

Market Code Schedule 12

Code Subsidiary Document No. 0104

Maintain SPID Data

Version: 3.0

Date: 2013-09-27

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## Change History

Version Number	Date of Issue	Reason For Change	Change Control Reference	Sections Affected
1.1	31/8/2007	Remove TE references and point to CSD0206	Pre Market	Throughout
1.1	31/8/2007	Revisions to align with CSD0205 transition and non-standard arrangements	Pre Market	Section 7
1.2	17/08/2009	Re-assessed Charges	MCCP035-CC	New Section 7; Old Section 7 becomes Section 8 Other changes related to Pseudo Meters
1.3	29/03/2010	Changes to implement RF Changes to burst allowances	MCCP046-CC MCCP039	Section 8
1.4	28/06/10	Customer Names on Database X, Y Co-ordinates	MCCP041-CC MCCP048-CC	Sections 4.1.1, 4.3, 5.1.1, 5.3, 7.4.1, 7.4.3, 9.1.1 and 9.3.
1.5	27/09/2010	T016 Unmeasureable Status Fix	MCCP055	Section 9.1
		Remove T031 Transaction	MCCP057	Sections 5.1, 6.1, 7.1, 7.2, 7.4, 7.5
		Updating Effective/ Connection Dates	MCCP063	Sections 3.2, 5.1, 7.4.1 and 7.5.3
		T015 SS Supply Point Effective Date	MCCP062	Sections 3.2, 7.3.4
		T004.1 Transfer Information	MCCP056	Sections 4.1, 5.1
1.6	25/03/2011	Data loggers	MCCP070	Sections 4.1.1, 5.1,1, 7.4.1, 7.5.3, 9.1
		GIS Coordinates Flow	MCCP071	Sections 4.1.1, 5.1,1, 7.4.1, 7.5.3, 9.1
		T016 Effective Date and Sewerage Services Supply Point Update	MCCP072, MCCP075	Sections 5.1, 7.1, 7.2.1, 9.1
		March Release Document Update	MCCP075	Section 4.1.1

1.7	11/11/11	Introduction of T033.0, T033.1	MCCP081- CC	Sections 3.2, 4.1, 5.1, 7.4, 7.5, 9.1
1.8	30/03/2012	Introduction of Deregistration Introduction of the T012.2 Clarification on Occupied Premises	MCCP052- MCCP079 MCCP051, MCCP094 MCCP097	Sections 3.2 Sections 7.3.3.1, 7.3.3.2, 7.3.3.3, 9.1.1, 9.2, and 9.3 Section 9.1.1
2.0	12/04/2013	Trade Effluent Accredited Entities	MCCP095, MCCP111	Sections 3, 4, 5, 7 & 9.
3.0	27/09/13	Change of ownership for updates to Meter Location, SEES and Drainage SEs and removal of TI Flags	MCCP104, MCCP105, MCCP123	Sections 4.1.1, 5.1.1, 7 and 9.1.1

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# 1. Purpose and Scope

The SPID Data held in the Central Systems should accurately reflect the circumstances at each Supply Point. Accordingly, under Section 5.5.1 of the Market Code, Data Owners have a duty to maintain and keep the SPID Data up to date.

Certain key events will always result in a change to SPID Data, and therefore trigger the requirement for such SPID Data to be updated in the Central Systems. Specifically, there are processes in this CSD for the following scenarios:

- Temporary Disconnection and reconnection Permanent Disconnection and Deregistration – Section 3
- Meter Replacement – Section 4
- Addition of a new meter to existing Supply Point - Section 5
- Removal of a meter from an existing Supply Point – Section 6
- Administration of Pseudo Meters and Pseudo Water Services Supply Points – Section 7
- Administration of Adjustment and Modification Meters – Section 8
- Updates to other SPID Data and other events that may affect Wholesale Charges – Section 9

Section 2.2 provides direction to the relevant process for the maintenance of SPID Data in respect of each scenario.

Where SPID Data has not been provided within the requisite timescales, or is being submitted to correct an error made in the original submission, the process set out in CSD 0105 (Error Rectification & Retrospective Amendments) should be followed. This may result in additional cost to the Data Owner.

