

IL 11/2004 - APPENDIX B

This appendix details the format for the submission of additional information to be supplied for a sample that has exceeded the regulatory standard. This information should be in addition to that submitted in the 'Comments' field of the sample record in the company's monthly 'Data Table'.

File format

Information requirements are required to be submitted in Microsoft Word (.doc), or Rich text (.rtf) formats. MS Word format may contain embedded graphs, tables, maps and other graphics as the company deems necessary to satisfy the Information Requirements in Appendix A. The name of this file should conform to the following specification to allow automatic linking with the sample record in the Inspectorate's compliance data system. The filename should consist of the Companies designated 3 letter Company Code followed by the DWI Parameter code and the date of sample (dd-mm-yy). For example, in the case of Anglian Water:

Filename: [ANG-C001-03-02-04.doc]rtf]

If multiple documents referring to a breach are submitted these should be suffixed alphabetically, i.e.

Filename: [ANG-C001-03-02-04A.doc]rtf]

If more than one breach of a certain parameter occurs on a given day a numerical value should be assigned to the company code, i.e.

Filename: [ANG2-C001-03-02-04.doc]rtf]

In any case this filename **MUST** appear in [square brackets] preceding the explanation in 'Comments' field of the record in the Data Table containing the sample failure. This will ensure that the correct information requirements are linked to the Inspectorates compliance data assessment system.

Wherever possible, files containing additional information should be submitted at the same time as the monthly 'Data Table' containing the sample to which the information refers.

Further technical guidance is available from the Inspectorate's Water Quality Data Management Unit, contact andy.taylor@defra.gsi.gov.uk telephone 0207 082 8019.

Note: The following report is not an alternative to the 8000 character 'Comments' field in the Data Table, which must still contain sufficient information for the Inspectorates' initial assessment.