

PRIVATE WATER SUPPLIES REGULATIONS DATA RETURN REFERENCE GUIDE

Requirement

All local authorities are required to complete and submit the annual return report, detailing private water supplies and sample results, to the Drinking Water Inspectorate by **31 January** of each year, for the previous year's data (1 January – 31 December). For example, the report submitted by 31 January 2023 would contain the supplies and data from 1 January 2022 – 31 December 2022.

Where **local authorities have no private water supplies an annual report is still required.**

This provides an annual update of contact details and a declaration that no private water supplies exist in the local authority's area. Please complete the Contacts and Single Dwellings worksheets.

Where **local authorities have no private water supply monitoring data an annual report is still required.**

This provides an up-to-date list of the number and type of private water supplies in the local authority's area. Please complete the Contacts, Details and Single Dwellings worksheets.

The Annual Return Report

It is important that the information supplied is accurate and in the required format. For any queries or clarifications, contact the Inspectorate: dw.enquiries@defra.gov.uk or 0330 041 6501.

The annual report consists of one Excel file which contains eight worksheets (tabs). The Excel file is shared with local authorities by the Inspectorate and can also be downloaded from the website <https://www.dwi.gov.uk/private-water-supplies/local-authorities/private-supply-annual-reporting>. Some worksheets (tabs) in the file are for information or reference only and there is nothing to edit or complete on these pages.

Worksheet Number	Worksheet Label	Content	Details
1	Background and Submission	Information and DWI Contact Details	This worksheet is <u>for information only</u> and nothing needs to be added to this sheet.
2	Instructions	Validation Worksheet	This is the worksheet used once the data has been entered to check for errors which would prevent the report being loaded into the Inspectorate's database. Use the 'validate' button on this worksheet last.
3	Contacts	Contacts Worksheet	All local authorities should provide relevant contact details. This includes local authorities without private water supplies. The contact details are for the local authority rather than the private water supply owners. More than one contact at the local authority can be entered (one contact per row), but at least one contact must be the details of the CEO (Chief Executive Officer/head) of the local authority.
4	Details	Details of Supplies Worksheet	The details of each private water supply must be logged in this worksheet. This includes an individual reference number for each supply.
5	Data	Sample Results Worksheet	This records details of each test carried out on each supply for the reporting year. This includes, the name and code of the parameter (substance) tested, its result, and if a breach of the standard for that parameter occurred.

6	Total Single Dwellings	Total Single Dwellings Worksheet	Enter the total number of single dwelling supplies in the authority's area in cell B9. These are regulation 10 supplies in Wales and are a subset of regulation 10 supplies in England.
7	FSA LA Codes	FSA LA Codes Worksheet	This worksheet is <u>for information only</u> and nothing needs to be added to this sheet. If your FSA code is not supplied, please contact the Inspectorate at dwi.enquiries@defra.gov.uk .
8	Parameter List	Parameter List Worksheet	This worksheet is <u>for information only</u> and nothing needs to be added to this sheet. If your parameter code is not supplied, please contact the Inspectorate at dwi.enquiries@defra.gov.uk .

Important Notes

- When there is a situation where a private supply crosses the boundary from one local authority area to another, only one local authority should report on the supply. The local authority that takes responsibility for reporting the data to the Inspectorate must be agreed by the two local authorities. It is recommended that the local authority which has carried out the risk assessment and sampling of the supply undertakes the reporting.
- Supplies that are not used for domestic purposes or food production (used solely for irrigation, vehicle washing, topping up closed loop air conditioning cooling systems, heat exchangers, washing down milking parlours and other primary food production, swimming pools, spas, or other industrial processes) are not covered by the Private Supplies Regulations and these supplies **do not** need to be included in the annual return.
- Local authorities without any private water supplies, need only complete worksheet 3 Contacts and enter zero in worksheet 6 Total Single Dwellings.