Note: References in this document have shown thus [T005.0] relate to the associated Data Transaction Flow, as set out in CSD 0301 (Data Transaction Catalogue).

## 2. Maintain SPID Data - Overview

### 2.1 Process Description

#### 2.1.1 Description of the Process Diagram Steps

This description should be read in conjunction with the Process Diagram in Section 2.2 and the Interface and Timetable Requirements in Section 2.3. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

##### **Step a: Data Owner identifies data requiring update**

This step represents the point at which the Data Owner identifies SPID Data that requires to be updated within the Central Systems. This will generally be as a result of a process related change.

##### **Step b: CMA identifies a data error**

This step represents the point at which the CMA becomes aware of an error in SPID Data. In some instances missing or incorrect data is identified, and dealt with, within another process. For instance, data missing at a New Supply Point is identified and sourced as part of the CSD0101 (Registration: New Connections and New Supply Points).

##### **Decision c: Is the data late/corrective?**

Data Owners should send modifications to SPID Data to the Central Systems in accordance with the timescales and Data Transactions set out in this CSD, CSD0101 (New Connections and New Supply Points), CSD 0202 (Meter Read Submission) and CSD0206 (Trade Effluent Processes), as relevant to the SPID Data being modified. Where SPID Data has not been provided within the requisite timescales, or is being submitted to correct an error made in the original submission, the process set out in CSD 0105 (Error Rectification & Retrospective Amendments) should be followed. For ease of reference, decision d, below, represents the considerations required to determine processing.

##### **Decision d: Is the Settlement Process affected?**

Data Owners need to consider how the late or corrective data should be updated and whether it will enter the Settlement Process.

- If the late/corrective data maintenance has an impact on the calculation of Wholesale Charges or is outside the Settlement Timetable (see CSD0201) then the Retrospective Amendments process in CSD0105 (Error Rectification & Retrospective Amendments) should be followed.

- If the late/corrective data maintenance has an impact on the calculation of Wholesale Charges and is within the Settlement Calendar (CSD0201), the Error Rectification process in CSD 0105 (Error Rectification & Retrospective Amendments) should be followed.
- If the late/corrective data maintenance does not have an impact on the calculation of Wholesale Charges, the Error Rectification process (CSD0105) (Error Rectification & Retrospective Amendments) should be followed.

#### **Decision e: Disconnection or Deregistration data?**

Where maintenance of SPID Data is required as a result of a Disconnection or Deregistration, it is dealt with in the Temporary Disconnection and Reconnection, Permanent Disconnection and Deregistration process (Section 3 of this document).

#### **Decision f1: Meter data?**

Where maintenance of SPID Data is required as a result of a meter change, it is dealt with either as part of the Change Meter process (Section 3.8 of this document); Add Meter process (Section 5 of this document) or Remove Meter process (Section 6 of this document) or Other Updates (specifically Scottish Water updating Meter details on an ad hoc basis) process (Section 9 of this document) as appropriate.

#### **Decision f2: Pseudo Meter or Pseudo Water Services SPID?**

Where maintenance of SPID Data is required as a result of a revisions to a Pseudo Meter or Pseudo Water Services Supply Point change, it is dealt with as part of the Adding, Removing and Maintaining a Pseudo Meter process (Section 7 of this document);

#### **Decision f3: Adjustment Meter or Modification Meter?**

Where maintenance of SPID Data requires the addition and removal of an **Adjustment Meter** or a **Modification Meter**, it is dealt with as part of the Adding and Removing Adjustment and Modification Meter process (Section 8 of this document);

#### **Decision g: New Connection/Supply Point**

Where maintenance of SPID Data relates to a New Connection or New Supply Point prior to the Connection Date, it is dealt with under CSD0101 (Registration: New Connections and New Supply Points).

#### **Decision h: Registration Transfers**

Where maintenance of SPID Data is required in relation to a Registration, it is dealt with under CSD0102 (Registration: Transfers). In the event of Designated Circumstances, it is dealt with under CSD0003 (Provider of Last Resort).



