

The Water Industry (Suppliers' Information) Direction 2019

ANNEX B - FILE SPECIFICATION – updated 24th May 2019 AT (v.8)

This document details the tables to be submitted by water supply companies for Compliance data returns under the Water Supply (Water Quality) Regulations 2016 (as amended). The effective date for these changes is for Compliance submissions starting January 2020. It is required that the tables are to be submitted in Comma Separated Variable (.csv) or MS Excel (.xls - version 97 or onwards) formats.

Under each section listed below, is a brief description of the filename and purpose of the table, followed by a more detailed explanation of the individual fields within the table. All tables must be submitted by 1st January for the year referred to, and data tables monthly thereon. See Notes preceding each table specification. Raw water 'Details' and 'Supply' tables (DWI Information Letter 4/2009) should also be submitted by the 1st January.

Should any data supplied in annual information tables need to be re-submitted the WHOLE file must be supplied to DWI. Should any water quality sample data be resubmitted, ONLY the updated/additional records need to be included. The reason for changes made should be explained in an accompanying email to the inspectorate.

Companies submitting comma separated variable files should enclose fields containing commas (sites names, comments and addresses etc.) in quotation marks (" "). This will ensure correct loading in DWI's database.

The information requested in tables must be completed as single rows with the individual fields completed as columns in a table. See Notes preceding each table specification.

The following separate tables are required for Compliance data return:

1. Details table
2. Data table
3. Site Details table
4. Site Supply table
5. Supply Point Monitoring Table (NEW)
6. Pesticide Monitoring table (NEW)
7. Site Change table (NEW)
8. Bulk Supply table
9. Out of Service table
10. Schedule Shortfall table
11. Authority Details tables (now 2 tables)
12. Request for New Parameter Code table (NEW)

1 DETAILS TABLE

Filename

The filename should consist of the Company's designated three letter Company Code followed by DetailMMYY. For example, in the case of Anglian Water:

Filename: ANHDetailJAN20.[csv][xls]

Where a subsequent version of the file is submitted, it should be suffixed with its version number e.g. ANHDetailJAN20v2, ANHDetailJAN20v3

Notes

- (i) The details table must contain records with fields for each of the supply zones, authorised supply points, service reservoirs/water towers and water treatment works in use, or expected to be in use, at any time during the reporting year, as follows:
- (ii) Frequency of submission – No later than the 1st January (or next working day) or on change of Information.
- (iii) Date formats can be either DD-MMM-YY or DD-MMM-YYYY
- (iv) The fields must be in the order specified below:

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	Reference number which consists of i) type prefix - Z for supply zone R for service reservoir/water tower T for water treatment works S for supply point ii) Identifier number for each of the supply zones, service reservoirs/water towers, water treatment works or supply points for sites where data is expected to be submitted at any time during the reporting year. Include any site providing a bulk supply or any other supply of treated water from another undertaker. Note : For identifier above you do not need to create a new numbering system - use the numbers in your existing system.	Mandatory	Text	10	Z013
SiteName	Name of Site – must not include quotation mark, underscore or square brackets (e.g. “ @ []) where pipe measurements (i.e. Works Site 36”) are included ‘inch’ or ‘metre’ must be spelled in full).	Mandatory	Text	80	Holby South
StartDate	Reporting period start date in the format DD-MMM-YYYY all sites should report from 01-Jan-YYYY and any OOS	Mandatory	Date	11	01-Jan-2020

