

ANNEX B - FILE SPECIFICATION

This document details the tables to be submitted by water supply companies for Compliance data returns under The Water Supply (Water Quality) Regulations 2000.

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 are required to be submitted with the January data return (on 21 March) and data tables monthly thereon. See Notes preceding each table specification.

Should data supplied in tables need to be re-submitted the WHOLE file must be supplied to DWI, not the revised data only.

Companies choosing to continue supply 'exception' reports must ensure that information on failures is included in full with all sample details on the 'Data table'

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

The information requested in tables must be completed as a 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. Out of Service table
- 5. Schedule Shortfall table
- 6. Pesticide Monitoring table
- 7. Authority Details tables (3 tables)

CHECKLIST FOR COMPLIANCE DATA RETURN

Companies should check all data before sending it to DWI. Check List for Compliance Data return. Please complete form and include with your return.

Company Name.....

1. Files included in the return	a) Microsoft Excel files (.xls)	b) Comma separated variable files
---------------------------------	---------------------------------	-----------------------------------

			(.csv)
	a) details table		
	b) data table		
	c) site details table		
	d) out of service table		
	e) schedule shortfall table		
	f) pesticide monitoring table		
	g) authority details (3 tables)		

I confirm that I have checked all the files, and data.

Changes from Information Letter 9/2007

1. The Water Supply (Water Quality) Regulations 2000 (Amendment) Regulations 2007 change the numerical standard for the parameters of hydrogen ion, odour and taste.

Hydrogen Ion

2. Hydrogen ion tests (parameter code A006) has been removed from the Regulations as a National requirement (Schedule 1, Table B, part II).
3. However, hydrogen ion will continue to be tested as an Indicator parameter (Schedule 2), against a lower specification of 6.5 pH. Sample values *below* 6.5 or *above* 9.5 will contravene the specification for this parameter.
4. Information Letter 2/2005 allowed the submission of all hydrogen ion results against the parameter code of A006, with only exceedences of 9.5 pH being *duplicated and reported* as A006A (i.e. exceeding the Indicator standard). The Inspectorate is aware that most companies made use of the arrangement in IL 2/2005, and thus will retain the use of the A006 parameter code, **but for the revised Indicator standard**. All data for hydrogen ion (pH) must be now be submitted using the A006 parameter code, and companies should amend their systems to adopt the new lower limit. For the purposes of compliance assessment companies must add 'F' failure flags to the 'PCVFailFlag' field of their **Data Table** for records of hydrogen ion where the sample value falls outside the 6.5 – 9.5 range. Parameter code A006A should not be used for data submissions of samples taken on or after 1 January 2008.

Odour and Taste

5. Tests for odour (parameter code A003) and taste (parameter code A004) will continue to be measured using the Dilution Number scale. However, there is no numerical standard and companies should not use failure flags. Companies should submit a separate Microsoft Word or Excel file for any Odour or Taste test in the **Data Table** with a sample value > 0. This additional file should contain information about any investigation that the company has carried out. In addition this filename should appear in [] square brackets in the 'Comments' field of the **Data Table** for that record (as currently required for breaches of other parameters).

Clostridium Perfringens

6. Clostridium perfringens has now been added to Schedule 3 Tables 2 and 3, 'Parameters subject to audit monitoring'. There is no change in reporting requirements.

Changes from Information Letter 3/2008

Monthly Compliance Data Returns

To ensure that all positive results for *Cryptosporidium* are identifiable in compliance data returns the Inspectorate have updated Information Letter 9/2007 to clarify that companies should submit sample results for C111 reported to 3 decimal places and the '<' limit of detection qualifier **must only be added** for tests whose sample value is less than 0.001 oocyst per 10l (the equivalent of 1 oocyst in 10,000 litres sample volume) **before rounding**.

Any tests with sample results of 0.001 or greater (i.e not including the '<' symbol) should be accompanied by a completed proforma, and the full filename of this should be referenced in square brackets in the 'Comments' field of that data record [XXX-C111-dd-mm-yy.xls].

1 DETAILS TABLE

Filename

The filename should consist of the Companies designated 3 letter Company Code followed by "DetailMMYY". For example, in the case of Anglian Water:

Filename: ANGDetailJAN04.[csv][xls]

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 at any time during the reporting year, as follows:
- (ii) Frequency of submission – with January data return.
- (iii) All 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 for data submitted at any time during the reporting year. ii) identifier number for each of the supply zones, service reservoirs/water towers, water treatment works or supply points Note : For identifier above you do not need to create a new numbering system - use the numbers in your existing system.	Mandatory	Text	10	Z013
SiteName	Name of Site	Mandatory	Text	80	Holby South
StartDate	Reporting period start date in the format DD-MMM-YYYY	Mandatory	Date	8/10	01-Jan-2008
EndDate	Reporting period end date in the format DD-MMM-YYYY	Mandatory	Date	8/10	31-Dec-2008

