

# Information Letter 1/2007: Water Quality and Associated Information Requirements

For all parameters to be tested plus pesticides see **Annex C**

## ANNEX A - GEOGRAPHICAL INFORMATION SPECIFICATION

The Drinking Water Quality Regulator (DWQR) requires reporting of individual sample results with the inclusion of a map reference i.e. Ordnance Survey National Grid eastings and northings (geocode) and post code, to identify sample location. The inclusion of sample data in the Regulator's Geographical Information System will require digital regulatory supply zone boundary data to be submitted by 1 January of each year.

This digital information should consist of:

- a) Each regulatory water supply zone (closed polygon format with associated table of attribute data)
- b) 6 figure NGR for both easting and northings, for each raw water source, treatment works, service reservoir and supply point compliance sample point (as specified in Details file below).

### File format for attribute table for regulatory water supply zones

FIELD NAME	FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE
SiteRef	As in Details table	Text	13
SiteName	As in Details table	Text	80
Population	As in Details table	Number	10

### File format for attribute table for raw water source, water treatment works, service reservoirs and supply points

FIELD NAME	FIELD DESCRIPTION	FIELD TYPE	FIELD SIZE
SiteRef	As in Details table, except that only actual sources should be included, not raw water sample points at WTWs sampled under the Surface Water Directive	Text	13
SiteName	As in Details table	Text	80
GridReference - Eastings	Location* of site Note: Format should be six figure Eastings. 100 km letter code not to be used	Number	12 max
GridReference – Northings	Location* of site Note: Format should be six figure Northings. 100 km letter code not to be used	Number	12 max

\* Location should be the sample tap or generalised point within site if no current specific NGR for sampling point.

### Formats

DWQR uses ESRI Arcview GIS software, currently version 3.2 and 8.3. Thus ESRI Shape (.shp) files are the preferable for submission. If not available, boundaries in 'dxf' (drawing exchange

format), 'dwg' files from AutoCad and MapInfo '.mif' may also be suitable. Point data can be converted to Shapefiles from Microsoft Excel (comma separated variable) files.

Geocodes for sample point locations and sites should be supplied in two fields of separate "Eastings" and "Northings" referenced to the Ordnance Survey. **100 km letter code is not to be used.** i.e. TQ 2975079750 should be 529750 179750. "Eastings" and "Northings" fields as in 'Details' table are format for all submissions.

For Scottish Water regulatory water supply zones and supply point areas, the closed polygons required should be created by digitising from background mapping at a scale of 1:10,000 for rural areas, or 1:2,500 or better for urban areas. These are preferred specifications, and Scottish Water should contact DWQR if problems are experienced. A table of identifiers shall be provided with the closed polygon data that refer to the "Details table" of the information returns.

## ANNEX B - FILE SPECIFICATION

This document details the tables to be submitted by Scottish Water for compliance data returns under The Water Supply (Water Quality) (Scotland) Regulations 2001.

It is required that the tables are to be submitted in Comma Separated Variable (.csv) format. Where a file has been converted to CSV from an MS Excel or Access format, care needs to be taken to ensure that no "hidden" formatting has been applied to the data by the packages. This may be checked by viewing the files as text in a suitable package such as "Notepad".

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 annual tables are required to be submitted with the January data return (on 21 March), with other tables submitted as specified below in the notes preceding each table specification. A draft of the details table, table 1, is required prior to the start of each calendar year in order to enable event and incident data to be correctly referenced against Scottish Water sites. This draft table will be replaced by the final version at the March submission. It is not necessary to complete the volume (VolOutCap) field until the March submission.

Should data supplied in tables need to be re-submitted the WHOLE file must be supplied to DWQR, not the revised data only.