	data be included via OOS files				
EndDate	Reporting period end date in the format DD-MMM-YYYY–all sites should report to 31-Dec-YYYY and any OOS data be included via OOS files	Mandatory	Date	8/10	31-Dec-2020
Population	For zones estimate of population supplied. Note: For treatment works, supply point and reservoir/water tower leave field blank. Note: Maximum Population for a WSZ is 99,999	Mandatory (Zones only)	Number - Integer	8	99347
VolOutCap	Either: i) estimate of volume of water supplied by supply point to zone(s) in cubic metres/day or ii) estimate of output of treatment works in cubic metres/day or iii) estimate of capacity of reservoir/water tower in in cubic metres/day Note: a) for (i) the volume of water supplied to the zone must be provided. b) for (ii) the estimate must be average daily output from the treatment works in the previous year for those periods when it was in operation. Works supplying water at any time during a day must be regarded as in operation for that day. c) (i and ii) may be left blank if unavailable (please provide explanation in the comments field).	Mandatory (Supply points, Water Treatment Works and Service Reservoirs)	Number - Floating point	8	10400
GridReference- Eastings	NGR* (National Grid Reference) for treatment works, service reservoir, supply point or water supply zone Note: Format should be six figure Eastings. 100 km letter code not to be used	Mandatory	Number	6	503674
GridReference- Northings	NGR* (National Grid Reference) for treatment works, service reservoir, supply point or water supply zone Note: Format should be six figure Northings. 100 km letter code not to be used	Mandatory	Number	6	132476

*NGR should be 'centroid' of a zone (a single point within the zone). If a zone comprises of multiple unconnected sites, supply centroid for main site only (do not duplicate information for other islands)

For WTWs, Supply Points and SRs NGR should be location of the sampling point or generalised point within site if there is no current specific NGR for the sampling point.

SourceType	Specify whether the source is ground or surface water. (at any time during the report year) GW = Ground Water SW = Surface Water MW = Ground and Surface (Mixed) Water	Mandatory (all sites)	Text	2	MW
ChloraminationFlag	For sites where Chloramination is practised (at any time in the reporting year) - Use letters CF Note : Leave blank if not applicable.	Mandatory (if Treatment Works or Supply Point)	Text	2	CF
AlFlocFlag	For sites where Aluminium is used as a flocculant (at any time during the reporting year) - Use letters AF Note : Leave blank if not applicable.	Mandatory (if Treatment Works or Supply Point)	Text	2	AF
FeFlocFlag	For sites where Iron is used as a flocculant (at any time during the reporting year) - Use letters IF Note : Leave blank if not applicable.	Mandatory (if Treatment Works or Supply Point)	Text	2	IF
SWFlag	For sites where water originates from or is influenced by surface water - Use letters SI Note : Leave blank if not applicable.	Mandatory (if Treatment Works or Supply Point)	Text	2	SI
HypoFlag	For sites where hypochlorite added within the distribution system (increased risk of bromate failure). - Use letters HC Note : Leave blank if not applicable	Mandatory (if water supply zone or Supply Point)	Text	2	HC
ConSupply	For zones which are a grouping of concessionary supplies (See DWI IL 2/2006). - Use letters CS Note : Leave blank if not applicable	Mandatory (if concessionary supply)	Text	2	CS
FluorDose	For site receiving fluoride dosing - Use letters FD Note : Leave blank if not applicable	Mandatory (for zone, treatment works or service reservoir receiving fluoride dosing)	Text	2	FD
PhosDose	For zones receiving phosphate dosing - Use letters PD Note : Leave blank if not applicable	Mandatory (if zone receiving phosphate dosing)	Text	2	PD
Comment	Additional information for site	Optional	Text	1000	Imported Water Bulk

	E.g. – Bulk supply details, Reason for 0 VolOutCap etc			Supply (xxxx WTW)
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Where the Company receives a bulk supply or any other supply of treated water from another undertaker, the reference and name of this site should be listed in the 'Details' table. Companies should continue to use their own site referencing system (preceded by a R,S,T or Z). A 'Comments' column field has been added for further identification of these sites, see table specification above.