Population	For zones estimate of population supplied. Note : For treatment works, supply point and reservoir/water tower leave field blank.	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 megalitres (MI) Note:a) for (i) the volume of water supplied to the zone must be provided. 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) (iii) may be left blank if unavailable.	Mandatory (Supply points and Water Treatment Works only)	Number - Floating point	8	10400
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 WTWs, Supply Points and SRs 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	For treatment works 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 Water	Mandatory (if Treatment Works or Supply Point)	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 DWI 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 - Use letters FD Note : Leave blank if not applicable	Mandatory (for zone, treatment works or service reservoir receiving fluoride dosing)	Text	2	FD

PhosDose	For zones receiving phosphate dosing - Use letters PD Note : Leave blank if not applicable	Mandatory (if zone receiving phosphate dosing)	Text	2	PD
----------	--	--	------	---	----

2 DATA TABLE

Filename

The filename should consist of the Companies designated 3 letter Company Code followed by "DataMMYY" . For example, in the case of Anglian Water:

FileNames: ANGDataJAN04.[csv][xls]

Notes

- (i) The data table must contain records for each individual parameter sampled during a reporting month.
- (ii) Frequency of submission – monthly (January data required by 21 March of reporting year)
- (iii) All 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 ie 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
> or < qualifier	Sample greater than or less than limit of detection Note : Leave blank if not applicable.	Mandatory	Text (> or <)	1	>
GridReference – Eastings	National Grid Reference (Eastings) to indicate exactly where the sample was taken. (Samples in Zones only)	Mandatory for zonal samples unless Post Code used. Mandatory for tests in national border critical zones, See Information Letter 3/2006	Number	6	503675
GridReference –	National Grid Reference (Northings) to indicate exactly	Mandatory for zonal	Number	6	132476

Northings	where the sample was taken. (Samples in Zones only)	samples unless Post Code used. Mandatory for tests in national border critical zones, See Information Letter 3/2006			
Post Code	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 unless NGR used. Not to be used for national border critical zonal tests, See Information Letter 3/2006	Text	10	SW1E 6DE
SampleDate	Date sample taken in the format DD- <i>MMM</i> -YY or DD- <i>MMM</i> -YYYY	Mandatory	Date	8/10	04-Jan-2008
SampleTime	Time sample taken in the format HH:MM (24 hour clock)	Mandatory	Time	5	09:45
UndertakingFlag	Field to indicate if undertaking applies - Use letter U Note : Leave blank if not applicable.	Mandatory If undertaking exists	Text	1	U
SOIflag	Field to indicate if Statement of Intent applies (includes Plumbosolvency scheme) - Use letters SOI Note : Leave blank if not applicable.	Mandatory If Statement of Intent or Plumbosolvency Scheme 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 <i>Cryptosporidium</i> Notice applies - Use letter RP Note : Leave blank if not applicable.	Mandatory If RPoW, Turbidity or <i>Cryptosporidium</i> Notice exists	Text	2	RP
ReducedFlag	Field to indicate if reduced sampling frequency applies - Use letter R Note : Leave blank if not applicable.	Mandatory If reduced sampling 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 i.e for PCV failure comment. For a breach of the standard this comment must be preceded by filename [in square brackets] of additional information as requested in Information Letter 11/2004. If commentary is submitted in comma separated variable (.csv) format Insert in double quotation marks. This will ensure correct loading of fields in DWI's database. If breach of the Regulations is at a site covered by improvement programme, add the DWI Reference number for that programme suffixed by an underscore and the relevant flag. [Enclose in square brackets] e.g. _U for Undertaking _SOI for Statement of Intent or Plumbosolvency Scheme _A for Authorised Departure _RP for Regulatory programme of work (inc. Turbidity and/or Crypto Notice)	Mandatory if failure (or likely to fail)	Text	8000 (if exceeds 256 character save file as .csv)	[ANG-C001-03-02-04.doc] Sample taken for nitrite exceeds the maximum value of 0.1 mg/l due to [reason]. A resample was successful [AN 001_ U] [001_ SOI] [ANG 001_ A] [001/1_ RP]

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 Companies designated 3 letter Company Code followed by "SiteDetMMYY". For example, in the case of Anglian Water:

Filename: ANGSiteDetJAN04.[csv][xls]

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 WTWs 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 - with January data return.
- 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 works, and in such cases this field should be left blank.)	Mandatory (optional for Service Reservoirs)	Number - floating point	8	33500

4 OUT OF SERVICE TABLE

Filename

The filename should consist of the Companies designated 3 letter Company Code followed by "OutServMMMYY". For example, in the case of Anglian Water:

Filename: ANGOutServJUN04.[csv][xls]] (first 6 months of year)

Filename: ANGOutServDEC04.[csv][xls]