### **Decision I: Trade Effluent Services**

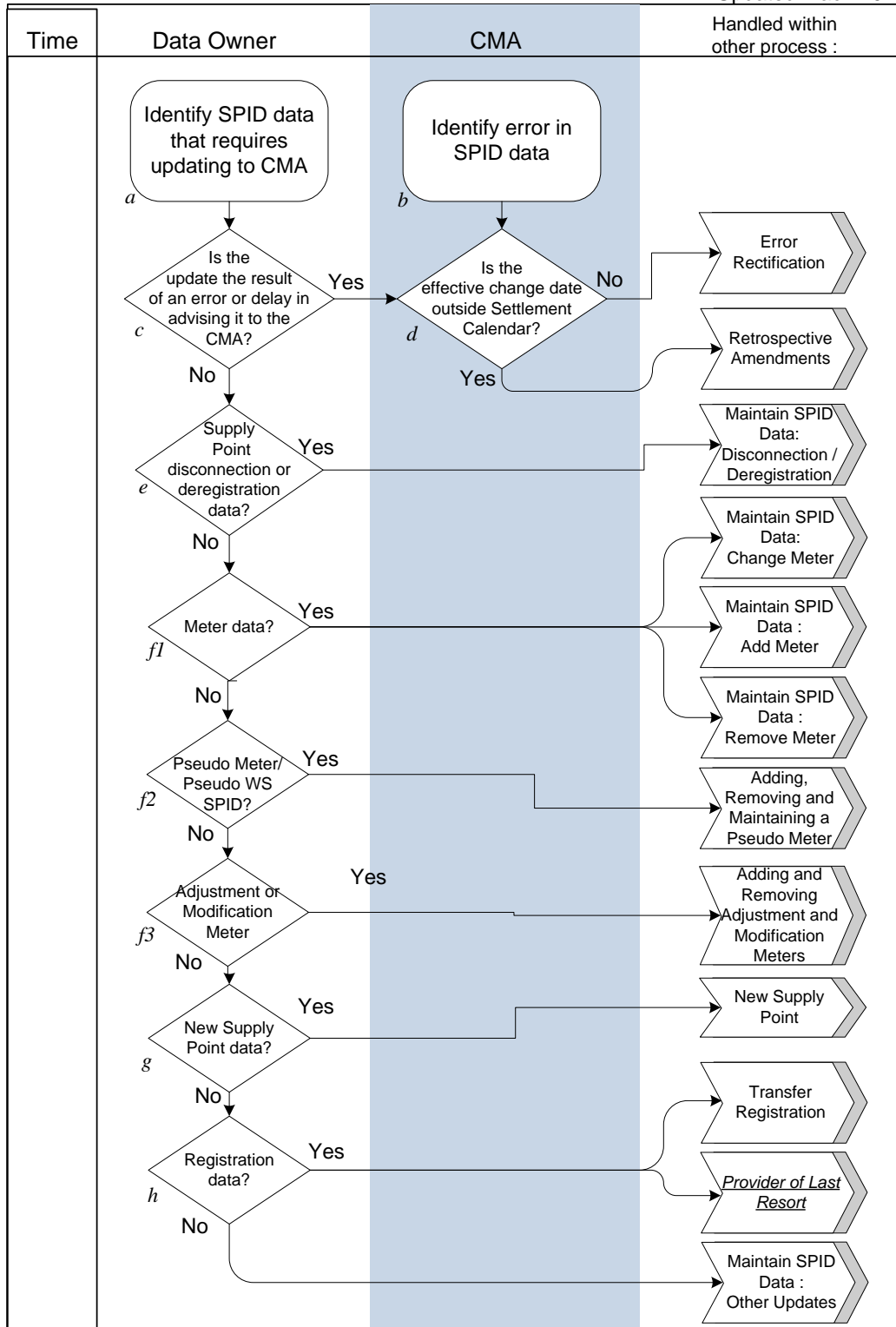
Where maintenance of SPID Data relates to Trade Effluent Services at a sewerage Supply Point, it is dealt with under CSD0206 (Trade Effluent Processes).

Where maintenance of SPID Data is not required as a result of any of the other categories/events listed above, it is dealt with in the Other Updates process, (Section 9 of this document).

