



guardians of drinking water quality

## DRINKING WATER INSPECTORATE

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24 November 2010

Information Letter 13/2010

### To: Local authorities

Dear Local authority colleagues

### Collection of data under the Private Water Supplies Regulations 2009

#### Background

Under the Private Water Supplies Regulations 2009 (England) and the 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 Ministers. This letter describes the data requirements for the submission of records due on 31 January 2011. This is the first annual submission of data and a similar submission will be required every year thereafter within the same timescale (i.e. 31 January). If your local authority area does not have any private water supplies, you only have to submit your contact details (in Annex 1, Contacts sheet).

Where your private water supplies comprise only of onwardly distributed supplies, about which you currently hold no information, you should only complete the contacts sheet in the .xls spreadsheet, Annex1 and leave the other two sheets blank.

#### Data submission requirements

The information required in your local authority's data submissions is set out in the following three Annexes which are attached to this letter:

#### Annex 1

A blank excel spreadsheet to be completed with data on private water supplies. The spreadsheet contains three separate sheets which are:

- i) your contact details;
- ii) details of each private supply (including onwardly distributed supplies where known);

- iii) details of each sample taken from a private supply (including onward distribution supplies where known) from the 1 January to 31 December 2010 (in England) and from the 4 February 2010 to 31 December 2010 (in Wales).

## **Annex 2**

An example of a completed spreadsheet.

## **Annex3**

The specification for the spreadsheet which explains what information is needed for each cell.

The specification should be read before completing the spreadsheet to help with data input. Once the data is added into the spreadsheet, it will allow you to check it by using a VALIDATE button.

The naming conventions for submitted .xls files should consist of the Food Standards Agency local authority code, followed by **PWS**, and the **YEAR**. For example, for North Devon it would be **075\_PWS\_2010.xls**. You need to ensure that the underscores are inserted between each part of the file name.

This file should contain data on all private supplies that you are aware of, including any onwardly distributed water supplies (sometimes known as private distribution systems).

Local authorities are required to submit files in Excel (version 97/2003) format to [DWI.PWSdata@defra.gsi.gov.uk](mailto:DWI.PWSdata@defra.gsi.gov.uk) on or before 31 January 2011. Submissions can be received from the 1 December 2010.

## **Actions taken by DWI to facilitate the first annual submissions in 2011**

The Inspectorate recognises that this is the first annual data submission and time available for local authorities to prepare this has been limited.

The Inspectorate has therefore developed a spreadsheet which allows your local authority to submit as much information as you are able, as we are aware that some of the data maybe unknown at present or was unable to be recorded on your data management systems. Therefore the spreadsheet will allow your local authority to either leave a blank or enter 'Unknown' in these fields.

The spreadsheet is also designed to assist you by checking your data entries are in the correct format, by pressing the validate button. This will allow you to identify formatting errors and correct them. The final validated data should be submitted to the Inspectorate in the format described above.

If, after this process, there remain any invalidated fields, please either contact the DWI or submit the data return with an explanation in the comments column of the spreadsheet and set out in your covering email the reason for

this validation error. The Inspectorate will work with your local authority to overcome these and any other problems.

The Inspectorate cannot accommodate late data submission after the 31 January 2011. This is due to the quantity of data to be collated and reporting timescales for the Chief Inspectors Report. If the Inspectorate does not receive a data submission from your authority, this will be highlighted to the Chief Inspector and subsequently in her report to Ministers. Therefore it is important that you provide your submission before the 31 January.

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). 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 6400 so we can provide information to your software company.

Please acknowledge receipt by email to [dwi.enquiries@defra.gsi.gov.uk](mailto: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](mailto:teresa.isaacs@defra.gsi.gov.uk)

Copies of this letter are being sent to Day to Day contacts of the Water Undertakers and Licensed Water Suppliers, 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.

Yours sincerely



Teresa Isaacs  
Inspector