

# EDEN-MDS Information note

*(For local authorities uploading drinking water (private supply) regulatory compliance data)*

This information note collates previous information notes issued and serves as a basic 'how-to' guide for local authorities returning drinking water (private supply) data to the  
EPA



***EDEN PRI DkW Data Information note v1.4 - 2023***

# Contents

<b>EDEN-MDS Information note</b> .....	1
1.0 Submitting monitoring returns to EDEN – Some general pointers.....	3
2.0 EDEN-MDS process quick guide for local authorities.....	3
2.1 New EDEN User Registration .....	3
2.2 Request Access to a Module .....	6
2.3 EDEN MDS Help Feature .....	7
2.4 EDEN MDS Roles .....	8
2.5 Grant Access to a Theme .....	9
2.6 Adding a New Water Supply (Monitored Entity) to EDEN .....	10
2.7 How to change a supply attribute, e.g., supply type, scheme end date.....	11
2.8 Uploading Private Drinking Water Samples.....	13
2.9 Approving Private Drinking Water Samples.....	13
2.10 How to View Data That Has Already Been Approved .....	14
2.11 To Delete Samples.....	15
2.12 To Modify Sample Authorisation Levels .....	17
2.13 How to run a shortfall and submit results .....	18
2.14 Shortfall reasons for aluminium, ammonium, iron and nitrite.....	19
2.15 Create a New Return Year.....	19
3.0 Information on monitoring of private and small water supplies.....	21
3.1 Introduction .....	21
3.2 Annual submission of information to the EPA by local authorities .....	21
3.3 Compliance Monitoring .....	22
3.4 Compliance monitoring parameters .....	22
3.5 Compliance monitoring frequencies.....	25
3.6 Reduction in monitoring frequency .....	26
3.7 Radioactive Substances Monitoring.....	27
3.8 Sample Purpose and Parameter Mapping .....	27
4. Monitoring returns checklist.....	29

## 1.0 Submitting monitoring returns to EDEN – Some general pointers

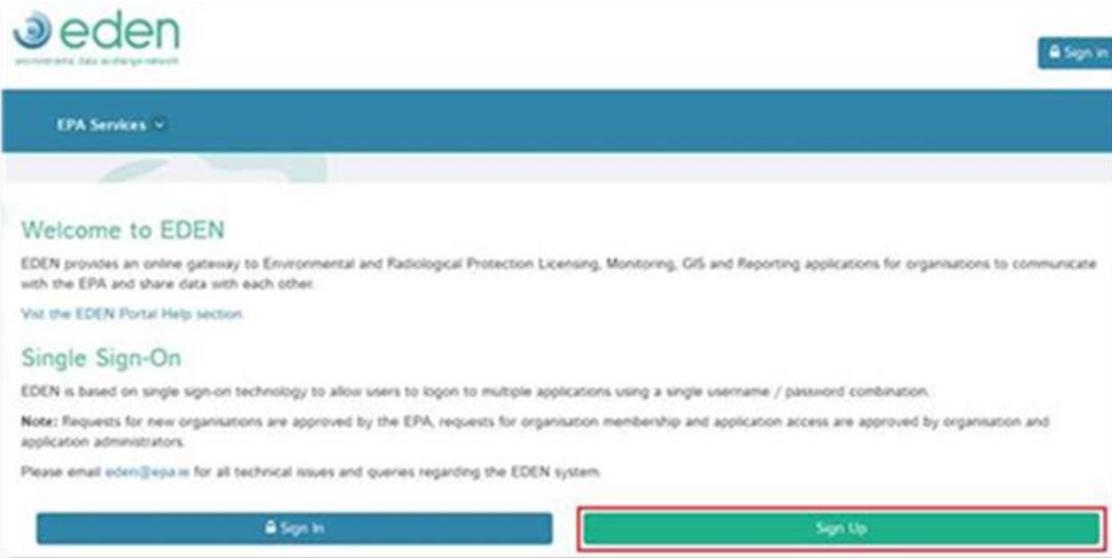
- All types of regulated private water supplies should be recorded in EDEN and their monitoring returns uploaded to EDEN **before the 28 February** every year.
- Each private water supply should have its own designated water supply code and associated monitoring station(s) and be listed on EDEN
- Schemes which were not operating in the reporting year must have an end date **no later than 31st December of the previous year**. Otherwise, they will show a shortfall in monitoring for the reporting year.
- Operational sample results must not be uploaded as drinking water returns.
- All results must be reported in the correct units and format as per Schedule 1 of S.I. No. 99 of 2023. Correct units are also included in Section 3. Particular attention should be paid to nitrate, nitrite and ammonium. The units used to report these parameters should be as per your lab certificate. Ideally this should be NO<sub>3</sub>, NO<sub>2</sub> and NH<sub>4</sub>, but there is a conversion factor built into EDEN if you select any of these as N. However, you must make sure that the result is correct for the units used.
- Metals results must be uploaded as either 'unfiltered' or 'unspecified' only. No other variant can be accepted.
- Colour results must be uploaded as 'Colour' or 'Apparent Colour only'. No other variant can be accepted.
- Do not enter duplicate samples, stations codes or results. Duplicates cannot be transferred to the EPA data analysis package (Aquarius) and we will contact you to ask you to remove the duplicate if one occurs.

## 2.0 EDEN-MDS process quick guide for local authorities

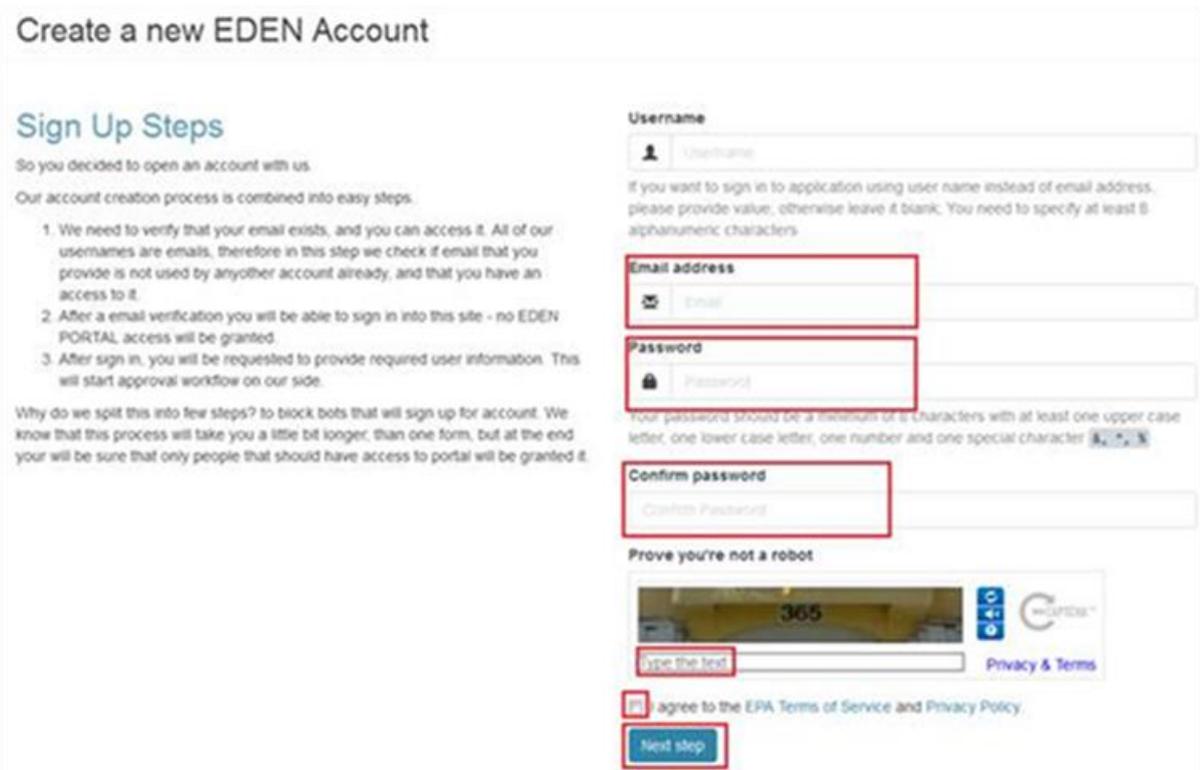
### 2.1 New EDEN User Registration

New users need to self-register on the portal and request access to the MDS module. Requests for portal access will be reviewed by a portal administrator within your organisation. To self-register:

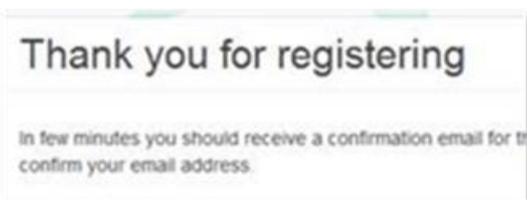
1. Navigate to <https://www.edenireland.ie/>
2. Click the 'Sign Up' button.