## 2.2 Process Diagram

Maintain SPID data - Overview

Updated Mach 2012



## 2.3 Interface and Timetable Requirements

step ID	Action/ Decision	Process Step	From	To	Time parameter	Comments	Market Code Ref	Clause	
A	S	Identify SPID Data that requires updating to CMA	Data Owner	internal	Ad hoc				
B	S	Identify error in SPID Data	CMA	internal	Ad hoc				
C	D	Is the data update the result of an error or delay in notification?	Data Owner	internal		Late or corrective data should not be sent to the CMA unless the Data Owner has considered the means of implementing the change via CSD0105 Error Rectification or Retrospective Amendments	5.5.2		
D	D	If late or corrective, is the Settlement affected or is change effective date outside Settlement Timetable?	n/a	internal		go to either CSD0105 Error Rectification or Retrospective Amendments			
E	D	SP Disconnection or Deregistration data?	Data Owner	internal		go to Disconnection section of this CSD	5.7.2	iii	
f1	D	Meter data?	Data Owner	internal		go to Change Meter, Add Meter, Remove Meter or Other Updates section of this CSD	5.5.1	i	
f2	D	Pseudo Meter or Pseudo WS SPID?	Data Owner	Internal		Go to Add, Remove, Maintain Pseudo Meter or Pseudo WS SPID section of this CSD	5.16		
f3	D	Adjustment or Modification Meter	Data Owner	Internal		Go to Add and Remove Adjustment and Modification Meters section of			

step ID	Action/ Decision	Process Step	From	To	Time parameter	Comments	Market Code Ref	Clause	
						this CSD			
G	D	New Supply Point data?	Data Owner	internal		go to CSD0101 Registration: New Connections and New Supply Points )			
H	D	Registration data?	Data Owner	internal		go to CSD0102 Registration: Transfers or CSD003 Provider of Last Resort	5.3.6	iv	
I	D	Trade Effluent Services	Data Owner	Internal		Go to CSD0206 Trade Effluent Processes			
I	P	If none of the above data types	Data Owner	internal		go to Other Updates section of this CSD			

## 3. Temporary Disconnection and Reconnection, Permanent Disconnection and Deregistration

### 3.1 Process Description

The process detailed in this section should be used when a Temporary or Permanent Disconnection of a Supply Point(s) is undertaken pursuant to the Disconnections document, or when a Deregistration is undertaken pursuant to the Operational Code. The process sets out the following actions in relation to the Market Code.

This section sets out three processes; one to be followed for Temporary Disconnection and reconnection. One to be followed for Permanent Disconnection, i.e. those that will not be reconnected, because the Temporary Disconnection has been in place for a period in excess of that allowed for a Temporary Disconnection and where the connection is to be removed. A third process is followed for Deregistration where the Supply Point(s) is no longer required in the Central Systems, i.e. where an Exit Change of Use at a Supply Point means that the premises no longer qualify as Eligible Premises, or where the registration is found not to uniquely relate to an Eligible Premises..

A Supply Point(s) that has been Disconnected or Deregistered, will not be permitted to Transfer i) in the case of a Temporary Disconnection until it is reconnected or becomes a Permanent Disconnection; and ii) in the case of a Permanent Disconnection or Deregistration, no Transfers will be allowed at that Supply Point.

Where one particular Service Element at a Supply Point is discontinued and other Service Elements remain in place at that Supply Point, this will not be treated as a Temporary or Permanent Disconnection, or Deregistration and such information shall be notified in accordance with Section 7 of this CSD, or CSD0206 (Trade Effluent Processes).

### 3.2 Description of Temporary Disconnection and Reconnection Process Diagram Steps

This description should be read in conjunction with the Process Diagram in Section 3.1.2 and the Interface and Timetable Requirements in Section 3.1.3. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

It should be noted that the Temporary Disconnection of a Supply Point(s) can only be applied where that Temporary Disconnection affects all metered sources at a Supply Point. For

example, in the case of a Multi Meter Supply Point, the Temporary Disconnection must apply to all the metered sources. In the case of removal of one or some of the meters at a Multi Meter Supply Point this would be updated using the Removal of Meter process under Section 6 of this CSD.