Annual Report Submission

- Remember to use the 'Validate' macro button on worksheet 2 Instructions and correct any errors prior to submission. You can use the Validate button as many times as necessary to ensure that all errors are cleared.
- The web portal will complete the same validation checks that are built into the spreadsheet. It is therefore not necessary to use the spreadsheet validation anymore, however it may be useful for quickly identifying errors while you are entering data. If you have trouble eliminating all the spreadsheet validation errors, we recommend attempting an upload, as the web portal's validation checks are more robust than the spreadsheet.
- Remember to **check the year of return** on the Contacts, Data and Details worksheets before submitting to the Inspectorate.
- Use this specification guide to check the criteria for each cell and worksheet.
- The file must be submitted with the filename in the following format: xxx-privatewater-2022.xls where xxx is the FSA code for the local authority.
- Data returns must be submitted online via the Government Gateway web portal. We no longer accept data returns by sent by email.
- Submit the file on or before 31 January 2023.

Drinking Water Inspectorate Contact Details

- For any queries or clarifications, please contact the Inspectorate on: Telephone: 0330 041 6501 Email: dwi.enquiries@defra.gov.uk.

DATA RETURN SPECIFICATION BY WORKSHEET

- The data reported year is 2022.
- Whilst there is the option to select 'unknown' as an answer it is becoming increasingly unacceptable to use this within the return and local authorities are encouraged to make enquiries to determine and report the actual status of the supply in every respect.
- Please **do not**:
 - Remove any columns even if blank.
 - Leave any blank rows between the first and last entry.

WORKSHEET 3: CONTACTS

- If the local authority does not have any private water supplies, including private distribution systems (regulation 8 supplies), they should **complete this sheet. An annual report by every local authority is required.**
- There should be at least two rows of data. A row of data with the contact details for the Environmental Health Officer dealing with private water supplies and a row of data with the contact details for the Chief Executive Officer/head of the local authority.
- More than one contact at the local authority can be entered (one contact per row). Each contact should be listed on a separate row.

COLUMN AND FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory /Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column A: Year for which data is reported eg 2015	Year when data was collected, in the format YYYY. This is the calendar year prior to the submission year. Eg For a submission on 31 January 2023, the year for which data is reported would be 2022.	Mandatory	Date (YYYY)	2022
Column B: LocalAuthority Name	Local authority name Use the dropdown menu only. For any issues, contact dwi.enquiries@defra.gov.uk .	Mandatory	Text Dropdown Menu Only	North Devon
Column C: Local Authority Ref (See FSA codes sheet)	Local Authority codes are the same as the FSA codes. This code should be prefixed with an apostrophe where the code starts with a zero, if the zero is not displayed. Codes are listed in Worksheet 7: FSA LA Codes for reference, if needed.	Mandatory	Text	'075

Column D: Any private water supplies in LA area? (Y or N).	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	The name of a/the person in the LA who deals with PWS (This will be the DWI contact, to whom all correspondence will be sent).	Mandatory	Text	Beverley Smith
Column F: LA Address	Contact address for local authority.	Mandatory	Text	DC Offices, 37 Example Road, Town, AB56 X89
Column G: LA Telephone	General telephone number for the relevant department which deals with PWS.	Mandatory	Text	01799 546789
Column H: Specific contact person's telephone	Specific contact person's telephone number for the Environmental Health Section (LA) which deals with PWS	Mandatory	Text	01355 789123
Column I: General email address	General/shared email address of the Environmental Health Section which deals with private water supplies	Mandatory	Text	example@email.com
Column J: Contact person's email address	Email address of a/the person in the local authority who deals with private water supplies	Mandatory	Text	Specific.Person@email.com
Column K: The name of the laboratories used in this year	Enter the name of every laboratory being used by the local authority as a list where appropriate. Separate the laboratory names with a comma and a space.	Optional	Text	BMS Laboratories, Smith Chemistry Labs, Jones Microbiological Services Ltd

Column L: Is Contact CEO? (Y = Yes, N = No) At least one row must be a CEO	State whether the contact details in this row are those of the CEO of the local authority, or not. Y = Yes, N = No	Mandatory	Text	Yes
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WORKSHEET 4: DETAILS

- The Details worksheet must contain records for each supply which is used for **domestic purposes** (drinking, washing, cooking and toilet flushing) and or food production **at any time** during the reporting year.
- If you **do not** have any private water supplies **do not** complete this sheet.

