IL 01/2023 ANNEX A - FILE SPECIFICATION

This document details the tables to be submitted by water supply companies under the Information Direction and for compliance data returns under the Water Supply (Water Quality) Regulations 2016 (as amended) and the Water Supply (Water Quality) Regulations 2018. The effective date for these changes is for Compliance submissions starting with March 2023 data. It is required that the tables are to be submitted in Comma Separated Variable (.csv) or MS Excel (.xls - version 97 or onwards) formats.

Under each section listed below, is a brief description of the filename and purpose of the table, followed by a more detailed explanation of the individual fields within the table. All tables must be submitted by 1 January for the year referred to, and data tables monthly thereon. See notes preceding each table specification. Raw water 'Details' and 'Supply' tables (Inspectorate Information Letter 4/2009) should also be submitted by 1 January.

Should any data supplied in annual information tables need to be re-submitted the WHOLE file must be supplied to the Inspectorate. Should any water quality sample data be resubmitted, ONLY the updated/additional records need to be included. The reason for changes made should be explained in an accompanying email to the Inspectorate.

Companies submitting comma separated variable files should enclose fields containing commas (sites names, comments and addresses) in quotation marks (" "). This will ensure correct loading in Inspectorate's database.

The information requested in tables must be completed as single rows with the individual fields completed as columns in a table. See notes preceding each table specification.

The following separate tables are required for Compliance data return:

1. Details table

2. Data table

3. Site Details table

4. Site Supply table

5. Supply Point Monitoring Table

6. Pesticide Monitoring table

7. Site Change table

8. Bulk Supply table

9. Out of Service table

10. Schedule Shortfall table

11. Authority Details tables (now 2 tables)

12. Request for New Parameter Code table

Additional Tables

13. Treatment chemicals

14. Service reservoir contact tank and final water storage tanks

1 DETAILS TABLE
Filename

The filename should consist of the company's designated three letter company code followed by DetailMMMYY. For example, in the case of Anglian Water:

Filename: ANHDetailJAN20.[csv][xls]

Where a subsequent version of the file is submitted, it should be suffixed with its version number, for example, ANHDetailJAN20v2, ANHDetailJAN20v3

Notes

(i)   The details table must contain records with fields for each of the supply zones, authorised supply points, service reservoirs/water towers and water treatment works in use, or expected to be in use, at any time during the reporting year, as follows:

(ii)   Frequency of submission – No later than 1st January (or next working day) or on change of Information.

(iii)   Date formats can be either DD-MMM-YY or DD-MMM-YYYY.

(iv)   The fields must be in the order specified below:

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	Reference number which consists of i) type prefix - **Z** for supply zone **R** for service reservoir/water tower **T** for water treatment works **S** for supply point ii) Identifier number for each of the supply zones, service reservoirs/water towers, water treatment works or supply points for sites where data is expected to be submitted **at any time** during the reporting year. Include any site providing a bulk supply or any other supply of treated water from	Mandatory	Text	10	Z013

	another undertaker. Note : For identifier above you do not need to create a new numbering system - **use the numbers in your existing system**.				
SiteName	Name of Site – must not include quotation mark, underscore or square brackets (" _ [ ]) where pipe measurements (Works Site 36") are included: 'inch' or 'metre' must be spelled in full.	Mandatory	Text	80	Holby South
StartDate	Reporting period start date in the format DD-MMM-YYYY all sites should report from 01-Jan-YYYY and any OOS data be included via OOS files	Mandatory	Date	11	01-Jan-2020
EndDate	Reporting period end date in the format DD-MMM-YYYY– all sites should report to 31-Dec-YYYY and any OOS data be included via OOS files	Mandatory	Date	8/10	31-Dec-2020
Population	For zones estimate of population supplied. Note: For treatment works, supply point and reservoir/water tower leave field blank. Note: Maximum Population for a WSZ is 99,999	Mandatory (Zones only)	Number - Integer	8	99347
VolOutCap	Either: i) estimate of volume of water supplied by supply point to zone(s) in cubic metres/day or ii) estimate of output of treatment works in cubic metres/day or iii) estimate of capacity of reservoir/water tower in in cubic metres/day Note: a) for (i) the volume of water supplied to the zone must be provided.	Mandatory (Supply points, Water Treatment Works and Service Reservoirs)	Number - Floating point	8	10400

	b) for (ii) the estimate must be average daily output from the treatment works in the previous year for those periods when it was in operation. Works supplying water at any time during a day must be regarded as in operation for that day. c) (i and ii) may be left blank if unavailable (please provide explanation in the comments field).				
GridReference-Eastings	NGR* (National Grid Reference) for treatment works, service reservoir, supply point or water supply zone Note: Format should be six figure Eastings. 100 km letter code not to be used	Mandatory	Number	6	503674
GridReference-Northings	NGR* (National Grid Reference) for treatment works, service reservoir, supply point or water supply zone Note: Format should be six figure Northings. 100 km letter code not to be used	Mandatory	Number	6	132476

*NGR should be 'centroid' of a zone (a single point within the zone). If a zone comprises of multiple unconnected sites, supply centroid for main site only (do not duplicate information for other islands)

For works, supply points and service reservoirs NGR should be location of the sampling point or generalised point within site if there is no current specific NGR for the sampling point.

