

Drinking Water Quality Regulator for Scotland

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Dear Alex

Information Letter 02 /2025

DWQR Requirements for the Scottish Water Data Returns

1. Purpose

The purpose of this letter is to update Scottish Water on the requirements for data returns to DWQR.

2. Background

2.1. The Drinking Water Quality Regulator (DWQR) is the independent regulator of drinking water for Scotland, which aims to provide assurance to the public that drinking water in Scotland is safe to drink. The DWQR relies on the availability of accurate, complete and up to date information on drinking water quality to fulfil their statutory obligations, report back to Scottish Ministers and ensure DWQR's business continuity. Scottish Water supply regular data returns to DWQR via a cloud-based interface alongside email submissions. This document outlines the data requirements.

3. Compliance data returns

3.1. Scottish Water is required under The Public Water Supplies (Scotland) Regulations 2014 (as amended) to submit a range of data at different frequencies in the form of

data tables. These contain information on the assets Scottish Water operates, water supply zones, results of water quality tests undertaken on samples across a range of different sample points, events associated with failures of water quality standards, the contacts received from consumers and the local authority and health boards associated with each supply zone.

- 3.2. Annex A contains further details as to the exact file specifications and format for the data to be submitted.

4. Regulatory Baseline and Regulatory Variable tests

- 4.1. The amendments to The Public Water Supplies (Scotland) Regulations 2014 allow for risk-based monitoring, whereby Scottish Water tests for each parameter at a frequency based on risk. These tests must be distinct from tests undertaken as part of the baseline monitoring frequency which is maintained to allow for meaningful year-on-year comparisons.
- 4.2. Regulatory test data must be reported as either baseline (under the 'RB' reporting purpose code) where tests have been undertaken according to Scottish Water's baseline frequency or variable (under the 'RV' reporting purpose codes) where tests have been undertaken according to Scottish Water's risk-based frequency. The split between 'RV' and 'RB' must be defined prior to the start of the reporting year.

5. Operational tests

- 5.1. Operational tests are taken in association with and in response to water quality events and incidents along with constituents of summed parameters, for example PFAS and HAAs. Operational test data must be reported under the 'OP' reporting purpose code with constituent parameter data reported 6 monthly.
- 5.2. Operational monitoring parameters such as somatic coliphages and online turbidity 0.3NTU 95 percentile have separate reporting arrangements that include details of interpretation and actions to taken. Current reporting frequency is 6 monthly.

6. DWQR action returns

- 6.1. Scottish Water must submit a monthly return of actions generated in response to audits, recommendations from incidents and those generated internally as key actions from event investigations and root cause analyses.
- 6.2. The return must provide the action number reference, Scottish Water region, action description, the asset description, site reference, associated event number, date action committed to DWQR, deadline for action completion date committed by SW, the job title of the lead action owner responsible, the date the action was completed and the type of evidence agreed. Scottish Water must identify parent records (incident/event/technical audit) that have all associated actions closed.

7. Tanker returns

- 7.1. A monthly return of tanker activity must be submitted
- 7.2. The return must provide details of the requester, Scottish Water region, location of discharge/injection point, the associated contractor used to carry out the tankering, the date the tankering commenced and the duration of tankering, the number of

Scottish Water and contractor tankers used, the tanker ID, the sample numbers associated with Regulation 13A sampling, the number of discharges, and confirmation of receipt of log sheet.

8. Raw water supplies returns

- 8.1. As part of Scottish Water's management of raw water supply-fed consumer properties, a quarterly return of all tests taken from such supplies must be provided. Water quality failures must be reported via the event reporting process.

9. Radiochemistry review

- 9.1. An annual return each March is required summarising gross alpha and beta tests and any TLV exceedances.

10. Geographical Information Specification

- 10.1. Regulatory supply zone boundary data should be submitted in December each year. This digital information should consist of an ESRI .shp file including each regulatory water supply zone in closed polygon format with associated table of attribute data consisting of:

Field Name	Field Description	Field Type	Field Size (max length)
SiteRef	As in Table 1 – Asset Data	Text	13
SiteName	As in Table 1 – Asset Data	Text	80
Population	As in Table 1 – Asset Data	Numeric	10

- 10.2 Asset co-ordinates are required as latitude and longitudes, as specified in Table 1 – Asset Data.

