

Information Letter 2/2006: 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) intends to move to require reporting of individual sample results with the inclusion of a map reference i.e. Ordnance Survey National Grid eastings and northings (geocode) or post code, to identify sample location. A future objective remains the inclusion of sample data in the Regulator's Geographical Information System. Digital boundary data forms the requirement for this system and should be submitted by 1 January 2006

Before 1 January each year Scottish Water should provide zone boundaries in digital format and supply these as an alternative to paper maps. This digital information should consist of:

- a) Area supplied by Scottish Water in closed polygon format
- b) Each regulatory water supply zone (closed polygon format with associated table of attribute data)
- c) 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 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
GridReference - Eastings	Centroid* of Water Supply Zone Note: Format should be six figure Eastings. 100 km letter code not to be used	Number	6
GridReference - Northings	Centroid* of Water Supply Zone Note: Format should be six figure Northings. 100 km letter code not to be used	Number	6
Population	As in Details table	Number	10
Area	Approx area in square kilometres	Number	6

*'centroid' should be a single point within the polygon. If a zone comprises of multiple unconnected sites, supply separate lines which differ in respect of the centroids, details on population and area would be the aggregate for the group of islands making up that zone.

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	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	6
GridReference –	Location* of site	Number	6

Northings	Note: Format should be six figure Northings. 100 km letter code not to be used		
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* 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 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 supply area, 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 they experience problems. A table of identifiers shall be provided with the closed polygon data that refer to the "Details table" of the information returns. (i.e. MS Excel file).

Scottish Water is also encouraged to advise the DWQR of any localities within its area in which the company has no consumers, either because they are 'undeveloped areas' or because the area is fed by a 'private supply'. This will be helpful to properly verify that areas of apparent 'no mans land' are not declared by Scottish Water part of a zone in error.

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) 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 are required to be submitted with the January data return (on 21 March) and data tables monthly thereon. See Notes preceding each table specification.

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

Information on failures is to be included in full via the current DWQR event reporting system. The LIMS sample number of the failure will be used to extract a comment from the relevant event and outcome notification form within the DWQR's database.

The information requested in tables must be completed as a 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. Out of Service table
5. Schedule Shortfall table
6. Check Details table
7. Pesticide Monitoring table
8. Authority Details tables (2 tables)
- 9. Raw Source Details**

CHECKLIST FOR COMPLIANCE DATA RETURN

Scottish Water should check all data before sending it to the DWQR. Below is a check List for Compliance Data return. Please complete form and include with your return.

1. Files included in the return	a) Microsoft Excel files (.xls)	b) Comma separated variable files (.csv)
	a) details table	
	b) data table	
	c) site details table	
	d) out of service table	
	e) schedule shortfall table	
	f) check details table	
	g) pesticide monitoring table	
	i) authority details (2 tables)	
	i) raw source details	

I confirm that I have checked all the files, and data.

1 DETAILS TABLE

Filename

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

Filename: SCODetailJAN06.[csv][xls]

Notes

- (i) The details table must contain records with fields for each of the 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, as follows:
- (ii) Frequency of submission – with January data return.
- (iii) All date formats can be either DD/MM/YY or DD/MM/YYYY
- (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	Reference number which consists of i) type prefix - Z for supply zone R for service reservoir/water tower A for raw water source T for water treatment works S 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:	Mandatory	Number -	8	10400

	<p>i) estimate of volume of water supplied by supply point to zone(s) in cubic metres/day</p> <p>or ii) estimate of output of treatment works in cubic metres/day</p> <p>or iii) estimate of capacity of reservoir/water tower in megalitres (MI)</p> <p>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) (iii) may be left blank if unavailable.</p>	(Supply points and Water Treatment Works only)	Floating point		
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. 100 km letter code not to be used</p>	Mandatory	Number	6	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. 100 km letter code not to be used</p>	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	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.	Desirable (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 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 or Storage Point)	Text	2	MP
Telemetry Available	For sites connected to Scottish Water's Telemetry System - Use letters TY	Mandatory (if Treatment Works or Storage Point)	Text	2	TY

	Note : Leave blank if not applicable				
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	3	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 -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:

FileNames: SCODataJAN06.[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 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 if number of lines exceeds MS Excel 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. Units will be *Cryptosporidium* oocysts per 10l.

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 or eight including decimal point. (Samples	Mandatory for zonal samples	Number	8	503675 or 503675.4

	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.. (Samples in Zones only)	Mandatory for zonal samples	Number	8	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.	Mandatory 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.	Mandatory 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	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	Mandatory	Text	2	PB

	supplying water to the public . - Use letters PB Note : Leave blank if not applicable	If failure or Investigation , Desirable otherwise			
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.	(Mandatory if failure)	Text	8000	

3 SITE DETAILS TABLE

Filename

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

Filename: SCOSiteDetJAN06.[csv][xls]

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 - 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	Estimate of the volume of water supplied daily 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	8	33500

4 OUT OF SERVICE TABLE

Filename

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

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

Filename: SCOUTServDEC06.[csv][xls]

Notes

- (i) The Out of Service table must contain details on any **sites** that are out of service 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 (June and December – subject to review by the DWQR).
- (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 OUT of service (1-182)	Mandatory	Integer	3	119
Reason	Reason for site being out of service 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	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: SCOShortJUN06.[csv][xls] (first 6 months of year)

Filename: SCOShortDEC06.[csv][xls]

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 (March, June, September and December – subject to review by the DWQR).
- (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: SCOCHECKJAN06.[csv][xls]

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. 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 if monitoring change	Text	8000	

7 PESTICIDE MONITORING TABLE

Filename

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

Filename: SCOPestMonJAN06.[csv][xls]

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	Z0300000000004
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]DetMMYY". For example:

Filename: SCOLADetJAN06.[csv][xls]

Filename: SCOHPADetJAN06.[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 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	Z0000000000045
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). 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	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	Z0000000000045
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). 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	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][xls]

Notes

- v. This table contains records for raw water sources supplying treatment works. Include each raw source where this is considered a separate asset.
- vi. Where a source supplies multiple water treatment works submit a separate record for each works supplied.
- vii. Frequency of submission - with January data return.
- viii. 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	Mandatory	Text	2	LO

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