**Step a: Update CMA with Disconnection data: [T015.0, T005.0]**

Within 2 Business Days of undertaking a Temporary Disconnection of a Water Services Supply Point, Scottish Water will notify the CMA of such Temporary Disconnection using Data Transaction T015.0 (Declare Disconnection/Reconnection/Deregistration/Deregistration). At the same time, Scottish Water will provide the Temporary Disconnection Read(s) taken at the time of undertaking the Temporary Disconnection, using Data Transaction T005.0 (Meter Read). The Read Type used in the T005.0 will depend on whether the meter(s) remain in situ during the period of Temporary Disconnection or is removed. In the event of removal, Scottish Water should follow the Removal of Meter process (Section 6) and notify a Final Read(s). If the meter(s) remains in situ, Scottish Water shall notify a Temporary Disconnection Read(s).

Within 2 Business days of the Temporary Disconnection of a Water Services Supply Point which is associated with a Sewerage Services Supply Point, Scottish Water will notify the CMA of the Temporary Disconnection of the Sewerage Services Supply Point using Data Transaction T015.0 (Declare Disconnection/Reconnection/Deregistration).

It is recognised that a Temporary Disconnection of a Sewerage Services Supply Point is a logical disconnection only.

Scottish Water shall ensure that it notifies the CMA of all relevant information in respect of the Temporary Disconnection, e.g. they shall have due regard to the Service Category(ies) at the Supply Point. In the event that a Temporary Disconnection also gives effect to a discontinuation of Trade Effluent Services, Scottish Water shall notify the CMA of this, using the Data Transaction T026.0 ((Discontinue DPID), at the same time as it sends the T015.0 (Declare Disconnection/Reconnection/Deregistration) and T005.0 (Meter Read).

**Step b: Update Central Systems:**

The CMA will update the Central Systems with the Temporary Disconnection data and the revised circumstances at the Supply Point(s) will be reflected in the Settlement Process in accordance with CSD 0205 (Invoice Period Charge Calculation, Allocation and Aggregation).

### **Step c: CMA confirms Disconnection & Meter Read [T015.1, T005.2]**

Within 1 Business Day of receipt by the CMA of the T015.0 (Declare Disconnection/Reconnection/Deregistration), the CMA will notify the Licensed Provider(s) Registered for the Supply Point(s) of the Temporary Disconnection, using Data Transaction T015.1 (Notify Disconnection/Reconnection/Deregistration) and the Temporary Disconnection Read using Data Transaction T005.2. In the event that a Final Read(s) is notified in the T005.2, the Licensed Provider(s) should take due note of the removal of the meter(s). The CMA will also acknowledge the receipt of the transaction T015.1 from Scottish Water within 1 Business Day by returning the data transaction T009.1.

In the event that Scottish Water notified a discontinuation of Trade Effluent Services, at step a above, the CMA will inform the Licensed Provider(s) of this using the data transaction T026.1 (Discontinue DPID) at the same time as it sends the T015.1 and T005.2.

### **Step d: No Transfers allowed during the period of Temporary Disconnection**

The CMA will reject Transfers Registration Applications at the Supply Point while it is Temporarily Disconnected.

### **Step e: Reconnection [T015.0, T005.0, (T033.0)]**

When a Water Services Supply Point is reconnected Scottish Water shall inform the CMA of the reconnection date within 2 Business Days of undertaking the reconnection using the Data Transaction T015.0 (Declare Disconnection/Reconnection/Deregistration). At the same time Scottish Water will provide the Reconnection Read(s) taken at the time of undertaking the reconnection, using Data Transaction T005.0 (Meter Read) if the meter(s) remained in situ during the period of Temporary Disconnection. If the meter(s) was removed, Scottish Water will notify the new meter(s) details and Initial Read(s) using the Addition of Meter process (Section 5) and Data Transactions (T004.0, T005.0 and T033.0 if Metered Building Water status has changed).

