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Annex A to Information Letter 01/2021- Guidance and Specification – Reporting of Treatment Chemicals and Service Reservoir, Contact Tank and Final Water Storage Tank Information

Submission Schedule

The Treatment Chemicals Table must be submitted by 30 September 2021 and by 30 September of every subsequent year. Reporting of Service Reservoir, Contact Tank and Final Water Storage Tank Information must be submitted by 21 May 2021 and then by 30 April of every subsequent year. The information contained in these submissions must be up to date at the time of submission.

Updates to the Treatment Chemicals Table must be submitted throughout the year when changes to the information occur. Every submission that is made, whether it is the annual submission in September or an update throughout the year, must be a full resubmission of the latest data with the submission date updated to the most recent submission date for every line of data.

1.0 Treatment Chemicals Table

Companies must submit a list of every chemical that is currently dosed into the drinking water at every water treatment works, service reservoir and distribution network, including membrane cleaning chemicals. This includes chemicals dosed into raw water; in-process water and final supply water; in addition to chemicals dosed into service reservoirs and at other points in the network; chemicals that are used for treatment and recovery of waste process water where this is returned to the water supply system (e.g. the head of the works); and chemicals used for on-site production of sodium hypochlorite.

The filename should consist of the Company's designated 3 letter Company Code followed by Treatment-Chemicals and year of submission (see below).

For example, for Anglian Water:

Filename: ANH-Treatment-Chemicals-MMM-YYYY.xlsx
e.g.: ANH-Treatment-Chemicals-SEP-2021.xlsx

Col	Field name	Field description	Status	Content	Field size	Field example (for illustration only)
A	Year of Submission	This is the year in which the company submit the file to the Inspectorate (YYYY).	Mandatory	Year	4	2021
B	Date of Submission	Date of submission (DD-MMM-YYYY). This is the date the company submit the file to the Inspectorate. This date should be the same date for every line of data that is included in a submission.	Mandatory	Date	11	30-SEP-2021
C	Company	DWI 3 letter acronym for company.	Mandatory	Text	3	ANH

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Col	Field name	Field description	Status	Content	Field size	Field example (for illustration only)
D	AssetRef	Asset reference as defined in 'Details' tables submitted to the Inspectorate annually, type prefix - R for service reservoir/water tower T for water treatment works S for supply point Z for supply zone where the chemical is dosed into the network.	Mandatory	Text	15	TALT
E	AssetName	Name of Site.	Mandatory	Text	150	Alton WTW
F	Product Name	Commercial or brand name of chemical.	Optional	Text	150	Magnafloc LT20
G	Active Ingredient	Active ingredient. This should be the chemical name stated in the BS EN standard, DWI List of Approved Products (see column H) or other relevant product specification as applicable.	Mandatory	Text	1000	Polyacrylamide
H	BS EN Standard	This should be the relevant current BS EN standard to which the chemical conforms. It can be found on the front pages of the BS EN standard documents and is usually in the format BS EN xxx:yyyy, where yyyy represents the year the standard came into force. The number of characters may vary. The 'BS EN' prefix should be excluded from the entry, e.g. BS EN 1407:2008 becomes 1407:2008.	Mandatory where there is an applicable BS EN standard	Alphanumeric	20	1407:2008
I	Product Code	This is the code in the format DWI xx/x/xxxx that appears opposite the product name in the List of Approved Products For Use In Public Water Supply in the United Kingdom, published on www.dwi.gov.uk . The code should be entered with the DWI prefix removed. E.g. DWI 56/4/885 becomes 56/4/885.	Mandatory unless the chemical does not have a code, which may occur when it is a chemical covered by an appropriate BS EN standard	Alphanumeric	15	56/4/885
J	Supplier Name	Full legal name of supplier without using acronyms or abbreviations. Where there are multiple suppliers for the same site, list all suppliers separated by a comma.	Mandatory	Free Text	1000	Solenis UK Industries Ltd
K	Maximum number of days of onsite storage	This value should represent the best-case scenario regarding storage capacity for this chemical at this site under normal operating conditions. It is accepted that this value is an estimate based on several factors that companies should define internally, for example maximum bulk storage levels and minimum usage rate under normal operating conditions.	Mandatory	Integer	4	30

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Col	Field name	Field description	Status	Content	Field size	Field example (for illustration only)
L	Minimum number of days of onsite storage	This value should represent the worst-case scenario regarding storage capacity for this chemical at this site under normal operating conditions. It is accepted that this value is an estimate based on several factors that companies should define internally, for example minimum bulk storage levels and maximum usage rate under normal operating conditions.	Mandatory	Integer	4	7
M	New line since the previous submission	If this is a new chemical at this site, or a new site, that was not submitted in the previous submission, then enter Y for yes. If not, enter N for no. For the first submission of this data in 2021, all lines should be entered as Y.	Mandatory	Text	1	Y
N	Changed since the previous submission	This is to demonstrate whether information for this chemical at this site changed since the last submission, for example a different supplier, update of days of storage, product code or BS EN number. Enter Y for yes or N for no. For the first submission of this data in 2021, all lines should be entered as N. Where the entry in column M above is Y, this column entry should be N.	Mandatory	Text	1	N
O	Other relevant information	This field does not have a single defined purpose, but companies may wish to highlight assumptions, unusual situations and circumstances relating to the product or the data entered in the above fields, particularly relating to resilience of supplies. For example, where other factors such as a shortage of specialist equipment or containers could pose a risk to supply.	Optional	Free Text	1000	Free text

2.0 Reporting of Service Reservoir, Contact Tank and Final Water Storage Tank Information

Companies must submit the following information for every current service reservoir, contact tank and final water storage tank. A separate line must be submitted for every cell or compartment at a site whether they are hydraulically linked or not.