The information requested in tables must be completed as a single row 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	Annual (updated throughout year if necessary).
2. Data table	Monthly
3. Site Details table	Annual
4. Out of Service table	6 Monthly
5. Schedule Shortfall table	3 Monthly
6. Check Details table	Annual
7. Pesticide Monitoring table	Annual
8. Authority Details tables (2 tables)	Annual
9. Raw Source Details	Annual
10A / 10B. Consumer Complaints / Enquiries Tables	6 Monthly
11. Event Details	As Required
12. Event Zone	As Required

13. Event Sample

As Required

14. Event Update

As Required

## 1 DETAILS TABLE

### Filename

The filename should consist of "SCO" followed by "DetailMMYY". For example: Filename: SCODetailJAN06.[csv]

### Notes

- (i) The details table must contain records with fields for each of the regulatory water supply zones, authorised supply points, service reservoirs/water towers, raw water sources and water treatment works in use at any time during the reporting year.
- (ii) All data submitted via the data table (Table 2) must be referenced to a site in the details table. All raw sources should be included in table 1, whether or not they are sampled in accordance with the Surface Water Directive. IDs for raw water sample points should also be included where these are different from the individual raw source. The ID for these sources will be that of the treatment works the source supplies, prefixed by the letter "A". Where a service reservoir has more than one compartment or structure which is sampled separately, each compartment or structure sampled should have its own site reference in the details table. Where there are a number of SW Service Reservoirs which have more than 1 sample point from the same compartment, Regulatory samples should be taken from only one of these sample points, regardless of whether the other point continues to be sampled for operational purposes.
- (iii) Frequency of submission – with January data return on March 21 of each year. A draft of the details table is required prior to the start of each calendar year in order to enable event and incident data to be correctly referenced against Scottish Water sites. This draft table will be replaced by the final version at the March submission. It is not necessary to complete the volume (VolOutCap) field until the March submission.
- (iv) Should an asset come into service during the reporting year, details of the site should be notified using the format specified below in a table supplied with the monthly data return. Sites coming permanently out of service during the reporting year should be reported using Table 4 – Out of Service Table, with the end date for the period set to 31 December. The site should not appear on the Details table for the following year.
- (v) All date formats can be either DD/MM/YY or DD/MM/YYYY
- (vi) The fields must be in the order specified below:

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Desirable)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	Reference number which consists of i) type prefix - <b>Z</b> for regulatory water supply zone <b>R</b> for service reservoir/water tower <b>A</b> for raw water source <b>T</b> for water treatment works <b>S</b> for supply point ii) identifier number for each of the raw water sources, supply zones, service reservoirs/water towers, water treatment works or supply points Note : For identifier above you do not need to create a new numbering system - use the numbers in your existing system.	Mandatory	Text	13	Z000000000013
SiteName	Name of Site	Mandatory	Text	80	Schiehallion South
StartDate	Reporting period start date in the format DD/MM/YY.	Mandatory	Date	8/10	01/01/04
EndDate	Reporting period end date in the format DD/MM/YY	Mandatory	Date	8/10	31/12/04
Population	For zones estimate of population supplied. Note : For treatment works, supply point and reservoir/water tower leave field blank.	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 average daily output of treatment works in cubic metres/day  or iii) estimate of capacity of reservoir/water tower in megalitres (MI)  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	Mandatory (Supply points, Service Reservoirs and Water Treatment Works only)	Number - Floating point	10	10400

	<p>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.</p> <p>c) (iii) may be left blank if unavailable.</p>				
GridReference - Eastings	<p>NGR* (National Grid Reference) for raw water sources, treatment works, service reservoir, supply point or water supply zone</p> <p>Note: Format should be six figure Eastings (five or seven where relevant). 100 km letter code not to be used. 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</p>	Mandatory	Number	12	503674
GridReference - Northings	<p>NGR* (National Grid Reference) for raw water sources, treatment works, service reservoir, supply point or water supply zone</p> <p>Note: Format should be six figure Northings (five or seven where relevant).</p> <p>100 km letter code not to be used. 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</p>	Mandatory	Number	12	132476

