

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 data return submitted by 31 January 2024 will contain the supplies and data from 1 January 2023 – 31 December 2023.

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.

Where **local authorities have no data from a private water supply or supplies in their area, an annual report is still required. Please include details of these supplies in the return as well as any you have sample data for.**

This provides an up-to-date list of the number and type of private water supplies in the local authority's area.

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: dwi.enquiries@defra.gov.uk or 0330 041 6501.**

The annual report consists of one Excel file which contains eight worksheets (tabs). The Excel file can be downloaded from the DWI website (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 (Tab) Number	Worksheet Label	Content	Details
1	Background and Submission	Information and DWI Contact Details Worksheet	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 Chief Executive Officer (CEO) or head of the local authority.
4	Details	Details of Supplies Worksheet	The details of each private water supply are logged in this worksheet. This includes an individual reference number for each supply.
5	Data	Sample Results Worksheet	Details 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 supplies to single untenanted dwellings in the local 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 which 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 (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 Supply Regulations and these supplies do not need to be included in the annual return.
- For local authorities without any private water supplies, only complete Worksheet 3: Contacts and Worksheet 6: Total Single Dwellings. Where there are no private water supplies, Enter zero in box B9 on Worksheet 6.

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.
- Remember to **check the year of return** on the Contacts 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 uploaded with the filename in the following format: **xxx-privatewater-2023.xls** where xxx is the FSA code for the local authority. Please note that this is an old format for Excel (.xls) and files will need to be saved in this format.
- Data returns must be uploaded online via the Government Gateway web portal. The Inspectorate no longer accepts data returns sent by email.
- Upload the file on or before 31 January 2024.

General Specification Information

- All date formats must be YYYY or DD/MM/YYYY, where appropriate.
- The data reported year is 2023.
- 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.

DATA RETURN SPECIFICATION BY WORKSHEET

WORKSHEET 1: BACKGROUND AND SUBMISSION

- Local authorities are not to make any changes to this worksheet.

WORKSHEET 2: INSTRUCTIONS

- Local authorities are not to make any changes to this worksheet.

WORKSHEET 3: CONTACTS

- If the local authority does not have any private water supplies, including private distribution systems (regulation 8 supplies), then they should **still 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 contract 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 or head of the local authority.
- All information for a single contact should be contained in one row. Do not use more than one row per contact.
- More than one contact at the local authority can be entered. 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 e.g. 2015	Year when data was collected, in the format YYYY. This is the year prior to the submission year. E.g., For a submission on 31 January 2024, the year for which data is reported would be 2023.	Mandatory	Date (YYYY)	2023
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. Please select from the dropdown list. Codes are listed in Worksheet 7: FSA LA Codes for reference, if needed.	Mandatory	Text	075

COLUMN AND FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
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	Details 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 9XF
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 for the Environmental Health Section (LA) which deals with PWS.	Mandatory	Text	01355 789123
Column I: General email address	General or 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 details of a/the person in the local authority who deals with private water supplies	Mandatory	Text	Specific.Person@email.com

<p>Column K: The name of the laboratories used in this year</p>	<p>Enter the name of every laboratory used by the local authority in the reporting year (2023).</p> <p>Separate the laboratory names with a comma followed by a space.</p> <p>This will need to be replicated for every row of data entered in this worksheet.</p>	Mandatory	Text	BMS Laboratories, Smith Chemistry Labs, Jones Microbiological Services Ltd
<p>Column L: Is Contact CEO? (Y = Yes, N = No) At least one row must be a CEO</p>	<p>State whether the contact details in this row are those of the CEO or head of the local authority, or not.</p> <p>Y = Yes, N = No</p>	Mandatory	Text	Y

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.
- If you have private water supplies in your local authority area but have not taken samples from them this year, **you must complete this sheet.**

COLUMN AND 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. Please select directly from the dropdown list. If the code begins with a zero and is typed directly in, the initial zero will be dropped off. In this case, please add an apostrophe to the start of the code to ensure the zero is retained, or select from the dropdown list. Codes are listed in Worksheet 7: Local Authority Codes, for reference.	Mandatory	Text	'075 111