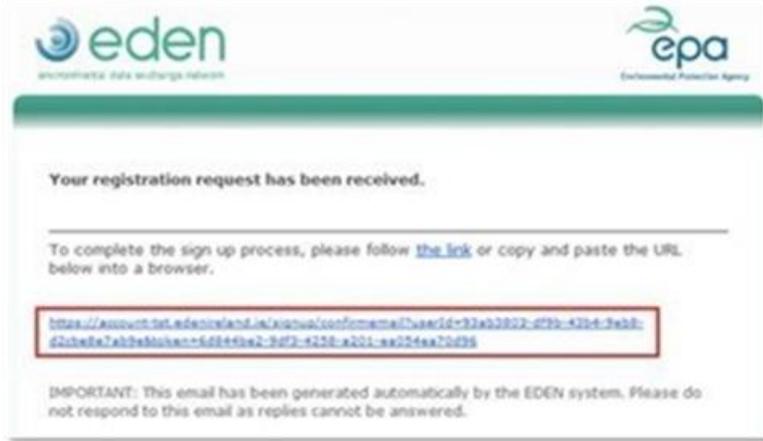
3. Follow the instructions on-screen, entering your email address and password.



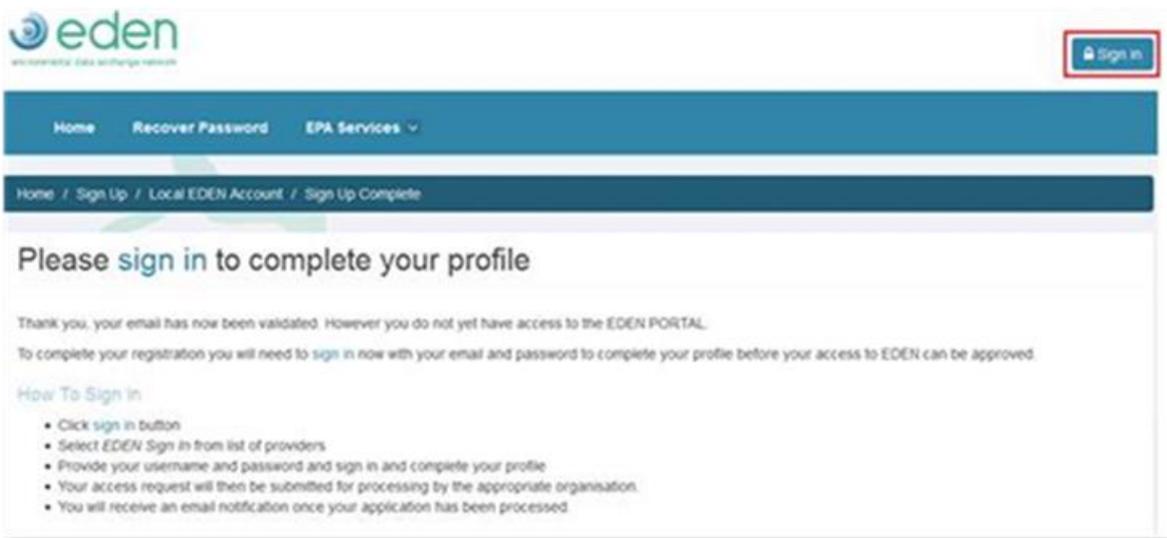
4. You will see a message saying 'Thank you for registering'.



5. An email containing a link will be sent to the address specified in step 3. Click on the link to proceed with activating your account. *Note, you should receive this email within 5 minutes of completing step 3. If the email doesn't appear in your inbox please check your bulk or junk mail folder, failing that please raise a support request by emailing [EDEN@epa.ie](mailto:EDEN@epa.ie)*



6. Click the 'Sign In' button on the page that opens from the link.



7. Click 'EDEN Sign In' and use your email address and password.



8. Select your organisation details, i.e., organisation type of 'local authority' and then your organisation, click 'Next Page' and enter your personal details and click 'Next Page'.
9. Highlight the application you need access to, i.e., Monitoring Data System (MDS) and click the 'Submit' button.

Please select application you would like to access

Article 11 Module	Article 11 Reporting
Article 27 Module	Notification of by-product decisions made by economic operators under Article 27 of the European Communities (Waste Directive) Regulations 2011
Authorisation Module	Manage existing radiation protection, industrial, waste, urban waste water and other licences and authorisations. Apply for new licence or authorisation
Bathing Water Information System Module	Bathing Water Information System (BWIS) for reporting Bathing Water Annual Identifications, Monitoring Calendars and Profiles
BMW Module	Biodegradable Municipal Waste Reporting
Domestic Waste Water Application	Domestic Waste Water Application (DWWA) - Application for Local Authority Inspectors to record and manage inspections of Domestic Waste Water Treatment Systems
EnvironLink SharePoint Site	EnvironLink SharePoint site for the Department of the Environment, Community & Local Government
Irish Water Compliance Application	Reporting Waste Water Incidents via Irish Water to EPA
Local Authority Waste Collection Permit Portal	National Waste Collection Permit Office portal for waste collection permits
Monitoring Data System Module	Exchange, query and report chemistry monitoring data for Rivers, Lakes, Bathing, Urban Waste Waters, Public and Private Drinking Water Schemes
Network for Ireland's Environmental Compliance and Enforcement	Network for Ireland's Environmental Compliance and Enforcement SharePoint site
ODS & F-gas Module	ODS & F-gas Compliance module (includes send a PAN to the EPA)
Polychlorinated Biphenyl Module	Module to allow the notification of Polychlorinated Biphenyl (PCB) holdings to the EPA
Strategic Environmental Assessment Forum	Strategic Environmental Assessment Forum SharePoint collaboration and document sharing website
Strategic Environmental Assessment WebGIS Tool	SEA WebGIS & Reporting Tool – Module for Public Authorities to access Environmental Data and Produce Environmental Reports to Assint in Strategic Environmental Assessment
Water Abstractions Module	Register for Water Abstractions
Water Framework Directive Module	Information, data and maps to assist organisations involved in the implementation of the Water Framework Directive (WFD)

Previous Submit

10. An EDEN administrator from your organisation must approve the request to join the organisation and grant access to the application.

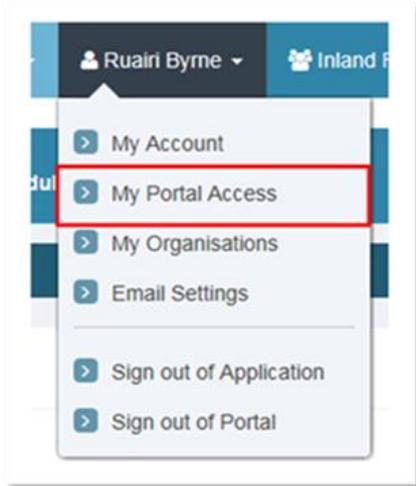
## 2.2 Request Access to a Module

If you are an existing registered portal user but require access to the MDS module:

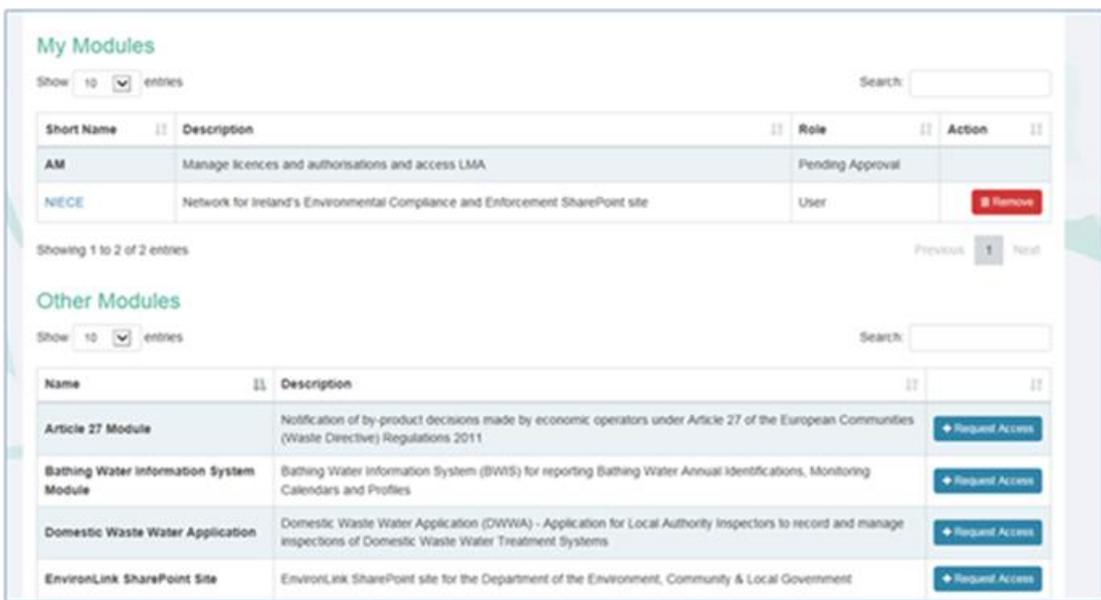
1. Navigate to <https://www.edenireland.ie/> and sign in. In the top right corner use the organisation switcher to switch to the correct organisation if necessary.
2. Click on your username.