Scottish Water Region	Region number followed by name	Mandatory (if treatment works or storage point) Desirable (if supply zone)	Text	80	02FORTH
SourceType	For treatment works 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 Water	Mandatory (if Treatment works or supply point)	Text	2	MW
WIC Treatment Grade	For treatment works specify WIC classification of treatment type	Mandatory (if Treatment Works)	Number	2	04
ChloraminationFlag	For sites where Chloramination is practised (at any time in the reporting year) - Use letters CA Note : Leave blank if not applicable.	Mandatory (if Treatment works or supply point)	Text	2	CA
FlocFlag	For sites where flocculant is dosed (at any time during the reporting year) - Use letters FL Note : Leave blank if not applicable.	Mandatory (if Treatment works or supply point)	Text	2	FL
FlocTypeFlag	For sites where a flocculant is used (at any time during the reporting year) indicate type (if data available) IF = Iron Floc AF = Aluminium Floc 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 and after water has left WTW. (increased risk of bromate failure). - Use letters HC Note : Leave blank if not applicable	Mandatory (if Treatment works or supply point)	Text	2	HC
Mains Power	For sites where there is a connection to mains electricity - Use letters MP Note : Leave blank if not applicable	Mandatory (if Treatment Works) Desirable for Storage Point	Text	2	MP
Telemetry Available	For sites connected to Scottish Water's Telemetry System - Use letters TY Note : Leave blank if not applicable	Mandatory (if Treatment Works )  Desirable for Storage Point	Text	2	TY
Cryptosporidium Risk Assessment Score	For all water treatment works - Use figures (precede by 0 where <100) Note : Leave blank if not applicable	Mandatory (if Treatment Works)	Number	10	089
Raw Water Storage	If raw water storage is present (If data available) -Use letters RW	Desirable (if Treatment Works)	Text	2	RW
Raw Water Pre-treatment	If raw water pre-treatment such as screens or microstrainers are present (If data available) -Use letters RT	Desirable (if Treatment Works)	Text	2	RT
Membrane treatment	If membrane treatment is present -Use letters MB	Mandatory (if Treatment Works)	Text	2	MB
Clarification / Sedimentation stage	If a clarification or sedimentation stage is present -Use letters CS	Mandatory (if Treatment Works)	Text	2	CS
Flotation stage	If a flotation stage is present -Use letters FS	Mandatory (if Treatment Works)	Text	2	FS
RGF	If a rapid gravity filters are present -Use letters RG	Mandatory (if Treatment Works)	Text	2	RG
Pressure Filters	If pressure filters are present -Use letters PF	Mandatory (if Treatment Works)	Text	2	PF

Slow Sand Filters	If slow sand filters are present -Use letters SS	Mandatory (if Treatment Works)	Text	2	SS
GAC Filters	If granular activated carbon filters are present -Use letters CF	Mandatory (if Treatment Works)	Text	2	CF
pH Adjustment	If pH adjustment is present -Use letters PH	Mandatory (if Treatment Works)	Text	2	PH
Phosphate dosing	If Phosphate dosing for plumbosolvency control is present and available for optimisation or already optimised. -Use letters PB	Mandatory (if Treatment Works)	Text	2	PB
Ozonation	If ozonation is present -Use letters OZ	Mandatory (if Treatment Works)	Text	2	OZ
Manganese removal	If works is designed for manganese removal (If data available)	Desirable (if Treatment Works)	Text	2	MN

## 2 DATA TABLE

### Filename

The filename should consist of the "SCO" followed by "DataMMYY" . For example:

File names: SCODataJAN06.[csv]

### 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 by 21 March of reporting year)
- (iii) All date formats can be either DD/MM/YY or DD/MM/YYYY
- (iv) The fields must be in the order specified below.
- (v) Submit as single file (use comma separated variable format)
- (vi) Postcodes should be submitted in the following formats. R1 5NT, R12 5NT, RG12 5NT ie with a single space between the two parts of the code. Double or triple spacing should not be used.
- (vii) *Cryptosporidium* samples should be reported using the SiteRef prefixes "B" (raw) and "C" (final) instead of the usual "T" for treatment works. This reflects the fact that sample points for *Cryptosporidium* are at different locations to the taps used for regulatory compliance samples. Only regulatory sample data is required. Units will be *Cryptosporidium* oocysts per 10l.
- (viii) Raw water sampling required under the Surface Water Directives is required.

