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IL 03/2026 ANNEX A – FILE SPECIFICATION

This document details the tables to be submitted by water supply companies under the Information Direction and for compliance data returns under the Water Supply (Water Quality) Regulations 2016 (England) (with 2018 amendments consolidated) and The Water Supply (Water Quality) Regulations (Wales) 2018. Annex B provides examples of the data tables and column headers which are to be submitted. The effective date for these changes is from 1 January 2027.

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. Table 1 - Data Submission schedule details the required data, the method of submission, the date of submission, the file naming convention and the preferred file formats for submission.

Should any data supplied in annual information tables need to be re-submitted the WHOLE file must be supplied to the Inspectorate. Should any water quality sample data be resubmitted, ONLY the updated/additional records need to be included. The reason for changes made should be explained in an accompanying email to the Inspectorate.

Companies submitting comma separated variable (CSV) files should enclose fields containing commas (sites names, comments and addresses) in quotation marks (" "). This will ensure correct loading in the Inspectorate's database. If using a .csv format, avoid using quotation marks within text (for example, to signify inches).

The information requested in tables must be completed as single rows with the individual fields completed as columns in a table. See notes in Annex B.

All files must be submitted as **single sheets** with only one tab per file. Annex B has been created to provide companies with the correct header rows which will be ingested into the DWI application without errors, providing they are single sheets. If a column is marked as being optional that column should still exist, even if no data is present.

Table 1 - Data Submission schedule

Required data	Method of submission	Date of submission ¹	File naming convention ² and preferred file extension
Details table	DWI Portal	1 January	[XXX]Detail[MMM][YY].csv
Sample Data table	DWI Portal	Monthly	[XXX]Data[MMM][YY].csv
Site Details table	DWI Portal	1 January	[XXX]SiteDet[MMM][YY].csv
Site Supply table	DWI Portal	1 January	[XXX]SiteSupply[MMM][YY].csv
Supply Point Monitoring Table	DWI Portal	1 January	[XXX]SupMon[MMM][YY].csv
Pesticide Monitoring table	DWI Portal	1 January	[XXX]PestMon[MMM][YY].csv
Site Change table	DWI Portal	1 January	[XXX]SiteChange[MMM][YY].csv
Bulk Supply table	DWI Portal	15 January	[XXX]BulkSupply[MMM][YY].csv
Out of Service table	DWI Portal	Monthly	[XXX]OutServ[MMM][YY].csv
Schedule Shortfall table	DWI Portal	Monthly	[XXX]Short[MMM][YY].csv
Local Authority Details tables	DWI Portal	1 January	[XXX]LADet[MMM][YY].csv
Health Authority Details tables	DWI Portal	1 January	[XXX]HPADet[MMM][YY].csv
Request for New Parameter Code table	DWI Portal	1 January	[XXX]NewParam[MMM][YY].csv
Treatment chemicals	DWI Portal	30 September	[XXX]-Treatment-Chemicals-[MMM]-[YYYY].xlsx
Service reservoir contact tank and final water storage tanks	DWI Portal	30 April	[XXX]-Service-Reservoirs-And-Tanks-[MMM]-[YYYY].xlsx
Consumer contacts	DWI Portal	31 January	[XXX]CC[MMM][YY].csv
Raw water details table	DWI Portal	1 January	[XXX]-RWDDetails[MMM][YY].csv
Raw water data table	DWI Portal	Monthly	[XXX]-RWData[MMM][YY].csv
Operational data	DWI Portal	Monthly	[XXX]-Operational-{YYYY}.csv
Geographical information systems	Email or file transfer	1 January	Shapefiles / geodatabase (.gdb) files
Raw Water Supply	DWI Portal	1 January	[XXX]-RWSupply[YY].csv
Monitoring Variation	DWI Portal	1 January	[XXX]-MV-[MM]-[YY].csv

¹ Files must be submitted on or before the date shown

² For all examples 'XXX' refers to the company code. [MM],[MMM] means month either 08 or Aug and [YY].[YYYY] means year either 24 or 2024