3. Click 'My Portal Access' in the drop-down menu.



4. Scroll down to 'Other Modules'.
5. Click on the 'Request Access' button beside the module you require access to.



6. Click the 'Submit Request' button on the pop-up screen.

The request will then need to be processed by either an organisation administrator or a module administrator.

### 2.3 EDEN MDS Help Feature

Within the MDS module there is a help resource:

EDEN HELP LINK - [MDS User Manual \(edenireland.ie\)](https://edenireland.ie)



## 2.4 EDEN MDS Roles

EDEN MDS uses roles to manage the access an individual has within the application. There are three roles:

- **Default** – allows user to upload sample files only.
- **Uploader/Downloader** – allows user to upload sample files, view existing data that has already been uploaded.
- **Data Manager/Approver** – allows user to upload sample files, view existing data that has already been uploaded and approved, deleted samples, change authorisation levels, create new schemes (monitored entities), modify existing schemes, approve/reject new stations/samples, submit shortfall report, create return years.

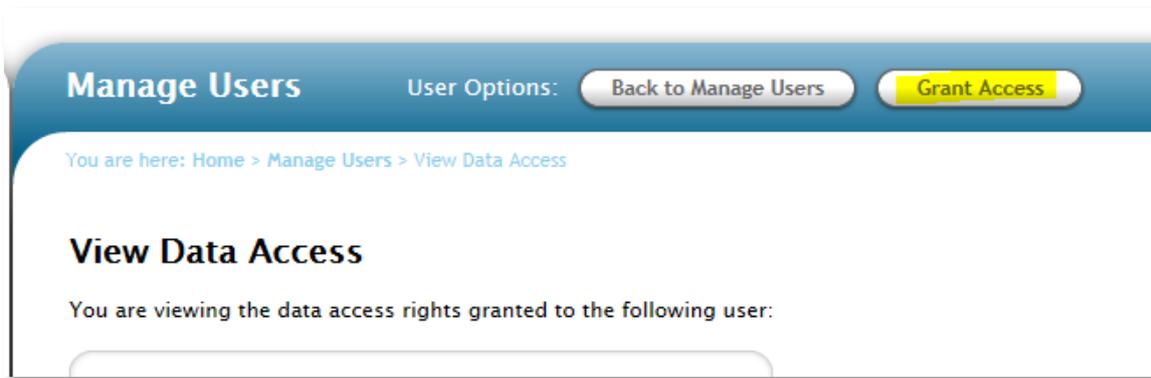
Roles		
Default	Uploader/Downloader	Data Manager/Approver
Home	Home	Home
My Worklist	My Worklist	My Worklist
My Settings	My Settings	My Settings
Help	Help	Help
Links	Links	Links
Documents	Documents	Documents
Sign out	Sign out	Sign out
Sign out glob	Sign out glob	Sign out glob
<b>Organisation:</b>	<b>Organisation:</b>	<b>Organisation:</b>
Upload	Upload	Upload
<b>Administration:</b>	Data Management	Data Approval
Code Management	<b>Administration:</b>	Data Management
<b>My Tools:</b>	Code Management	<b>Administration:</b>
Feature Coding Tool	<b>My Tools:</b>	Code Management
	Feature Coding Tool	<b>My Tools:</b>
		Feature Coding Tool

Roles are specified in conjunction with Data Types (Themes), so a user may have Data Manager/Approver role for Drinking Water Private but may only have the Default role for Bathing Water Data.

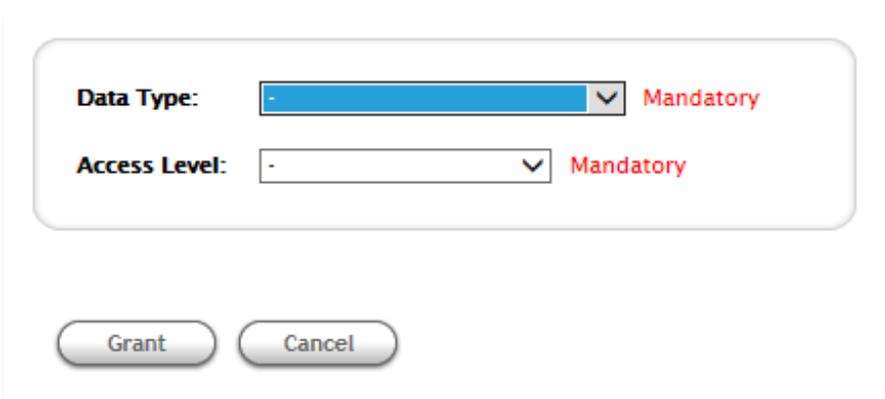
### 2.5 Grant Access to a Theme

Access to theme data should be granted by a portal administrator or a MDS module administrator within the local authority responsible for the data. Note, only portal administrators or module administrators for the MDS module will be able to do this. To grant access to a theme:

1. Open MDS.
2. Click on the Manage Users link in the side menu.
3. Click on the Data link beside the user's name.
4. Click the Grant Access button.



5. Click on the Data Type drop down list and select a theme, i.e. private drinking water.

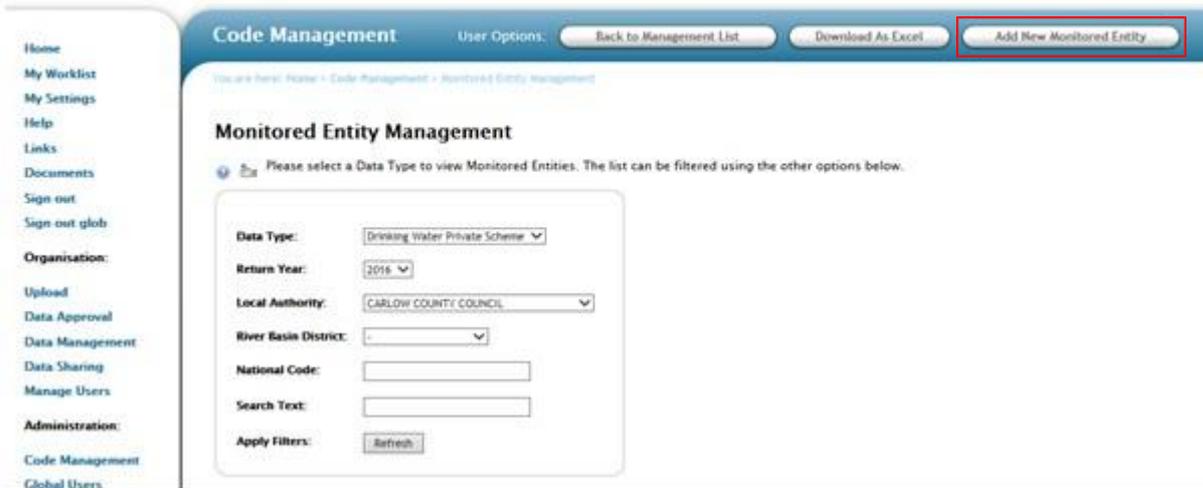


6. Click on the Access Level drop down menu and select the required access level, refer to help topic 'EDEN MDS Roles' above.
7. Click the Grant button.

## 2.6 Adding a New Water Supply (Monitored Entity) to EDEN

New water supplies can only be added by users with the 'Data Manager/Approver' role.

1. Log into MDS.
2. Click the 'Code Management' link in the sidebar menu.
3. Select the option 'Monitored Entity Management'.
4. Select a data type, i.e. 'Drinking Water Private'.
5. Select a 'Return Year'.
6. Click the Refresh button. A new button 'Add New Monitored Entity' becomes visible:



7. Click the 'Add New Monitored Entity' button.
8. Enter all mandatory fields.
9. Click the Save button.

#### 2.7 How to change a supply attribute, e.g., supply type, scheme end date

1. Log in to MDS <https://mds.edenireland.ie/>
2. Click on 'Code Management'.
3. Click on 'Monitored Entity Management'.



4. Select the data type.
5. Select the return year.

### Monitored Entity Management

Please select a Data Type to view Monitored Entities. The list

**Data Type:**

**Return Year:**  Mandatory

**Local Authority:**

**River Basin District:**

**National Code:**

**Search Text:**

**Apply Filters:**

6. Enter the 'National Code' if known.
7. Click the 'Refresh' button.
8. Click the 'Edit' link to change the scheme attribute.