Within 2 Business days of the reconnection of a Water Services Supply Point which is associated with a Sewerage Services Supply Point, Scottish Water will notify the CMA of the reconnection of the Sewerage Services Supply Point using Data Transaction T015.0 (Declare Disconnection/Reconnection/Deregistration)

Scottish Water shall ensure that it notifies the CMA of all relevant information in respect of the reconnection, e.g. they shall have due regard to the Service Category(ies) at the Supply Point(s) when notifying a reconnection.

In the event that a reconnection cannot be undertaken following the Temporary Disconnection due to either the Temporary Disconnection being in place for a period in excess of that allowed for a Temporary Disconnection, or because a change in circumstances at the Supply Point(s) means that the Supply Point(s) is no longer required in the Central Systems, Scottish Water shall notify the Permanent Disconnection or Deregistration of the Supply Point(s) (see the following section) and any future connection of the Supply Point(s) will be managed under CSD0101 (Registration: New Connections and New Supply Points).

**Step f: Update Central Systems:**

The CMA will update the Central Systems with the reconnection data and the revised circumstances at the Supply Point(s) will be reflected in the Settlement Process in accordance with CSD 0205 (Invoice Period Charge Calculation, Allocation and Aggregation). The CMA will no longer reject Transfers Registration Applications at the Supply Point from the date of the reconnection.

**Step g: CMA confirms Reconnection & Meter Read [T015.1, T005.2]**

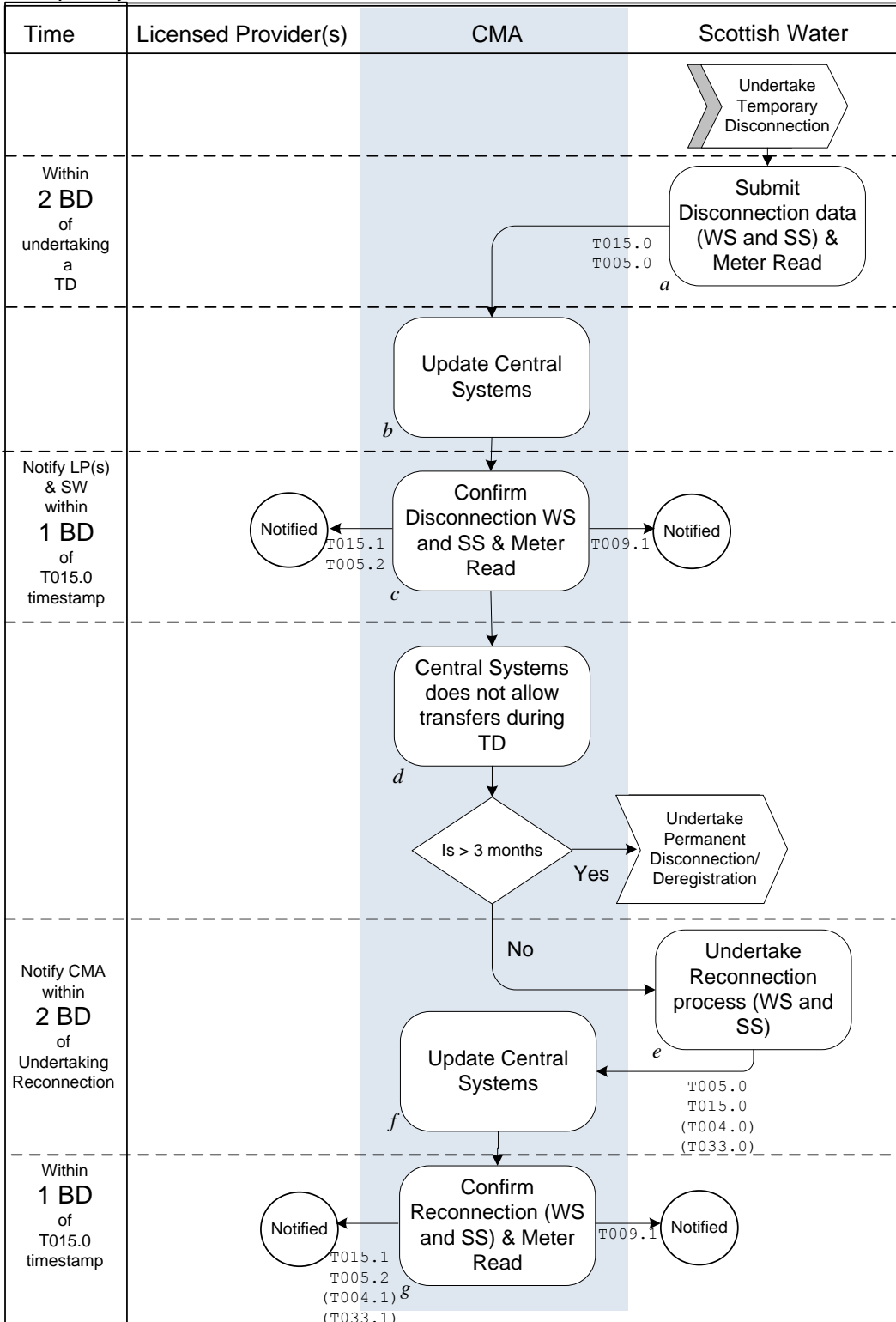
Within 1 Business Day of receipt by the CMA of the T015.0 (Declare Disconnection/Reconnection/Deregistration) the CMA will notify the Licensed Provider(s) Registered for the Supply Point(s) of the reconnection, using Data Transaction T015.1 (Notify Disconnection/Reconnection/Deregistration) and the Reconnection Read(s) using Data Transaction T005.2 (Meter Read), and the installation of the new meter(s), using Data Transaction T004.1 (Notify Meter Details) if applicable. The CMA will also acknowledge the receipt of the transaction T015.1 from Scottish Water within 1 Business Day by returning the data transaction T009.1.



