

# Local Authority Government Gateway Annual Data Return Online Submission Instructions

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## 1 Spreadsheet validation – important note

**There is no longer a validation facility within the spreadsheet.**

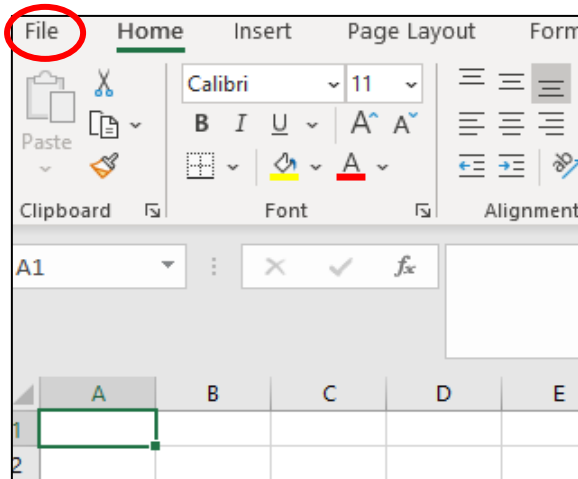
**All data validation will be fulfilled by the Inspectorate’s database application upon loading of the data submission spreadsheet.**

## 2 File format

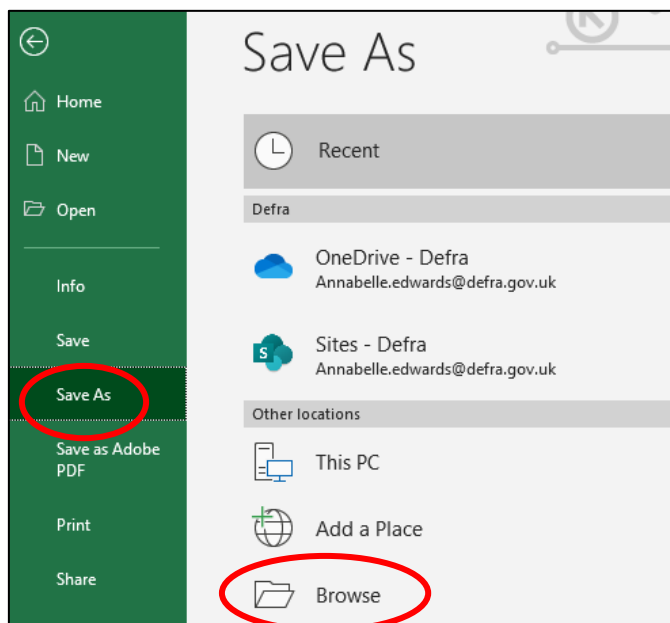
**The file format must be .xls and not .xlsx.**

The filename must be correct. **XXX-PrivateWater-2025.xls** where XXX is the FSA code for the local authority.

The following instructions show you how to save with the correct file format.