SourceType	Specify whether the source is ground or surface water. (at any time during the report year) **GW** = Ground Water **SW** = Surface Water **MW** = Ground and Surface (Mixed) Water	Mandatory (all sites)	Text	2	MW
ChloraminationFlag	For sites where Chloramination is practised (at any time in the reporting year) - Use letters **CF** Note : Leave blank if not applicable.	Mandatory (if Treatment Works or Supply Point)	Text	2	CF
AlFlocFlag	For sites where Aluminium is used as a flocculant (at any time during the reporting year) - Use letters **AF** Note : Leave blank if not applicable.	Mandatory (if Treatment Works or Supply Point)	Text	2	AF
FeFlocFlag	For sites where Iron is used as a flocculant (at any time during the reporting year) - Use letters **IF** Note : Leave blank if not applicable.	Mandatory (if Treatment Works or Supply Point)	Text	2	IF
SWFlag	For sites where water originates from or is influenced by surface water - Use letters **SI** Note : Leave blank if not applicable.	Mandatory (if Treatment Works or Supply Point)	Text	2	SI
HypoFlag	For sites where hypochlorite added within the distribution system (increased risk of bromate failure). - Use letters **HC** Note : Leave blank if not applicable	Mandatory (if water supply zone or Supply Point)	Text	2	HC
ConSupply	For zones which are a grouping of concessionary supplies (See Inspectorate IL 2/2006). - Use letters **CS** Note : Leave blank if not applicable	Mandatory (if concessionary supply)	Text	2	CS
FluorDose	For site receiving fluoride dosing	Mandatory	Text	2	FD

		(for zone, treatment works or service reservoir receiving fluoride dosing)			
	- Use letters **FD** Note : Leave blank if not applicable				
PhosDose	For zones receiving phosphate dosing - Use letters **PD** Note : Leave blank if not applicable	Mandatory (if zone receiving phosphate dosing)	Text	2	PD
Comment	Additional information for site For example – Bulk supply details, Reason for 0 VolOutCap etc	Optional	Text	1000	Imported Water Bulk Supply (xxxx works)

Where the company receives a bulk supply or any other supply of treated water from another undertaker, the reference and name of this site should be listed in the'Details' table. Companies should continue to use their own site referencing system (preceded by a R,S,T or Z). A 'Comments' column field has been added for further identification of these sites, see table specification above.

*These 'Bulk Supply'sites should also be listed in the 'Bulk Supply' table, along with the DWI three letter company code of the Donor company, and the **site reference** of the supply site as submitted to the Inspectorate in the Donors 'Details' table. This will allow Inspectors visibility of supplying sources, via donors 'Details', Site Details' and Site Supply' tables. Companies with these arrangements should liaise to ensure that donor site references relate to current submissions and appear in donors 'Details' and related tables.*

2 DATA TABLE
Filename

The filename should consist of the company's designated three letter company code followed by DataMMMYY For example, in the case of Anglian Water:

Filenames: ANHDataJAN20.[csv][xls]

Notes
(i)   The data table must contain records for each individual parameter sampled during a reporting month.
(ii)   Frequency of submission – monthly. One month's data is required no later than the last working day of the following month.
(iii)   Date formats can be either DD-MMM-YY or DD-MMM-YYYY.
(iv)   The fields must be in the order specified below.
(v)   Submit as single file (use comma separated variable format if number of lines exceeds MS Excel format).
(vi)   Postcodes should be submitted in the following formats. R1 5NT, R12 5NT, RG12 5NT with a single space between the two parts of the code. Double or triple spacing should not be used.

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	(As Details table)	Mandatory	Text	10	Z014
ParameterCode	(As parameter list)	Mandatory	Text	5	A012
SampleResult	The actual result for individual sample.	Mandatory	Number - Floating point	8	54.3
<>Qualifier	Sample greater than or less than limit of detection (LOD) *Note : Leave blank if not applicable.*	Mandatory	Text (> or <)	1	>