Required data	Method of submission	Date of submission ¹	File naming convention ² and preferred file extension
Risk Assessment Report (RAR)	DWI Portal	Annual full submission: Mandatory by 21 October Monthly submissions: 21 st of each month	[XXX]-Risk-[AssetRef]-MM-YY.csv
Assets	DWI Portal	2 February	[XXX]-Asset-[MM]-[YY].csv
Catchments	DWI Portal	2 February	[XXX]-Catchment-[MM]-[YY].csv
Catchment Supply	DWI Portal	2 February	[XXX]-CatchSup-[MM]-[YY].csv
Parameter Suite Codes	DWI Portal	As required	[XXX]-PSC-[MM]-[YY].csv
Mains Detail	DWI Portal	As required	[XXX]-MainsDetail-[MM]-[YY].csv
Mains Link	DWI Portal	As required	[XXX]-MainsLink-[MM]-[YY].csv
Air Valves	DWI Portal	Optional 31 January 2027 Mandatory from 31 January 2028	[XXX]-Airvalves-[MMM][YY].csv

DETAILS TABLE Filename

The filename should consist of the company's designated three-letter company code followed by DetailMMYY. For example, in the case of Anglian Water:

Filename: ANHDetailJAN24.[csv]

Where a subsequent version of the file is submitted, it should be suffixed with its version number, for example, ANHDetailJAN24v2, ANHDetailJAN24v3

Preferred file formats: .csv

Optional file formats: .xlsx

Notes:

The details table must contain records with fields for each of the supply zones, authorised supply points, service reservoirs/water towers and water treatment works in use, or expected to be in use, at any time during the reporting year, as follows:

Frequency of submission – No later than **1 January** or on change of information.

Date formats can be either DD-MMM-YY or DD-MMM-YYYY.

National grid references (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 works, supply points and service reservoirs NGR should be location of the sampling point or generalised point within site if there is no current specific NGR for the sampling point.

Where the company receives a bulk supply or any other supply of treated water from another undertaker, the reference and name of this site should be listed in the 'Details table'. Companies should continue to use their own site referencing system (preceded by a R, S, T or Z). A 'Comments' column field has been added for further identification of these sites, see table specification.

These 'Bulk Supply' sites should also be listed in the 'Bulk Supply' table, along with the DWI three-letter company code of the Donor company, and the site reference of the supply site as submitted to the Inspectorate in the Donors 'Details' table. This will allow Inspectors visibility of supplying sources, via donors 'Details', Site Details' and Site Supply' tables. Companies with these arrangements should liaise to ensure that donor site references relate to current submissions and appear in donors 'Details' and related tables.

DATA TABLE Filename

The filename should consist of the company's designated three-letter company code followed by DataMMYY For example, in the case of Anglian Water:

Filenames: ANHDataJAN24.[csv]

Preferred file formats: .csv

Optional file formats: .xlsx

Notes:

The data table must contain records for each individual parameter sampled during a **reporting month**.

Frequency of submission – monthly. One month's data is required no later than the last working day of the following month.

Date formats can be either DD-MMM-YY or DD-MMM-YYYY.

Submit as single file (use comma separated variable format if number of lines exceeds MS Excel format).

Postcodes should be submitted in the following formats. R1 5NT, R12 5NT, RG12 5NT with a single space between the two parts of the code. Double or triple spacing should not be used.

Sections 7 and 8 of the Water Industry (Suppliers' Information) Direction 2023 stated that from January 2024 companies are required to submit compliance returns on the **last working day of the month**.

The Inspectorate recognises that this change means that companies are required to submit annual data files, as well as compliance data on the same day at the end of December.

Therefore, to enable companies sufficient time to ensure data is robust and accurate the Inspectorate will allow an **additional four working days** for every submission of November data which would have been due at the end of December to take into account the Christmas break.

OPERATIONAL DATA

The filename should consist of the company's designated three-letter company code followed by -Operational-YYYY For example, in the case of Anglian Water:

File name: ANH-Operational-2024.csv

Preferred file formats: .csv

Optional file formats: .xlsx

Notes:

Operational data can be uploaded at any time for any asset reference and any parameter. It is not to be used for any raw water or compliance data. The data load is designed to be as flexible as possible and minimal validation settings exist on this upload process.

There are options to associate this data with any event, legal instrument, risk assessment of compliance failure by entering the applicable regulatory reference.

Should the DWI specifically request the company undertake any sampling then we will provide a reference number to use.

SITE DETAILS TABLE

Filename

The filename should consist of the company's designated three-letter company code followed by SiteDetMMYY. For example, in the case of Anglian Water:

Filename: ANHSiteDetJAN20.[csv]

Where a subsequent version of the file is submitted it should be suffixed with its version number for example ANHSiteDetJAN24v2, ANHSiteDetJAN24v3

Preferred file formats: .csv

Optional file formats: .xlsx

Notes

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 works where they share the same site.