*These 'Bulk Supply' sites should also be listed in the 'Bulk Supply' table, along with the DWI 3-letter company code of the Donor company, and the **site reference** of the supply site as submitted to the DWI in the Donors 'Details' table. This will allow DWI Inspectors visibility of supplying sources, via donors 'Details', Site Details' and Site Supply' tables. Companies with these arrangements should liaise to ensure that donor site references relate to current submissions and appear in donors 'Details' and related tables.*

2 DATA TABLE

Filename

The filename should consist of the Companies designated 3 letter Company Code followed by DataMMYY For example, in the case of Anglian Water:

FileNames: ANHDataJAN20.[csv][xls]

Notes

- (i) The data table must contain records for each individual parameter sampled during a reporting month.
- (ii) Frequency of submission – monthly (January data required no later than the 7 March (or next working day) of reporting year, submit by the 7th of the month thereafter)
- (iii) Date formats can be either DD-MMM-YY or DD-MMM-YYYY
- (iv) The fields must be in the order specified below.
- (v) Submit as single file (use comma separated variable format if number of lines exceeds MS Excel format)
- (vi) Postcodes should be submitted in the following formats. R1 5NT, R12 5NT, RG12 5NT i.e. with a single space between the two parts of the code. Double or triple spacing should not be used.

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (fo illustration only)
SiteRef	(As Details table)	Mandatory	Text	10	Z014
ParameterCode	(As parameter list)	Mandatory	Text	5	A012
SampleResult	The actual result for individual sample.	Mandatory	Number - Floating point	8	54.3
<>Qualifier	Sample greater than or less than limit of detection (LOQ) Note : Leave blank if not applicable.	Mandatory	Text (> or <)	1	>
GridReferenceEastings	National Grid Reference (Eastings) to indicate exactly where the sample was taken. (Samples in Zones only)	Mandatory for zonal samples	Number	6	503675
GridReferenceNorthings	National Grid Reference (Northings) to indicate exactly where the sample was taken. (Samples in Zones only)	Mandatory for zonal samples	Number	6	132476
PostCode	Post Code as in postal address (Samples in Zones only - leave single space between in and out codes) See notes above.	Mandatory for zonal samples	Text	10	SW1E 6DE
SampleDate	Date sample taken in the format DD-MMM-YY or DD-MMM-YYYY	Mandatory	Date	9/11	04-Jan-2020

SampleTime	Time sample taken in the format HH:MM (24 hour clock)	Mandatory	Time	5	09:45
UndertakingFlag	Field to indicate if undertaking or other relevant Legal Instrument applies - Use letter U Note : Leave blank if not applicable.	Mandatory If a current section 19 undertaking, regulation 28(4) or regulation 27(4) notice is in place for the site.	Text	1	U
SOIflag	Field to indicate if Statement of Intent applies - Use letters SOI Note : Leave blank if not applicable.	Mandatory If Statement of Intent exists	Text	3	SOI
AuthDeptFlag	Field to indicate if a site is currently under an authorised departure - Use letter A Note : Leave blank if not applicable.	Mandatory If Authorised Departure exists	Text	1	A
RPoWFlag	Field to indicate if Regulatory Programme of Work, Turbidity or <i>Cryptosporidium</i> Notice applies - Use letter RP Note : Leave blank if not applicable.	Mandatory If RPoW, Turbidity or <i>Cryptosporidium</i> Notice exists	Text	2	RP
ReducedFlag	Field to indicate if Regulation 9(4) (Partial Monitoring Variation) or Regulation 6(12) (Partial Radioactivity Waiver) applies to site/parameter combination. - Use letter R Note : covers ANY deviation from the standard frequency. Leave blank if not applicable.	Mandatory If Partial Monitoring Variation Notice or Partial Radioactivity Waiver applies	Text	1	R
PCVFailFlag	Field to indicate if PCV standard or specification exceeded - Use letter F	Mandatory	Text	1	F
CustFitFlag	Field to Indicate failure caused by customer fittings – add comments in Comments field. - Use letters CT Note : Leave blank if not applicable	Mandatory If failure caused by customer tap	Text	2	CT
UTRFlag	Field to Indicate failure unlikely to recur - Use letters UTR Note : Leave blank if not applicable.	Mandatory If Investigation complete	Text	3	UTR
PublicBuilding	Field to Indicate sample was taken from building supplying water to the public . - Use letters PB	Mandatory If sample taken from public Building	Text	2	PB