### Monitored Entity Management

Please select a Data Type to view Monitored Entities. The list

**Data Type:**

**Return Year:**

**Local Authority:**

**River Basin District:**

**National Code:**

**Search Text:**

**Apply Filters:**

---

User Options   **Monitored Entity**   Revision   Stations Number

<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">View Related</a>	2000PUB1010 -		
<a href="#">Stations</a>		<a href="#">View Audit</a>	LONGFORD	4	81
<a href="#">Trail</a>			CENTRAL		

9. Update the required scheme attribute(s).
10. Enter a reason for change.
11. Click the 'Save' button.

Once the monitored entities (schemes) have been created, you can proceed to the next steps of:

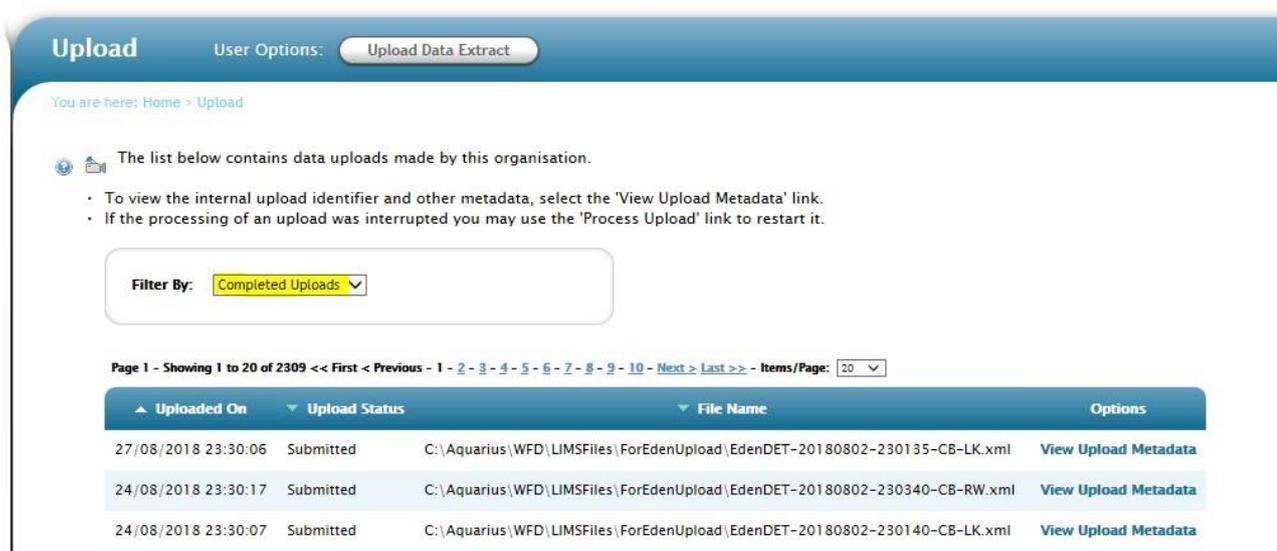
- Uploading private drinking water samples
- Approving private drinking water samples

## 2.8 Uploading Private Drinking Water Samples

To upload private drinking water samples into MDS:

1. Log into MDS.
2. Click on the Data Upload link in the side bar menu.
3. Click on the 'Upload Data Extract' button.
4. Click the browse button.
5. Specify the required authorisation levels, eg EPA Return and Shared Data.
6. Click the upload button.

Providing no errors were found in the file, you can confirm that the upload was successful by changing the filter by menu to 'Completed'.



The screenshot shows the 'Upload' section of the MDS interface. At the top, there is a 'User Options' menu with 'Upload Data Extract' selected. Below this, a breadcrumb trail reads 'You are here: Home > Upload'. A message states: 'The list below contains data uploads made by this organisation.' Two bullet points provide instructions: 'To view the internal upload identifier and other metadata, select the 'View Upload Metadata' link.' and 'If the processing of an upload was interrupted you may use the 'Process Upload' link to restart it.' A 'Filter By:' dropdown menu is set to 'Completed Uploads'. Below the filter, a pagination bar shows 'Page 1 - Showing 1 to 20 of 2309' with navigation links for 'First', 'Previous', '1', '2', '3', '4', '5', '6', '7', '8', '9', '10', 'Next', and 'Last'. A table displays the upload records with columns for 'Uploaded On', 'Upload Status', 'File Name', and 'Options'. Three rows are visible, all with a status of 'Submitted' and a 'View Upload Metadata' link.

Uploaded On	Upload Status	File Name	Options
27/08/2018 23:30:06	Submitted	C:\Aquarius\WFD\LIMSFiles\ForEdenUpload\EdenDET-20180802-230135-CB-LK.xml	<a href="#">View Upload Metadata</a>
24/08/2018 23:30:17	Submitted	C:\Aquarius\WFD\LIMSFiles\ForEdenUpload\EdenDET-20180802-230340-CB-RW.xml	<a href="#">View Upload Metadata</a>
24/08/2018 23:30:07	Submitted	C:\Aquarius\WFD\LIMSFiles\ForEdenUpload\EdenDET-20180802-230140-CB-LK.xml	<a href="#">View Upload Metadata</a>

## 2.9 Approving Private Drinking Water Samples

Sample approval can only be carried out by users that have been granted the 'Data Manager/Approver' role.

1. Log into MDS.
2. Click on the Data Approval link in the side bar menu.
3. Select data theme e.g., drinking water private.
4. Click on 'New Stations Approval' if the count of items to be approved is greater than zero.



The screenshot shows the 'Data Approval' interface. It features a table with two columns: 'Approval Category' and 'Items To Approve'. The table lists four categories: 'New Monitored Entities Approval' (No (0)), 'New Stations Approval' (No (0)), 'Samples EHO PreApproval' (No (0)), and 'New Samples Approval' (Yes (153)). The 'New Stations Approval' row is highlighted in yellow.

Approval Category	Items To Approve
New Monitored Entities Approval	No (0)
New Stations Approval	No (0)
Samples EHO PreApproval	No (0)
New Samples Approval	Yes (153)

5. Select all the stations to be created.
6. Click the Approve button.
7. Click on 'New Samples Approval'.

8. Select all the required samples.
9. Click the approve button.
10. Specify the Authorisation Levels, i.e. Shared Data and EPA Return.
11. Enter a comment.
12. Click the Approve button.

## 2.10 How to View Data That Has Already Been Approved

If you want to view data that has already been uploaded and approved in MDS, change authorisation levels or delete sample data you can run a data management query. To change authorisation levels or to delete sample data you will need to have the 'Data Manager/Approver' role.

1. Log into EDEN MDS.
2. Click on 'Data Management'.



3. Click the 'Start New Query' button.



4. Click the 'Apply Criteria' link beside the required data type, e.g., 'Drinking Water Private'.
5. Click the 'Include' link beside the required Local Authority.
6. Click the 'Apply Criteria' button.
7. Select 'Sample Date' from the In Optional Criteria drop-down list.
8. Click the 'Add' button.

9. Add the data range for the samples you want to see. For example, to select all samples for 2022 type 01/01/2022 in the 'Select From Date' and in 'Select To Date' type 31/12/2022.
10. Click the 'Apply Criteria' button.



**Select criteria - 'Sample Date'**

User Options: - [Back to Query Builder](#)

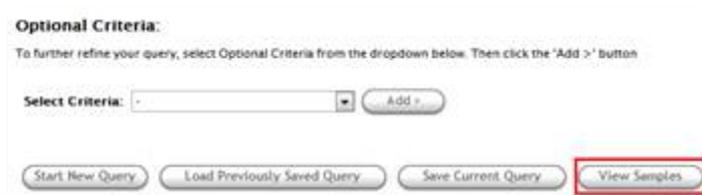
Please Select the 'Sample Date':

Select From Date: 01/01/2015

Select To Date: 03/07/2015

Apply Criteria Cancel

11. Click the 'View Samples' button. Depending on the role you have been assigned you will have the option to download/view samples, change authorisation levels or delete samples.



**Optional Criteria:**

To further refine your query, select Optional Criteria from the dropdown below. Then click the 'Add >' button

Select Criteria: [dropdown] Add >

Start New Query Load Previously Saved Query Save Current Query View Samples

## 2.11 To Delete Samples

Create a data management query to view the samples you wish to delete.

1. Select the relevant sample(s) you wish to delete.
2. Click the 'Delete' button.

### Samples (Drinking Water Private Scheme)

User Options: - [Back to Query Builder](#)

Please select samples using the checkboxes to perform the desired action.  
Options below will vary depending on permissions.

Page 1 - Showing 1 to 20 of 305 << First < Previous - 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - Next >> Last >> - Items/Page: 20 Search:  Go