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Desirable)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	(As Details table)	Mandatory	Text	13	Z000000000014
ParameterCode	(As parameter list)	Mandatory	Text	5	A012
LIMSNumber	Number of sample on Scottish Water's LIMS system	Mandatory	Number	7	8746253
AnalysingLab	Laboratory undertaking analysis on sample. If more than one laboratory, provide name of laboratory producing final result of analysis.	Mandatory	Text	20	Stornoway
SampleResult	The actual result for individual sample.	Mandatory	Number - Floating point	8	54.3
> or < qualifier	Sample greater than or less than limit of detection Note : Leave blank if not applicable.	Mandatory	Text (> or <)	1	>
GridReference – Eastings	National Grid Reference (Eastings) to indicate exactly where the sample was taken – either 6 figures	Mandatory for zonal samples	Number	12	503675 or 503675.4

	or eight including decimal point (five or seven where relevant). (Samples in Zones only)				
GridReference – Northings	National Grid Reference (Northings) to indicate exactly where the sample was taken– either 6 figures or eight including decimal point (five or seven where relevant). (Samples in Zones only)	Mandatory for zonal samples	Number	12	132476 or 132476.7
Post Code	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	EH6 6QQ
SampleDate	Date sample taken in the format DD/MM/YY or DD/MM/YYYY	Mandatory	Date	8/10	04/01/04
SampleTime	Time sample taken in the format HH:MM (24 hour clock)	Mandatory	Time	5	09:45
UndertakingFlag	Field to indicate if undertaking applies - Use letter U Note : Leave blank if not applicable.	Desirable If undertaking exists	Text	1	U
SOIflag	Leave blank	Not Applicable	Text	3	
AuthDeptFlag	Field to indicate if a site is currently under an authorised departure - Use letter A Note : Leave blank if not applicable.	Desirable If Authorised Departure exists	Text	1	A
RPoWFlag	Leave blank	Not Applicable	Text	2	
ReducedFlag	Field to indicate if reduced sampling frequency applies - Use letter R Note : Leave blank if not applicable.	Mandatory If reduced sampling 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	Desirable If failure caused by customer tap	Text	2	CT
UTRFlag	Field to Indicate failure unlikely to recur	Desirable	Text	3	UTR

	- Use letters UTR Note : Leave blank if not applicable.	If Investigation complete			
PublicBuilding	Field to Indicate sample was taken from building supplying water to the public . - Use letters PB Note : Leave blank if not applicable	Mandatory	Text	2	PB
ResampleFlag	Field to indicate if sample was taken as a resample for a previous failure - Use letters RS	Mandatory If this sample is a resample	Text	2	RS
ResampleNumber	Field to include LIMS sample number of any resample which is taken in response to a failure of this sample. Subsequent resample failures (ie. resample of the resample) should have the further resample number recorded against that sample.	Mandatory If resample has been taken in response to this sample	Number	7	8746253
Comment on failure	General comments field i.e for PCV failure comment This field will be populated automatically from the "Cause of Event" and "Actions Taken" fields of the Event Form as well as the Outcome Form.	Leave Blank in Data file. Report in tables 11 and 14.	Text	8000	

### 3 SITE DETAILS TABLE

#### Filename

The filename should consist of "SCO" followed by "SiteDetMMYY". For example:

Filename: SCOSiteDetJAN06.[csv]

#### Notes

- i. This table contains records for regulatory water supply 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 - with January data return.
- iv. The fields must be in the order specified below.

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Desirable)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	Service reservoir, Water Treatment works or Supply point (As Details table)	Mandatory	Text	13	S0050000000004
SiteRefZone	Zone reference supplied by site above. (As Details table).	Mandatory	Text	13	Z0000000000002
Volume	<b>Estimate</b> of the volume of water supplied <b>daily</b> in cubic metres to the zone from each water treatment works. (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 if water treatment works (desirable for service reservoirs)	Number - floating point	10	33500

## 4 OUT OF SERVICE TABLE

### Filename

The filename should consist of the "SCO" followed by "OutServMMMMYY". For example:

Filename: SCOUTServJUN06.[csv] (first 6 months of year)

Filename: SCOUTServDEC06.[csv] (second 6 months of year)

