



DRINKING WATER INSPECTORATE

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20 April 2010

Information Letter 05/2010

To: Local Authorities

Dear Sir/Madam

Collection of data under the Private Water Supplies Regulations 2009

Background

Under the Private Water Supplies Regulations 2009 and Private Water Supplies (Wales) Regulations 2010, Local Authorities are under a statutory duty to provide certain information relating to private water supplies to the Secretary of State and Welsh Ministers. The Drinking Water Inspectorate collates and reports this information on behalf of the Secretary of State and Welsh Ministers. This letter describes the data requirements for the submission of initial records by 30 June 2010. The Inspectorate will provide further details later in the year regarding the annual submission of data required by 31 January each year (commencing 31 January 2011).

Data submissions

The information required in local authority's initial returns is listed in Annex 1 to this letter. Local Authorities are required to submit two files in Comma Separated Variable (.csv) format to DWI.PWSdata@defra.gsi.gov.uk on or before 30 June 2010. The naming conventions for submitted .csv files must include the Food Standards Agency Code and include underscore separators as the following examples:

1. For private water supplies from wells, boreholes, springs or streams, etc, the file format will be the FSA local Authority code, followed by **PWS**, the month and the year. For example, for North Devon it would be, **075_PWS_JUNE2010.csv**
2. For onwardly distributed water supplies (known as private distribution systems) the file format will be the FSA local Authority code, followed by **PDS**, the month and the year. For example, for North Devon it would be, **075_PDS_JUNE2010.csv** if information regarding private distribution systems is not known, this file should be completed with zeros.

Annex 1 should be completed and returned as **xxx_PWS_JUNE2010.csv** (for private water supplies) and **xxx_PDS_JUNE2010.csv** (for private distribution systems),

where **xxx** is the FSA local Authority code. Local authorities are responsible for the accuracy of the data contained in their submissions.

Actions taken by DWI to facilitate first time submissions in 2010

The Inspectorate recognises that this is the first request for such data and, time available for Local Authorities to prepare submissions is limited. Therefore the information listed in Annex 1 is the minimum required to establish the Inspectorate's data collection and reporting arrangements ahead of the submission of more detailed information commencing in January 2011.

The Inspectorate has also been in dialogue with the main Environmental Health software companies who provide data handling systems to the majority of local authorities (Civica, Caps/Uniform and MVM/M3/Northgate, Ocella) regarding this initial data request. These companies have agreed to facilitate the data return by providing assistance to local authorities in the preparation of model guidance on how to extract relevant data into a report format. Local authorities are encouraged to contact their software provider as soon as possible to commence this process.

If your Local Authority uses another software company not listed above please contact DWI on 0300 068 6422 so we can provide information to your software company.

If you have your own bespoke Data Management Systems for collecting Private Water Supplies data, DWI will where possible give advice to help you provide a .CSV data file for private water supplies in your area.

Copies of this letter are being sent to Pamela Taylor, Chief Executive, Water UK; Mike Walker, Water Supply and Regulation Division, Department for Environment, Food and Rural Affairs; Olwen Minney, Water Management Team, Welsh Assembly Government; Colin McLaren, Drinking Water Quality Regulator for Scotland; Margaret Herron, Drinking Water Inspectorate for Northern Ireland; Tony Smith and Chairs of the Regional Consumer Council for Water; Noel Wheatley, Ofwat; Tony Warn, Environment Agency; Nigel Harrison, Food Standards Agency; and Frances Pollitt at the Health Protection Agency.

This letter is being sent electronically to Day to Day contacts of the Water Undertakers and Licensed Water Suppliers for information. Please acknowledge receipt by email to dwi.enquiries@defra.gsi.gov.uk. Hard copies are not being sent but the letter may be freely copied. Any enquiries about the letter should be addressed directly to teresa.isaacs@defra.gsi.gov.uk

Yours sincerely



Teresa Isaacs
Inspector