- 10.3 Sample results should also include location data consisting of Latitude, Longitude and Postcode as specified in Table 2 – Sample data.

Yours sincerely,



Robert Brooks
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Drinking Water Quality Regulator for Scotland

Annex A – File Specification

This document details the tables to be submitted by Scottish Water for compliance data returns under The Public Water Supplies (Scotland) Regulations 2014 (as amended).

All data files must be uploaded in the format UTF-8 .CSV

All text fields have a system limit specified length between 1 and 65535. This limit is applicable to all text type fields. Text cannot contain hidden characters especially in the header columns as this will cause validation to fail. If a special character such as comma is included in the text, the text must be enclosed in double quotes. Text records cannot contain line breaks even if the text is in double quotes (.csv files will see this as a completely new line and the system will attempt to validate the rest of the text as a record).

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 (latest 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.

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. Asset Data	Annual (updated throughout year if necessary)
2. Sample Data	Monthly (with Annual consolidated summary for checking purposes)
3. Parent/Child Relationships	Annual
4. Out of Service Assets	6 Monthly
5. Scheduled Sample Shortfall	Quarterly
6. Non-Standard Parameters	Annual
7. Local Authorities	Annual

8. Health Boards	Annual
9. Consumer Contacts	Quarterly
10. Sample Point Codes	Annual
11. Supply Point Sampling	Annual
12. Events	As Required
13. Event Updates	As Required

Table 1 – Asset Data

- (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 one 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) All assets will have a unique reference code. The code is prefixed by a letter to indicate the type of asset as follows:
 - Z for regulatory water supply zone
 - R for service reservoir/water tower

- A for abstraction points
 - T for water treatment works
 - S for supply point
 - W for catchments
 - Z for Zones
- (iv) Frequency of submission – with December data return each year.
- (v) 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.
- (vi) SiteRef and ReportingYear combination must be unique within a file. If SiteRef and ReportingYear combination already exists in the database it will be replaced with the new data in the file.
- (vii) The fields must be in the order specified below:

Field	Population rules	Class	Levels (if factor)
Reporting Year	• Mandatory • Whole number • Year date format	Numeric	
SiteRef	• Mandatory • Prefix - 'Z','R','A','T','S' or 'W' • Text	Text	
Site name	• Mandatory • Text	Text	
Region	• Mandatory for WTWs, SRs. ('T','R')	Factor	NORTH, SOUTH, EAST, WEST
Latitude	• Mandatory for WTWs, SRs, Abstractions/Sources, Catchments ('T','R','A','W') • Numeric - float	Numeric (Float)	12 figures

Field	Population rules	Class	Levels (if factor)
Longitude	- Mandatory for WTWs, SRs, Abstractions/Sources, Catchments ('T','R','A','W') - Numeric - float	Numeric (Float)	12 figures
Population	- Mandatory for zones - Whole number	Numeric	
Volume out capacity	- Mandatory for SRs, and WTWs ('T','R') - Numeric Float	Numeric (Float)	
Supply Point	Mandatory for supply points	Factor	From SiteRef list
Derogations Flag	Mandatory for any asset where an Authorised Departure applies	Factor	Y/Blank
Enforcement Notice Flag	Mandatory for any asset where an enforcement notice applies	Factor	Y/Blank

Field	Population rules	Class	Levels (if factor)
Source type code	Mandatory for WTW, Abstraction Point ("T", "A")	Factor	GW, SW, MW
Surface water flag	Mandatory for WTWs if applicable	Factor	Y/Blank
Raw water storage	Mandatory for WTWs if applicable	Factor	Y/Blank
Raw water pre-treatment	Mandatory for WTWs if applicable	Factor	Y/Blank
Aluminium flocculant	Mandatory for WTWs if applicable	Factor	Y/Blank
Iron flocculant	Mandatory for WTWs if applicable	Factor	Y/Blank
PAC dosing	Mandatory for WTWs if applicable	Factor	Y/Blank
Clarification/sedimentation stage	Mandatory for WTWs if applicable	Factor	Y/Blank
Flotation stage	Mandatory for WTWs if applicable	Factor	Y/Blank