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory /Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column A: Local Authority Name	Local authority name Use the dropdown menu only. For any issues, contact dwi.enquiries@defra.gov.uk	Mandatory	Text Dropdown Menu Only	North Devon
Column B: Local Authority Ref (See FSA codes on enclosed sheet)	All local authorities should have an FSA code. This code should be prefixed with an apostrophe where the code starts with a zero. Codes are listed in Worksheet 7: FSA LA Codes for reference, if needed. If your code is not supplied in Worksheet 7, contact the Inspectorate at dwi.enquiries@defra.gov.uk	Mandatory	Text	'075

Column C: SupplyRef	<p>Enter the unique reference code for each PWS supply (including private distribution systems (regulation 8)).</p> <p>The code should be a maximum of 30 alphanumeric characters, which are always prefixed by a P for the Private supply, and a D for a Private distribution system.</p> <p>There must be no duplicate references within a local authority and the reference should not change year to year for the same supply.</p>	Mandatory	Text	<p>P25986Y</p> <p>D67393F</p> <p>Must be prefixed with a P or a D</p>
Column D: Site Name	<p>Enter the name of the supply.</p> <p>This name shouldn't change year to year for the same supply.</p>	Mandatory	Text	Manor Farm Littleton

Column E: Supply type	<p>Select a supply type from the dropdown list:</p> <p>Reg 8 Reg 9 Reg 10 (SD) (Single Dwelling) [Single dwelling England and all regulation 10 supplies in Wales] Reg 10 (Shared Supply) [applies to England only] Reg 11 (Wales) Non-domestic purposes</p> <p>Non-domestic purposes applies to private supplies where the supply is not used for domestic purposes or food production. Examples include supplies used solely for irrigation, car washing, filling swimming pools, in milking parlours and other primary food production. It is optional to submit the details of these supplies.</p> <hr/> <p>The category 'Domestic purposes - other' category has been removed. Even if a supply is not used for drinking water it still falls under the scope of the regulations where it is used for other domestic purposes (including sanitary purposes. All current 'domestic-purposes -other' supplies will need to be reclassified to one of the above. Single Dwellings should be classified as 'Reg 10 (SD)'.</p>	Mandatory	Text Dropdown Menu Only	Reg 9
Column F: Year for which the data is reported eg 2015	<p>The start date of the year when the data was collected in the format YYYY.</p> <p>For submissions in January 2023, this field will read 2022.</p>	Mandatory	Date YYYY	2022

Column G: Residential Population ie An estimate or zero '0' if N/A with a maximum of 8 figures	Enter the residential population for this supply. Please supply a whole number. <u>Do not</u> use commas as part of the number. The residential population is the number of people who live or work where the supply is used.	Mandatory	Number Max 8 figures This must be a number with no > or < symbols Integer No commas	99347
Column H: Temporary Population ie An estimate or zero '0' if N/A with a maximum of 8 figures	Enter the temporary population for this supply. Please supply a whole number. Please <u>do not</u> use commas as part of the number. The temporary population is the number of people who use the supply and are not part of the residential population.	Mandatory	Number Max 8 figures This must be a number with no > or < symbols Integer No commas	99347
Column I: VolOutCap in cubic meters per day (m ³ /d) only ie an estimate with a maximum of 8 figures	Enter the total volume of water used for domestic purposes and/or where the water is used for food production in <u>cubic metres/day (m³/day)</u> , irrespective of the number of sources. For unmetered supplies, the volume of water supplied per day can be estimated based on the population by assuming that each person uses an average of 0.2m ³ /day. Further guidance is available on the Inspectorate website: https://cdn.dwi.gov.uk/wp-content/uploads/2021/04/23142814/Regulation-3v3final-2.pdf	Mandatory	Number Max 8 figures This must be a number with no > or < symbols No commas One decimal place only	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 at which the water supply enters the private distribution network</p> <p>For multiple sources, choose the NGR for the source with the largest volume.</p> <p>For sites with security concerns, the source can be recorded (for data collection purposes) to be the centre of the site.</p> <p>The UK Grid Reference Finder at http://gridreferencefinder.com can be used to identify 6 figure Eastings and Northings.</p>	Mandatory	<p>Number</p> <p>Six figure Eastings (100km letter code not used)</p>	503674
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 at which the water supply enters the private distribution network</p> <p>For multiple sources, choose the NGR for the source with the largest volume.</p> <p>For sites with security concerns, the source can be recorded (for data collection purposes) to be the centre of the site.</p> <p>The UK Grid Reference Finder at http://gridreferencefinder.com can be used to identify 6 figure Eastings and Northings.</p>	Mandatory	<p>Number</p> <p>Six figure Northings (100km letter code not used)</p>	132476