### Notes

- (i) The Out of Service table must contain details on any **sites (water treatment works and service resevoirs)** that are out of service for planned reasons (eg. not weather related or other unforeseen situation) during the reporting period. (i.e. 6 monthly)
- (ii) StartDate is first FULL day out of service, EndDate is last FULL day out of service
- (iii) For assets that are out of supply before or after the reporting period it is suggested that the start and end dates relate to the period of the report i.e. 01/01/06 or 30/06/06, rather than the specific out of service dates for the asset.
- (iv) For situations where works are "available for use" but are were not used (eg works normally used on specific days of the week) treat as IN use.
- (v) Frequency of submission – twice yearly ( with July and January data for preceding six months).
- (vi) All date formats can be either DD/MM/YY or DD/MM/YYYY
- (vii) 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/Desirable)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	(As Details table)	Mandatory	Text	13	T0000000000003
StartDate	Out of service period date in the format DD/MM/YY. (first day out of service)	Mandatory	Date	8/10	01/02/04
EndDate	Out of service period end date in the format DD/MM/YY (last day out of service)	Mandatory	Date	8/10	30/05/04
Days	Number of days <b>OUT</b> of service (1-182)	Mandatory	Integer	3	119
Reason	Reason for site being out of service Format Insert in double quotation marks. This will ensure correct loading of fields in the DWQR's database	Mandatory	Text	8000	Treatment works out of service due to maintenance

## 5 SCHEDULE SHORTFALL TABLE

### Filename

The filename should consist of "SCO" followed by "ShortMMYY". For example:

Filename: SCOShortMAR06.[csv] (first 3 months of year)

Filename: SCOShortJUN/SEP/DEC06.[csv]

### Notes

- (i) The Schedule Shortfall table must contain details of scheduled samples NOT taken during the reporting period. (i.e. 6 monthly)
- (ii) Frequency of submission – quarterly (with March, June, September and December data).
- (iii) All date formats can be either DD/MM/YY or DD/MM/YYYY
- (iv) The fields must be in the order specified below. A separate record must be supplied for every missed sample or sample result.  
(includes every pesticide in monitoring suite)

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Desirable)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	(As Details table)	Mandatory	Text	13	Z0000000000007
ParameterCode	(As Data table)	Mandatory	Text	5	B011
SampleDate	Date scheduled sample not taken. Date in the format DD/MM/YY or DD/MM/YYYY (see above)	Mandatory	Date	8/10	25/12/04
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 the DWQR's database	Mandatory	Text	8000	Sample not taken due to Christmas holiday



## 6 CHECK DETAILS TABLE

### Filename

The filename should consist of "SCO" followed by "CheckMMYY". For example:

Filename: SCOChekJAN06.[csv]

### Notes

- (i) The Check Details table must contain details on sites and corresponding parameters to identify authorised supply points and assess check and audit sample frequencies for the duration of the reporting period.
- (ii) Frequency of submission – with January data return or on change of information.
- (iii) The fields must be in the order specified below.

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Desirable)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	(As Details table)	Mandatory	Text	13	S000000000014
ParameterCode	(As Data table)	Mandatory	Text	5	A001
CheckorAudit	Field to indicate whether the record requires Check or Audit sampling (if frequency of sampling changes use situation at end of reporting period) - Use letter CM for Check sampling - Use letter AM for Audit sampling	Mandatory for water treatment works, supply points and zones; leave blank for samples taken from service reservoirs	Text	2	CM
AuthSPFlag	Field to indicate if site is an authorised supply point for this parameter. (i.e.the company has sought specific approval from DWQR to allow supply point monitoring for this parameter at this point)- Use letters SP Note : Leave blank if not applicable.	Mandatory if authorised SP	Text	2	SP
AutoSPFlag	Field to indicate if site is an automatic supply point for this parameter. (i.e supply point monitoring for this parameter and location is permitted under Regulation 8(1) of the Regulations).- Use letters	Mandatory if automatic SP	Text	3	ASP

	ASP Note : Leave blank if not applicable.				
ReducedFlag	Field to indicate if reduced sampling frequency applies - Use letter R Note : Leave blank if not applicable.	Mandatory if reduced sampling applies	Text	1	R
Comments	To include designation dates for any frequency change. Insert in double quotation marks. This will ensure correct loading of fields in the DWQR's database	Mandatory if monitoring change	Text	8000	

## 7 PESTICIDE MONITORING TABLE

### Filename

The filename should consist of SCO followed by "PestMonMMYY". For example:

Filename: SCOPestMonJAN06.[csv]

### Notes

- (i) The Pesticide Monitoring table specifies which pesticides Scottish Water tests for at each zone or supply point. This will identify pesticide 'missing records' in the Data Table
- (ii) Frequency of submission – with January data return or on change of information.
- (iii) The fields must be in the order specified below.
- (iv) Submit a separate record for each pesticide tested at a zone or supply point (do not refer to 'all zones' or pesticides suites)