Field	Population rules	Class	Levels (if factor)
Cartridge filtration	Mandatory for WTWs if applicable	Factor	PF/MP/Blank
Simple upflow filters	Mandatory for WTWs if applicable	Factor	Y/Blank
Fluidised bed	Mandatory for WTWs if applicable	Factor	Y/Blank
Rapid gravity filters	Mandatory for WTWs if applicable	Factor	Y/Blank
Pressure filters	Mandatory for WTWs if applicable	Factor	Y/Blank
Slow sand filters	Mandatory for WTWs if applicable	Factor	Y/Blank
Membrane treatment	Mandatory for WTWs if applicable	Factor	Y/Blank
Membrane type	Mandatory for WTWs if applicable. If there are multiple membrane stages, report on the tightest one. For ceramic membranes, the flag is to report on the corresponding cut-off it is	Factor	MF/UF/NF/RO/Blank

Field	Population rules	Class	Levels (if factor)
	mapped to (MF/UF/NF/RO)		
Manganese removal	Mandatory for WTWs if applicable	Factor	Y/Blank
GAC filters	Mandatory for WTWs if applicable	Factor	Y/Blank
Ozonation	Mandatory for WTWs if applicable	Factor	Y/Blank
Ion exchange	Mandatory for WTWs if applicable	Factor	Y/Blank
UV for crypto deactivation	Mandatory for WTWs if applicable	Factor	Y/Blank
Primary Disinfection	Mandatory for WTWs if applicable	Factor	CG (for chlorine gas) HC (for hypochlorite) EC (for OSEC) UV (for UV where it is in use as primary disinfection) CD (chlorine dioxide) O3 (ozone where it is in use as primary disinfectant)

Field	Population rules	Class	Levels (if factor)
			OT (for any other primary disinfection) Blank
Final PH adjustment	Mandatory for WTWs if applicable	Factor	Y/Blank
Phosphate dosing	Mandatory for WTWs if applicable	Factor	Y/Blank
Chloramination flag	- Mandatory for WTWs, SRs, Zones ('W','A','S') if applicable (Y) - Catchments, Abstraction Points and Supply Points must be blank	Factor	Y/Blank
Hypo flag	Mandatory for SRs and Zones ("R", "Z"). This is for assets that contain or receive water that is booster chlorinated from a fixed hypo dosing facility in the network if applicable	Factor	Y/Blank

Table 2 – Sample Data

- (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) LIMSNumber and ParameterCode combination must be unique within a file
- (iv) Sample Date and Sample Point Code must match the existing Sample Point Code reporting year
- (v) The fields must be in the order specified below.
- (vi) For the annual data return, all Result Numbers must be submitted with a letter 'A' in front of them

Field	Population rules	Class	Levels (if factor)
SiteRef	• Mandatory for all data. Interstage data will not be submitted • Asset type must start with 'Z','R','A','T','S' or 'W' • Must exist in Table 1	Factor	From Table 1 Site Ref
ParameterCode	• Mandatory • Must exist in Parameters Table	Factor	From Parameters Codes List
LIMSNumber	• Mandatory	Text	

Field	Population rules	Class	Levels (if factor)
Result Number	• Mandatory	Text	
AnalysingLab	• Mandatory	Text	
SampleResult	• Mandatory • Numeric - Float	Float	
Qualifier	• "<",">" or blank	Factor	"<",">" or blank
Latitude	• Desirable if Zone • Numeric - float	Numeric	
Longitude	• Desirable if Zone • Numeric - float	Numeric	
Postcode	• Desirable if Zone	SW preferred format is 8 character (e.g. G3 6HA DD2 5RD)	
SampleDate	• Mandatory • Date format DD/MM/YYYY	Date DD/MM/YYYY	
SampleTime	• Mandatory	Time	

Field	Population rules	Class	Levels (if factor)
	Time format HH:MM:SS	hh:mm:ss	
PCVFailFlag	Y / blank	Factor	Y / blank
Priority Premises	Y/blank	Factor	Y/blank
ResampleFlag	Y/blank	Factor	Y/blank
ResampleNumber		Text	
EventNumber	- Mandatory for all OP samples except constituent parameters - Must existing in Events table	Text	
SamplePointCode	- Mandatory for source/ abstraction points, treatment works, service reservoirs and zones (A,'T','R','Z') - If not mandatory must be blank - Must exist in the sample point code table	Factor	From sample point code table

Field	Population rules	Class	Levels (if factor)
Reporting Purpose	• Mandatory • Text • "RV, RB or OP"	Text	RV/RB/OP
Comment	• Desirable	Text	