	Note : Leave blank if not applicable				
Comments	<p>General comments field i.e. for PCV failure comment. For a breach of the standard this comment must be preceded by exact filename and file type suffix [in square brackets] of additional information as requested in Information Letter 11/2004. File types allowed include .doc, .docx, .pdf, .xls, .xlsx, and .msg. There is a maximum file size of 10MB.</p> <p>If commentary is submitted in comma separated variable (.csv) format insert in quotation marks. This will ensure correct loading of fields in DWI's database.</p> <p>If breach of the Regulations is at a site covered by a Legal Instrument, add the DWI Reference number for that programme [Enclose in square brackets]</p> <p>If multiple files or LI's need to be included in a single row ensure each separate one is within its own square brackets.</p>	Mandatory if failure (or likely to fail)	Text	8000 (if exceeds 256 characters save file as .csv)	<p>Where a compliance breach report is included:[ANH-C001-03-02-20.doc]</p> <p>Sample taken for nitrite exceeds the maximum value of 0.1 mg/l due to [reason]. A resample was successful</p> <p>Legal Instrument link: [ANH3905] or [LI/ANH/2018/00006] or [ANH-2019-00001]</p>
CoSampleRef	<p>Company's own sample reference for data sample.</p> <p>Note : Leave blank if not applicable.</p>	Optional	Text	24	ZNC-0511312

3 SITE DETAILS TABLE

Filename

The filename should consist of the Companies designated 3 letter Company Code followed by SiteDetMMMMYY. For example, in the case of Anglian Water:

Filename: ANHSiteDetJAN20.[csv][xls]

Where a subsequent version of the file is submitted it should be suffixed with its version number e.g. ANHSiteDetJAN20v2, ANHSiteDetJAN20v3

Notes

- i. This table contains records for zones supplied by service reservoirs, treatment works and by supply points. Include each authorised supply point, and each treatment works whether or not an authorised supply point. Include both Supply points and WTWs where they share the same site.
- ii. Where a site supplies multiple zones submit a separate record for each zone supplied
- iii. Frequency of submission – No later than the 1st January (or next working day), or on change of Information.
- iv. The fields must be in the order specified below.

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (illustration only)
SiteRef	Service reservoir, Water Treatment works or Supply point (As Details table)	Mandatory	Text	10	S004
SiteRefZone	Zone reference supplied by site above. (As Details table).	Mandatory	Text	10	Z002
Volume	Estimate of the volume of water supplied daily in cubic metres to the zone from each site. (It is not necessary to estimate the volume supplied to the zone from a supply point, not being a treatment works, and in such cases this field should be left blank.)	Mandatory (optional for Service Reservoirs)	Number - floating point	8	33500

4 SITE SUPPLY TABLE

Filename

The filename should consist of the Companies designated 3 letter Company Code followed by SiteSupplyMMMMYY. For example, in the case of Anglian Water:

Filename: ANHSiteSupplyJAN20.[csv][xls]

Where a subsequent version of the file is submitted it should be suffixed with its version number e.g. ANHSiteSupplyJAN20v2, ANHSiteSupplyJAN20v3

Notes

- i. This table contains records displaying:
 - Water treatment works connected to Supply points
 - Water treatment works connected to Service reservoirs
 - Supply points connected to service reservoirs (Include both Supply points and WTWs where they share the same site.)
- ii. Where a Water treatment works or Supply point supplies multiple service reservoirs, submit a separate record for each reservoir supplied
- iii. Frequency of submission – No later than the 1st January (or next working day), or on change of Information.
- iv. The fields must be in the order specified below.