The filename should consist of the Company's designated 3 letter Company Code followed by Service-Reservoirs-And-Tanks, month and year of submission (see below).

For example, for Anglian Water:

Filename: ANH-Service-Reservoirs-And-Tanks-MMM-YYYY.xlsx
 e.g: ANH-Service-Reservoirs-And-Tanks-Sep-2021.xlsx

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Col	Field name	Field description	Status	Content	Field size	Field example (for illustration only)
A	Year of Submission	This is the year in which the company submit the file to the Inspectorate (YYYY).	Mandatory	Year	4	2021
B	Date of submission	Date of submission (DD-MMM-YYYY). This is the date the company submit the file to the Inspectorate. This date should be the same date for every line of data that is included in a submission.	Mandatory	Date	11	30-APR-2021
C	Company	DWI 3 letter acronym for company.	Mandatory	Text	3	ANH
D	AssetRef	Asset reference as defined in 'Details' tables submitted to the Inspectorate annually, type prefix - R for service reservoir/water tower T for water treatment works S for supply point For contact tanks and final water storage tanks the appropriate treatment works or supply point asset reference should be used. The distinction between tanks on site will be made using the AssetName field below.	Mandatory	Text	15	RC689 TALT
E	AssetName	Name of Site. For water treatment works this must be the name of the site followed by 'Contact Tank' or 'Final Water Tank' (excluding quotation marks). Where different cells or compartments are present, the designation for these must be included as the last part of the asset name (e.g. A, B, C, North, South, 1, 2, 3).	Mandatory	Text	150	Abbots Langley Reservoir East Alton WTW Final Water Tank Cell A
F	Year of Construction	Year of construction, or estimated year of construction if unknown. MMM-YYYY.	Mandatory	Date	8	Jan-1990
G	Post code	Nearest post code for the site.	Mandatory	Post code	10	SW1P 3JR
H	National Grid Reference Easting	This is the first six-digit number of the national grid reference denoting the Easting.	Mandatory	Numeric	6	530599
I	National Grid Reference Northing	This is the second six-digit number of the national grid reference denoting the Northing.	Mandatory	Numeric	6	179953
J	Date of last full drain down inspection and clean	DD-MMM-YYYY. If no inspection has ever been undertaken leave blank.	Mandatory	Date or blank	11	31-Jan-2011
K	Date of last remote vehicle inspection if applicable	DD-MMM-YYYY. If no remote vehicle inspection has ever been undertaken leave blank.	Mandatory where a remote vehicle inspection has been carried out	Date or blank	11	31-Jan-2016
L	New line since the previous submission	If this is a new site or new tank at a site that was not submitted in the previous submission, then enter Y for yes. If not, enter N for no. For the first submission of this data in 2021, all lines should be entered as Y.	Mandatory	Text	1	N

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Col	Field name	Field description	Status	Content	Field size	Field example (for illustration only)
M	Changed since the previous submission	This is to demonstrate whether information for this tank at this site changed since the last submission, for example different inspection dates. Enter Y for yes or N for no. For the first submission of this data in 2021, all lines should be entered as N. Where column L above is Y, this column should be N.	Mandatory	Text	1	N
N	Other relevant information	This field does not have a single defined purpose, but companies may wish to highlight assumptions, unusual situations and circumstances relating to the asset, or the data entered in the above fields.	Optional	Free Text	1000	Free Text

3.0 General Requirements

- i. Submissions should comprise one Excel file for treatment chemicals and one for service reservoirs, contact tanks and final water tanks.
- ii. The spreadsheet for treatment chemicals will have 15 columns A to O which meet the specification outlined above.
- iii. The spreadsheet for service reservoirs, contact tanks and final water tanks will have 14 columns A to N which meet the specification outlined above.
- iv. The column headings for both spreadsheets must appear and exactly match the specification.
- v. A full submission for the treatment chemicals table specified in this Annex will take place once a year on 30 September accurate to the end of the previous August regardless of when the first or previous submission was made.
- vi. The first submission for the service reservoirs, contact tanks and final water tanks table specified in this Annex must be made on or before 21 May 2021. A full submission for the service reservoirs, contact tanks and final water tanks table specified in this Annex will take place once a year on 30 April accurate to the end of the previous March regardless of when the first or previous submission was made.

General good practice

- i. Excel files should not contain 'blank lines' which increase the file size unnecessarily
- ii. Excel files should not contain hidden formulas or any other functions such as drop downs
- iii. Character limits should not be exceeded

4.0 Submission Process

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- i. Submissions are to be made using the Government file transfer system Resilience Direct. Companies have already been contacted to ensure access to the system is possible in the available time frames and all companies should now have been through the process to gain access to these systems. In the event of any difficulties with this system email benjamin.strange@defra.gov.uk.
- ii. A link to the company page for uploading of the spreadsheets will be provided to each company. To submit the return, the company representative will need to log in, click the 'add file' button to upload the spreadsheet to the company's designated repository.
- iii. Companies with no relevant treatment chemicals or assets are exempt from making a submission.
- iv. Future submissions may be made using a bespoke developed upload portal for ease of loading into the DWI database. Companies will be informed, and this guidance updated, prior to any changes to the submission process.