COLUMN AND 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 (regulation 8)). There should be a unique code for each supply, and each code should appear on a separate row in this worksheet.</p> <p>Only enter each code once in this worksheet.</p> <p>This code should be a maximum of 30 alphanumeric characters, which are always prefixed by a P for a 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 remain the same for each supply (it should not change year to year for the same supply).</p>	Mandatory	Text Must be prefixed with a P or a D	P25986Y D67393F
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 AND FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column E: Supply type	Select a supply type from the dropdown list: Reg 8 Reg 9 Reg 10 (SD - England and Wales) Reg 10 (Shared England) Reg 11 (Wales) SD = Single Dwelling	Mandatory	Text Dropdown Menu Only	Reg 9
Column F: Year for which the data is reported e.g. 2023	The start date of the year when the data was collected in the format YYYY. For submissions in January 2024, this field will read 2023.	Mandatory	Date YYYY	2023
Column G: Residential Population. i.e. An estimate or zero '0' if N/A with a maximum of 8 figures (See notes)	Enter the residential population for this supply. Please supply a whole number. Do not use commas as part of the number. The residential population is the number of people who live or work where the supply is used. People who use the supply but do not live or work there are not counted in the number of the residential population. These individuals are included in the next column in the return.	Mandatory	Number Max 8 figures This must be a number with no > or < symbols Integer	99347

COLUMN AND FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
<p>Column H: Temporary Population i.e. An estimate or zero '0' if N/A with a maximum of 8 figures (See notes)</p>	<p>Enter the temporary population for this supply.</p> <p>Please supply a whole number. <u>Do not</u> use commas as part of the number.</p> <p>The temporary population is the number of people who use the supply and are not part of the residential population.</p>	Mandatory	<p>Number</p> <p>Max 8 figures</p> <p>This must be a number with no > or < symbols</p> <p>Integer</p>	99347

COLUMN AND FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
<p>Column I: Volume Out Capacity in cubic meters per day (m³/d) only i.e., an estimate with a maximum of 8 figures (see notes)</p>	<p>Enter the total volume of water used for domestic purposes and/or where used for food production in <u>cubic metres/day (m³/day)</u>. Where there are multiple sources, use the total volume of all the sources, combined together.</p> <p>Local authorities must calculate the volume of water supplied each day. However, for some private water supplies, the local authority may not know or be able to estimate the volume of water supplied.</p> <p>In such cases, the local authority should estimate the number of people supplied, or, preferably, obtain volume and population information from the person responsible for the supply. The local authority should assume that each person uses on average 0.2 m³/day (200 litres per day).</p> <p>When calculating the population to estimate volume, this should be based on the maximum estimated occupation of the premises (including temporary population but excluding temporary events, which are recorded elsewhere).</p>	Mandatory	<p>Number</p> <p>Max 8 figures</p> <p>This must be a number with no > or < symbols</p> <p>No commas</p> <p>One decimal place only</p>	10400

COLUMN AND FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column J: Grid Reference Eastings	<p>The NGR (National Grid Reference), as six figure Eastings, for the supply is as near to the source as possible.</p> <p>For onward distribution systems the NGR is the point the water supply enters the private network.</p> <p>For multiple sources, choose the NGR for only one source, which has the largest volume or estimated volume. The local authority should keep a record of all other source locations.</p> <p>For sites with security concerns, such as MoD sites, the source can be recorded (for data collection purposes) as the centre of the site. The actual source will still need to be risk assessed.</p>	Mandatory	Number Six figure Eastings (100 km letter code not used)	503674
Column K: Grid Reference Northings	<p>The NGR (National Grid Reference), as six figure Eastings, for the supply is as near to the source as possible.</p> <p>For onward distribution systems the NGR is the point the water supply enters the private network.</p> <p>For multiple sources, choose the NGR for only one source, which has the largest volume or estimated volume. The local authority should keep a record of all other source locations.</p> <p>For sites with security concerns, such as MoD sites, the source can be recorded (for data collection purposes) as the centre of the site. The actual source will still need to be risk assessed.</p>	Mandatory	Number Six figure Northings (100 km letter code not used)	132476

COLUMN AND FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column L: Source Type	Select the source type from the dropdown menu: BHW = Borehole SPW = Spring SFW = Surface water RNW = Rainwater MXW = Borehole (or multiple sources) influenced by surface water WEL = Well MMS = Multiple sources which are a combination of borehole/spring/public supply or any combination of these EBW = Estuarine or brackish water PMW = Public supply UNK = Unknown OTH = Other, added for any other type of supply	Mandatory	Text Dropdown Menu Only	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 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	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 AND FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column O: Water is used for food production, Y=YES or N=NO or U=Unknown	Confirm if water is used for food production. Y = Yes or N = No or U = Unknown. This includes any premises on the supply where the water is used in any food production undertaking for the manufacture, processing, preservation, or marketing of products or substances intended for human consumption unless the competent authority (in this case the FSA) are satisfied that the quality of water cannot affect the wholesomeness of the foodstuff in its finished form.	Mandatory	Text Y N U	Y
Column P: Supply serves temporary/holiday accommodation? Y=Yes, N=No or U=Unknown	Confirm if any premises on the supply are used as temporary or holiday accommodation (e.g., hotels, hostels, B&Bs, holiday lets, rental properties, holiday camping or 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	Indicate whether any of the premises on the supply form part of a public activity or where the water is made available to the public for human consumption and/or domestic purposes. Examples of Public Buildings can be found on tab 1 of the data return (Background and Submission) Y = Yes, N = No, U = Unknown	Mandatory	Text Y N U	Y