Where a site supplies multiple zones submit a separate record for each zone supplied
Frequency of submission – No later than **1 January** (or next working day), or on change of Information.

SITE SUPPLY TABLE

Filename

The filename should consist of the company's designated three-letter company code followed by SiteSupplyMMYY. For example, in the case of Anglian Water:

Filename: ANHSiteSupplyJAN24.[csv]

Where a subsequent version of the file is submitted it should be suffixed with its version number, for example, ANHSiteSupplyJAN24v2, ANHSiteSupplyJAN24v3

Preferred file formats: .csv

Optional file formats: .xlsx

Notes

This table contains records displaying:

- Water treatment works connected to Supply points.
- Water treatment works connected to Service reservoirs.
- Supply points connected to service reservoirs (Include both Supply points and treatment works where they share the same site.)
- Where a Water treatment works or Supply point supplies multiple service reservoirs, submit a separate record for each reservoir supplied.
- Frequency of submission – No later than **1 January** (or next working day), or on change of information.

SUPPLY POINT MONITORING TABLE

Filename

The filename should consist of the company's designated three-letter company code followed by SupMonMMYY. For example, in the case of Anglian Water:

Filename: ANHSupMonJAN24.[csv]

Where a further version of the file is submitted it should be suffixed with its version number for example ANHSupMonJAN24, ANHSupMonJAN24v3

Preferred file formats: .csv

Optional file formats: .xlsx

Notes:

- The Supply Point Monitoring table records which monthly 'Compliance' parameters a company tests for at each supply point.
- This will identify 'missing records' in the Data Table
- Frequency of submission – No later than **1 January** (or next working day), or on change of information.
- Submit a separate record for each supply point.
- List parameters separated by a semicolon (**do not include pesticides**).

PESTICIDE MONITORING TABLE

Filename

The filename should consist of the company's designated three-letter company code followed by PestMonMMYY. For example, in the case of Anglian Water:

Filename: ANHPestMonJAN24.[csv]

Where a further version of the file is submitted it should be suffixed with its version number, for example, ANHPestMonJAN24v2, ANHPestMonJAN24v3

Preferred file formats: .csv

Optional file formats: .xlsx

Notes:

- The Pesticide Monitoring table specifies which monthly 'Compliance' pesticides a company tests for at each zone or supply point. This will identify pesticide 'missing records' in the Data Table.
- This does not include the 4 specific named pesticides of, Aldrin, Dieldrin, Heptachlor and Heptachlor Epoxide which must be sampled at the specified frequencies and locations as per the requirements of the regulations.
- Frequency of submission – No later than **1 January** (or next working day), or on change of information.
- Submit a separate record for each zone or supply point where pesticides are monitored (do not refer to 'all zones' or pesticides suites).
- List pesticides separated by a semicolon (**do not include other parameters**).

SITE CHANGE TABLE

Filename

The filename should consist of the company's designated three-letter company code followed by SiteChangeMMYY. For example, in the case of Anglian Water:

Filename: ANHSiteChangeJAN24.[csv]

Where a further version of the file is submitted it should be suffixed with its version number, for example, ANHSiteChangeJAN24v2, ANHSiteChangeJAN24v3

Preferred file formats: .csv

Optional file formats: .xlsx

Notes:

- This table contains records where zone site references have changed from the previous year:
- Site References and Site Names in the current years 'Details' table.
- Site References and Site Names of connected sites in the previous year 'Details' table.
- Where a current site supplies or is supplied by multiple previous sites, provide a record for each connection.
- Frequency of submission – No later than **1 January** (or next working day), or on change of Information.
- The fields must be in the order specified below.

BULK SUPPLY TABLE

Filename

The filename should consist of the company's designated three-letter company code followed by BulkSupplyMMMMYY. For example, in the case of Anglian Water:

Filename: ANHBulkSupplyJAN24.[csv]

Where a subsequent version of the file is submitted it should be suffixed with its version number, for example, ANHBulkSupplyJAN26v2, ANHBulkSupplyJAN26v3

Preferred file formats: .csv

Optional file formats: .xlsx

Notes:

- This table contains records displaying sites providing a bulk supply or any other supply of treated water from another undertaker.
- The SiteRef is the recipient reference for the bulk supply (and must match an entry in the recipient's Details Table). The Code is the donor company three-letter code. The DonorDWIRef is the donor company's asset immediately upstream of this bulk supply.
- Submit a separate record for each supply received.
- Frequency of submission – No later than **1 January** (or next working day), or on change of Information.
- The fields must be in the order specified.
- The loading of this file is dependent upon an incumbent company loading their site details files before the bulk supply files are loaded, therefore bulk supply files have an extra two weeks to ensure that all incumbent companies have loaded without error.