Select	User Options	Current Authorisation Level	Local Authority	Irish Water Region	Monitored Entity	Station
<input type="checkbox"/>	<a href="#">View Results</a> - <a href="#">View Audit</a>	Private Data, EPA Return	WEXFORD COUNTY COUNCIL	Irish Water - South	3300PRI1565 - Marshalstown NS	DWMON330I
<input type="checkbox"/>	<a href="#">View Results</a> - <a href="#">View Audit</a>	Private Data, EPA Return	WEXFORD COUNTY COUNCIL	Irish Water - South	3300PRI1465 - Courtnacuddy NS	DWMON330I
<input type="checkbox"/>	<a href="#">View Results</a> - <a href="#">View Audit</a>	Private Data, EPA Return	WEXFORD COUNTY COUNCIL	Irish Water - South	3300PRI1574 - Monageer NS	DWMON330I
<input type="checkbox"/>	<a href="#">View Results</a> - <a href="#">View Audit</a>	Private Data, EPA Return	WEXFORD COUNTY COUNCIL	Irish Water - South	3300PRI1606 - Oulart NS	DWMON330I
<input type="checkbox"/>	<a href="#">View Results</a> - <a href="#">View Audit</a>	Private Data, EPA Return	WEXFORD COUNTY COUNCIL	Irish Water - South	3300PRI1547 - Kinamanagh NS	DWMON330I
<input type="checkbox"/>	<a href="#">View Results</a> - <a href="#">View Audit</a>	Private Data, EPA Return	WEXFORD COUNTY COUNCIL	Irish Water - South	3300PRI1415 - Boolavogue NS	DWMON330I
<input type="checkbox"/>	<a href="#">View Results</a> - <a href="#">View Audit</a>	Private Data, EPA Return	WEXFORD COUNTY COUNCIL	Irish Water - South	3300PRI1409 - Ballyoughter NS	DWMON330I
<input type="checkbox"/>	<a href="#">View Results</a> - <a href="#">View Audit</a>	Private Data, EPA Return	WEXFORD COUNTY COUNCIL	Irish Water - South	3300PRI1441 - Castledockrell NS	DWMON330I
<input type="checkbox"/>	<a href="#">View Results</a> - <a href="#">View Audit</a>	Private Data, EPA Return	WEXFORD COUNTY COUNCIL	Irish Water - South	3300PRI1660 - Tombrack NS	DWMON330I
<input type="checkbox"/>	<a href="#">View Results</a> - <a href="#">View Audit</a>	Private Data, EPA Return	WEXFORD COUNTY COUNCIL	Irish Water - South	3300PRI1724 - Tiny Tots PS	DWMON330I
<input type="checkbox"/>	<a href="#">View Results</a> - <a href="#">View Audit</a>	Private Data, EPA Return	WEXFORD COUNTY COUNCIL	Irish Water - South	3300PRI1622 - Rathgarogue NS	DWMON330I
<input type="checkbox"/>	<a href="#">View Results</a> - <a href="#">View Audit</a>	Private Data, EPA Return	WEXFORD COUNTY COUNCIL	Irish Water - South	3300PRI1505 - Galbally NS	DWMON330I
<input type="checkbox"/>	<a href="#">View Results</a> - <a href="#">View Audit</a>	Private Data, EPA Return	WEXFORD COUNTY COUNCIL	Irish Water - South	3300PRI1442 - Castletown NS	DWMON330I
<input type="checkbox"/>	<a href="#">View Results</a> - <a href="#">View Audit</a>	Private Data, EPA Return	WEXFORD COUNTY COUNCIL	Irish Water - South	3300PRI1396 - Ballyfad NS	DWMON330I
<input type="checkbox"/>	<a href="#">View Results</a> - <a href="#">View Audit</a>	Private Data, EPA Return	WEXFORD COUNTY COUNCIL	Irish Water - South	3300PRI1405 - Ballythomas NS	DWMON330I
<input type="checkbox"/>	<a href="#">View Results</a> - <a href="#">View Audit</a>	Private Data, EPA Return	WEXFORD COUNTY COUNCIL	Irish Water - South	3300PRI1395 - Ballyellis NS	DWMON330I
<input type="checkbox"/>	<a href="#">View Results</a> - <a href="#">View Audit</a>	Private Data, EPA Return	WEXFORD COUNTY COUNCIL	Irish Water - South	3300PRI1404 - Ballyroebeck NS	DWMON330I
<input type="checkbox"/>	<a href="#">View Results</a> - <a href="#">View Audit</a>	Private Data, EPA Return	WEXFORD COUNTY COUNCIL	Irish Water - South	3300PRI1677 - Monaseed NS	DWMON330I
<input type="checkbox"/>	<a href="#">View Results</a> - <a href="#">View Audit</a>	Private Data, EPA Return	WEXFORD COUNTY COUNCIL	Irish Water - South	3300PRI1651 - Tara Hill NS	DWMON330I
<input type="checkbox"/>	<a href="#">View Results</a> - <a href="#">View Audit</a>	Private Data, EPA Return	WEXFORD COUNTY COUNCIL	Irish Water - South	3300PRI1470 - Craanford NS	DWMON330I

Options for the selected items: [View Sample Results](#) [View Audit Trail](#) [Download PDF](#) [Download EXCEL](#) [Download To DET](#) [Change Authorisation Level](#) **Delete** Options for ALL items:

3. Enter a reason for deleting the samples.
4. Check the tick box 'I confirm the deletion of the samples below and request that all the following users are notified'.

[Home](#)   [Query Builder](#)   [Samples](#)   **Delete Sample(s)**

### Delete Sample(s) (Drinking Water Private Scheme)

User Options: - [Back to Samples](#)

 You are about to delete the samples below from the EDEN System.  
 In order to delete those samples, please provide a Reason, confirm the notification to downloaders and click on the 'Delete' button to confirm or the 'Cancel' button to leave this screen.

Please provide a reason for this action.

Deleting Reason:  Mandatory

I confirm the deletion of the samples below and request that all the following users are notified:  Mandatory

**Notification to downloaders:**

The following users downloaded one or more of those samples. These users will be notified that the samples have been deleted. The reason above will be included in the notification.

User	Organisation	Download Target
Aquarius System	EPA - Environmental Protection Agency	3aaf194d-32fd-484c-82e1-cfeaf1a37523 - EPA Aquarius

**Samples Summary**

Page 1 - Showing 1 to 1 of 1

Current Authorisation Level	Local Authority	Irish Water Region	Monitored Entity	Station
Private Data, EPA Return	WEXFORD COUNTY COUNCIL	Irish Water - South	3300PRI1479 - Davidstown NS	DWMON3300PRI14790001 -

5. Click the 'Delete' button.

## 2.12 To Modify Sample Authorisation Levels

Create a data management query to view the samples you wish to modify.

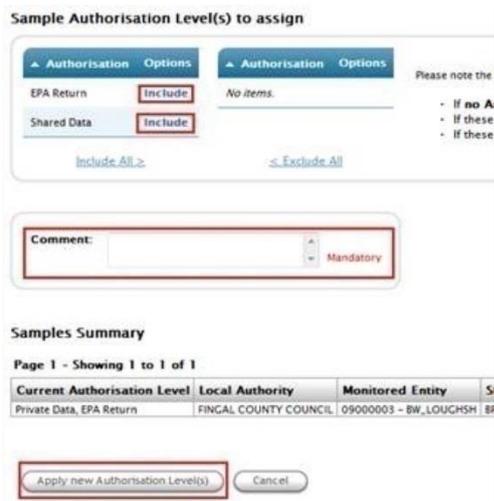
1. Filter the results to show all samples with the required/not required authorisation level by clicking on the drop-down list of the 'Current Authorisation Level' column (there is no need to click any buttons here – the results will automatically refresh).



2. Select the relevant sample(s) you wish to modify.
3. Click the 'Change Authorisation Level' button.



4. Click 'Include' beside the authorisation levels you want to add or remove from those you wish to exclude.
5. Enter a reason in the comment box explaining the change in permissions.
6. Click the 'Apply New Authorisation Level(s)' button.



## 2.13 How to run a shortfall and submit results

The shortfall report can only be run by users with the 'Data Manager/Approver' role.

1. Open EDEN MDS.
2. Go to the Code Management section.
3. Go to Returns and Scheme Code Management.
4. Chose Drinking Water Public or Drinking Water Private and click View Details.
5. Chose the year and click Submit Return.
6. Enter reasons for shortfalls on each row.
7. Click the Submit return button when all shortfall reasons have been entered.

## 2.14 Shortfall reasons for aluminium, ammonium, iron and nitrite

Note that some parameters are required to be monitored under Group A monitoring if certain treatment exists at the plant, otherwise they must be monitored under Group B monitoring instead.

For example, if aluminium is not used as a coagulant it is not considered a Group A parameter but will then be considered a Group B parameter. The other parameters this applies to are iron (if used as coagulant) and ammonium and nitrite (if chloramination is in place).

Because these four parameters can be either Group A or Group B, but must be one or the other, this means that:

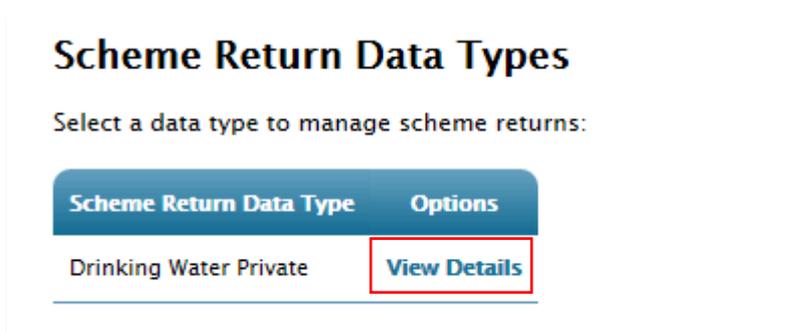
- If you use chloramination, you must monitor ammonium and nitrite as Group A parameters. You will then get a Group B shortfall for these parameters – you must put in the reason ‘Analysed as Group A due to treatment processes’.
- If you do not use chloramination, you must monitor ammonium and nitrite as Group B parameters. You will then get a Group A shortfall for these parameters – you must put in the reason ‘Analysed as Group B’.
- If you haven’t monitored them at all, you will have to put in another reason to explain why.
- Where there is a monitoring shortfall due to COVID restrictions, **ONLY** use the shortfall reason ‘other’ and enter ‘COVID’ in the free text box. Please **do not use** any other shortfall reason.