COLUMN AND 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	Indicate whether the supply has a chemical disinfection stage (at any point in the supply) by choosing from one of the following options: None = None (no chemical disinfection stage) 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 used on the supply? Y=YES or N=NO P=PARTIAL or U=Unknown	Is UV disinfection used on the supply? Y = Yes, N = No, P = Partial, U = Unknown	Mandatory	Text Y N P U	Y
Column T: Reduced Sampling, Y=YES or N=NO or U=Unknown	Indicate whether the monitoring on this supply has either been reduced or ceased having met the criteria set out in Schedule 2 of the regulations. Y = Yes, N = No, U = Unknown	Mandatory	Text Y N U	N

COLUMN AND FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column U: Restricted information, Y=YES or N=NO or U=Unknown	Confirm if a supply contains restricted information such as SOME Ministry of Defence sites. Use Y=YES or N=NO or U=Unknown	Mandatory	Text Y N U	U
Column V: Has a risk assessment been completed for this supply? If yes, enter date. If not, enter N.	Enter the full date the most recent risk assessment was completed or 'N'.	Mandatory	Text Date N	20/07/2023
Column W: Has the supply been risk assessed for PFAS?	Indicate whether a risk assessment for PFAS has been completed for the supply. Y = Yes, N = No Guidance available: (www.dwi.gov.uk/private-water-supplies/local-authorities/risk-assessment)	Mandatory	Text Y N	Y

COLUMN AND FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column X: If the local authority has issued a regulation 18 (England) or regulation 20 (Wales) notice for this supply during the reporting year then enter a date for yes, otherwise enter N for no.	Enter the full date the notice was issued in 2023 or 'N'. Enter the date in the format DD/MM/YYYY.	Mandatory	Text Date N	N
Column Y: If the local authority has revoked a regulation 18 (England) or regulation 20 (Wales) notice for this supply during the reporting year then enter a date for yes, otherwise enter N for no.	Enter the full date the notice was revoked in 2023 or 'N'. Enter the date in the format DD/MM/YYYY.	Mandatory	Text Date N	19/08/2023

COLUMN AND FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
<p>Column Z: If the local authority has issued a section 80 notice for this supply during the reporting year then enter the date for yes, otherwise enter N for no.</p>	<p>Enter the full date the notice was issued in 2023 or 'N'. Enter the date in the format DD/MM/YYYY.</p>	Mandatory	Text Date N	N
<p>Column AA: If the local authority has revoked a section 80 notice for this supply during the reporting year then enter the date for yes, otherwise enter N for no.</p>	<p>Enter the full date the notice was revoked in 2023 or 'N'. Enter the date in the format DD/MM/YYYY.</p>	Mandatory	Text Date N	25/04/2023

COLUMN AND FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
<p>Column AB: Do you intend to use a radioactivity monitoring exemption on this supply? (Y, N).</p>	<p>Answer yes or no. Y = Yes, N = No</p> <p>If yes, provide the grounds for the decision by completing columns AC-AM.</p> <p>If no, please leave columns AC-AM blank.</p>	Mandatory	Text Y N	Y
<p>Column AC: 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).</p>	<p>Complete to provide evidence that monitoring for radioactive substances is not required. Y = Yes, N/A = Not applicable</p>	Conditional	Text Y N/A	Y

COLUMN AND FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column AD: Does the risk assessment indicate a low risk of historic radioactive substances in the catchment? (Y, N/A).	Complete to provide evidence that monitoring for radioactive substances is not required. Y = Yes, N/A = Not applicable	Conditional	Text Y N/A	Y
Column AE: 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).	Complete to provide evidence that monitoring for radioactive substances is not required. Y = Yes, N/A = Not applicable	Conditional	Text Y N/A	Y

COLUMN AND FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column AF: Is there a low risk indicated by monitoring data for radioactive substances in this supply? (Y, N/A).	Complete to provide evidence that monitoring for radioactive substances is not required. Y = Yes, N/A = Not applicable	Conditional	Text Y N/A	Y
Column AG: Is there a low risk indicated by the 'Radioactivity in food and the environment' report? (Y, N/A).	Complete to provide evidence that monitoring for radioactive substances is not required. Y = Yes, N/A = Not applicable	Conditional	Text Y N/A	Y
Column AH: Where gross alpha or gross beta exceed the screening value, does the indicative dose calculation confirm the value is <0.1mSv/year? (Y, N/A).	Complete to provide evidence that monitoring for radioactive substances is not required. Y = Yes, N/A = Not applicable	Conditional	Text Y N/A	Y