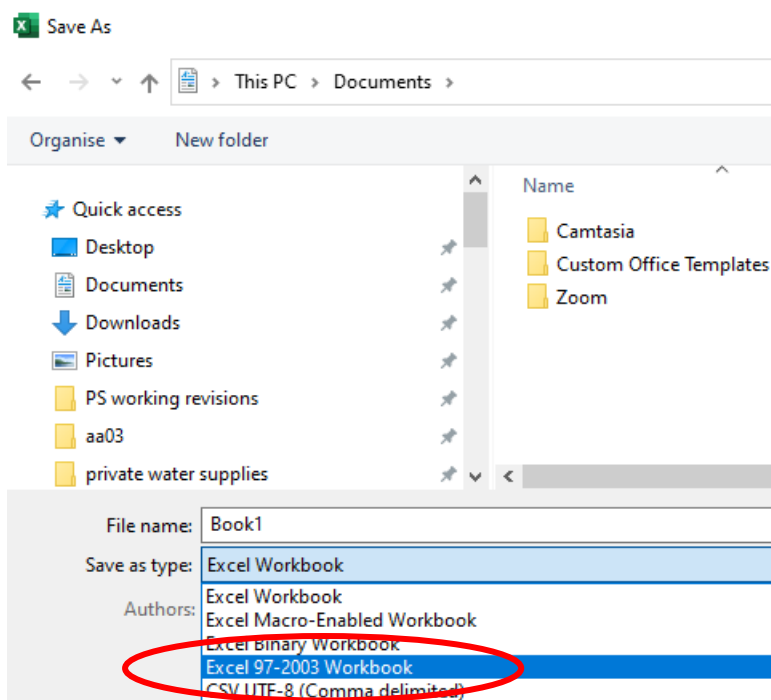


1.Select **File**.



2.Select **Save As**.

3.Select **Browse**.



4.Navigate to destination folder.

5.Select **Excel 97-2003 workbook**.

6.Select **Save**.

### 3 Accessing the system

If you have any problems accessing the system (section 3 of these instructions) email [dwi.pwsdata@defra.gov.uk](mailto:dwi.pwsdata@defra.gov.uk), and your issue will be triaged.

In your browser, navigate to <http://dwi-reporting.defra.gov.uk>. If you have trouble accessing this link, try another browser.

Select **'Log On'**



Select the first option **'Logon – Use this option to logon to the application'**

The screenshot shows the 'Security Validation' page for the 'Drinking Water Inspectorate (DWI)'. At the top, it says 'Department for Environment, Food & Rural Affairs' and 'Drinking Water Inspectorate (DWI)'. Below this, there are links for 'Return To: Application Home' and 'Cymraeg'. The main heading is 'Security Validation', with a link for 'Open Help'. The instruction 'Please Choose Your Required Option.' is followed by a section titled 'Logon with Government Gateway'. This section contains three radio button options: 1. 'Logon - Use this option to logon to the application, or if you wish to enrol in the application.' (This option is selected and circled in red). 2. 'Logon and manage my account - Use this option to logon and then manage my services, users or assistants.' 3. 'I've not yet registered with Government Gateway - Use this option to create an account and then enrol in the application.' Below the options, there is a red note: 'Please Choose Your Required Option.' and a green note: 'Please note that in order to login, your browser must be configured to accept cookies.' At the bottom, there are 'Back' and 'Next' buttons.

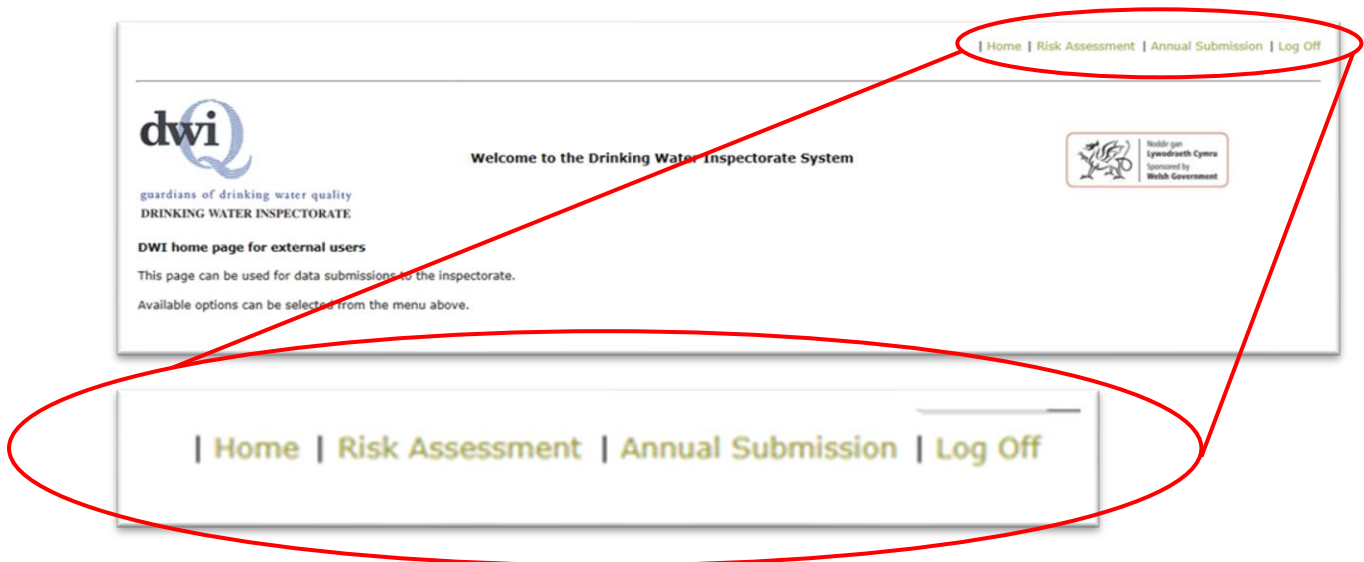
Enter your Government Gateway user ID and password.  
Select **'Sign in'**.