The same logic applies for Aluminium and Iron which may be used in treatment processes.

## 2.15 Create a New Return Year

Only users with the ‘Data Manager/Approver’ role can perform this action. A new return year should only be added when all sample results have been submitted and confirmed with the EPA, ie no adjustments or corrections are required. To create a new return year, the shortfall report for the previous year must be submitted. To check the status of the return years:

1. Launch MDS.
2. Click on Code Management.
3. Select ‘Returns and Schemes Management’.
4. Click on ‘View Details’, beside the required data type, eg Private Drinking Water.



5. Click the ‘Add Return Year’ button. Note: If the status of the last year is still open you will not be able to create a new return year.

6. Click the 'OK' button. This will take a copy of the previous year's schemes and they will now become available for modification as part of the current year.

### Add Return Year for Drinking Water Private

Creating a new return year will lock all previous years and make the next return year available for return submission. Scheme details will be copied from the previous year and made available for editing in Monitored Entity Management.

**Data Type:** Drinking Water Private  
**Organisation:** 2300 - MEATH COUNTY COUNCIL  
**Scheme Year:** 2016

[OK](#)

[Cancel](#)

### 3.0 Information on monitoring of private and small water supplies

#### 3.1 Introduction

Local authorities are required to submit annual monitoring results to the EPA in respect of regulated private water supplies under Section 58 of The Environmental Protection Agency Act, 1992 to 2007:

*“The Act requires the Environmental Protection Agency (the EPA) to prepare and submit to the Minister (at the Department of Environment, Heritage and Local Government (DoEHLG)) a report on the quality of drinking water in Ireland. This report is to be based on the results of monitoring carried out in accordance with the requirements of the Regulations. In accordance with section 58(1) of the Act, the EPA may require a Water Services Authority (WSA) to submit to it the results of monitoring (sampling and analysis) carried out under the Regulations in such a manner and at such times as it may specify.”*

The details of how and when local authorities are to submit monitoring results to the EPA are outlined in the EPA Handbook on the Implementation of the Regulations for Water Services Authorities for Private Water Supplies ([The Handbook](#)). The Handbook (published in 2010) is a legally binding document under the Environmental Protection Agency Act and the Drinking Water Regulations.

The European Union Drinking Water Regulations (S.I. No. 99 of 2023) introduced changes to the 2014 Drinking Water Regulations (S.I. No. 122 of 2014) and 2017 amendment (S.I. No. 464 of 2017) regarding the monitoring requirements for drinking water supplies. These changes will be reflected in the reviewed Handbook (when published).

The purpose of this section is to highlight the main changes, provide clarity on monitoring requirements, and provide some general information regarding the annual monitoring returns. It should be read in conjunction with the Handbook (upon its review).

#### 3.2 Annual submission of information to the EPA by local authorities

For all **regulated private water supplies**, each local authority must submit all its annual regulatory **compliance monitoring results** to the EPA. Local authorities should also submit relevant **supply information** to the EPA as part of the annual monitoring returns. The information must all be submitted to the EPA via EDEN.

The table below sets out the types of **regulated private water supplies**, as per the Drinking Water Regulations<sup>1</sup>. These include public group water schemes, private group water schemes and small private supplies.

Table 1: Regulated and Exempt private supplies.

Type of supply	No. of people served or volume supplied	Regulated or exempt
<b>Public Group Scheme</b>	≥ 50 people or 10,000 litres per day	Regulated
	< 50 people or 10,000 litres per day, not supplying any public/commercial activity	Exempt
	< 50 people or 10,000 litres per day, supplying a public/commercial activity	Regulated

<sup>1</sup> S.I. 99 of 2023 - EUROPEAN UNION (DRINKING WATER) REGULATIONS 2023

<b>Private Group Scheme</b>	≥ 50 people or 10,000 litres per day	Regulated
	< 50 people or 10,000 litres per day, not supplying any public/commercial activity	Exempt
	≥ 50 people or 10,000 litres per day, supplying a public/commercial activity	Regulated
<b>Small private supply</b>	Supplying a public/commercial activity regardless of number of people served or volume supplied	Regulated
<b>Household well or Private well</b>	Single house only	Exempt

**Compliance monitoring results** include all **Group A** and **Group B** monitoring results. Operational or investigative monitoring results should not be submitted to the EPA.

Local authorities should also enter the following **supply information** into EDEN:

- the name and address of the water supplier;
- the volume of water supplied per day;
- the population served by the water supply;
- the type of treatment in place;
- the source of the water supply; and
- the supply zone code.

This information must be kept up-to-date and accurate each year. The information above is also required to be captured and maintained by local authorities under Regulation 14(5) of the 2023 Drinking Water Regulations and should form the basis of the local authority register of private water supplies.

### 3.3 Compliance Monitoring

Compliance monitoring consists of taking samples at a defined **frequency** and analysing for certain **parameters**. The criteria for determining the appropriate number of samples to take, and the appropriate parameters to analyse for, are discussed below.

It is permissible to reduce the frequency of sampling and/or the number of parameters to analyse, subject to carrying out a risk assessment and meeting specific criteria set out in the 2023 Regulations referred to in section 3.6.

### 3.4 Compliance monitoring parameters

Tables 2 and 3 below outline which parameters are now classified as Group A or Group B parameters. There are some changes to parameters to be monitored arising from S.I. No. 99 of 2023.

#### **Main monitoring parameter changes in effect from 2023**

- Intestinal enterococci – this is now a **Group A** parameter

- *Escherichia coli* (*E.coli*) and (now) intestinal enterococci are considered ‘core parameters’ and their monitoring frequencies cannot be reduced. In effect, this means that monitoring for these ‘core parameters’ must be done at least twice per year for all non-exempt supplies as a minimum.
- New ‘Watch list’ parameters
  - Beta-estradiol and Nonylphenol – monitoring frequencies to be agreed<sup>2</sup>

### Main monitoring changes in effect from 2026<sup>3</sup>

- New **Group B** parameters are included that were not required previously:
  - PFAS, HAA5, Bisphenol A, Microcystin LR, Chlorite, Chlorate and Uranium.

### Parametric value changes

- There are a number of changes to existing parametric values, and the additional of new parametric values for parameters not monitored previously.
  - These include for example PFAS, Lead, Chromium – and are not dealt further in this information note.

**Note:** Some parameters continue to be required to be monitored under Group A monitoring if certain treatment exists at the plant, otherwise they must be monitored under Group B monitoring. For example, if aluminium is not used as a coagulant it is not considered a Group A parameter but will then be considered a Group B parameter. The other parameters this applies to are iron (if used as coagulant), ammonium and nitrite (if chloramination is in place).

Table 2: Group A parameters/Parameters subject to Group A monitoring

Parameter	Unit	Notes (specified circumstances for monitoring)
<b>Indicator parameters</b>		
Aluminium	µg/l	Monitoring as Group A is necessary only when used as a flocculant (coagulant)
Ammonium	mg/l	Monitoring as Group A is necessary only when chloramination is used as a disinfectant
Colour		
Conductivity	µS/cm @ 20°C	
Iron	µg/l	Monitoring as Group A is necessary only when used as a flocculant (coagulant)
Nitrite*	mg/l	Monitoring as Group A is necessary only when chloramination is used as a disinfectant
Odour		
pH (Hydrogen ion concentration)	pH units	
Taste		
Turbidity*	NTU	
<b>Microbiological parameters</b>		
Coliform bacteria	Number/100 ml	
Colony count 22°C	Number/100 ml	
<i>Escherichia coli</i> [ <i>E.coli</i> ]	Number/100 ml	‘Core parameter’ - frequency of monitoring shall <b>not</b> be the subject of a reduction due to a risk assessment

<sup>2</sup> ‘A water supplier, having consulted with the supervisory authority and the HSE, shall put in place monitoring requirements [in this regard]’

<sup>3</sup> 11th January 2026

<b>Intestinal enterococci</b>	Number/100 ml	<i>'Core parameter' - frequency of monitoring shall <b>not</b> be the subject of a reduction due to a risk assessment.</i>
-------------------------------	---------------	----------------------------------------------------------------------------------------------------------------------------

\*Turbidity (for surface water supplies) and Nitrite should be monitored in the water leaving the treatment plant in addition to the network (see Section 4, Paragraph 7 of the Handbook for more detail).

