

Frequently asked questions on the 2015 data submission



2015 data submission to DWI - Frequently asked questions and summary of changes to the spreadsheet format for the data submission in 2015.

General

I am unable to submit all the data by the 31st January 2016.

Local authorities should make all efforts to provide a response on or before 31st January. Delayed sample results are the only situation where DWI will consider a subsequent update. If local authorities do not receive sample results for 2015 samples until after 31st January, they should send what they have by 31st January 2016. Any subsequent update including the late samples must be sent as soon as possible and DWI will make every effort to update the data consistent with meeting deadline for reporting. Any local authority in this situation should make this clear in a covering e-mail when they send the initial submission. The subsequent submission should include all sample results and not just the additional ones as the load process will overwrite the first dataset.

Should I remove the tabs on the spreadsheet that I am not required to complete?

No, please do not delete any of the sheets even if they are blank.

Should I leave blank rows between information from different supplies?

No, this will cause the validation to fail. Please do not leave any blank rows between rows of data.

Validation

I can't click on the 'Validate' button.

Enable the macro by clicking on 'Options' and click on 'Enable this content'.

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Contacts Worksheet

Should I write addresses in separate cells underneath each other?

No, please enter the entire address in a single cell. ie 1 High St, Toytown, AB1 1AB. Writing anything in the cells below on the contacts sheet will cause the validation to fail.

Do I have to include any information about private distribution systems?

If there are any private distribution systems in the local authority's area complete Column D Private Water supplies – this field now asks if the local authority has any private supplies (i.e. wells, boreholes, springs etc) **or** private distribution systems – A Yes or No answer is required. If no private supplies and no known private distribution systems record 'No' here. Please complete the Details sheet about private distribution systems where this information is known. Complete the Data sheet where there have been samples taken from a private distribution system.

Details Worksheet

I'm not sure how to categorise a supply.

Reg 9

This is one supply serving a property or properties that:

- This is one supply serving a property or properties where water is used in a commercial activity;
- is a public building or;
- use a daily volume of water for domestic purposes equal to or greater than 10m³.

Reg 10

This is one supply serving more than one property for domestic usage that is not a Reg 8 or Reg 9 supply.

Single domestic

This is one supply serving a single property for domestic usage that is not a Reg 8, Reg 9 or Reg 10 supply.

Reg 8

The latest guidance can be found on our [website](#). The water must come originally from a public water supplier.

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Essentially:

- if you mark a supply as commercial it cannot be Reg 10 or SDDW;
- if you put a 'Y' in columns O and/or P and/or Q it cannot be Reg 10 or SDDW;
- if the volume is $\Rightarrow 10\text{m}^3/\text{day}$ it cannot be Reg 10 or SDDW.

How do I classify a milking parlour whilst the interim DWI Guidance on milking parlours is in place?

If there is a milking parlour and two or more domestic dwellings on a PWS, in Column E record as a Regulation 10 supply, unless the total volume of the supply is $>10\text{m}^3$ or there are any other premises on the supply using the water for commercial purposes, (e.g. B&B on a farm) in which case record as Regulation 9 supply in column E. Record any samples from milking parlours on the 'Data' worksheet.

If there is only a single domestic dwelling and milking parlour using the PWS, record this as a single domestic dwelling in column E.

If the supply is only used for non-domestic purposes please record it as a 'Non-domestic purposes' supply in column E.

Do we have to make a complete list of all supplies in the details sheet, including ones we haven't managed to sample or risk assess yet?

Yes. Make a complete list of all supplies (including single domestic dwellings) in the details sheet even if there is not yet a risk assessment for the supply.

What do I put in column W if a single domestic dwelling has not been risk assessed?

Choose the option of 'Assessment pending' even if you have not been requested to carry one out.

Do we record single dwellings details, sample results or a risk assessment?

Yes. All single domestic dwellings should be included in the details sheet and any samples should be recorded in the data sheet.

Do I need to submit information by 31 January about all the supplies we, as an authority, are aware of, or only details about those we have sampled in the period up to 31/12/15?

You do need to submit information by 31 January about all the supplies your authority is aware of. However, you only need to provide sample results where testing has occurred in the period 1/1/15 to 31/12/15.

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I don't understand what I am supposed to input in the columns? Where can I get further help?