GridReferenceEastings	National Grid Reference (Eastings) to indicate exactly where the sample was taken. (Samples in Zones only)	Mandatory for zonal samples	Number	6	503675
GridReferenceNorthings	National Grid Reference (Northings) to indicate exactly where the sample was taken. (Samples in Zones only)	Mandatory for zonal samples	Number	6	132476
PostCode	Post Code as in postal address (Samples in Zones only - leave single space between in and out codes) See notes above.	Mandatory for zonal samples.	Text	10	SW1E 6DE
SampleDate	Date sample taken in the format DD-MMM-YY or DD-MMM-YYYY	Mandatory	Date	9/11	04-Jan-2020
SampleTime	Time sample taken in the format HH:MM (24 hour clock)	Mandatory	Time	5	09:45
UndertakingFlag	Field to indicate if undertaking or other relevant Legal Instrument applies - Use letter U Note : Leave blank if not applicable.	Mandatory If a current section 19 undertaking, regulation 28(4) or regulation 27(4) notice is in place for the site.	Text	1	U
SOIflag	Field to indicate if Statement of Intent applies - Use letters SOI Note : Leave blank if not applicable.	Mandatory If Statement of Intent exists	Text	3	SOI
AuthDeptFlag	Field to indicate if a site is currently under an authorised departure - Use letter A Note : Leave blank if not applicable.	Mandatory If Authorised Departure exists	Text	1	A
RPoWFlag	Field to indicate if Regulatory Programme of Work, Turbidity or *Cryptosporidium* Notice applies - Use letter RP Note : Leave blank if not applicable.	Mandatory If RPoW, Turbidity or *Cryptosporidium* Notice exists	Text	2	RP

ReducedFlag	Field to indicate if regulation 9(4) (Partial Monitoring Variation) or regulation 6(12) (Partial Radioactivity Waiver) applies to site/parameter combination. - Use letter R Note : covers ANY deviation from the standard frequency. Leave blank if not applicable.	Mandatory If Partial Monitoring Variation Notice or Partial Radioactivity Notice applies	Text	1	R
PCVFailFlag	Field to indicate if PCV standard or specification exceeded - Use letter F	Mandatory	Text	1	F
CustFitFlag	Field to Indicate failure caused by customer fittings – add comments in Comments field. - Use letters CT Note : Leave blank if not applicable	Mandatory If failure caused by customer tap	Text	2	CT
UTRFlag	Field to Indicate failure unlikely to recur - Use letters UTR Note : Leave blank if not applicable.	Mandatory If Investigation complete	Text	3	UTR
PublicBuilding	Field to Indicate sample was taken from building supplying water to the public. - Use letters PB Note : Leave blank if not applicable	Mandatory If sample taken from public Building	Text	2	PB
Comments	General comments field for example a PCV failure comment. For a breach of the standard this comment must be preceded by exact filename and file type suffix [in square brackets] of additional information as requested in Information Letter 11/2004. File types allowed include .doc, .docx, .pdf, .xls, .xlsx, and .msg. There is a maximum file size of 10MB. If commentary is submitted in comma separated variable (.csv) format insert in quotation marks. This	Mandatory if failure (or likely to fail)	Text	8000 (if exceed 256 charact ers save file as .csv)	Where a compliance breach report is included:**[ANH-C001-03-02-20.doc]** Sample taken for nitrite exceeds the maximum value of 0.1 mg/l due to [reason]. A resample was successful

	will ensure correct loading of fields in Inspectorate's database. If breach of the Regulations is at a site covered by a Legal Instrument, add the Inspectorate Reference number for that programme [Enclose in square brackets] If multiple files or LIs need to be included in a single row ensure each separate one is within its own square brackets.				Legal Instrument link: [ANH3905] or [LI/ANH/2018/00006] or [ANH-2019-00001]
CoSampleRef	Company's own sample reference for data sample. Note : Leave blank if not applicable.	Optional	Text	24	ZNC-0511312

3 SITE DETAILS TABLE

Filename

The filename should consist of the company's designated three letter company code followed by SiteDetMMMYY. For example, in the case of Anglian Water:

Filename: ANHSiteDetJAN20.[csv][xls]
Where a subsequent version of the file is submitted it should be suffixed with its version number for example ANHSiteDetJAN20v2, ANHSiteDetJAN20v3

Notes
   i.   This table contains records for zones supplied by service reservoirs, treatment works and by supply points. Include each authorised supply point, and each treatment works whether or not an authorised supply point. Include both supply points and works where they share the same site.
   ii.   Where a site supplies multiple zones submit a separate record for each zone supplied
   iii.   Frequency of submission – No later than 1st January (or next working day), or on change of Information.
   iv.   The fields must be in the order specified below.