Table 3 – Parent/Child Relationships

- (i) This table contains records for regulatory water supply zones supplied by service reservoirs and treatment works.
- (ii) Frequency of submission – Annual with January data return
- (iii) Where a site supplies multiple zones submit a separate record for each zone supplied
- (iv) ParentRef and ChildRef combination must be unique within a file
- (v) The fields must be in the order specified below

Field	Population rules	Class	Levels (if factor)
ParentRef	• Mandatory for Catchment, Sources, WTWs and SRs • 'ParentRef' must start with 'Z','R','A','T','S' or 'W' • Must exist in Table 1	Factor	From Assets table
ChildRef	• Mandatory for Sources, WTWs, SRs, and Zones • 'ChildRef' must start with 'Z','R','A','T','S' or 'W' • Must exist in Table 1	Factor	From Assets table

Field	Population rules	Class	Levels (if factor)
VolumeOut	• Mandatory for WTW-Zones and SR-Zones • Desirable for: WTW-SR • Do not report for: Catchment to Source nor Source to WTWs	Numeric	
Reporting Year	• Mandatory • Whole number • Year date format	Numeric	

Table 4 – Out of Service Assets

- (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. 01/01/24 or 30/06/24, rather than the specific out of service dates for the asset.
- (iv) For situations where works are "available for use" but are not used (e.g. works normally used on specific days of the week) treat as IN use.
- (v) SiteRef, StartDate, EndDate and SamplePointCode combination must be unique
- (vi) The fields must be in the order specified below, supply a record for each instance a site is out of service.

Field	Population rules	Class	Levels (if factor)
SiteRef	• Mandatory • Must exist in Table 1	Factor	From Assets table
StartDate	• Mandatory • Date format DD/MM/YYYY	Date	
EndDate	• Mandatory • Date format DD/MM/YYYY	Date	
Reason	• Mandatory	Text	

Field	Population rules	Class	Levels (if factor)
SamplePointCode	• Mandatory for out of service T, R, and A assets • Must exist in Table 10	Factor	From sample point code table

Table 5 – Scheduled Sample Shortfall

- (i) The Schedule Shortfall table must contain details of sheduled samples NOT taken during the reporting period.
- (ii) Frequency of submission – quarterly (with March, June, September and December data).
- (iii) SiteRef, ParameterCode, SampleDate, SamplePointCode, Reason combination must be unique within a file
- (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	Population rules	Class	Levels (if factor)
SiteRef	• Mandatory • Must exist in Table 1	Factor	From Assets table
ParameterCode	• Mandatory • Must exist in Parameters Table	Factor	From parameter codes list
SampleDate	• Mandatory • Date format DD/MM/YYYY	Date	
Reason	• Mandatory	Text	
SamplePointCode	• Mandatory for out of service T, R, and A assets • Must exist in Table 10	Factor	From sample point code table

Table 6 – Non-Standard Parameters

- (i) The Non-Standard Parameters table must contain details of the frequency with which non-standard parameters are analysed
- (ii) Frequency of submission – Annual with March data return
- (iii) SiteRef, ParameterCode and Reporting Year combination must be unique within a file
- (iv) The fields must be in the order specified below

Field	Population rules	Class	Levels (if factor)
SiteRef	• Mandatory • Must exist in Table 1	Factor	From Assets table
ParameterCode	• Mandatory • Must exist in Parameters Table	Factor	From Parameter codes list
Annual Frequency	• Mandatory • Whole number	Numeric	
Reporting Year	• Mandatory • Year YYYY	Numeric	
Comments	• Desirable	Text	

Table 7 – Local Authorities

- (i) The Local Authorities table identifies the link for water supply zones and Local Authorities.
- (ii) There must be a separate record for each Local Authority where a supply zone is situated in more than one area.
- (iii) Frequency of submission – Annual with December data return or on change of information.
- (iv) SiteRef and LA Name combination must be unique within a file
- (v) The fields must be in the order specified below

Field	Population rules	Class	Levels (if factor)
SiteRef	• Mandatory • Asset type must start with 'Z' • Must exist in Table 1	Factor	From Assets table
LA Name	• Mandatory • Must exist in the LA lookup table	Factor	From LA look up table
Reporting Year	• Mandatory • Year YYYY	Numeric	