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	Water Treatment works or Supply point (As Details table)	Mandatory	Text	10	T004
SiteRefSupply	Service Reservoir or Supply point supplied by site above. (As Details table).	Mandatory	Text	10	R002
Volume	Estimate of the volume of water supplied daily in cubic metres to the service reservoir from each site.	Optional	Number - floating point	8	33500
Comment	Additional information for site	Optional	Text	100	Comment

5 SUPPLY POINT MONITORING TABLE (NEW)

Filename

The filename should consist of the Companies designated 3 letter Company Code followed by SupMonMMYY. For example, in the case of Anglian Water:

Filename: ANHSupMonJAN20.[csv][xls]

Where a further version of the file is submitted it should be suffixed with its version number e.g. ANHSupMonJAN20, ANHSupMonJAN20v3

Notes

- i. The Supply Point Monitoring table records which monthly 'Compliance' parameters a company tests for at each supply point. This will identify 'missing records' in the Data Table
- ii. Frequency of submission – No later than the 1st January (or next working day), or on change of Information.
- iii. The fields must be in the order specified below.
- iv. Submit a separate record for each supply point
- v. List parameters separated by a semicolon (**do not include pesticides**)

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	Supply point reference (as Details table).	Mandatory	Text	10	ST001
ParametersMonitored	(As in parameter list - at any time in the reporting year) – separate with a semicolon (;) Do not include pesticides	Mandatory	Text	200	D001;F002; D005A;F003;D002A;C004A; B003;F001;A027;F004;F005 ;B005;B001A;F031;A007;D0 09B;D008;A017
Comment	Free text	Optional	Text	100	Supplies 6 WSZs

6 PESTICIDE MONITORING TABLE (NEW)

Filename

The filename should consist of the Companies designated 3 letter Company Code followed by PestMonMMMMYY. For example, in the case of Anglian Water:

Filename: ANHPestMonJAN20.[csv][xls]

Where a further version of the file is submitted it should be suffixed with its version number e.g. ANHPestMonJAN20v2, ANHPestMonJAN20v3

Notes

- (i) The Pesticide Monitoring table specifies which monthly 'Compliance' pesticides a company tests for at each zone or supply point. This will identify pesticide 'missing records' in the Data Table
- (ii) Frequency of submission – No later than the 1st January (or next working day), or on change of Information.
- (iii) The fields must be in the order specified below.
- (iv) Submit a separate record for each zone or supply point where pesticides are monitored (do not refer to 'all zones' or pesticides suites)
- (v) List pesticides separated by a semicolon (**do not include other parameters**)

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	Zone or Supply point (As Details table).	Mandatory	Text	10	Z034
PesticidesMonitored	Pesticides only - (As in parameter list - at any time in the reporting year) – separate with a semicolon (;)	Mandatory	Text	2000	P001;P002;P020;P028; P043;P044
Comment	Free text	Optional	Text	100	Comment

7 SITE CHANGE TABLE (NEW)

Filename

The filename should consist of the Companies designated 3 letter Company Code followed by SiteChangeMMMMYY. For example, in the case of Anglian Water:

Filename: ANHSiteChangeJAN20.[csv][xls]

Where a further version of the file is submitted it should be suffixed with its version number eg ANHSiteChangeJAN20v2, ANHSiteChangeJAN20v3

Notes

This table contains records where Zone site reference have changed from the previous year:

- i. Site References and Site Names in the current years 'Details' table
- ii. Site References and Site Names of connected sites in the previous year 'Details' table
- iii. Where a current site supplies or is supplied by multiple previous sites, provide a record for each connection
- iv. Frequency of submission – No later than the 1st January (or next working day), or on change of Information.
- v. The fields must be in the order specified below.