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	Service reservoir, Water Treatment works or Supply point (As Details table)	Mandatory	Text	10	S004
SiteRefZone	Zone reference supplied by site above. (As Details table).	Mandatory	Text	10	Z002
Volume	**Estimate** of the volume of water supplied **daily** in cubic metres to the zone from each site. (It is not necessary to estimate the volume supplied to the zone from a supply point, not being a treatment	Mandatory (optional for Service Reservoirs)	Number - floating point	8	33500

| | works, and in such cases this field should be left blank.) | | | |

4 SITE SUPPLY TABLE

Filename

The filename should consist of the company's designated three letter company code followed by SiteSupplyMMMYY. For example, in the case of Anglian Water:

Filename: ANHSiteSupplyJAN20.[csv][xls]
Where a subsequent version of the file is submitted it should be suffixed with its version number for example
ANHSiteSupplyJAN20v2, ANHSiteSupplyJAN20v3

Notes
   i.   This table contains records displaying:
          Water treatment works connected to Supply points
          Water treatment works connected to Service reservoirs
          Supply points connected to service reservoirs (Include both Supply points and treatment works where they share the same site.)
   ii. Where a Water treatment works or Supply point supplies multiple service reservoirs, submit a separate record for each reservoir supplied
   iii. Frequency of submission – No later than 1st January (or next working day), or on change of Information.
   iv. The fields must be in the order specified below.

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	Water Treatment works or Supply point (As Details table)	Mandatory	Text	10	T004
SiteRefSupply	Service Reservoir or Supply point supplied by site above. (As Details table).	Mandatory	Text	10	R002

Volume	Estimate of the volume of water supplied daily in cubic metres to the service reservoir from each site.	Optional	Number - floating point	8	33500
Comment	Additional information for site	Optional	Text	100	Comment

5 SUPPLY POINT MONITORING TABLE

Filename

The filename should consist of the company's designated three letter company code followed by SupMonMMMYY. For example, in the case of Anglian Water:

Filename: ANHSupMonJAN20.[csv][xls]
Where a further version of the file is submitted it should be suffixed with its version number for example ANHSupMonJAN20, ANHSupMonJAN20v3

Notes
   i. The Supply Point Monitoring table records which monthly 'Compliance' parameters a company tests for at each supply point. This will identify' missing records' in the Data Table
  ii. Frequency of submission – No later than 1st January (or next working day), or on change of Information.
 iii. The fields must be in the order specified below.
 iv. Submit a separate record for each supply point
  v. List parameters separated by a semicolon (**do not include pesticides**)

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	Supply point reference (as Details table).	Mandatory	Text	10	ST001
ParametersMonitored	(As in parameter list - at any time in the reporting year) – separatewith a semicolon (;) **Do not include pesticides**	Mandatory	Text	200	D001;F002; D005A;F003;D002A;C004A ;B003;F001;A027;F004;F0 05;B005;B001A;F031;A00 7;D009B;D008;A017
Comment	Free text	Optional	Text	100	Supplies six WSZs

6 PESTICIDE MONITORING TABLE

Filename

The filename should consist of the Companies designated three letter Company Code followed by PestMonMMMYY. For example, in the case of Anglian Water:

Filename: ANHPestMonJAN20.[csv][xls]
Where a further version of the file is submitted it should be suffixed with its version number for example
ANHPestMonJAN20v2, ANHPestMonJAN20v3

Notes
(i)   The Pesticide Monitoring table specifies which monthly 'Compliance' pesticides a company tests for at each zone or supply point. This will identify pesticide 'missing records' in the Data Table
(ii)   Frequency of submission – No later than 1ˢᵗ January (or next working day), or on change of Information.
(iii)   The fields must be in the order specified below.
(iv)   Submit a separate record for each zone or supply point where pesticides are monitored (do not refer to 'all zones' or pesticides suites)
(v)   List pesticides separated by a semicolon (**do not include other parameters**)

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	Zone or Supply point (As Details table).	Mandatory	Text	10	Z034
PesticidesMonitored	Pesticides only - (As in parameter list - at any time in the reporting year) – separate with a semicolon (;)	Mandatory	Text	2000	P001;P002;P020;P028; P043;P044
Comment	Free text	Optional	Text	100	Comment

7 SITE CHANGE TABLE

Filename

The filename should consist of the company's designated three letter company code followed by SiteChangeMMMYY. For example, in the case of Anglian Water:

Filename: ANHSiteChangeJAN20.[csv][xls]
Where a further version of the file is submitted it should be suffixed with its version number for example
ANHSiteChangeJAN20v2, ANHSiteChangeJAN20v3

Notes
This table contains records where zone site reference have changed from the previous year:
   i.   Site References and Site Names in the current years 'Details' table
   ii.   Site References and Site Names of connected sites in the previous year 'Details' table
   iii. Where a current site supplies or is supplied by multiple previous sites, provide a record for each connection
   iv.   Frequency of submission – No later than 1st January (or next working day), or on change of Information.
   v.   The fields must be in the order specified below.

