

Drinking Water Quality Regulator for Scotland



T: 0131 244 7330

E: [regulator@dwqr.org.uk](mailto:regulator@dwqr.org.uk)  
[www.dwqr.org.uk](http://www.dwqr.org.uk)

Douglas Millican  
Chief Executive  
Scottish Water  
The Bridge  
6 Buchanan Gate  
Stepps  
Glasgow  
G33 6FB

Our Reference:  
A41236475

Dear Douglas

## Information Letter 01 /2023

### DWQR Requirements for the Reporting of Service Reservoir, Contact Tank and Final Water Storage Tank Information

#### 1. Purpose

The purpose of this letter is to inform Scottish Water of DWQR's requirements to report on information relating to service reservoirs, contact tanks and final water storage tanks. This Information Letter and the associated Annex A set out the information requested, how it will be submitted and the timescales for responding to DWQR.

#### 2. Introduction

The Public Water Supply (Scotland) Regulations 2014 require Scottish Water to risk assess each treatment works and its connected supply system ("the combined system") so as to establish whether or not there is a significant risk of supplying unwholesome water. Regular inspection of assets and the prompt undertaking of any identified remedial works are vital in ensuring the quality of Scotland's Public Water Supply.

3F South  
Victoria Quay  
Edinburgh  
EH6 6QQ



### 3. Service reservoirs, contact tanks and final water storage tanks

DWQR requires Scottish Water to:

- Submit information regarding every service reservoir, contact tank and final water storage tank. The information to be submitted, and guidance on interpretation is in the attached Annex A
- Submit basic information on Chlorine Contact Pipes. The information to be submitted is in the attached Annex A
- Submit the data in a Microsoft Excel spreadsheet; templates for the submission are being sent with this letter.
- The first submission will be required by 30 April 2023. A full annual submission will be required by 30 April each year, commencing 30 April 2024.

The information that DWQR requires from Scottish Water on service reservoirs, contact tanks, contact pipes and final water storage tanks does not aim to be exhaustive and Scottish Water may wish to keep further detailed records to inform their risk assessments of the public water supply system.

### 4. Method of submission

Due to the sensitive status of the information, the submission will be made using Sharepoint, confirming with DWQR once the information is available. Once reviewed, DWQR will confirm that the submission can be removed from Sharepoint.

It is expected that the submission will be delivered to DWQR by the stated deadline. If, due to exceptional circumstances, the submission is likely to be late, Scottish Water must seek an extension of the delivery date. The application for extension must be submitted in writing to the DWQR, outlining the reason for the delay and the period of time sought. An agreed date will be confirmed by DWQR, and this must be met.

Yours sincerely,

*Andrew Kennedy*

Andrew Kennedy  
Drinking Water Specialist