Table 3: Group B parameters/ Parameters subject to Group B monitoring

Parameter	Unit	Specified circumstances for monitoring
<b>Chemical parameters</b>		
<b>Acrylamide</b>	µg/l	Monitoring refers to the residual monomer concentration in the water as calculated according to specifications of the maximum release from the corresponding polymer in contact with the water
<b>Antimony</b>	µg/l	
<b>Arsenic</b>	µg/l	
<b>Benzene</b>	µg/l	
<b>Benzo(a)pyrene</b>	µg/l	
<b>Bisphenol A</b>	µg/l	Monitoring not required before 11/1/26
<b>Boron</b>	mg/l	
<b>Bromate</b>	µg/l	
<b>Cadmium</b>	µg/l	
<b>Chlorate</b>	mg/l	This parameter shall be measured only where a disinfection method that generates chlorate, in particular chlorine dioxide is used. Monitoring not required before 11/1/26
<b>Chlorite</b>	mg/l	This parameter shall be measured only where a disinfection method that generates chlorite, in particular chlorine dioxide is used. Monitoring not required before 11/1/26
<b>Chromium</b>	µg/l	
<b>Copper</b>	mg/l	
<b>Cyanide</b>	µg/l	
<b>1,2-Dichloroethane</b>	µg/l	
<b>Epichlorohydrin</b>	µg/l	Monitoring refers to the residual monomer concentration in the water as calculated according to specifications of the maximum release from the corresponding polymer in contact with the water
<b>Fluoride</b>	mg/l	
<b>Haloacetic acids (HAAs)</b>	µg/l	Measured only when disinfection methods used can generate HAAs. Monitoring not required before 11/1/26
<b>Lead</b>	µg/l	
<b>Mercury</b>	µg/l	
<b>Microcystin-LR</b>		This parameter shall be measured only in the event of potential blooms in source water (increasing cyanobacterial cell density or bloom forming potential). Monitoring not required before 11/1/26.
<b>Nickel</b>	µg/l	
<b>Nitrate</b>	mg/l	
<b>Nitrite</b>	mg/l	Monitoring is necessary when chloramination is <b>not</b> used as disinfectant
<b>Pesticides</b>	µg/l	
<b>Pesticides – total</b>	µg/l	
<b>PFAS Total</b>	µg/l	Monitoring not required before 11/1/26
<b>Sum of PFAS</b>	µg/l	Monitoring not required before 11/1/26
<b>Polycyclic aromatic hydrocarbons</b>	µg/l	
<b>Selenium</b>	µg/l	
<b>Tetrachloroethene</b>	µg/l	

<b>and trichloroethene</b>		
<b>Trihalomethanes - total</b>	µg/l	
<b>Uranium</b>	µg/l	Monitoring not required before 11/1/26
<b>Vinyl chloride</b>	µg/l	Monitoring refers to the residual monomer concentration in the water as calculated according to specifications of the maximum release from the corresponding polymer in contact with the water.
<b>Indicator parameters</b>		
<b>Aluminium</b>	µg/l	Monitoring is necessary when not used as a flocculant (coagulant)
<b>Ammonium</b>	mg/l	Monitoring is necessary when chloramination is not used as disinfectant
<b>Chloride</b>	mg/l	The water should not be corrosive
<b><i>Clostridium perfringens</i> (including spores)</b>	Number/100 ml	The parameter shall be measured if the risk assessment indicates that it is appropriate to do so
<b>Iron</b>	µg/l	Monitor only when not used as a flocculant (coagulant)
<b>Manganese</b>	µg/l	
<b>Oxidisability</b>	mg/l O <sub>2</sub>	Monitor TOC instead
<b>Sulphate</b>	mg/l	
<b>Sodium</b>	mg/l	
<b>Total organic carbon (TOC)</b>		Monitor instead of oxidisability

### 3.5 Compliance monitoring frequencies

Monitoring frequencies for a supply are based on the volume of water distributed by the supply in the first instance. If the volume distributed is not accurately known, then monitoring frequencies are based on the population served by the supply.

Tables 4 and 5 outline the monitoring frequencies for Group A and Group B parameters.

*Table 4: Group A monitoring frequencies (more frequent)*

<b>Volume of water distributed within a supply zone (m<sup>3</sup>/d)</b>	<b>Equivalent population served</b>	<b>Group A monitoring Number of samples per year</b>
< 10	< 50	2 (where water is supplied as part of public or commercial activity)
≥ 10 - ≤ 100	≥ 50 - ≤ 500	2
> 100 - ≤ 1,000	> 500 - ≤ 5,000	4
> 1,000 - ≤ 2,000	> 5,000 - ≤ 10,000	7
> 2,000 - ≤ 3,000	> 10,000 - ≤ 15,000	10
> 3,000 - ≤ 4,000	> 15,000 - ≤ 20,000	13
> 4,000 - ≤ 5,000	> 20,000 - ≤ 25,000	16
> 5,000 - ≤ 6,000	> 25,000 - ≤ 30,000	19
> 6,000 - ≤ 7,000	> 30,000 - ≤ 35,000	22
> 7,000 - ≤ 8,000	> 35,000 - ≤ 40,000	25
> 8,000 - ≤ 9,000	> 40,000 - ≤ 45,000	28
> 9,000 - ≤ 10,000	> 45,000 - ≤ 50,000	31

> 10,000 - ≤ 100,000	> 50,000 - ≤ 500,000	Add a further 3 samples for every additional 1,000m <sup>3</sup> /d, or part thereof, over and above the first 10,000m <sup>3</sup> /d
----------------------	----------------------	----------------------------------------------------------------------------------------------------------------------------------------

Table 5: Group B monitoring frequencies (less frequent)

Volume of water distributed within a supply zone (m <sup>3</sup> /d)	Equivalent population served	Group B monitoring Number of samples per year
< 10	< 50	1 (where water is supplied as part of public or commercial activity)
≥ 10 - ≤ 100	≥ 50 - ≤ 500	1
> 100 - ≤ 1,000	> 500 - ≤ 5,000	1
> 1,000 - ≤ 5,500	> 5,000 - ≤ 27,500	2
> 5,500 - ≤ 10,000	> 27,500 - ≤ 50,000	3
> 10,000 - ≤ 100,000	> 50,000 - ≤ 500,000	Add a further 1 sample for every additional 10,000m <sup>3</sup> /d, or part thereof, over and above the first 10,000m <sup>3</sup> /d

For **private water supplies serving < 10 m<sup>3</sup>/d, supplied as part of a commercial or public activity:**

- *E. Coli* and intestinal enterococci (as 'core parameters') must be monitored twice a year (minimum) for this supply category. It is not permissible to exclude them from monitoring based on a risk assessment (see S.I. No. 99 of 2023, Second Schedule, Part 2, Point 1).
- **Group A** parameters must be monitored twice per year (minimum) and **Group B** parameters once per year (minimum).

For **private supplies serving ≥ 10 - ≤ 100 m<sup>3</sup>/d:**

- **Group A** parameters - *E. coli*, intestinal enterococci, coliform bacteria, colony count 22°C, colour, turbidity, taste, odour, pH and conductivity - must be monitored twice per year (minimum).
- The **Group B** parameters must be monitored once per year for compliance monitoring (minimum).

### 3.6 Reduction in monitoring frequency

Any reduction in the compliance monitoring frequency or exclusion of a parameter as outlined in Regulation 11(4) for any regulated supply requires a risk assessment of the supply system to be carried out in accordance with the requirements of Regulation 11 and the criteria outlined in Schedule 2 Part 3 (2) of S.I. No. 99 of 2023 to be met. Examples of what must be included (amongst others) in such considerations include:

- The parameters origin and occurrence in raw water must be taken into account, along with long term variability.
- To consider reducing sample frequency, results over a three-year period (minimum) must be <60% of the parametric value
- To consider ceasing monitoring for a parameter, results over a three-year period (minimum) must be <30% of the parametric value
- A risk assessment must be carried out in addition to the above considerations.

### 3.7 Radioactive Substances Monitoring

The national surveillance monitoring programme for radioactivity in drinking water<sup>4</sup>, implementing the Radioactive Substances in Drinking Water Regulations 2016 (S.I. No. 160 of 2016), is complete. This survey analysed all relevant supplies for Total Indicative Dose (gross alpha/beta activity) and radon where appropriate. The EPA operated the programme from 2017-2023 to determine whether the monitoring of water supplies is required at the frequencies outlined in Part 2 of the Schedule of S.I. 160 of 2016.

All relevant private water supplies were included in the programme. The data from this programme demonstrates that the risk from naturally occurring radionuclides to consumers of Irish drinking water is low.

In 2024, the EPA intends to propose a new reduced operational drinking water monitoring programme for radioactivity which is risk based. It is the responsibility of each local authority to ensure that it participates in this by facilitating the taking of samples as per protocols and submission to the EPA when requested.

### 3.8 Sample Purpose and Parameter Mapping

This section outlines how monitoring results should be mapped (i.e. to which ‘sample purpose’ they should be mapped to) within the EDEN data collection and management system. This ensures that the correct monitoring information is assigned to the correct regulatory area.