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/option al)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	As Details table	Mandatory	Text	10	Z004
SiteName	As Details table	Mandatory	Text	80	Wimbledon South
PrevSiteRef	As Details table (current year – 1)	Mandatory	Text	10	Z001
PrevSiteName	As Details table (current year – 1)	Mandatory	Text	80	Wimbledon
Comment	Reason for change (if any)	Mandatory if change	Text	800	Re-zone Population exceeds 100,000

Example table:

SiteRef	SiteName	PrevSiteRef	PrevSiteName	Comment
Z5	Zone 5	Z2	Zone 2	New Zone for 2020 - superceding Z2 and Parts of Z3
Z5	Zone 5	Z3	Zone 3	New Zone for 2020 - superceding Z2 and Parts of Z3
Z4	Zone 4	Z3	Zone 3	Includes part of last year Zone 3

8 BULK SUPPLY TABLE

Filename

The filename should consist of the company's designated three letter company code followed by BulkSupplyMMMYY. For example, in the case of Anglian Water:

Filename: ANHBulkSupplyJAN20.[csv][xls]
Where a subsequent version of the file is submitted it should be suffixed with its version number for example ANHBulkJAN20v2, ANHBulkDetailJAN20v3

Notes
  i.   This table contains records displaying:
         Sites providing a bulk supply or any other supply of treated water from another undertaker (as identified in Details file)
         The **Donor** Company and **Donor's** Site Ref (as submitted to the Inspectorate) for this site
  ii.   Submit a separate record for each supply received
  iii. Frequency of submission – No later than 1st January (or next working day), or on change of Information.
  iv.   The fields must be in the order specified below.

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/option al)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	Bulk import supply or any other supply of treated water from another undertaker (As Details table)	Mandatory	Text	10	T004
Code	**Donors** three letter Company Code	Mandatory	Text	3	ANH
DonorDWIRef	**Donor's** SiteRef for supply site as submitted to Inspectorate	Mandatory	Text	10	T001
Comment	Additional information for site	Optional	Text	100	Anglian Water Bulk Supply (Wing works)

9 OUT OF SERVICE TABLE
Filename

The filename should consist of the company's designated three letter company code followed by OutServMMMYY. For example, in the case of Anglian Water:

Filename: ANHOutServJAN20.[csv][xls]]
Where a subsequent version of the file is submitted it should be suffixed with its version number for example ANHOutServJAN20v2, ANHOutServJAN20v3

Notes
(i)   The Out of Service table must contain details on any **sites** that are out of service during the reporting month (submitted monthly)
(ii)   Where a site also serves as a supply point, information should also be provided using the supply point reference number. If treatment works T001 also serves as a supply point (S001), the Out of Service table should include information for **both** site references.
(iii)   StartDate is first FULL day out of service, EndDate is last FULL day out of service
(iv)   For situations where works are "available for use" but were not used (for example works normally used on specific days of the week) treat as IN use.
(v)   Frequency of submission – **Monthly** with data submission
(vi)   Should any data supplied in Out of Service tables need to be re-submitted, the WHOLE file must be supplied to the Inspectorate
(vii)   Date formats can be either DD-MMM-YY or DD-MMM-YYYY
(viii)   The fields must be in the order specified below, supply a record for each instance a site is out of service.

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/option al)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	(As Details table)	Mandatory	Text	10	T003
StartDate	Out of service period date in the format DD-MMM-YY or DD-MMM-YYYY. (first FULL day out of service)	Mandatory	Date	9/11	01-Mar-2020

EndDate	Out of service period end date in the format DD-MMM-YY or DD-MMM-YYYY (last FULL day out of service)	Mandatory	Date	9/11	31-Mar-2020
Days	Number of days **OUT** of service (1-31)	Mandatory	Integer	2	31
Reason	Reason for site being out of service If site OOS is a Supply Point, add alternative monitoring site (for example WSZ) if applicable	Mandatory	Text	8000	Treatment works out of service due to maintenance

10 SCHEDULE SHORTFALL TABLE

The filename should consist of the companies designated three letter company code followed by ShortMMMYY. For example, in the case of Anglian Water:

Filename: ANHShortJAN20.[csv][xls]

Notes

(i)   The Schedule Shortfall table must contain details of scheduled samples NOT taken during the reporting month.

(ii)   Frequency of submission – **Monthly** with data submission

(iii)   Should any data supplied in Schedule Shortfall table need to be re-submitted the WHOLE file must be supplied to the Inspectorate

(iv)   Date formats can be either DD-MMM-YY or DD-MMM-YYYY

(v)   The fields must be in the order specified below. A separate record must be supplied for every missed sample or sample result.

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	(As Details table)	Mandatory	Text	10	Z007
ParameterCode	(As Data table)	Mandatory	Text	5	B011
SampleDate	Date scheduled sample not taken. Date in the forma DD-MMM-YY or DD-MMM-YYYY (see above)	Mandatory	Date	9/11	01-Jan-2020
Reason	Reason for sample not taken for example a Frequency comment If table is submitted in comma separated variable (.csv) format Insert in double quotation marks. This will ensure correct loading of fields in Inspectorate's Application	Mandatory	Text	8000	Unable to access site due to adverse weather conditions.