OUT OF SERVICE TABLE

File name

The filename should consist of the company's designated three-letter company code followed by OutServMMYY. For example, in the case of Anglian Water:

Filename: ANHOutServJAN24.[csv]

Where a subsequent version of the file is submitted it should be suffixed with its version number, for example, ANHOutServJAN24v2, ANHOutServJAN24v3

Preferred file formats: .csv

Optional file formats: .xlsx

Notes:

- The Out of Service table must contain details on any **sites** that are out of service during the reporting month (submitted monthly).
- Where a site also serves as a supply point, information should also be provided using the supply point reference number. If treatment works T001 also serves as a supply point (S001), the Out of Service table should include information for **both** site references.
- StartDate is first FULL day out of service, EndDate is last FULL day out of service.
- For situations where works are "available for use" but were not used (for example, works normally used on specific days of the week) treat as IN use.
- Frequency of submission – **Monthly** with data submission.
- Should any data supplied in Out of Service tables need to be re-submitted, the WHOLE file must be supplied to the Inspectorate.
- Date formats can be either DD-MMM-YY or DD-MMM-YYYY.
- Companies must supply a record for each instance a site is out of service.

SCHEDULE SHORTFALL TABLE

File name:

The filename should consist of the company's designated three-letter company code followed by ShortMMYY. For example, in the case of Anglian Water:

Filename: ANHShortJAN24.[csv]

Preferred file formats: .csv

Optional file formats: .xlsx

Notes:

- The Schedule Shortfall table must contain details of scheduled samples NOT taken during the reporting month.
- Frequency of submission – **Monthly** with data submission.
- Should any data supplied in Schedule Shortfall table need to be re-submitted the WHOLE file must be supplied to the Inspectorate.
- Date formats can be either DD-MMM-YY or DD-MMM-YYYY.
- A separate record must be supplied for every missed sample or sample result.

AUTHORITY DETAILS TABLES (2 Tables)

The filename should consist of the company's designated three-letter company code followed by [LA][HPA] DetMMMMYY. For example, in the case of Anglian Water:

Filename: ANHLADetJAN20.[csv]

Filename: ANHHPADetJAN20.[csv]

Preferred file formats: .csv

Optional file formats: .xlsx

Notes:

- LADet identifies the link for water supply zones and local authorities.
- HPADet identifies the link for water supply zones and UKHSA and Public Health Wales Protection Teams.
- There must be a separate record for each local authority or Health Protection Team where a supply zone is situated in more than one area.
- Frequency of submission – No later than **1 January** (or next working day), or on change of Information.

ADDITIONAL PARAMETER CODE - REQUEST TABLE

Filename

[Annex B of Information letter 04/2009](#) is regularly updated and lists the current parameters and codes. If a new parameter code is required, please complete this form, and contact the data management team.

The filename should consist of the company's designated three-letter company code followed by NewParamMMYY. For example, in the case of Anglian Water:

Filename: ANHNewParamJAN24.[csv]

Preferred file formats: .csv

Optional file formats: .xlsx

Notes

- The Parameter Code Request table requests a new parameter code from the Inspectorate.
- Frequency of submission – when new parameter monitored and to be included in the Submission.
- Submit a separate record for each new parameter requiring a parameter code.
- Email to Inspectorate monthly mailbox - dwimonthlydata@defra.gov.uk

Monitoring Variation Applications

General Instructions

- A separate line will be required for every site/parameter combination for which the company is applying for a monitoring variation.
- Companies can send the spreadsheet to DWI in MS Excel or Comma Separated Variable format
- Only a single excel sheet must be present and this must be named sheet1 for the ingestion process to correctly function.
- Each spreadsheet will have 20 columns – A to T which meet the specification outlined above. The column headings must appear and exactly match the specification.
- Submissions are to be made electronically to dwimonthlydata@defra.gov.uk
- When a site-specific report is required under paragraph 4.3 of Information Letter 02/2018, this should be attached with the electronic submission
- Submissions should be made no later than eight weeks before the company plan to implement the change to sampling (for example, if the company intends to implement sampling on 1 January 2021, the submission should be made no later than 6 November 2020). This time frame will be sufficient in most cases.