Government Gateway user ID  
This could be up to 12 characters.

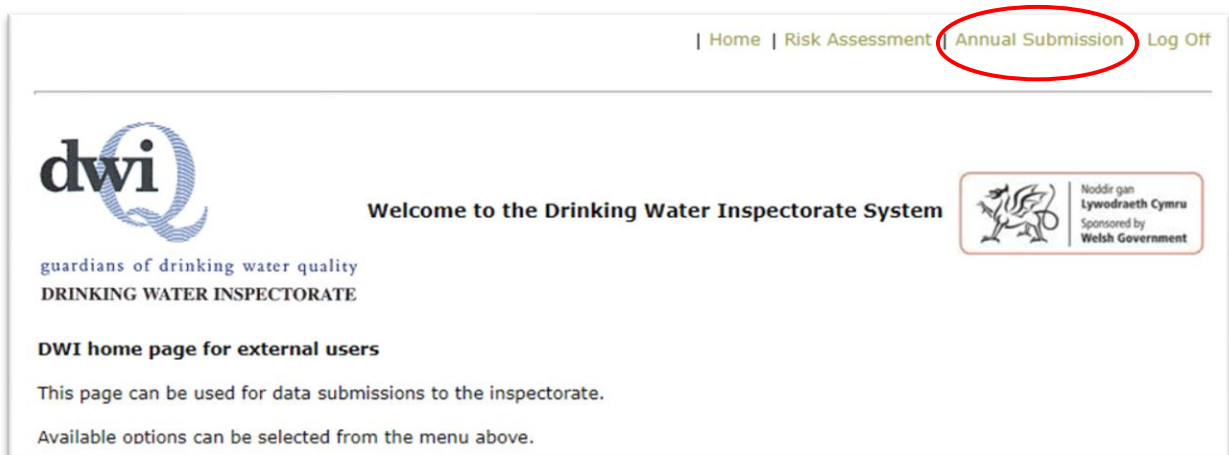
Password

**Sign in**

You will now be in the Private Water Supplies Application.



#### 4 Uploading an annual data return



Select **Annual Submission**

Year

-- Year --

Local Authority

Gogledd Cambria North - 998

Key

Waiting to be processed:

Uploaded:

Failed:

Not Provided:

<<

<

>

>>

1

Page 1 of 1 pages. (12)

Return Year	Local Authority	Contacts	Supply Detail	Data Samples	Risk Assessments	Upload Status	Upload Annual Return	Add Comments	Comments
2024	Gogledd Cambria North - 998	1	4	45	2	✔	📄✔	🔍	
2023	Gogledd Cambria North - 998	1	15	46	5	✖	📄✔	🔍	

On the row for return year **2025** select the **Upload Annual Return** icon.

