conditions (i.e. not commissioning or optimisation)
k	3 years of compliance data <60% PCV?
l	All other available data <60% PCV? (i) Operational data collected under normal operating conditions (i.e. not commissioning or optimisation)
m	Monitoring conducted under Article 7(1) and Article 8 of Directive 2000/60/EC considered? (i) All relevant monitoring under the 'Water Framework Directive' (may include some water company monitoring)
n	Reduction or Cessation?
o	<p>a. Paragraph 4.3 of Information Letter 02/2018 sets out the parameters and circumstances that require a site specific report, which should be attached with the electronic submission. Companies must indicate in this column whether a supplementary report is required for the specific site/parameter combination in each line (Y for yes, N for No).</p> <p>b. Files submitted should be no larger than 10 megabytes. If this is not sufficient for the full dataset, further submissions should be made electronically and named appropriately to identify that they are part of the same submission (e.g. 1 of 5, 2 of 5 etc).</p> <p>c. The site specific reports should be named using the following convention: company code - site reference - parameter code - date - version number (e.g. ANH-Z001-A001-Oct19-v1.Docx (or other file extension as appropriate))</p>

Col	Instructions and examples
p	<p>Is there a legal instrument in place for this parameter at this site</p> <p>(i) Includes existing monitoring variations</p>
q	<p>Associated RAR HazardID references</p> <p>(i) More than one HazardID may be relevant</p>
r	<p>Start month</p> <p>(i) Start day is the 1st day of any month</p>
s	<p>Start date Year</p>
t	<p>Risk Assessments Conform (RMAS Scheme)?</p> <p>(i) Risk Assessment and Risk Management must have been confirmed as conforming to the Risk Management Assessment Scheme by Lloyd's Register.</p>