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	As Details table	Mandatory	Text	10	Z004
SiteName	As Details table	Mandatory	Text	80	Wimbledon South
PrevSiteRef	As Details table (current year – 1)	Mandatory	Text	10	Z001
PrevSiteName	As Details table (current year – 1)	Mandatory	Text	80	Wimbledon
Comment	Reason for change (if any)	Mandatory if change	Text	800	Re-zone Population exceeds 100,000

Example table:

SiteRef	SiteName	PrevSiteRef	PrevSiteName	Comment
Z5	Zone 5	Z2	Zone 2	New Zone for 2020 - superceding Z2 and Parts of Z3
Z5	Zone 5	Z3	Zone 3	New Zone for 2020 - superceding Z2 and Parts of Z3
Z4	Zone 4	Z3	Zone 3	Includes part of last year Zone 3

8 BULK SUPPLY TABLE

Filename

The filename should consist of the Companies designated 3 letter Company Code followed by BulkSupplyMMMMYY. For example, in the case of Anglian Water:

Filename: ANHBulkSupplyJAN20.[csv][xls]

Where a subsequent version of the file is submitted it should be suffixed with its version number eg ANHBulkJAN20v2, ANHBulkDetailJAN20v3

Notes

- i. This table contains records displaying:
Sites providing a bulk supply or any other supply of treated water from another undertaker (as identified in Details file)
The **Donor** Company and **Donor's** Site Ref (as submitted to DWI) for this site
- ii. Submit a separate record for each supply received
- iii. Frequency of submission – No later than the 1st January (or next working day), or on change of Information.
- iv. The fields must be in the order specified below.

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	Bulk import supply or any other supply of treated water from another undertaker (As Details table)	Mandatory	Text	10	T004
Code	Donors 3 letter Company Code	Mandatory	Text	3	ANH
DonorDWIRef	Donor's SiteRef for supply site as submitted to DWI	Mandatory	Text	10	T001
Comment	Additional information for site	Optional	Text	100	Anglian Water Bulk Supply (Wing WTW)

9 OUT OF SERVICE TABLE

Filename

The filename should consist of the Companies designated 3 letter Company Code followed by OutServMMMMYY. For example, in the case of Anglian Water:

Filename: ANHOutServJAN20.[csv][xls]

Where a subsequent version of the file is submitted it should be suffixed with its version number eg ANHOutServJAN20v2, ANHOutServJAN20v3

Notes

- (i) The Out of Service table must contain details on any **sites** that are out of service during the reporting month. (i.e. submitted monthly)
- (ii) Where a site also serves as a supply point, information should also be provided using the supply point reference number e.g. If treatment works T001 also serves as a supply point (S001), the Out of Service table should include information for **both** site references.
- (iii) StartDate is first FULL day out of service, EndDate is last FULL day out of service
- (iv) For situations where works are “available for use” but were not used (e.g. works normally used on specific days of the week) treat as IN use.
- (v) Frequency of submission – **Monthly** with data submission
- (vi) Should any data supplied in Out of Service tables need to be re-submitted, the WHOLE file must be supplied to DWI
- (vii) Date formats can be either DD-MMM-YY or DD-MMM-YYYY
- (viii) The fields must be in the order specified below, supply a record for each instance a site is out of service.

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	(As Details table)	Mandatory	Text	10	T003
StartDate	Out of service period date in the format DD-MMM-YY or DD-MMM-YYYY. (first FULL day out of service)	Mandatory	Date	9/11	01-Mar-2020
EndDate	Out of service period end date in the format DD-MMM-YY or DD-MMM-YYYY (last FULL day out of service)	Mandatory	Date	9/11	31-Mar-2020
Days	Number of days OUT of service (1-31)	Mandatory	Integer	2	31
Reason	Reason for site being out of service If site OOS is a Supply Point, add alternative monitoring site (i.e. WSZ) if applicable	Mandatory	Text	8000	Treatment works out of service due to maintenance

10 SCHEDULE SHORTFALL TABLE

The filename should consist of the Companies designated 3 letter Company Code followed by ShortMMYY. For example, in the case of Anglian Water:

Filename: ANHShortJAN20.[csv][xls]

Notes

- (i) The Schedule Shortfall table must contain details of scheduled samples NOT taken during the reporting month.
- (ii) Frequency of submission – **Monthly** with data submission
- (iii) Should any data supplied in Schedule Shortfall table need to be re-submitted the WHOLE file must be supplied to DWI
- (iv) Date formats can be either DD-MMM-YY or DD-MMM-YYYY
- (v) The fields must be in the order specified below. A separate record must be supplied for every missed sample or sample result.