**File Upload**
 Back

Year 2024  
Local Authority Gogledd Cambria North - 998  
Month N/A  
File Type PrivateWater - Private Water Submission  
Expected Filename 998-PrivateWater-2024.xls

**WARNING** - uploading this data return will DELETE the following:

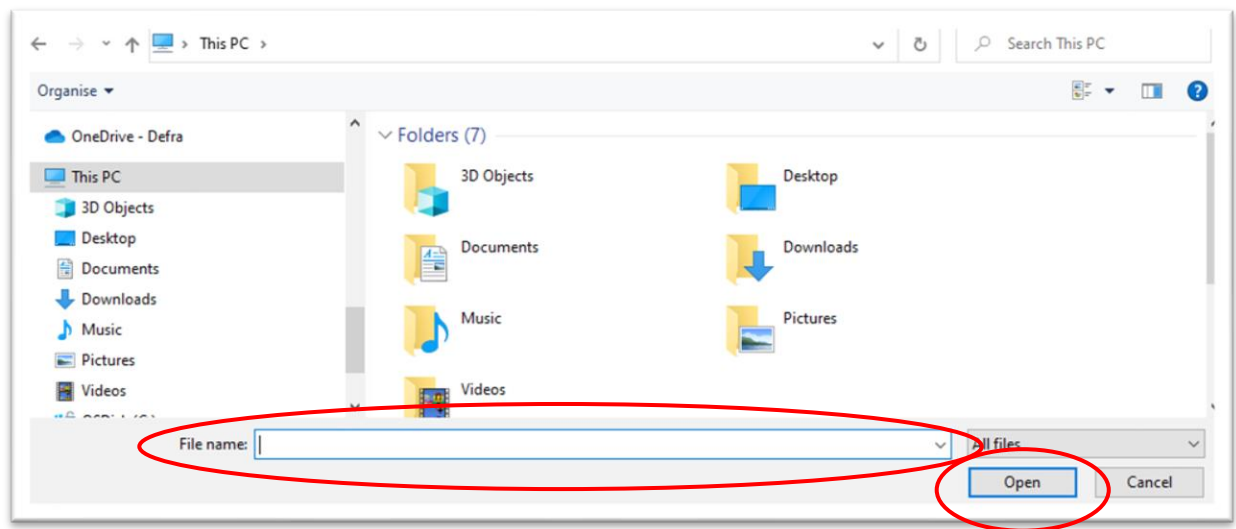
1) Contacts and Supplies Details added using the manual entry screen which do not feature in this data return (supply will no longer exist)

2) "Supply data" added using the manual entry screen (any data manually entered will be deleted as part of the upload process)

Email   
Address   
Select File  No file chosen

The **WARNING** message can be ignored.

Select **Choose File**.



Navigate to the file you wish to upload. Select it so that the file path appears in the **File name** field. Select **Open**.

Year	2024
Local Authority	Gogledd Cambria North - 998
Month	N/A
File Type	PrivateWater - Private Water Submission
Expected Filename	998-PrivateWater- 2024 .xls

WARNING - uploading this data return will DELETE the following:

- 1) Contacts and Supplies Details added using the manual entry screen which do not feature in this data return (supply will no longer exist)
- 2) "Supply data" added using the manual entry screen (any data manually entered will be deleted as part of the upload process)

Email Address

Select File  998-privatewater- 2024 .xls

Select **Upload**.

The file format must be **.xls** and not **.xlsx**.

The filename must be correct. **XXX-PrivateWater-2025.xls**.

Data Summary

Filter

Clear Filter

Year

-- Year --

Local Authority

Gogledd Cambria North - 998

Key

Waiting to be processed:

Uploaded:

Failed:

Not Provided:

<<

<

>

>>

1

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Return Year	Local Authority	Contacts	Supply Detail	Data Samples	Risk Assessments	Upload Status	Upload Annual Return	Add Comments	Comments
2024	Gogledd Cambria North - 998	1	4	45	2				
2023	Gogledd Cambria North - 998	1	15	46	5				
2022	Gogledd Cambria North - 998	1	3	40	0				
2018	Gogledd Cambria North - 998	0	0	0	0				attempted an upload at 09:30
2017	Gogledd Cambria North - 998	0	0	1	0				
2016	Gogledd Cambria North - 998	0	0	0	0				
2015	Gogledd Cambria North - 998	0	0	0	0				
2014	Gogledd Cambria North - 998	0	0	0	0				

You should see a clock appear in the **Upload Status** field. This means please wait while the data is processed.

