



DRINKING WATER INSPECTORATE

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Information Letter 09/2011

To: All local authorities In England and Wales

Collection of data under the Private Water Supplies Regulations 2009 and the Private Water Supplies (Wales) Regulations 2010

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 2012 for the calendar year 2011.

Data submission requirements

The information required to be submitted by local authorities is set out in the following three Annexes which are attached to this letter as follows.

Annex 1- An Excel file containing local authority data

This blank excel file should be completed with data on all private water supplies in the local authority area. The file contains the following three Excel worksheets:

- i) Relevant local authority contact details [Annex1 Contacts Sheet]
- ii) Details of each private supply including private distribution supplies (where the details are known) and the total number of single domestic dwellings. The full details of a supply to a single domestic dwelling should only be provided if either sampling, a risk assessment or investigation has been undertaken [Annex 1 Details Sheet]
- iii) Details of each sample taken from a private supply (including private distribution systems) from the 1 January to 31 December 2011. [Annex 1 Data Sheet]

If a local authority does not have any private water supplies, it is only necessary to submit the relevant contact details (in Annex 1, Contacts Sheet).

Where a local authority only has private distribution systems and there is no other information available on these supplies at the time of making the data submission, it is only necessary to complete the contacts sheet in the excel worksheet, i.e. Annex1, leaving the other two worksheets blank.

Annex 2 - A worked example

An example of a completed worksheet referred to above (Annex 1).

Annex 3 - Specification for the worksheets

The specification for the worksheets referred to above as Annex 1 which explains what information is needed for each cell. There are some minor changes to this specification giving additional guidance on completion of certain fields in the worksheets.

It is advisable to read the specification **before** completing the worksheets as this should help with the data input. Once the data is added into the worksheets, they can be checked by using the VALIDATE button.

The naming convention for submitted excel 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_2012.xls**. It is important to ensure that the underscores are inserted between each part of the file name.

Local authorities are required to submit the file in Excel (version 97/2003) format to DWI.PWSdata@defra.gsi.gov.uk on or before 31 January 2012. Submission can be made from the 1 December 2011.

Actions taken by DWI to facilitate the second annual submissions in 2012

The Inspectorate recognises the commitment already made by local authorities to complete last year's data submission. Therefore there have been no major changes to the format of the Excel worksheets. Further guidance and additional options have been added to the worksheets to assist with their completion. These are based on local authority comments and queries from the 2010 submission. These minor changes have been highlighted for your information in **Annex 4**.

The Excel worksheets will continue to allow local authorities to submit as much information as possible. The Inspectorate recognises that, for some local authorities, there may still be data that is not known or could not be recorded on the data management system currently used. Therefore the worksheets will, at least for this return, continue to allow either certain fields to be left blank or for an entry 'Unknown' to be made.

In last years' submission, there were examples of local authorities not able to provide National Grid References (NGR) for private water supplies. Therefore, to assist local authorities, the Inspectorate has provided a link to a [UK Grid Reference Finder](#) that allows the conversion of a post code for a private water supply to the relevant grid reference. This will facilitate the production of accurate maps showing the locations of all private water supplies in the Chief Inspector's annual report for 2011.

The file containing the worksheets is designed to assist local authorities to check data entries are in the correct format, by using the validate button. This will allow identification of any formatting errors and enable these to be corrected. The final validated data should then be submitted to the Inspectorate in the format described above.

If after the validation 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 relevant worksheet and in a covering email, the reason for this

validation error. The Inspectorate is happy to work with all local authorities to overcome any data submission problems.

The Inspectorate cannot accommodate data submissions received after the 31 January 2012. This is due to the quantity of data to be collated and the timescales for the preparation of the Chief Inspectors Report. If the Inspectorate does not receive a data submission from a local authority, this will be highlighted to the Chief Inspector and in her report to Ministers.

The Inspectorate will be contacting any local authority who fail to provide a data submission by 31 January 2012 to understand the reason why and if necessary, to provide further explanation on their duties under the Private Water Supply Regulations if necessary.

The 'Frequently asked questions' (FAQs) web page developed for the 2010 data submission on www.dwi.defra.gov.uk will remain available and be updated as required.

Notices

The details worksheet attached at Annex 1 has been amended so that less information needs to be submitted on Regulation 18 and Section 80 Notices served in 2011. However, the Inspectorate will still require numbers and details of notices in place during the year, including any new Notices that have been served. Therefore, please attach copies of the Notices in a covering email (in Microsoft Word or pdf format) along with the data submission spreadsheet to DWI.PWSdata@defra.gsi.gov.uk.

For any new Notices issued by local authorities after 1 January 2012, copies should be provided to the Inspectorate as and when they are issued. Any queries regarding this letter should be addressed to Teresa Isaacs.

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; 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 faithfully



Claire Pollard
Deputy Chief Inspector
Science and Strategy