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory /Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column L: Source Type	<p>Select the source type from the dropdown menu:</p> <p>BHW = Borehole SPW = Spring SFW = Surface water RNW = Rainwater MXW = Borehole influenced by surface water; Mixed sourced 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 placed in the MXW category). EBW = Estuarine or brackish water PMW = Public supply (regulation 8 supplies) UNK = Unknown OTH = Other</p>	Mandatory	Text Dropdown Menu Only	MXW
Column M: Activities for which the water is used	<p>Confirm which activities the supply is used for from one of the following options:</p> <p>DOMS = Domestic uses only COMM/PUB = Water is used in a commercial activity and/or for public activities/consumption MIXED: The supply is used for multiple purposes (a combination of the above) UNKN = Unknown</p>	Mandatory	Text Dropdown Menu Only	DOMS

Column N: Water is used for temporary events, Y=YES or N=NO or U=Unknown	Does the supply provide water to temporary events? Examples include festivals and fairs. Y = Yes, N = No, U = Unknown	Mandatory	Text Y N U	Y
Column O: Water is used for food production, Y=YES or N=NO or U=Unknown	Is the private water supply is used entirely or in part for commercial food production (other than primary food production) (as defined by the relevant Food Hygiene Regulations and Directives)? Further guidance on regulation 9 is available on the Inspectorate website: https://cdn.dwi.gov.uk/wp-content/uploads/2021/04/23142827/regulation-9v4-Final.pdf	Mandatory	Text Y N U	Y
Column P: Supply serves temporary/holiday accommodation? Y=Yes, N=No or U=Unknown	Is the supply is used for temporary or holiday accommodation? This includes hotels, hostels, B&Bs, holiday lets, rental properties, holiday camping, and holiday caravan sites. Y = Yes, N = No, U = Unknown	Mandatory	Text Y N U	Y
Column Q: Supply serves a public building/activity, Y = Yes, N= No, U= Unknown	Does the supply serve a public building? Buildings which only supply water to a workforce are not classified as public buildings. Y = Yes, N = No, U = Unknown	Mandatory	Text Y N U	Y

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/ Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column R: What type of chemical disinfection is present on the supply? None = none, UNK = Unknown, CLO2 = Chlorine dioxide, SodHypo = Sodium hypochlorite, CalHypo = Calcium hypochlorite, ChlorGas = Chlorine gas, OTH = Other	Select the chemical disinfection used: None (none) UNK (Unknown) CLO2 (Chlorine dioxide) SodHypo (Sodium hypochlorite) CalHypo (Calcium hypochlorite) ChlorGas (Chlorine gas) OTH (Other)	Mandatory	Text Dropdown Menu Only	SodHypo
Column S: Is UV disinfection used? Y=YES or N=NO P=PARTIAL or U=Unknown	Is UV used on the supply? Y = Yes, N = No, P = Partial, U = Unknown	Mandatory	Text Y N P U	Y
Column T: ReducedFlag, Y=YES or N=NO or U=Unknown	Has reduced or ceased sampling frequency been applied to the supply for any parameters? Y = Yes, N = No, U = Unknown	Mandatory	Text Y N U	N