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Desirable)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	Zone or supply point (As Details table).	Mandatory	Text	13	Z030000000004
PesticideCode	(As in parameter list)	Mandatory	Text	5	P028

## 8 AUTHORITY DETAILS TABLES (2 Tables)

### Filename

The filename should consist of SCO followed by "[LA][HPA]DetMMMMYY". For example:

Filename: SCOLADetJAN06.[csv]

Filename: SCOHPADetJAN06.[csv]

### Notes

- (i) LADet identifies the link for water supply zones and Local Authorities.
- (ii) HPADet identifies the link for water supply zones and NHS Boards.
- (iii) There must be a separate record for each Local Authority and NHS Board where a supply zone is situated in more than one area.
- (iv) Frequency of submission – with January data return or on change of information.
- (v) The fields must be in the order specified below.

### SCOLADetJAN04.[csv][xls]

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	13	Z000000000045
LAName	Local Authority (LA) name. 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). Insert in double quotation marks. This will ensure correct loading of fields in the DWQR's database	Mandatory	Text	200	DC Offices, 37 Example Road, Auchtermuchty XX5 X89

**SCOHPADetJAN04**

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	13	Z000000000045
NHS Board Name	NHS Board Name. Note :There must be a separate record for each NHS Board where a supply zone is situated in more than one NHS Board area.	Mandatory	Text	100	Madeup NHS Board name
NHS BoardAddress	Contact address for Consultant in Public Health Medicine at the NHS board (do not name individual). Insert in double quotation marks. This will ensure correct loading of fields in the DWQR's database	Mandatory	Text	200	NHS House, 14 False Road, Auchterarder XX34 X21

## 9 RAW SOURCE DETAILS TABLE

### Filename

The filename should consist of "SCO" followed by "RawSourceMMYY". For example:

Filename: SCORawSourceJAN06.[csv]

### Notes

- i. This table contains the records of which raw water sources supply which treatment works. Include each raw source where this is considered a separate asset. All raw sources included in Table 1 Details must be included in this table, including those source references which represent combined raw water sample points and have an ID corresponding to that of the WTW preceded by the letter "A".
- ii. Where a source supplies multiple water treatment works submit a separate record for each works supplied.
- iii. Frequency of submission - annually with January data return.
- iv. The fields must be in the order specified below.

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Desirable)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	Raw Water Source (As Details table)	Mandatory	Text	13	A005000000004
SiteRefWorks	Treatment works reference supplied by source above. (As Details table).	Mandatory	Text	13	T0050000000002
SourceType	Choose from Boreholes and Springs –BS Impounding Reservoir – IR Lochs – LO Rivers and Burns – RB Combined Raw Sample Point – CR	Mandatory	Text	2	LO

## 10A CONSUMER COMPLAINTS

### Filename

The filename should consist of "SCO" followed by "ComplaintsMMYY". For example:

Filename: SCOComplaintsJUN06.[csv] (first 6 months of year)

Filename: SCOComplaintsDEC06.[csv] (second 6 months of year)

### Notes

- i. This table contains the records of consumer complaints and relating to water quality received during the reporting period (6 monthly year).
- ii. Data should be submitted for each Regulatory Supply Zone which appears in the Details table.
- iii. Scottish Water Region refers to the regional area which contains that supply zone. Where a zone covers more than one region, the region covering the majority of the Regulatory Supply Zone should be provided.
- iv. Frequency of submission – twice yearly ( with July and January data).
- v. The fields must be in the order specified below.

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Desirable)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	Regulatory Water Supply Zone (As Details table)	Mandatory	Text	13	Z005000000004
Scottish Water Region	Scottish Water Region into which Regulation Zone mostly falls	Mandatory	Text	80	Nith
WQ Chlorine Taste/Smell	No. of complaints due to chlorinous or phenolic tastes or odours	Mandatory	Integer	5	10
WQ Discoloured Water	No. Of complaints due to dirty or coloured water	Mandatory	Integer	5	34