Select the magnifying glass in the **Add Comments** field to leave any comments for the Drinking Water Inspectorate to read. Comments are optional.

[Data Summary](#) | [Data Load Status](#) | [Bulk Upload](#) | [Contact](#) | [Supply](#) | [Supply Detail](#) | [Supply Data](#) | [Submission Status](#)

## Return Year Info (Gogledd Cambria North - 998 (2024))

 Save and Back |  Save |  Cancel

Comments

Type your comments in the Comments box (text, no images).

Select **Save and Back**.

Data Summary

Filter

Clear Filter

Year

-- Year --

Local Authority

Gogledd Cambria North - 998

Key

Waiting to be processed:

Uploaded:

Failed:

Not Provided:

«

«

»

»

1

Page 1 of 1 pages. (12)

Return Year	Local Authority	Contacts	Supply Detail	Data Samples	Risk Assessments	Upload Status	Upload Annual Return	Add Comments	Comments
2024	Gogledd Cambria North - 998	1	4	45	2				This is my first attempt
2023	Gogledd Cambria North - 998	1	15	46	5				

Return Year	Local Authority	Contacts	Supply Detail	Data Samples	Risk Assessments	Upload Status	Upload Annual Return	Add Comments
2024	Gogledd Cambria North - 998	1	3	40	0			

The status should auto-refresh. If it does not, please refresh the page.



A **green tick** in the **Upload Status** field shows that the upload was successful.  
You will receive an email titled 'Private Water Upload Status', which will confirm Status Uploaded.

Return Year	Local Authority	Contacts	Supply Detail	Data Samples	Risk Assessments	Upload Status	Upload Annual Return	Add Comments
2024	Gogledd Cambria North - 998	1	4	45	2			

The **red cross** in the **Upload Status** field shows that the upload has failed.

If neither the red cross nor the green tick is displayed, there may have been a critical error reading your submission. Please write a comment in the comments field for the Drinking Water Inspectorate to read or email [dwi.pwsdata@defra.gov.uk](mailto:dwi.pwsdata@defra.gov.uk).

The **error report** will be sent to you by email and can also be viewed by following the instructions below.

### Private Water Upload Status for 998-privatewater-2024.xls

Filename	998-privatewater-2024.xls		
Status	Failed to Upload		
Errors	365		
Warnings	2		
Rows Loaded	0		
Uploaded	30 Nov 2021 09:58:20:303		
Processed	30 Nov 2021 10:00:15:683		
Tab	Status	Error Message	Cell Reference(s)
Contacts	Error	Contact Telephone is not valid	H2 H3
Contacts	Error	General Email is not valid	I2 I3

The system will complete the validation checks.

All the validation errors in the submission will be sent to you in an error report by email. Please rectify all errors listed, and re-upload the submission.

**If you are having problems uploading your submission, please include details within the comments field (page 8 of this guide).**

## Private water supplies upload status report – including errors and warnings

Filename			
Status	Failed to Upload		
Errors	707		
Warnings	12		
Rows Loaded	0		
Uploaded	20 Jan 2022 15:00:54:317		
Processed	20 Jan 2022 15:10:54:383		
Tab	Status	Error Message	Cell Reference(s)
Contacts	Error	Reporting Year is not valid	A2
Contacts		Upload failed - check data entries	
Details	Error	Source type PMW is only valid for Reg 8 supplies (Column E)	E212 E496
Details		Upload failed - check data entries	
Details	Error	Water used in a commercial activity cannot be Reg 10 or Single Dwelling supplies	E307
Data	Warning	Sample result is high. Please check for typographical errors or incorrect units	C77 C83 C98 C131 C133 C243 C329 C405 C435 C436 C483 C500

You can view the errors and warnings list online.  
Select **Data Load Status**.