11 AUTHORITY DETAILS TABLES (2 Tables)
Filename

The filename should consist of the companies designated three letter company code followed by [LA][HPA] DetMMMYY. For example, in the case of Anglian Water:

Filename: ANHLADetJAN20.[csv][xls]
Filename: ANHHPADetJAN20.[csv][xls]

Notes
(i)   LADet identifies the link for water supply zones and local authorities.
(ii)   HPADet identifies the link for water supply zones and UKHSA and Public Health Wales Protection Teams.
(iii)   There must be a separate record for each Local Authority or Health Protection Team where a supply zone is situated in more than one area.
(iv)   Frequency of submission – No later than 1st January (or next working day), or on change of Information.
(v)   The fields must be in the order specified below.

ANHLADet

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/option al)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	(As Details table- water supply zones only)	Mandatory	Text	10	Z045
LAName	Local authority (LA) name. Note: There must be a separate record for each local authority where a supply zone is situated in more than one local authority area.	Mandatory	Text	100	Madeup County D.C
LAAddress	Contact address for local authority (do not name individual).	Mandatory	Text	200	DC Offices, 37 Example Road, Holby City XX56 X8

	If table is submitted in comma separated variable (.csv) format Insert in double quotation marks. This will ensure correct loading of fields in Inspectorate's Application				

ANHHPADet

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	(As Details table- water supply zones only)	Mandatory	Text	10	Z045
HPAName	UK Health Security Agency and Public Health Wales Protection Teams Note: There must be a separate record for Health Protection Team where a supply zone is situated in more than one UKHSA or PHW area.	Mandatory	Text	100	Made up UKHSA name
HPAAddress	Contact address for Consultant in Communicable Disease Control at Health Protection Agency (do not name individual). If table is submitted in comma separated variable (.csv) format Insert in double quotation marks. This will ensure correct loading of fields in Inspectorate's database	Mandatory	Text	200	UKHSA House, 14 False Road, Holby City XX34 X2

12 ADDITIONAL PARAMETER CODE - REQUEST TABLE

Filename

The filename should consist of the company's designated three letter company code followed by NewParamMMMYY. For example, in the case of Anglian Water:

Filename: ANHNewParamJAN20.[csv][xls]

Notes
(i)   The Parameter Code Request table requests a new parameter code from the Inspectorate.
(ii)   Frequency of submission – when new parameter monitored and to be included in the Submission
(iii)   The fields must be in the order specified below.
(iv)   Submit a separate record for each new parameter requiring a parameter code.
(v)   Email to Inspectorate Monthly mailbox - dwimonthlydata@defra.uk

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
ParameterName	Parameter name as listed in CAS Registry	Mandatory	Text	50	Propan-2-yl hexadecanoate
AlternativeName	Alternative or trade name	Optional	Text	50	Isopropyl palmitate
UNITS	Units of measurement	Mandatory	Text	10	mg/L or mg/L
CasCode	CAS Registry Number	Mandatory	Text	20	142-91-6
Comment	Description/Usage - Free text	Optional	Text	100	

Reporting of Treatment Chemicals and Service Reservoir, Contact Tank and Final Water Storage Tank Information

Submission Schedule

The Treatment Chemicals Table must be submitted by 30 September of every year. Reporting of Service Reservoir, Contact Tank and Final Water Storage Tank Information must be submitted by 30 April of every year. The information contained in these submissions must be up to date at the time of submission.

Updates to the Treatment Chemicals Table must be submitted throughout the year when changes to the information occur. Every submission that is made, whether it is the annual submission in September or an update throughout the year, must be a full resubmission of the latest data with the submission date updated to the most recent submission date for every line of data.

13 Treatment Chemicals Table

Companies must submit a list of every chemical that is currently dosed into the drinking water at every water treatment works, service reservoir and distribution network, including membrane cleaning chemicals. This includes chemicals dosed into raw water; in-process water and final supply water; in addition to chemicals dosed into service reservoirs and at other points in the network; chemicals that are used for treatment and recovery of waste process water where this is returned to the water supply system (for example the head of the works); and chemicals used for on-site production of sodium hypochlorite.