Monitoring variations are only active after receipt of the regulation 9(4) notice from the Inspectorate.

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** of every year.

Reporting of **Service Reservoir, Contact Tank and Final Water Storage Tank** Information must be submitted by **30 April** of every 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.

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 (for example, the head of the works); and chemicals used for on-site production of sodium hypochlorite.

Submission of these files is via the DWI portal.

The filename should consist of the company's designated three-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

For example: ANH-Treatment-Chemicals-SEP-2024.xlsx

Preferred file formats: .xlsx

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 any part of the treatment or distribution process other than a pipe where treated water can be retained or stored. A separate line must be submitted for every cell or compartment at a site, whether they are hydraulically linked or not.

Submission of these files is via the DWI portal.

The filename should consist of the company's designated three-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

For example: ANH-Service-Reservoirs-And-Tanks-Sep-2024.xlsx

Preferred file formats: .xlsx

Consumer contacts

Companies should upload their annual returns to the Inspectorate's data upload portal in the form of a CSV spreadsheet by **31 January** each year.

The filename should consist of the company's designated three-letter company code followed by 'CCMMMYYY'.

For example: ANHCCJAN25.csv

Preferred file formats: .csv

Optional file formats: .xlsx

Raw Water details

[Information letter 04/2009](#) sets out the requirement to submit raw water data to the inspectorate.

Companies will be required to submit details of all Abstraction points annually in the details table format with Raw Water Sites being allocated a distinct site reference (prefix A...). In addition, companies will be required to provide one additional annual table - the 'Abstraction Supply data' - to relate raw water sources to treatment works.

Companies will be required to submit monthly data returns for raw water samples taken under regulation 16A. 'Details' and 'Abstraction Supply' tables should accompany the **January Compliance data submission** for that year.

Preferred file formats: .csv

Optional file formats: .xlsx

Regulation 28 Report Tables

Submission Schedule

Companies are required to submit all risk assessment reports (RAR) within three months of the risk assessment completion or review date.

Companies are required to submit their current DWSP methodology document with the annual RAR submission by **21 October each year**. Further submissions through the portal must be made when the methodology is updated. The methodology must be a single document with a maximum file size of 20 MB.

The following annual information tables should be submitted (if required) by **2 February each year**, and when changes are made to previously submitted information:

- Assets
- Catchments
- Catchment Supply
- The following information tables should be submitted (if required) prior to submission of the first risk record for a parameter suite code or mains asset, and when changes are made to previously submitted information:
 - Parameter Suite Codes
 - Mains Details
 - Mains Links

Risk Assessment Report (RAR) Table

Filename:

The filename should consist of the company's designated three-letter code followed by 'Risk', the asset reference and the month and year of submission, separated by hyphens.

Filename format: ANH-Risk-[AssetRef]-MM-YY.[csv][xlsx]

Example for an Anglian Water asset: ANH-Risk-T001-01-24.csv

Preferred file formats: .csv

Optional file formats: .xlsx

Purpose:

Companies are required under regulation 28 of the Water Supply (Water Quality) Regulations 2016 (as amended) for England and the Water Supply (Water Quality) Regulations 2018 for Wales to report to the drinking water quality regulator a full submission of risks identified under regulation 27(1). The RAR table constitutes a regulation 28 report.

Additional Information:

- Submissions must comprise one file per asset reference, including all relevant company assets and bulk supply points.
- Each file will have 27 columns (A to AA): all columns must be present, and the column headings must exactly match the specification in Annex B.
- Board level representative sign-off is required for all new risk assessments and changes to the residual risk score and/or DWI category for risks assessed as 'high' or equivalent. These are submitted through the DWI reporting portal (see Annex D – Portal User Guide).
- Furthermore, board level representative sign-off is a requirement for all risk assessment reports submitted to comply with the steps in a regulation 28 notice.
- Annual submission of RAR data is mandatory.
- Monthly submissions must be provided when a row is updated and the DWI category is changed and/or the residual risk score for risks assessed as 'high' or equivalent. It is expected that the date in column A will change to reflect the review date. These submissions must contain only those lines that have changed.
- If a revised regulation 28 report is requested by the DWI (for example as part of an event assessment), the submission must be made as soon as reasonably practicable, or by the deadline given, even if there is no change to the report (the date must change to reflect the review).