Column U: Restricted information, Y=YES or N=NO or U=Unknown	Does the supply contain restricted information? This may include some Ministry of Defence sites or critical assets. Y = Yes, N = No, U = Unknown	Mandatory	Text Y N U	N
Column V: Has a risk assessment ever been completed? (Y, N)	Has a risk assessment ever been completed for this supply? Y = Yes, N = No	Mandatory	Text Y N	Y
Column W: Year Most Recent Risk Assessment Carried out (YYYY, Assessment Pending)	Enter the year that the risk assessment was carried out. Do not enter the full date, just the year in the format YYYY. If a risk assessment has not yet been conducted, enter the text Assessment Pending.	Mandatory	Text YYYY Assessment Pending	2022
Column X: Have you issued any Reg 18 (20 Wales) Notices on this supply this reporting year? (Y, N)	If the local authority has issued a regulation 18 or regulation 20 (Wales) notice for this supply during the reporting year then enter Y for yes, otherwise enter N for no. Local authorities must send a copy of any notice to dwi.enquiries@defra.gov.uk when it is issued.	Mandatory	Text Y N	N

Column Y: Have you revoked any Reg 18 (20 Wales) Notices on this supply this reporting year? (Y, N)	If the local authority has revoked a regulation 18 or regulation 20 (Wales) notice for this supply during the reporting year then enter Y for yes, otherwise enter N for no. Local authorities must send a copy of any notice to dwi.enquiries@defra.gov.uk when it is issued.	Mandatory	Text Y N	N
Column Z: Have you issued any Section 80 Notices on this supply this reporting year? (Y, N)	If the local authority has issued a section 80 notice for this supply during the reporting year, then enter Y for yes, otherwise enter N for no. Local authorities must send a copy of any notice to dwi.enquiries@defra.gov.uk when it is issued.	Mandatory	Text Y N	N
Column AA: Have you revoked any Section 80 Notices on this supply this reporting year? (Y, N)	If the local authority has revoked a section 80 notice for this supply during the reporting year, then enter Y for yes, otherwise enter N for no. Local authorities must send a copy of any notice to dwi.enquiries@defra.gov.uk when it is issued.	Mandatory	Text Y N	N
Column AB: Has any Notice on this supply been appealed this reporting year? (Y, N)	If the local authority issued a notice that was appealed by the recipient then enter Y for yes, otherwise enter N for no. Local authorities must notify the Inspectorate at dwi.enquiries@defra.gov.uk where an appeal has been made.	Mandatory	Text Y N	N

Column AC: Has this supply been associated with consumer complaints of alleged illness during the year? (Y, N)	Has this supply has been associated with consumer complaints during the reporting year? Complaints need to have been made to the local authority and may or may not have had a health professional involved. Y = Yes, N = No	Mandatory	Text Y N	N
Column AD: Is there treatment on any part of this supply? Y=YES or N=NO or U=Unknown	If the supply has any treatment on any part of the supply then enter Y for yes, otherwise enter N for no (supply is untreated), or U for unknown. Y = Yes, N = No, U = Unknown	Mandatory	Text Y N U	Y
Column AE: Do you intend to apply for a radioactivity monitoring exemption to this supply? (Y, N)	Has a radioactivity monitoring reduction been applied for or granted? Y = Yes, N = No	Mandatory	Text	Y
Columns AE to AP	Only complete columns AF to AP if the answer to column AE is Yes.			