Table 8 – Health Boards

- (i) The Health Boards table identifies the link for water supply zones and Health Boards.
- (ii) There must be a separate record for each Health Board where a supply zone is situated in more than one area.
- (iii) Frequency of submission – Annual with December data return or on change of information.
- (iv) SiteRef and HB Name combination must be unique within a file
- (v) The fields must be in the order specified below

Field	Population rules	Class	Levels (if factor)
SiteRef	• Mandatory • Asset type must start with 'Z' • Must exist in Table 1	Factor	From Assets table
HB Name	• Mandatory • Must exist in the HB lookup table	Factor	From LA look up table
Reporting Year	• Mandatory • Year YYYY	Numeric	

Table 9 – Consumer Contacts

- (i) This table contains the records of consumer contacts relating to water quality received during the reporting period
- (ii) Data should be submitted for each Regulatory Supply Zone which appears in the Details table.
- (iii) Frequency of submission – Quarterly.
- (iv) The fields must be in the order specified below.

Field	Population rules	Class	Levels (if factor)
Case Number	• Mandatory • Must be unique within a file	Text	
SiteRef	• Mandatory • Asset type must start with 'Z' • Must exist in Table 1	Factor	From Assets Table or Blank if none available
Date	• Mandatory • Date format DD/MM/YYYY	Date	
Case Origin	• Mandatory	Text	API / Web Service

Field	Population rules	Class	Levels (if factor)
			Unknown Phone Email Facebook Twitter Portal Bulk Upload F2F Letter
Service Reason	Mandatory	Factor	Colour Organisms in water Particles Taste / Smell Solvent Health / Illness
Water Quality Description	Desirable can be blank	Factor	Discoloured Water

Field	Population rules	Class	Levels (if factor)
			Chlorine Earthy/Musty TCP/Chemical Metallic Milky/Cloudy
DWQR Category	Mandatory	Factor	WQ Chlorine Taste/Smell WQ Colour Other WQ Discoloured Water WQ Illness due to Water WQ Metallic Taste WQ Milky Cloudy Water WQ Musty/Earthy Taste/Smell WQ Organisms in Water WQ Particles in Water WQ Solvent/Fuel Taste/Smell WQ Taste/Smell Other

Field	Population rules	Class	Levels (if factor)
			WQ TCP/Chemical Taste/Smell

Table 10 – Sample Point Codes

- (i) This table contains the unique sample point code reference for each sample point used
- (ii) Frequency of submission – Annual with December data return
- (iii) SiteRef and SamplePointCode combination must be unique within a file
- (iv) The fields must be in the order specified below

Field	Population rules	Class	Levels (if factor)
SiteRef	• Mandatory for Abstractions/ Sources, WTWs, SRs • Asset type must start with 'Z','R','A','T','S' or 'W' • Must exist in Table 1	Factor	From Assets table
SamplePointCode	• Mandatory for Abstractions/ Sources, WTWs, SRs • Asset type must start with "A","T","R"	Text	
Reporting Year	• Mandatory • Year YYYY	Numeric	

Table 11 – Supply Point Sampling

- (i) This table contains details of the samples taken from Supply Points
- (ii) Frequency of submission – Annual with March data return
- (iii) Supply Point, ParameterCode, Reporting Year and Original Sampling Site combination must be unique within a file
- (iv) The fields must be in the order specified below

Field	Population rules	Class	Levels (if factor)
Supply Point	• Mandatory • Must start with 'Z','R','A','T','S' or 'W' • Must exist in Table 1	Factor	From Assets table. Needs to be a registered supply point
ParameterCode	• Mandatory • Must exist in Parameters Table	Factor	
Reporting Year	• Mandatory • Year YYYY	Numeric	
Original Sampling Site	• Mandatory • Must exist in Table 1	Factor	From Assets table. Needs to be a registered asset the sampling from which for the specified parameters is re-directed to the specified supply point

Table 12 – Events

- (i) This provides the main details of each event
- (ii) Frequency of submission – As required
- (iii) The SiteRef must exist in the Table 1 live assets for the year specified in the Date_of_event field.
- (iv) The fields must be in the order specified below