Sample Purpose	Parameter
Drinking Water Private Monitoring - Group A	Aluminium - unfiltered
Drinking Water Private Monitoring - Group A	Aluminium - unspecified
Drinking Water Private Monitoring - Group A	Ammonia-Total (as N)
Drinking Water Private Monitoring - Group A	Ammonia-Total (as NH3)
Drinking Water Private Monitoring - Group A	Ammonia-Total (as NH4)
Drinking Water Private Monitoring - Group A	Apparent colour
Drinking Water Private Monitoring - Group A	Coliform Bacteria (Total)
Drinking Water Private Monitoring - Group A	Colony Count / HPC @ 22°C
Drinking Water Private Monitoring - Group A	Colour
Drinking Water Private Monitoring - Group A	Conductivity @20°C
Drinking Water Private Monitoring - Group A	E. Coli
Drinking Water Private Monitoring - Group A	Enterococci (Intestinal)
Drinking Water Private Monitoring - Group A	Iron - unfiltered
Drinking Water Private Monitoring - Group A	Iron - unspecified
Drinking Water Private Monitoring - Group A	Nitrite (as N)
Drinking Water Private Monitoring - Group A	Nitrite (as NO2)
Drinking Water Private Monitoring - Group A	Nitrite (NO2) (at tap)
Drinking Water Private Monitoring - Group A	Odour
Drinking Water Private Monitoring - Group A	pH
Drinking Water Private Monitoring - Group A	Taste
Drinking Water Private Monitoring - Group A	Turbidity
Drinking Water Private Monitoring - Group A	Turbidity (at tap)
Drinking Water Private Monitoring - Group B	1,2-Dichloroethane
'Watch list' - Note *	17-Beta-Estradiol (E2)
Drinking Water Private Monitoring - Group B	Acrylamide (C3H5NO)
Drinking Water Private Monitoring - Group B	Aluminium - unfiltered
Drinking Water Private Monitoring - Group B	Aluminium - unspecified
Drinking Water Private Monitoring - Group B	Ammonia-Total (as N)
Drinking Water Private Monitoring - Group B	Ammonia-Total (as NH3)
Drinking Water Private Monitoring - Group B	Ammonia-Total (as NH4)
Drinking Water Private Monitoring - Group B	Antimony - unfiltered

<sup>4</sup> [https://www.epa.ie/publications/compliance--enforcement/drinking-water/advice--guidance/EPADrinkingWaterAdviceNoteNo16\\_web-2.pdf](https://www.epa.ie/publications/compliance--enforcement/drinking-water/advice--guidance/EPADrinkingWaterAdviceNoteNo16_web-2.pdf)

Drinking Water Private Monitoring - Group B	Antimony - unspecified
Drinking Water Private Monitoring - Group B	Arsenic - unfiltered
Drinking Water Private Monitoring - Group B	Arsenic - unspecified
Drinking Water Private Monitoring - Group B	Benzene
Drinking Water Private Monitoring - Group B	Benzo(a)pyrene
Drinking Water Private Monitoring - Group B	Boron - unfiltered
Drinking Water Private Monitoring - Group B	Bisphenol A
Drinking Water Private Monitoring - Group B	Boron - unspecified
Drinking Water Private Monitoring - Group B	Bromate
Drinking Water Private Monitoring - Group B	Cadmium - unfiltered
Drinking Water Private Monitoring - Group B	Cadmium - unspecified
Drinking Water Private Monitoring - Group B	Chlorate
Drinking Water Private Monitoring - Group B	Chlorite
Drinking Water Private Monitoring - Group B	Chloride
Drinking Water Private Monitoring - Group B	Chromium - unfiltered
Drinking Water Private Monitoring - Group B	Chromium - unspecified
Drinking Water Private Monitoring - Group B	Clostridium Perfringens after 24 hours
Drinking Water Private Monitoring - Group B	Copper - unfiltered
Drinking Water Private Monitoring - Group B	Copper - unspecified
Drinking Water Private Monitoring - Group B	Cyanide (unspecified)
Drinking Water Private Monitoring - Group B	Epichlorohydrin (C3H5ClO)
Drinking Water Private Monitoring - Group B	Fluoride
Drinking Water Private Monitoring - Group B	Haloacetic acids (Sum of 5 HAAs)
Drinking Water Private Monitoring - Group B	Iron - unfiltered
Drinking Water Private Monitoring - Group B	Iron - unspecified
Drinking Water Private Monitoring - Group B	Lead - unfiltered
Drinking Water Private Monitoring - Group B	Lead - unspecified
Drinking Water Private Monitoring - Group B	Manganese - unfiltered
Drinking Water Private Monitoring - Group B	Manganese - unspecified
Drinking Water Private Monitoring - Group B	Mercury - unfiltered
Drinking Water Private Monitoring - Group B	Mercury - unspecified
Drinking Water Private Monitoring - Group B	Microcystin-LR
Drinking Water Private Monitoring - Group B	Nickel - unfiltered
Drinking Water Private Monitoring - Group B	Nickel - unspecified
Drinking Water Private Monitoring - Group B	Nitrate (as N)
Drinking Water Private Monitoring - Group B	Nitrate (as NO3)
Drinking Water Private Monitoring - Group B	Nitrite (as N)
Drinking Water Private Monitoring - Group B	Nitrite (as NO2)
Drinking Water Private Monitoring - Group B	Nitrite (NO2) (at tap)
'Watch list' - Note *	Nonylphenol
Drinking Water Private Monitoring – Group B	<b>PFAS Total</b>
Drinking Water Private Monitoring – Group B	Polyaromatic Hydrocarbons (PAH) -Sum
Drinking Water Private Monitoring – Group B	Selenium – unfiltered
Drinking Water Private Monitoring – Group B	Selenium – unspecified
Drinking Water Private Monitoring – Group B	Sodium – unfiltered
Drinking Water Private Monitoring – Group B	Sodium – unspecified
Drinking Water Private Monitoring – Group B	Sulphate
Drinking Water Private Monitoring – Group B	<b>Sum of PFAS (sum of 20)</b>
Drinking Water Private Monitoring – Group B	Tetrachloroethene & Trichloroethene (Total)
Drinking Water Private Monitoring – Group B	TOC (as NPOC)
Drinking Water Private Monitoring – Group B	Total Pesticides
Drinking Water Private Monitoring – Group B	Trihalomethanes – Total
Drinking Water Private Monitoring – Group B	Uranium- unfiltered
Drinking Water Private Monitoring – Group B	Vinyl Chloride

Note \* 'Watch list' substances Nonylphenol and 17-Beta-Estradiol (E2) are not designated as Group A or Group B parameters, but should still be reported where monitoring is carried out and set as data theme 'drinking water private'.

#### 4. Monitoring returns checklist

<b>Schemes Management</b>	
<b>Is the supply list correct in EDEN?</b>	
Any supply that has been discontinued and was not operational in the reporting year <b>must have an end date on or before 31<sup>st</sup> December of the previous year.</b>	
Any supply that was operational for only part of the reporting year should have the correct end date entered.	
Any public group scheme that was taken in charge by Uisce Eireann during the reporting year must have the correct end date entered.	
Only <b>regulated</b> supplies should be entered in EDEN - any supply that is <b>exempt</b> under the Regulations must not be entered in EDEN. Any exempt supplies in EDEN must be given <b>an end date on or before 31<sup>st</sup> December of the previous year</b> to close it out.	
See Section 2 on how to enter/change the attribute 'end date'.	
<b>Are all supply types correct?</b>	
Consultation held with the <b>NFGWS</b> to ensure that the regulated <b>private group schemes</b> list is correct.	
Consultation held with Uisce Eireann to ensure that the regulated <b>public group schemes</b> list is correct. Please liaise with your business as usual contact within Uisce Eireann's regional drinking water compliance team, e.g. using the relevant group regional compliance email address.	
Ensure that each supply is correctly classified in EDEN as public group, private group or small private supply.	
See Section 2 on how to change the attribute 'supply type'.	
<b>Are all supply names GDPR compliant?</b>	
For example: A supply name along the lines of 'Mary Kelly's B&B' is fine. A supply name along the lines of 'Mary's B&B' is fine. A supply name along the lines of 'Mary Kelly' is not compliant: this needs to be changed to 'Mary Kelly's B&B' or something else generic.	
<b>Returns Management</b>	
Ensure that your sample purposes and parameter mapping are correct. See Section 4. <i>Examples:</i> Metals results must be uploaded as either 'unfiltered' or 'unspecified' only. No other variant can be accepted. Colour results must be uploaded as 'Colour' or 'Apparent Colour only'. No other variant can be accepted. Nitrate results must be uploaded as NO <sub>3</sub> <b>and not as N.</b>	
Only Group A and Group B monitoring is to be reported; no operational or investigative monitoring.	

Parameters must be correctly labelled as Group A or Group B.	
Make sure to only upload samples against the correct scheme.	
Do not enter duplicate samples.	
Do not enter duplicate measurements (e.g. entering nitrate as NO <sub>3</sub> <b>and</b> as N for a single sample).	
Make sure to only upload <b>reporting year</b> data; <b>do not</b> upload or amend anything from previous years.	
All compliance monitoring results must be accredited.	
Any available results of <i>Cryptosporidium</i> or <i>Giardia</i> monitoring should be reported.	
<b>Upload of returns</b>	
For some basic instructions, see Section 2	
Make sure to mark all samples for upload as 'EPA return' and approve - see Section 2	
Run shortfall report and submit samples - See Section 2	
Where there is a monitoring shortfall due to COVID restrictions, <b>ONLY</b> use the shortfall reason 'other' and enter 'COVID' in the free text box. Please <b>do not use</b> any other shortfall reason.	
For aluminium, ammonium, iron and nitrite, use the shortfall reasons 'Analysed as Group A due to treatment processes' and 'Analysed as Group B' where appropriate. See Section 2	