- The allowable list of DWI categories, including a description is shown in
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Table 2: Controlled List of DWI Categories and mandatory/optional field population.

- Table 2 below.

Table 2: Controlled List of DWI Categories and mandatory/optional field population.

Category	Description	Control measures	Commentary	Additional control measures
A	Target risk mitigation achieved, verified, and maintained	Mandatory	Optional	None allowed
B	Additional or enhanced control measures which will reduce risk are being validated	Mandatory	Optional	Mandatory
C	Additional or enhanced control measures which will reduce risk are being delivered	Mandatory	Optional	Mandatory
D	Additional or enhanced control measures are required to materially reduce risk	Mandatory	Mandatory	Mandatory
E	Risk under investigation	Optional	Mandatory	Optional
F	Partial mitigation	Mandatory	Optional	Optional
G	No mitigation in place: control point downstream	Optional	Optional	Optional
H	No mitigation in place and none required	Optional	Optional	Optional
I	Future risk not requiring mitigation at present	Optional	Mandatory	Optional
J	No mitigation in place, carried forward risk: control point upstream	Optional	Mandatory	Optional
X	Line is no longer relevant	Optional	Mandatory	Optional

Submission and Load Process:

- Submissions are to be made electronically via the DWI reporting portal (see Annex D – Portal User Guide) and will be loaded into the DWI database.
- Errors in filenames or the header row will result in the file not being loaded. A record of this failure will be kept and included in a once daily email summarising all loading failures.
- If the filename and header row are correct, the load routine will continue to check the contents of the files. If there is an error in any of the subsequent rows, the file will not load. However, the load routine will continue to check each subsequent row, keeping a record of all errors that are included in the daily loading failure email to companies.
- Risk rows are considered unique based on their Hazard ID. If more than one record is provided where the Hazard ID is the same, and the records have the same date, only the first will load and the remaining ones will be skipped as duplicates.
- Upon receipt of an error email, the company should endeavour to rectify the errors and resubmit the file as soon as possible via the loading portal.

Assets Table

Filename:

The filename should consist of the company's designated three-letter code followed by 'Asset' and the month and year of submission, separated by hyphens.

Filename format: XXX-Asset-MM-YY.[csv][xlsx]

Example for Anglian Water: ANH-Asset-01-23.csv

Preferred file formats: .csv

Optional file formats: .xlsx

Purpose:

This table provides details of all assets within each supply system.

Additional Information:

- An assets table must be submitted by all companies, including NAVs.
- The table must include details of all assets from every stage within each supply system. This includes bulk supply assets and mains/pipework assets.
- The relationship between assets and supply systems should be reported on a one-to-one basis. See example in Annex B.

Catchments Table

Filename:

The filename should consist of the company's designated three-letter code followed by 'Catchment' and the month and year of submission, separated by hyphens.

Filename format: XXX-Catchment-MM-YY.[csv][xlsx]

Example for Anglian Water: ANH-Catchment-01-23.csv

Preferred file formats: .csv

Optional file formats: .xlsx

Purpose:

This table provides details of the company assets defined as catchments.

Additional Information:

The catchments table must be populated by all companies submitting catchment risk assessments.

Catchment Supply Table

Filename:

The filename should consist of the company's designated three-letter code followed by 'CatchSup' and the month and year of submission, separated by hyphens.

Filename format: XXX-CatchSup-MM-YY.[csv][xlsx]

Example for Anglian Water: ANH-CatchSup-01-23.csv

Preferred file formats: .csv

Optional file formats: .xlsx

Purpose:

This table shows the abstraction points included within each catchment.

Additional Information:

- The catchment supply table must be populated by all companies submitting abstraction point risk assessments.
- The table should display a row for every abstraction point within a catchment.

Parameter Suite Codes (PSC) Table

Filename:

The filename should consist of the company's designated three-letter code followed by 'PSC' and the month and year of submission, separated by hyphens.

Filename format: XXX-PSC-MM-YY.[csv][xlsx]

Example for Dŵr Cymru Welsh Water: DWR-PSC-06-23.csv

Preferred file formats: .csv

Optional file formats: .xlsx

Purpose:

Where a routine set of parameters are regularly monitored, the company may designate a parameter suite code. The parameters included within each parameter suite code are submitted in the Parameter Suite Codes table.