The number of errors will be stated under **Errors**.

The number of warnings will be stated under **Warnings**.

Select the **magnifying glass icon** under **View** to display the list of errors and warnings.

Local Authority	Status	Uploaded Date ▼	Processed Date	Rows Loaded	Errors	Warnings	View	Suspend	Download
Gogledd Cambria North - 998	Failed to Upload	21/09/2023 09:26:39	21/09/2023 09:35:29	0	2	0			

The list of errors and warnings will be displayed onscreen. Or select the **Excel icon** above **Tab Name** to download the list in an Excel spreadsheet.

Private Water Upload Gogledd Cambria North - 998

Year2024

Local AuthorityGogledd Cambria North - 998

Errors2

Warnings0

1

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Tab Name	Row	Cell Reference	Severity	Fail Reason	Values
CONTACTS	2	A2	Error	Reporting Year is not valid	2023,Manchester Ship Council,636P1,54 Main Street, Camb, Diamond Laboratories
CONTACTS	3	A3	Error	Reporting Year is not valid	2023,Manchester Ship Council,636P1,54 Main Street, Camb, Diamond Laboratories

## Errors

### Your data has not been loaded.

If your report contains **errors** in the Status column, these errors would have prevented the entire return from being uploaded into the database.

**Action:** The errors must be fixed and the return uploaded again.

## Warnings

### Your data has been loaded.

If your report contains **warnings** in the Status column, these warnings are to notify you that one or more sample result that you have uploaded is either very high, or very low compared with the relevant standard.

The value may be incorrect, so you should check that a transcription, typographical or copy and paste error has not occurred, and to also check whether the units of measurement are correct.

The units are relevant because if the laboratory has reported a result of 1 micrograms per litre ( $\mu\text{g/L}$ ), but the standard is measured in milligram (mg) and is set at 10, entering the value of 1 in the data return will result in a warning that the result is high, because 1 mg equals 1,000  $\mu\text{g}$ .

0.01 mg = 10  $\mu\text{g}$

0.1 mg = 100  $\mu\text{g}$

1 mg = 1,000  $\mu\text{g}$

10 mg = 10,000  $\mu\text{g}$

You can find the correct units in the Parameter List on worksheet 8 on the data return spreadsheet.

**Action:** The sample results should be checked for errors. If errors are found, they should be corrected within the data return spreadsheet, and the whole spreadsheet uploaded again. By uploading the data return again, the previous upload will be completely erased and replaced.

If the value is correct and is a failure, please ensure you enter an **F** in **column G** of the data return. If the **F** value was already present, no further action is required, **your data has been loaded**.

Navigation: | Home | Risk Assessment | **Annual Submission** | Log Off

Sub-navigation: | Data Summary | Data Load Status | Bulk Upload | Contact | Supply | Supply Detail | Supply Data | Submission Status

Filter | Clear Filter

**Data Summary**

Year: -- Year -- | Local Authority: Gogledd Cambria North - 998

**Key**

Waiting to be processed: 1 | Uploaded: 1 | Failed: 0 | Not Provided: 0

Page 1 of 1 pages. (12)

Return Year	Local Authority	Contacts	Supply Detail	Data Samples	Risk Assessments	Upload Status	Upload Annual Return	Add Comments	Comments
2024	Gogledd Cambria North - 998	1	4	45	2	Failed	Uploaded	Comment	First attempt failed. Correcting errors and will re-load.

Once you have completed your upload, or attempted upload, select **Log Off**.

To make corrections to any of the information or data in the submission, the corrections must be made to the spreadsheet, and the full submission re-loaded.

If you have any problems uploading your annual data return (section 4 of these instructions), and you have been unable to leave comments within the system, please email [dwi.pwsdata@defra.gov.uk](mailto:dwi.pwsdata@defra.gov.uk) and your issue will be triaged.

END.