



guardians of drinking water quality

DRINKING WATER INSPECTORATE

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DWI Information Letter 06/2003

27 June 2003

To: Board Level Contacts of Water and Sewerage Companies In England and Wales

Dear Sir or Madam

The Water Undertakers (Information) Direction 2003 - Format for provision of certain information

Purpose

1. The purpose of this Information Letter is to set out the format in which water companies are required to provide certain information under the Water Undertakers (Information) Direction 2003. It covers the following information requirements:
 - specification of geographical information to identify water supply areas, water supply zones, and sites;
 - specification for tables required for monthly compliance returns of individual sample results; and,
 - the use of parameter codes for reporting monthly compliance returns.

Background

2. A draft version of the Water Undertakers (Information) Direction 2003 has been issued. Inter alia, the Direction will form the legal basis for the requirement to make returns for geographical information and monthly compliance returns of individual sample results. The Direction makes reference to this Information Letter 6/2003
3. The information submitted to the Inspectorate must be sufficient to enable it carry out a rigorous assessment of whether water companies comply with the standards and sampling requirements of the Water Supply (Water Quality) Regulations 2000, as amended. The data is also required to enable the UK to meet the requirements of the European Community Standardised Reporting Directive (91/692/EEC).

Format

4. Three annexes accompany this Information Letter. **Annex A** deals with technical guidance and file specification for geographical information to be submitted before 31 December preceding the year to which it relates. This submission of electronic format will replace the submission of paper maps delineating company areas, water supply zones and sites.
5. **Annex B** forms the kernel of the Information Letter, detailing the content for the eight tables required for compliance assessment. An example field is added to these tables for illustration purposes only. Tables will be required by the 21st day of each month for samples taken during the antepenultimate month, i.e. samples taken in January 2004 will be due to the Inspectorate by 21st March 2004. It is required that tables are submitted in Comma Separated Variable (.csv) or MS Excel (.xls - version 97 or onwards) formats. The Inspectorate will accept tables by e-mail, 3.5" 'floppy' disk or CD. Companies using the e-mail should make use of file compression software compatible with WinZip software.
6. **Annex C** is a list of parameter codes for microbiological, chemical and indicator parameters, plus pesticides notified to the Inspectorate to date. All samples must be reported against these codes (numerical Order References are no longer to be used). Additional pesticides must be notified to the Inspectorate before 1 October preceding the year due to be sampled.

Existing Exception reporting

7. Monthly exception reports will no longer be required. If they wish, companies may continue to submit these to the Inspectorate in the agreed existing format. All data and comments, however, must be included in tables specified in the annexes to this Information Letter.

Enquiries

8. Enquiries about this letter should be directed to Andrew Taylor, Water Quality Data Manager, Drinking Water Inspectorate, Zone 2/C1, Ashdown House, 123 Victoria Street, London SW1E 6DE (Telephone 020 7944 5967, Fax No. 020 7944 5969) or <mailto:andy.taylor@defra.gsi.gov.uk>. This Information Letter is available on the Inspectorate's website www.dwi.gov.uk
9. Copies of this letter are being sent to Pamela Taylor, Chief Executive, Water UK; Rodney Anderson, Water Supply and Regulation Division, Department for Environment, Food and Rural Affairs; Bob Macey, Environment Division, The National Assembly for Wales; Tim Hooton, Water Services Unit, Scottish Executive; Randal Scott, Drinking Water Inspectorate for Northern Ireland; and Rowena Tye, Office of Water Services.

10. This letter is being sent electronically to Board Level contacts. Please acknowledge receipt by email to dwi.enquiries@defra.gsi.gov.uk. Hard copies are not being sent. This letter may be freely copied.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jeni Colbourne', with a long horizontal line extending to the right.

Prof. Jeni Colbourne MBE
Chief Inspector
Drinking Water Inspectorate