COLUMN AND FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column AI: Are there historic results from the supply confirming the radon levels are below 100Bq/L? (Y, N/A).	Complete to provide evidence that monitoring for radioactive substances is not required. Y = Yes, N/A = Not applicable	Conditional	Text Y N/A	Y
Column AJ: Does the local water company have a waiver for radon or abstraction points in the same aquifer? (Y, N/A).	Complete to provide evidence that monitoring for radioactive substances is not required. Y = Yes, N/A = Not applicable	Conditional	Text Y N/A	Y
Column AK: Do radon in air measurements confirm the levels are below 100Bq/m ³ (where there is no existing radon treatment)? (Y, N/A).	Complete to provide evidence that monitoring for radioactive substances is not required. Y = Yes, N/A = Not applicable	Conditional	Text Y N/A	Y

COLUMN AND FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column AL: Is there a low risk indicated by the UKHSA report or AEA Ricardo report? (Y, N/A).	Complete to provide evidence that monitoring for radioactive substances is not required. Y = Yes, N/A = Not applicable	Conditional	Text Y N/A	Y
Column AM: Do sample results indicate radon levels are less than 1000Bq/l? (Y, N/A).	Complete to provide evidence that monitoring for radioactive substances is not required. Y = Yes, N/A = Not applicable	Conditional	Text Y N/A	Y
Column AN: If Supply Risk Assessment completed add Category (VH = Very High or H = High or M = Medium or L = Low, N/A = No risk assessment).	Provide the category for the risk assessment if this has been completed (column U = Y). If no risk assessment has been completed, use N/A. VH = Very High H = High M = Medium L = Low N/A = No Risk Assessment	Conditional	Text Dropdown Menu Only VH H M L N/A	H

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 this specification.
- A full list of parameters can be found in Worksheet 8: Parameter List.

COLUMN AND FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column A: SupplyRef (The same as Details sheet)	For each PWS supply (this includes private distribution systems) there should be a unique code. 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 (sometimes called onward distribution systems). This supply reference must correspond to the same unique reference for this supply that also appears on the Worksheet 4: Details.	Mandatory	Text	P25986Y D67393F

COLUMN AND FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
<p>Column B: Parameter Code. The parameters in the Regulations are listed in the dropdown 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.</p>	<p>Select the parameter using the dropdown list.</p> <p>If you have a result for a parameter which is not on the list, please contact dwi.enquiries@defra.gov.uk</p>	Mandatory	Text Dropdown Menu Only	A012:Nitrate (Total)
<p>Column C: Sample Result</p>	<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 AND FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Optional)	FIELD TYPE	FIELD EXAMPLE (for illustration only)
Column D: > or < Qualifier	<p>Use this field if the certificate of analysis for the sample indicates a value greater than (>) or less than (<) a given result.</p> <p>This is not used to indicate if the sample has met or exceeded the standard in the regulations.</p>	Optional	Text < or >	<
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 result is not available by the time you submit your data, then please omit the line of data relating to that result.</p>	Mandatory	Date	04/01/2023
Column F: Sample Type	<p>Indicate the purpose of the test from one of the following options in the dropdown list:</p> <p>GPA - Group A parameters GPB - Group B parameter Reg10 - 5 parameters sampled from regulation 10 supplies Reg11 - 5 parameters sampled from regulation 11 supplies (Wales only) ARA - Any additional parameters arising from the risk assessment. This would include all regulation 8 supply samples. 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

COLUMN AND 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	Enter F if the sample exceeded the prescribed concentration or value or specification in the regulations. If not, leave blank.	Optional	Text F Blank	F
Column H: Sampler certification (Y/N)	Has the sampler attained certification under the ISO17024 sampling scheme (CATG) or, are they covered under their organisation's ISO 17025 accreditation (for example, a water company sampler)? Y = Yes, N = No	Mandatory	Text Y N	Y
Column I: Comments	This is a general comments field. Use to provide details about sampling or sample failures, where appropriate. Comments cannot exceed 1000 characters.	Optional	Text	Comments

WORKSHEET 6: TOTAL SINGLE DWELLINGS

- There is a single mandatory box in cell B9 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 Worksheet 4: Details.
- If there are no private water supplies in your area, enter 0 in cell B9.

WORKSHEET 7: FSA LA CODES

- This worksheet is for information only and you do not need to enter any information on this sheet. If your FSA code is not listed or is incorrect, please contact dwi.enquiries@defra.gov.uk.
- Local authorities are not to make any changes to this worksheet.

WORKSHEET 8: PARAMETER LIST

- This worksheet is for information only and you do not need to enter any information on this sheet. If a parameter you have a test result for is not listed, please contact dwi.enquiries@defra.gov.uk.
- Local authorities are not to make any changes to this worksheet.