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	(As Details table)	Mandatory	Text	10	Z007
ParameterCode	(As Data table)	Mandatory	Text	5	B011
SampleDate	Date scheduled sample not taken. Date in the format DD- MMM-YY or DD-MMM-YYYY (see above)	Mandatory	Date	9/11	01-Jan-2020
Reason	Reason for sample not taken i.e. Frequency comment If table is submitted in comma separated variable (.csv) format Insert in double quotation marks. This will ensure correct loading of fields in DWI's database	Mandatory	Text	8000	Unable to access site due to adverse weather conditions.

11 AUTHORITY DETAILS TABLES (2 Tables)

Filename

The filename should consist of the Companies designated 3 letter Company Code followed by [LA][HPA] DetMMYY. For example, in the case of Anglian Water:

Filename: ANHLADetJAN20.[csv][xls]

Filename: ANHHPADetJAN20.[csv][xls]

Notes

- (i) LADet identifies the link for water supply zones and Local Authorities.
- (ii) HPADet identifies the link for water supply zones and Public Health England and Public Health Wales Protection Teams.
- (iii) There must be a separate record for each Local Authority or Health Protection Team where a supply zone is situated in more than one area.
- (iv) Frequency of submission – No later than the 1st January (or next working day), or on change of Information.
- (v) The fields must be in the order specified below.

ANHLADet

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	(As Details table- water supply zones only)	Mandatory	Text	10	Z045
LAName	Local Authority (LA) name from DWI list* Note :There must be a separate record for each Local Authority where a supply zone is situated in more than one LA area.	Mandatory	Text	100	Madeup County D.C
LAAddress	Contact address for Local Authority (do not name individual). If table is submitted in comma separated variable (.csv) format Insert in double quotation marks. This will ensure correct loading of fields in DWI's database	Mandatory	Text	200	DC Offices, 37 Example Road, Holby City XX56 X89

ANHHPADet

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	(As Details table- water supply zones only)	Mandatory	Text	10	Z045
HPAName	Public Health England and Public Health Wales Protection Teams Note: There must be a separate record for Health Protection Team where a supply zone is situated in more than one PHE or PHW area.	Mandatory	Text	100	Madeup PHE name
HPAAddress	Contact address for Consultant in Communicable Disease Control at Health Protection Agency (do not name individual). If table is submitted in comma separated variable (.csv) format Insert in double quotation marks. This will ensure correct loading of fields in DWI's database	Mandatory	Text	200	PHE House, 14 False Road Holby City XX34 X21

12 ADDITIONAL PARAMETER CODE - REQUEST TABLE (NEW)

Filename

The filename should consist of the Companies designated 3 letter Company Code followed by NewParamMMMMYY. For example, in the case of Anglian Water:

Filename: ANHNewParamJAN20.[csv][xls]

Notes

- (i) The Parameter Code Request table requests a new parameter code from DWI
- (ii) Frequency of submission – when new parameter monitored and to be included in DWI Submission
- (iii) The fields must be in the order specified below.
- (iv) Submit a separate record for each new parameter requiring a parameter code.
- (v) E-mail to DWI Monthly mailbox - dwimonthlydata@defra.uk

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/optional)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
ParameterName	Parameter name as listed in CAS Registry	Mandatory	Text	50	Propan-2-yl hexadecanoate
AlternativeName	Alternative or trade name	Optional	Text	50	Isopropyl palmitate
UNITS	Units of measurement	Mandatory	Text	10	mg/l or µg/l
CasCode	CAS Registry Number	Mandatory	Text	20	142-91-6
Comment	Description/Usage - Free text	Optional	Text	100	