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/ Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column AF: Does the risk assessment indicate that there is a low risk of any man-made sources of tritium in the catchment that could affect the supply? (Y, N/A)	Indicate if the risk assessment which has been completed concludes that the risk of manmade tritium in the catchment is low. This includes an assessment of nuclear testing facilities, discharges from nuclear reactors, research establishments including universities, and specialist manufacturers. Y = Yes If the answer is no, then the corresponding cell for column AE should be N (No).	Mandatory	Text Y Or Blank	Y
Column AG: Does the risk assessment indicate a low risk of historic radioactive substances in the catchment? (Y, N/A)	Indicate if the risk assessment which has been completed concludes that the risk of historic sources of radioactive substances in the catchment is low. This includes landfills, manufacturing plants, nuclear reactors, nuclear testing facilities, and specialist manufacturers. Y = Yes If the answer is no, then the corresponding cell for column AE should be N (No).	Mandatory	Text Y Or Blank	Y

Column AH: Is there a low risk indicated by a local water company Notice, which allows them to cease monitoring for tritium or ID for abstraction points in the same aquifer? (Y, N/A)	Does the local water company have a notice which allows them to cease monitoring for tritium and indicative dose? Y = Yes If the answer is no, then the corresponding cell for column AE should be N (No).	Mandatory	Text Y Or Blank	Y
Column AI: Is there a low risk indicated by monitoring data for radioactive substances in this supply? (Y, N/A)	Is there a low risk indicated by monitoring data for radioactive substances in this supply? Y = Yes If the answer is no, then the corresponding cell for column AE should be N (No).	Mandatory	Text Y Or Blank	Y
Column AJ: Is there a low risk indicated by the 'Radioactivity in food and the environment' report? (Y, N/A)	Is there a low risk indicated by the 'Radioactivity in Food and the Environment' report? Y = Yes If the answer is no, then the corresponding cell for column AE should be N (No).	Mandatory	Text Y Or Blank	Y

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/ Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column AK: Where gross alpha or gross beta exceed the screening value, does the Indicative dose calculation confirm the value is <0.1mSV? (Y, N/A)	<p>If the screening value has been exceeded, have samples been sent for speciation to confirm that the indicative dose is below 0.1mSv/year?</p> <p>Y = Yes</p> <p>If the answer is no, then the corresponding cell for column AE should be N (No).</p>	Mandatory	Text Y Or Blank	Y
Column AL: Are there historic results from the supply confirming the radon levels are below 100Bq/l? (Y, N/A)	<p>Have samples been taken of the treated water for radon and if yes, have they all been below 100Bq/L?</p> <p>Y = Yes</p> <p>If the answer is no, then the corresponding cell for column AE should be N (No).</p>	Mandatory	Text Y Or Blank	Y
Column AM: Does the local water company have a waiver for radon or abstraction points in the same aquifer? (Y, N/A)	<p>Does the local water company have a waiver for radon for abstraction points in the same aquifer?</p> <p>Are the local water company results for sources in the same aquifer below 100Bq/L for radon? Is this at source? (As private water supplies may not have radon treatment.)</p> <p>Y = Yes</p> <p>If the answer is no, then the corresponding cell for column AE should be N (No).</p>	Mandatory	Text Y Or Blank	Y

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/ Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column AN: Do radon in air measurements confirm the levels are below 100Bq/m ³ (where there is no existing radon treatment)? (Y, N/A)	Have samples been taken for radon in air? Are these below 100Bq/m ³ ? (Where there is no existing radon treatment)? Y = Yes If the answer is no, then the corresponding cell for column AE should be N (No).	Mandatory	Text Y Or Blank	Y
Column AO: Is there a low risk indicated by the PHE report or AEA Ricardo report? (Y, N/A)	Do the maps, information, and tables on the UKHSA website (https://www.ukhsa-protectionservices.org.uk/radon) indicate a low radioactivity risk to the supply? Y = Yes If the answer is no, then the corresponding cell for column AE should be N (No).	Mandatory	Text Y Or Blank	Y
Column AP: Do sample results indicate radon levels are less than 1000Bq/l? (Y, N/A)	Have samples been taken from the supply for radon? Are the results below 1000Bq/L? Y = Yes If the answer is no, then the corresponding cell for column AE should be N (No).	Mandatory	Text Y Or Blank	Y