Additional Information:

- This table should only be submitted if parameter suite codes other than PSC000 (no monitoring of any parameters or parameter suites at any of the upstream or downstream assets) and PSC999 (where the parameters are not monitored at that asset) are used. PSC000 and PSC999 should not be included in this table.
- The table should display a row for every parameter within a parameter suite code.
- This table can be submitted at any time, prior to the use of a new parameter suite code. Ensure the date field reflects the date from which the parameter suites code is valid. The table should be resubmitted to incorporate updates as necessary.

Mains Detail Table

Filename:

The filename should consist of the company's designated three-letter code followed by 'MainsDetail' and the month and year of submission, separated by hyphens.

Filename format: XXX-MainsDetail-MM-YY.[csv][xlsx]

Example for United Utilities: UUT-MainsDetail-10-21.xlsx

Preferred file formats: .csv

Optional file formats: .xlsx

Purpose:

This table provides details of the company assets defined as mains/pipework.

Additional Information:

- Submission of regulation 28 reports for individual mains and pipework assets is optional.
- A mains detail table should only be populated by companies submitting risk assessments for mains/pipework assets.
- This table can be submitted at any time, prior to submission of the first risk record for a mains/pipework asset. It should be resubmitted to incorporate updates as necessary.

Mains Link Table

Filename:

The filename should consist of the company's designated three-letter code followed by 'MainsLink' and the month and year of submission, separated by hyphens.

Filename format: XXX-MainsLink-MM-YY.[csv][xlsx]

Example for United Utilities: UUT-MainsLink-10-24.xlsx

Preferred file formats: .csv

Optional file formats: .xlsx

Purpose:

The mains link table documents the position of the mains asset in the supply chain by detailing the nearest upstream and downstream assets.

Additional Information:

- This table should be only submitted in conjunction with the mains detail table, by companies submitting mains/pipework risk assessments.
- The table must contain linking asset information for all mains assets that appear in the mains detail table. Two rows should be included for each mains asset, one with the upstream asset information and another with the downstream asset.
- This table can be submitted at any time, prior to submission of the first risk record for a mains/pipework asset. It should be reviewed when changes are made to the associated mains detail table and resubmitted to incorporate updates as necessary.

GEOGRAPHICAL INFORMATION SPECIFICATION

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

- Company appointed water supply area in closed polygon format. Each water supply zone including any cross-boundary supply (closed polygon format with associated table of attribute data - these should capture any area of supply but exclude areas of non-supply, see guidance below) six figure NGR for both easting and northings, for each treatment works, service reservoir and supply point compliance sample point

The Inspectorate requires companies to provide an additional digital overlay showing any significant areas of non-supply (if any). These boundaries should account for any part of the company appointed area not covered by a designated water supply zone. An attribute table should identify non-supply areas by name and add national grid reference centroid of polygons. If the company is aware that the non-supply area is actually a private water supply area, this should be named as such in the table, (for example, Rushmoor Estate private water supply).

Companies can still submit using shapefiles; however, the Inspectorate would prefer if companies can submit using the geodatabase format .gdb these are the only acceptable file formats, CAD and JSON cannot currently be used.

Where companies have grouped concessionary supplies (see DWI Information Letter 2/2006), the attribute table accompanying digital zone boundaries should treat concessionary supplies in the same way as zones comprising of multiple unconnected sites, such as supply separate lines, which differ in respect of centroids. For these cases the Site Reference will be the same for each record, whilst Site Name should be qualified with the concessionary supplies' 'local' name in brackets. Population and area information then should refer to the specific record.

See example below:

ZoneRef	ZoneName	NGR-Eastings	NGR-Northings	Population	Area
Z1234	Concessions (site 1)	123456	456123	2	0.2
Z1234	Concessions (site 2)	654321	321654	4	0.3
Z1234	Concessions (site 3)	615234	53412	10	1

Air Valves

Filename:

The filename should consist of the company's designated three letter code followed by 'Airvalves' and the month and year of submission, separated by hyphens.

Filename format: [XXX]-Airvalves-[MMM][YY].csv

Example for United Utilities: UUT-Airvalves-Jan-26.csv

Preferred file formats: .csv

Optional file formats: .xlsx

Purpose:

This is to capture information on the air valves within the companies control and provide details on location, maintenance and risk management.

Additional Information:

This is a new requirement for 2027 and follows on from the industry audit in Dec 2024.

General good practice

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

Liaison inspectors must your first point of contact for questions about data reporting and infrastructure changes.