The filename should consist of the company's designated three letter company code followed by Treatment-Chemicals and year of submission (see below).
For example, for Anglian Water:

  Filename: ANH-Treatment-Chemicals-MMM-YYYY.xlsx
For example: ANH-Treatment-Chemicals-SEP-2021.xlsx

Col	Field name	Field description	Status	Content	Field size	Field example (for illustration only)
A	Year of Submission	This is the year in which the company submit the file to the Inspectorate (YYYY).	Mandatory	Year	4	2021

Col	Field name	Field description	Status	Content	Field size	Field example (for illustration only)
B	Date of Submission	Date of submission (DD-MMM-YYYY). This is the date the company submit the file to the Inspectorate. This date should be the same date for every line of data that is included in a submission.	Mandatory	Date	11	30-SEP-2021
C	Company	Inspectorate three letter acronym for company.	Mandatory	Text	3	ANH
D	AssetRef	Asset reference as defined in 'Details' tables submitted to the Inspectorate annually, type prefix - **R** for service reservoir/water tower **T** for water treatment works **S** for supply point **Z** for supply zone where the chemical is dosed into the network.	Mandatory	Text	15	TALT
E	AssetName	Name of Site.	Mandatory	Text	150	Alton works
F	Product Name	Commercial or brand name of chemical.	Optional	Text	150	Magnafloc LT20
G	Active Ingredient	Active ingredient. This should be the chemical name stated in the BS EN standard, Inspectorate List of Approved Products (see column H) or other relevant product specification as applicable.	Mandatory	Text	1000	Polyacrylamide
H	BS EN Standard	This should be the relevant current BS EN standard to which the chemical conforms. It can be found on the front pages of the BS EN standard documents and is usually in the format BS EN xxx:yyyy, where yyyy represents the year the standard came into force. The number of characters may vary. The 'BS EN' prefix should be excluded from the entry, for example BS EN 1407:2008 becomes 1407:2008.	Mandatory where there is an applicable BS EN standard	Alphanumeric	20	1407:2008

Col	Field name	Field description	Status	Content	Field size	Field example (for illustration only)
I	Product Code	This is the code in the format DWI xx/x/xxxx that appears opposite the product name in the List of Approved Products For Use In Public Water Supply in the United Kingdom, published on www.dwi.gov.uk. The code should be entered with the DWI prefix removed. For example DWI 56/4/885 becomes 56/4/885.	Mandatory unless the chemical does not have a code, which may occur when it is a chemical covered by an appropriate BS EN standard	Alphanumeric	15	56/4/885
J	Supplier Name	Full legal name of supplier without using acronyms or abbreviations. Where there are multiple suppliers for the same site, list all suppliers separated by a comma.	Mandatory	Free Text	1000	Solenis UK Industries Ltd
K	Maximum number of days of onsite storage	This value should represent the best-case scenario regarding storage capacity for this chemical at this site under normal operating conditions. It is accepted that this value is an estimate based on several factors that companies should define internally, for example maximum bulk storage levels and minimum usage rate under normal operating conditions.	Mandatory	Integer	4	30

Col	Field name	Field description	Status	Content	Field size	Field example (for illustration only)
L	Minimum number of days of onsite storage	This value should represent the worst-case scenario regarding storage capacity for this chemical at this site under normal operating conditions. It is accepted that this value is an estimate based on several factors that companies should define internally, for example minimum bulk storage levels and maximum usage rate under normal operating conditions.	Mandatory	Integer	4	7
M	New line since the previous submission	If this is a new chemical at this site, or a new site, that was not submitted in the previous submission, then enter Y for yes. If not, enter N for no. For the first submission of this data in 2021, all lines should be entered as Y.	Mandatory	Text	1	Y
N	Changed since the previous submission	This is to demonstrate whether information for this chemical at this site changed since the last submission, for example a different supplier, update of days of storage, product code or BS EN number. Enter Y for yes or N for no. For the first submission of this data in 2021, all lines should be entered as N. Where the entry in column M above is Y, this column entry should be N.	Mandatory	Text	1	N

Col	Field name	Field description	Status	Content	Field size	Field example (for illustration only)
O	Other relevant information	This field does not have a single defined purpose, but companies may wish to highlight assumptions, unusual situations and circumstances relating to the product or the data entered in the above fields, particularly relating to resilience of supplies. For example, where other factors such as a shortage of specialist equipment or containers could pose a risk to supply.	Optional	Free Text	1000	Free text

14 Reporting of Service Reservoir, Contact Tank and Final Water Storage Tank Information

Companies must submit the following information for every current service reservoir, contact tank and final water storage tank. A separate line must be submitted for every cell or compartment at a site whether they are hydraulically linked or not.

The filename should consist of the company's designated 3 letter Company Code followed by Service-Reservoirs-And-Tanks, month and year of submission (see below).