WQ Illness due to Water	No. of complaints of illness perceived by the consumer to be due to the water supply	Mandatory	Integer	5	21
WQ Metallic Taste	No. of complaints due to chlorinous or phenolic tastes or odours	Mandatory	Integer	5	2
WQ Milky Cloudy Water	No. Of complaints due to cloudy or aerated water	Mandatory	Integer	5	0
WQ Musty/Earthy Taste/Smell	No. of complaints due to earthy or musty tastes and odours	Mandatory	Integer	5	678
WQ Organisms in Water	No. of complaints due to organisms perceived by consumers as originating from the water supply	Mandatory	Integer	5	5
WQ Particles in Water	No. of complaints due to particulate matter perceived by consumers to be originating from the water supply	Mandatory	Integer	5	3
WQ Request for Info/Leaflet	No. Of requests for general water quality information	Mandatory	Integer	5	1
WQ Sample Request	No. of requests for a water supply to be tested on water quality grounds, not already included in the categories above	Mandatory	Integer	5	3
WQ Stained Washing	No. of complaints of laundry stained by discoloured water	Mandatory	Integer	5	5
Other Complaint	Other complaint about water quality not covered above	Mandatory	Integer	5	34



## 10B CONSUMER ENQUIRIES

### Filename

The filename should consist of "SCO" followed by "Enquiries MMMYY". For example:

Filename: SCOEnquiriesJUN06.[csv] (first 6 months of year)

Filename: SCOEnquiriesDEC06.[csv] (second 6 months of year)

### Notes

- i. This table contains the records of consumer enquiries relating to water quality received during the reporting period (6 monthly)
- ii. Data should be submitted for each Regulatory Supply Zone which appears in the Details table.
- iii. Operational Area refers to the Scottish Water operational area which contains that supply zone. Where a zone covers more than one operational area, the operational area covering the majority of the Regulatory Supply Zone should be provided.
- iv. Frequency of submission – twice yearly ( with July and January data).
- v. The fields must be in the order specified below.

FIELD NAME	FIELD DESCRIPTION	STATUS (Mandatory/Desirable)	FIELD TYPE	FIELD SIZE	FIELD EXAMPLE (for illustration only)
SiteRef	Regulatory Water Supply Zone (As Details table)	Mandatory	Text	13	Z005000000004
Scottish Water Region	Scottish Water Operational Area into which Regulation Zone mostly falls	Mandatory	Text	80	Nith
WQ Chlorine Taste/Smell	No. of complaints due to chlorinous or phenolic tastes or odours	Mandatory	Integer	5	10
WQ Discoloured Water	No. Of complaints due to dirty or coloured water	Mandatory	Integer	5	34
WQ Illness due to Water	No. of complaints of illness perceived by the consumer to be due to the water supply	Mandatory	Integer	5	21
WQ Metallic Taste	No. of complaints due to chlorinous or phenolic tastes or odours	Mandatory	Integer	5	2

WQ Milky Cloudy Water	No. Of complaints due to cloudy or aerated water	Mandatory	Integer	5	0
WQ Musty/Earthy Taste/Smell	No. of complaints due to earthy or musty tastes and odours	Mandatory	Integer	5	678
WQ Organisms in Water	No. of complaints due to organisms perceived by consumers as originating from the water supply	Mandatory	Integer	5	5
WQ Particles in Water	No. of complaints due to particulate matter perceived by consumers to be originating from the water supply	Mandatory	Integer	5	3
WQ Request for Info/Leaflet	No. Of requests for general water quality information	Mandatory	Integer	5	1
WQ Sample Request	No. of requests for a water supply to be tested on water quality grounds, not already included in the categories above	Mandatory	Integer	5	3
WQ Stained Washing	No. of complaints of laundry stained by discoloured water	Mandatory	Integer	5	5
Other Complaint	Other complaint about water quality not covered above	Mandatory	Integer	5	34

## 11 EVENT DETAILS

**Filename:** SCOEvent.csv

This table provides the main details of each event.

To enable flexibility, as few fields as possible have been made mandatory for the purposes of the DWQR data system. It is, however expected that where information is available and relevant, all fields will be populated.