Field	Population rules	Class	Levels (if factor)
EventNumber	• Mandatory • Whole number • EventNumber must be unique within a file	Text	
Region	• Mandatory • NORTH, SOUTH, EAST, WEST	Factor	NORTH, SOUTH, EAST, WEST
Treatment failure (Y/N)?	• Mandatory • 'Y' or 'N'	Factor	Y/N
Regulatory PCV fail (Y/N)?	• Mandatory • 'Y' or 'N'	Factor	Y/N
SMRV exceeded (Y/N)?	• Mandatory	Factor	Y/N

Field	Population rules	Class	Levels (if factor)
	'Y' or 'N'		
Crypto positive (Y/N)?	- Mandatory 'Y' or 'N'	Factor	Y/N
Potential media attention (Y/N)?	- Mandatory 'Y' or 'N'	Factor	Y/N
Telemetry failed (Y/N)?	- Mandatory 'Y' or 'N'	Factor	Y/N
Algal bloom present (Y/N)?	- Mandatory 'Y' or 'N'	Factor	Y/N
SNARL exceeded (Y/N)?	- Mandatory 'Y' or 'N'	Factor	Y/N
Date of event	- Mandatory - Date format DD/MM/YYYY	Date	
Date notified	- Mandatory - Date format DD/MM/YYYY	Date	

Field	Population rules	Class	Levels (if factor)
SiteRef	• Mandatory • Asset type must start with 'Z','R','A','T','S' or 'W' • Must exist in Table 1	Factor	From Assets table
Likely cause	• Mandatory • #NA N/A are acceptable blank is not	Text	
Population affected	• Mandatory • Whole Number	Numeric	
Medical advice	• Mandatory • #NA N/A are acceptable blank is not	Text	
Action to protect consumers	• Mandatory • #NA N/A are acceptable blank is not	Text	
Actions to rectify	• Mandatory	Text	

Field	Population rules	Class	Levels (if factor)
	• #NA N/A are acceptable blank is not		
Specific Health Boards notified	• Mandatory • Distinct values to be separated using a comma delimiter. • Duplicates not allowed • 'None' is allowed • Values must existing in Health Board table	Factor	From Health Boards look-up. If none have been notified, the additional value of "none" will be allowed. This field allows multiple population. Distinct values to be separated using a comma delimiter.
Specific Councils notified	• Mandatory • Distinct values to be separated using a comma delimiter. • Duplicates not allowed • 'None' is allowed • Values must existing in LA table	Factor	From Local Authorities look-up. If none have been notified, the additional value of "none" will be allowed. This field allows multiple population. Distinct values to be separated using a comma delimiter.
Organisations notified	• Mandatory	Text	

Field	Population rules	Class	Levels (if factor)
	#NA N/A are acceptable blank is not		
Any other info	Desirable	Text	
Outcome contained (Y/N)?	- Mandatory 'Y' or 'N'	Factor	Y/N
Sample description	- Mandatory #NA N/A are acceptable blank is not	Text	
Standards breach	- Mandatory #NA N/A are acceptable blank is not	Text	
Wholesomeness Effect	- Mandatory #NA N/A are acceptable blank is not	Text	
Priority Premises	- Mandatory 'Y' or 'N'	Factor	Y/N
Priority Premises Type	Mandatory if Priority Premises is Y	Factor	- hospital and healthcare - retirement home

Field	Population rules	Class	Levels (if factor)
			• school university and education • nursery or creche • retirement home • sport and leisure facility • hotel or other tourist accommodation • restaurant or other food premises • campground or outdoor centre • museum and exhibition facility • penal institution • other public building
Consumer Contacts	• Mandatory • Must be a whole number • 0 if no contact	Numeric	
NIS implications	• Mandatory • 'Y', 'N' or Unknown	Factor	Y/N/Unknown
Notification reason	• Mandatory	Factor	• Regulatory sample failure;

Field	Population rules	Class	Levels (if factor)
			• Operational or consumer sample failure; • Treatment /source event; • Distribution/consumer event; • Other

Table 13 – Event Updates

- (i) This table provides any updates or outcomes for each event. An unlimited number of updates can be provided in this format.
- (ii) Frequency of submission – As required
- (iii) The fields must be in the order specified below

Field	Population rules	Class	Levels (if factor)
EventNumber	• Mandatory • Must exist in Table 12	Factor	From event details
Event Update	• Mandatory • Text	Text	
Event Update Date	• Mandatory • Date format DD/MM/YYYY	Date	

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Victoria Quay
Edinburgh
EH6 6QQ