If you place your cursor over the title cells containing a small red triangle in the top right hand corner, a comments box appears, explaining what is required in the column. If there is not a comment box, or you don't understand the instructions, please refer to the specification table which explains what information is needed in each column in detail (the specification is in [Annex 3 of the Information Letter 04/2013](#))

What code do I use for a supply which mixes borehole, spring or well water with mains water?

You need to find out the origins of the mains water. If the mains water has the same source type i.e. borehole, they can both be recorded as a borehole. If mains water is surface water, record the supply as mixed water (i.e. mixing surface and borehole water (also called ground water)).

If there has been no sampling or risk assessment taking place in our area this calendar year do we have to populate the 'Details' part of the return?

If there are private supplies where authorities have not carried out any sampling or risk assessments in the reporting year, then only completion of the Contact sheet and the Details sheet are required. In the Details sheet, there is an option in many of the columns, to insert 'U' (unknown) or 'N' (No or None). In this case copy and paste a 'U' or 'N' into the whole column. If there are still blanks where information is missing, this may show as invalid data. However, please send the spreadsheet to DWI with an explanation why there are gaps and we will be able to advise you.

I cannot estimate some of the grid references. What can I do?

The grid reference is an essential and mandatory field. Therefore, wherever possible, please estimate the grid reference or, if you know the postcode, use this [website](#) to find the grid reference. If this is not possible, please DO NOT LEAVE IT BLANK but add in a suitable grid reference such as the centre of local authority district/borough) and confirm you have done this in an email.

The grid reference for some supplies starts with a zero. When this is typed into the spreadsheet the zero '0' is removed and the cell indicated invalid data, on pressing the validate button. What do I do?

When a Grid Reference starts with a zero, ensure an apostrophe (') precedes this grid references on the spreadsheet. The zero should then appear on the column as part of the full grid reference.

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Data Worksheet

What data should be included on the sheet?

Include results of samples taken between 1/1/15 and 31/12/15.

Our turbidity results are in FTU, not NTU. What should I do?

The FTU figure cannot be used instead of NTU. Please contact the laboratory providing the analytical service to ensure that, in future, results are reported in the correct units as specified in the regulations.

Our colour results are in Hazen units not mg/l Pt/Co. Should I convert or leave them blank?

All units must be converted to the units specified in the Regulations, otherwise, leave these result blank and raise the issue with the laboratory supplying the analytical services to ensure that, in future, results are reported in the correct units as specified in the regulations.

Should I include the units in column C?

No, this should just contain a number. Anything else in the cell will cause the validation to fail. The results must be reported in the appropriate units specified in the Regulations.

The sample codes have changed. Which of the new codes should I use?

- CHK, AUD and CKA – mandatory sampling for Reg 9 supplies.
- R10 – sampling for the five mandatory parameters for Reg 10 supplies.
- ARA – All sampling for single domestic dwellings and Reg 8 supplies. Also covers all other sampling for Reg 9 and Reg 10 supplies (eg re-samples, any sampling arising from a risk assessment).

What are the minimum five parameters required for sampling a Reg 10 supply?

- Conductivity
- Enterococci
- *E.coli*
- Hydrogen ion concentration
- Turbidity

Some of the samples we have taken are not on the parameter code drop down list. What should I do?

Only record the parameters results which are on the drop down list. We do not require a record of non-regulatory parameters.

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I don't understand why a sample result that is exactly the PCV but it is being flagged as an error.

If the result is the PCV limit (eg if your lead result is 10) and you have a < sign in column D, it will flag as an error. This is because the laboratories should not be marking anything at 100% of the allowable limit with a less than sign. This is because their methods should be able to detect levels much lower than the allowable limit. If your laboratory is doing this you should speak to them. [Pages 17-18 of the Regs](#) sets out the percentage of the PCV for each parameter that the method used by the laboratories should be able to detect.

How do I complete column AD where one or a number of properties have individual treatment?

If a supply serves a number of properties and rather than installing treatment at or near the source, some (but not all) property owners have chosen to install treatment at their properties, Y (yes) should be recorded in column AD. "N" (no) should only be entered where neither the supply nor any property has treatment installed.

How do I complete column AD for Reg 8 supplies?

Enter N into the column. Any treatment will have already been carried out by the water company as the water will be a public supply.

The Regulations

Are we are required to hold a public register of private water supplies under the Private Water Supply Regs?

There is no requirement for a Public Register under the Regs. Local authorities should keep the records which are required under Schedule 4 of the Regulations. This will also assist with any Freedom of Information request.