Notes

- (i) The Out of Service table must contain details on any **sites** that are out of service during the reporting period. (i.e. 6 monthly)
- (ii) StartDate is first FULL day out of service, EndDate is last FULL day out of service
- (iii) For assets that are out of supply before or after the reporting period it is suggested that the start and end dates relate to the period of the report i.e. 01/01/04 or 30/06/04, rather than the specific out of service dates for the asset.
- (iv) For situations where works are "available for use" but are were not used (eg works normally used on specific days of the week) treat as IN use.
- (v) Frequency of submission – twice yearly (June and December – subject to review by DWI).
- (vi) All date formats can be either DD-MMM-YY or DD-MMM-YYYY
- (vii) 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/optional)	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 day out of service)	Mandatory	Date	8/10	01-Feb-2008
EndDate	Out of service period end date in the format DD-MMM-YY or DD-MMM-YYYY (last day out of service)	Mandatory	Date	8/10	30-May-2008
Days	Number of days OUT of service (1-182)	Mandatory	Integer	3	119
Reason	Reason for site being out of service If table is submitted in comma separated variable (.csv) format Insert in double quotation marks. This will ensure correct loading of fields in DWI's database	Mandatory	Text	8000	Treatment works out of service due to maintenance

5 SCHEDULE SHORTFALL TABLE

Filename

The filename should consist of the Companies designated 3 letter Company Code followed by "ShortMMYY". For example, in the case of Anglian Water:

Filename: ANGShortJUN04.[csv][xls] (first 6 months of year)

Filename: ANGShortDEC04.[csv][xls]

Notes

- (i) The Schedule Shortfall table must contain details of sheduled samples NOT taken during the reporting period. (i.e. 6 monthly)
- (ii) Frequency of submission – twice yearly (June and December – subject to review by DWI).
- (iii) All date formats can be either DD-MMM-YY or DD-MMM-YYYY
- (iv) The fields must be in the order specified below. A separate record must be supplied for every missed sample or sample result.
(includes every pesticide in monitoring suite)

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 format DD- MMM-YY or DD-MMM-YYYY (see above)	Mandatory	Date	8/10	25-Dec-2008
Reason	Reason for sample not taken i.e 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 DWI's database	Mandatory	Text	8000	Sample not taken due to Christmas holiday

6 PESTICIDE MONITORING TABLE

Filename

The filename should consist of the Companies designated 3 letter Company Code followed by "PestMonMMYY". For example, in the case of Anglian Water:

Filename: ANGPestMonJAN04.[csv][xls]

Notes

- (i) The Pesticide Monitoring table specifies which 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 – with January data return or on change of information.
- (iii) The fields must be in the order specified below.
- (iv) Submit a separate record for each pesticide tested at a zone or supply point (do not refer to 'all zones' or pesticides suites)

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
PesticideCode	(As in parameter list)	Mandatory	Text	5	P028

7 AUTHORITY DETAILS TABLES (3 Tables)

Filename

The filename should consist of the Companies designated 3 letter Company Code followed by "[LA][HPA][PCT]DetMMYY". For example, in the case of Anglian Water:

Filename: ANGLADetJAN04.[csv][xls]

Filename: ANGHPADetJAN04.[csv][xls]

Filename: ANGPCTDetJAN04.[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 Health Protection Agencies.
- (iii) PCTDet identifies the link for water supply zones and Primary Care Trusts.
- (iv) There must be a separate record for each Local Authority, Health Protection Agency and Primary Care Trust where a supply zone is situated in more than one area.
- (v) Frequency of submission – with January data return or on change of information.
- (v) The fields must be in the order specified below.

ANGLADetJAN04.[csv][xls]

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
LAName	Local Authority (LA) name from DWI list* Note :There must be a separate record for each Local Authority where a supply zone is situated in more than one LA area.	Mandatory	Text	100	Madeup County D.C
LAAddress	Contact address for Local Authority (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 DWI's database	Mandatory	Text	200	DC Offices, 37 Example Road, Holby City XX56 X89

ANGHPADetJAN04

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	Health Protection Agency (HPA) name from DWI list* Note :There must be a separate record for Health Protection Agency where a supply zone is situated in more than one HPA area.	Mandatory	Text	100	Madeup HPA 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 DWI's database	Mandatory	Text	200	HPA House, 14 False Road, Holby City XX34 X21

ANGPCTDetJAN04

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
PCTName	Primary Care Trust (PCT) name from DWI list* Note :There must be a separate record for Primary Care Trust where a supply zone is situated in more than one PCT area	Mandatory	Text	100	Madeup PCT name
PCTAddress	Contact address for Director of Public Health of Primary Care Trust (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 DWI's database.	Mandatory	Text	200	Care Trust House, 25 Unreal Street, Holby City XX59 X34

<<<* List of Local Authority, Health Protection Agency and Patient Care Trust name available from the Data Unit, 0207 270 3166s>>>