Field Name	Description	Mandatory?	Field Type	Max Field Length
Event No	Official event number	Mandatory	Text	20
Area	Scottish Water Region		Text	50
Division	sub-division of regional area		Text	50
Treatment Failure	Tick box indicating general failure of treatment process		"Yes" or blank	3
PCV Contravention	Tick box indicating failure of PCV has occurred		"Yes" or blank	3
Chemical/Bact SMRV	Tick box indicating SMRV for a parameter has been exceeded (higher, health based standard - not something we regulate against. If this box ticked, PCV box should also be ticked by definition.)		"Yes" or blank	3
Crypto	Tick box indicating positive sample for cryptosporidium		"Yes" or blank	3

Pot Media Att	Tick box indicating event could or has attracted media attention		"Yes" or blank	3
Notified by	Scottish Water scientist notifying event		Text	50
Position	post held by scientist		Text	50
Contact No	telephone no. of scientist		Text	20
Datevent	Date event occurred	Mandatory	Date (DD/MM/YYYY) or (DD/MM/YY)	10
DatNotif	Date event notified (date of event notice)		Date (DD/MM/YYYY) or (DD/MM/YY)	10
SiteType	Asset Type (A - Source; T - WTW; S - Supply Point; R - Service Reservoir; Z - Supply Zone)		Drop Down - A/T/S/R/Z	1
Event Site Ellipse No.	Ellipse number of Event Site		Text	12
Sample Description	Text field with further details of circumstances under which sample was taken		Text	2000
Failure Details	details of failure		Text	2000
Other Element	text for any further details		Text	2000
Likely Cause	Text giving likely cause of failure / event		Text	2000
Population Affected	Total Population which could potentially be affected by the failure / event		Integer	10
Risk to PH	Text explaining whether there could be a risk to public health		Text	2000

Med Advice	Text indicating what medical advice has been received (if any)		Text	2000
Action Inf & Prot	Text indicating action taken to inform and protect consumers		Text	2000
Actions to Rectify	Text explaining action taken to restore water quality		Text	2000
Health Board Notification	No. of Health boards notified		integer	10
Emailed HB	Have HB been emailed?		"TRUE" or "FALSE"	5
Phoned HB	Have HB been phoned?		"TRUE" or "FALSE"	5
Councils	No. of councils notified		integer	10
Emailed Council	Have HB been emailed?		"TRUE" or "FALSE"	5
Phoned Council	Have HB been phoned?		"TRUE" or "FALSE"	5
Any other Notif	Other organisations notified about event		Text	2000
Any other info	Any other relevant information		Text	2000
Outcome Contained	Tick box to indicate if all outcome information is provided with initial event		"Yes" or blank	3

## 12 EVENT ZONE

**Filename:** SCOEventZone.csv

This file links the event to the zones which are affected.

<b>Field Name</b>	<b>Description</b>	<b>Mandatory?</b>	<b>Field Type</b>	<b>Max Field Length</b>
Event No	Official event number	Mandatory	Text	20
Zone DWQR No	Ellipse number of supply zones affected	Mandatory	Text	13

### 13 EVENT SAMPLE

**Filename: SCOEEventSample.csv**

This table provides details of any failing samples associated with the event. Where there are multiple samples, each one must be included on a separate line.

To enable flexibility, as few fields as possible have been made mandatory for the purposes of the DWQR data system. It is, however expected that where information is available and relevant, all fields will be populated.

<b>Field Name</b>	<b>Description</b>	<b>Mandatory?</b>	<b>Field Type</b>	<b>Max Field Length</b>
Event No	Official event number	Mandatory	Text	20
Sample No	LIMS number of failing sample (samples)	Mandatory	Number	7
Sample Result	result of failure (value)		Floating Point Number	8
Sample Units	Units of sample		Text	50
Parameter Code	PCV codes of parameter exceeded	Mandatory	Text	5
PCV standard	Numeric standard of parameter which has failed (if any)		Text	2000

## 14 EVENT UPDATE

**Filename:** SCOUupdate.csv

This table provides any updates or outcomes for each event. An unlimited number of updates can be provided in this format.

<b>Field Name</b>	<b>Description</b>	<b>Mandatory?</b>	<b>Field Type</b>	<b>Max Field Length</b>
Event No	event number as on event database - enables link to original event	Mandatory	Text	20
Outcome information	Text providing further information / update	Mandatory	Text	2000
Date	Date of issue	Mandatory	Date (DD/MM/YYYY) or (DD/MM/YY)	10

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