For example, for Anglian Water:

Filename: ANH-Service-Reservoirs-And-Tanks-MMM-YYYY.xlsx
For example: ANH-Service-Reservoirs-And-Tanks-Sep-2021.xlsx

Col	Field name	Field description	Status	Content	Field size	Field example (for illustration only)
A	Year of Submission	This is the year in which the company submit the file to the Inspectorate (YYYY).	Mandatory	Year	4	2021

Col	Field name	Field description	Status	Content	Field size	Field example (for illustration only)
B	Date of submission	Date of submission (DD-MMM-YYYY). This is the date the company submit the file to the Inspectorate. This date should be the same date for every line of data that is included in a submission.	Mandatory	Date	11	30-APR-2021
C	Company	Inspectorate three letter acronym for company.	Mandatory	Text	3	ANH
D	AssetRef	Asset reference as defined in 'Details' tables submitted to the Inspectorate annually, type prefix - **R** for service reservoir/water tower **T** for water treatment works **S** for supply point For contact tanks and final water storage tanks the appropriate treatment works or supply point asset reference should be used. The distinction between tanks on site will be made using the AssetName field below. Future requirement – other tanks such as interstage tanks (to be defined)	Mandatory	Text	15	RC689 TALT
E	AssetName	Name of Site. For water treatment works this must be the name of the site followed by 'Contact Tank' or 'Final Water Tank' (excluding quotation marks). Where different cells or compartments are present, the designation for these must be included as the last part of the asset name (for example A, B, C, North, South, 1, 2, 3).	Mandatory	Text	150	Abbots Langley Reservoir East Alton works Final Water Tank Cell A
F	Year of Construction	Year of construction, or estimated year of construction if unknown. MMM-YYYY.	Mandatory	Date	8	Jan-1990
G	Post code	Nearest post code for the site.	Mandatory	Post code	10	SW1P 3JR

Col	Field name	Field description	Status	Content	Field size	Field example (for illustration only)
H	National Grid Reference Easting	This is the first six-digit number of the national grid reference denoting the Easting.	Mandatory	Numeric	6	530599
I	National Grid Reference Northing	This is the second six-digit number of the national grid reference denoting the Northing.	Mandatory	Numeric	6	179953
J	Date of last full drain down inspection and clean	DD-MMM-YYYY. If no inspection has ever been undertaken leave blank.	Mandatory	Date or blank	11	31-Jan-2011
K	Date of last remote vehicle inspection if applicable	DD-MMM-YYYY. If no remote vehicle inspection has ever been undertaken leave blank.	Mandatory where a remote vehicle inspection has been carried out	Date or blank	11	31-Jan-2016
L	Can this asset be removed from service for inspection, maintenance and repairs?	1 – Yes, indefinitely under all foreseeable circumstances 2 – Yes, indefinitely provided sufficient other assets/ supplies are available. 3 – Yes, long term but increases the risk of loss of supply at peak demand periods. 4 – Yes, but time limited to less than X days. 5 – Yes, but would be delayed due to short term alterations to the supply arrangements being required. 6 – No, requires significant capital work to enable the asset to be removed from service (such as new booster, PRV, storage point, transfer main). 7 – No, under any foreseeable circumstances.	Mandatory	Text	1	7

Col	Field name	Field description	Status	Content	Field size	Field example (for illustration only)
M	Number of days limit that the asset can be removed from supply.	Number of days for option 4 in column L.	Mandatory if 4 entered in column L	Text	1000	3
N	New line since the previous submission	If this is a new site or new tank at a site that was not submitted in the previous submission, then enter Y for yes. If not, enter N for no. For the first submission of this data in 2021, all lines should be entered as Y.	Mandatory	Text	1	N
O	Changed since the previous submission	This is to demonstrate whether information for this tank at this site changed since the last submission, for example different inspection dates. Enter Y for yes or N for no. For the first submission of this data in 2021, all lines should be entered as N. Where column L above is Y, this column should be N.	Mandatory	Text	1	N
P	Other relevant information	This field does not have a single defined purpose, but companies may wish to highlight assumptions, unusual situations and circumstances relating to the asset, or the data entered in the above fields.	Optional	Free Text	1000	Free Text

General Requirements

i. Submissions should comprise one Excel file for treatment chemicals and one for service reservoirs, contact tanks and final water tanks.

ii. The spreadsheet for treatment chemicals will have 15 columns A to O which meet the specification outlined above.

iii. The spreadsheet for service reservoirs, contact tanks and final water tanks will have 14 columns A to P which meet the specification outlined above.

iv.	The column headings for both spreadsheets must appear and exactly match the specification.

v.	A full submission for the treatment chemicals table specified in this Annex will take place once a year on 30 September accurate to the end of the previous August regardless of when the first or previous submission was made.

vi.	A full submission for the service reservoirs, contact tanks and final water tanks table specified in this Annex will take place once a year on 30 April accurate to the end of the previous March regardless of when the first or previous submission was made.

General good practice

i.	Excel files should not contain 'blank lines' which increase the file size unnecessarily

ii.	Excel files should not contain hidden formulas or any other functions such as drop downs

iii.	Character limits should not be exceeded

Submission Process

i.	Submissions are to be made using the current data submission process in April and via the Inspectorate's online portal from January 2024.