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory /Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column AQ: If Supply Risk Assessment completed add Category (VH = Very High or H = High or M = Medium or L = Low or N/A)	<p>If a risk assessment has been completed (Column V = Y), enter the risk category. If no risk assessment has been completed, enter N/A.</p> <p>VH = Very High H = High M = Medium L = Low N/A = No Risk Assessment</p>	Mandatory	Text Dropdown Menu Only	H
Column AR: If Supply Risk Assessment Category (Column AQ) = Very high (VH) or High (H) – are there any outstanding mitigating actions? (add text or N/A):	<p>If the supply risk assessment category (Column AQ) = Very High (VH) or High (H), list any mitigating actions.</p> <p>If there are no mitigating actions, enter N/A.</p>	Mandatory	Text	N/A

WORKSHEET 5: 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. Please ensure that it meets the specification.
- A full list of parameters can be found in the Parameter List worksheet 8.

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/ Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column A: SupplyRef (The same as Details sheet)	Enter the supply reference for the supply where samples have been collected and tested. This supply reference must correspond to the same unique reference for this supply that also appears on the Details worksheet.	Mandatory	Text	P25986Y D67393F
Column B: Parameter Code. The parameters in the Regs are listed in the drop down menu. Choose a parameter from the drop down menu. To add multiple or further entries copy and paste a parameter from the drop down menu, to ensure the correct format is used.	Select the parameter using the dropdown list. Do not add any parameters that do not appear on the list or use existing parameters in the incorrect context. If you have a result for a parameter which is not on the list, please contact dwi.enquiries@defra.gov.uk .	Mandatory	Text Dropdown Menu Only	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.</p> <p><u>Sample results must be recorded in the units specified in the regulations</u></p> <p>No results of less than zero are permitted as it is not possible for a result to be less than zero.</p> <p>Microbiological parameters <u>must</u> be reported in whole numbers.</p> <p>Less than and greater than signs, '<' & '>', where they apply <u>must be recorded in column D. Do not use</u> greater than or less than signs in this column.</p>	Mandatory	Number	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>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	<p>Date sample taken in the format DD/MM/YYYY.</p> <p>These samples must be taken within this reporting calendar year.</p> <p>If the sample results are not available by the time you submit your data, then please omit the line of data.</p>	Mandatory	Date	04/01/2022
Column F: Sample Type	<p>Indicate why the sample was taken from one of the following options in the dropdown list:</p> <p>GPA - Group A parameters</p> <p>GPB - Group B parameters</p> <p>Reg10 - 5 parameters sampled from regulation 10 supplies</p> <p>Reg11 - 5 parameters sampled from regulation 11 supplies (Wales only)</p> <p>ARA - Any additional parameters arising from the risk assessment. This would include all regulation 8 supply samples.</p> <p>INV - Sample or a resample taken as part of an investigation carried out under regulation 16 (England) or regulation 18 (Wales).</p>	Mandatory	Text Dropdown Menu Only	GPA

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/ Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column G: PCVFailFlag - Enter F if the sample has exceeded the prescribed concentration or value	<p>This field is used to indicate if the Prescribed Concentration or Value (PCV) within the regulations has been exceeded.</p> <p>Use letter F where sample value exceeds the regulatory standard, otherwise leave blank.</p>	Optional	Text F or Blank	F
Column H: CustFitFlag (Enter CT if there evidence the failure was caused by the condition of fittings in the property)	<p>If the failure has been caused by the fittings within a consumer's property or responsibility, enter CT into the cell. If it is unknown, enter UN.</p> <p>If the failure has not been attributed to the consumer's fittings, leave this column blank.</p>	Optional	Text CT, UN, or Blank	CT
Column I: Comments	<p>This is a general comments field.</p> <p>Use to provide details about sampling or sample failures, where appropriate.</p> <p>Comments cannot exceed 1,000 characters.</p>	Optional	Text	Comments

WORKSHEET 6: SINGLE DWELLINGS

There is a single mandatory cell for recording the total number of supplies to single untenanted dwellings in the local authority's area.

This number should match the number of single supplies to single untenanted dwellings listed on the Details sheet.

If there are no private water supplies in your area, enter 0 in cell B9.