### 3.3 Process Diagram

#### Temporary Disconnection and Reconnection

Updated March 2013



### 3.4 Interface and Timetable Requirements

step ID	Action/ Decision	Process Step	From	To	Time parameter	Comments	Market Code Ref	Clause	Data Transaction ID
a	S	Notify CMA of date of Temporary Disconnection Date, & Temporary Disconnection Read	SW	CMA	Within 2BD of Temp Disconnection	T015.0 with Temporary Disconnection Data Item T005.0 with Read Type of Temporary Disconnection or Final if meter removed	5.7.2		T015.0 T005.0 )
b	S	Update Central Systems.	CMA	internal			5.7.2		
c	S	Acknowledge receipt of Temporary Disconnection	CMA	SW	1BD of Step a		5.7.2		T009.1
c	S	Notify Temporary Disconnection to LP(s)	CMA	LP	1BD of Step a	If T015.0 accepted at step a, notify LP	5.7.2		T015.0 T005.2
d	S	No Transfers Accepted while Supply Point is Temporarily Disconnected	CMA	internal			5.7.2		
	D	If Temporary Disconnection in place for 3 months, a Permanent Disconnection should be effected				Go to Section 3.1.4 of this CSD	5.7.2		

step ID	Action/ Decision	Process Step	From	To	Time parameter	Comments	Market Code Ref	Clause	Data Transaction ID
e	S	Reconnection & Meter Read	SW	CMA	Within 2BD of Reconnection	T015.0 with Reconnection Data Item T005.0 with Read Type Reconnection (if meter(s) not removed) If Addition of Meter process also send T004.0	5.7.2		T015.0 T005.0 (T004.0) (T033.0)
f		Update Central Systems.	CMA	internal		Transfers enabled at SPID	5.7.2		
g		Confirm Reconnection and Meter Read	CMA	LP	1BD of Step e	If meter replaced at step e, send T004.1 and if applicable T033.1	5.7.2		T015.1, T005.2 (T004.1) (T033.1)
g		Acknowledge receipt of Reconnection	CMA	SW	1BD of Step e		5.7.2		T009.1

## 3.5 Description of the Permanent Disconnection Process

### Diagram Steps

This description should be read in conjunction with the Process Diagram in Section 3.1.5 and the Interface and Timetable Requirements in Section 3.1.6. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

It should be noted that the Permanent Disconnection of a Supply Point(s) can only be applied where all Water Services and/or Sewerage Services are to cease at that Supply Point(s). In the event that a Supply Point retains any active Service Element(s) or meter(s), the changed circumstances would be updated through the relevant Section of this CSD. For example:

- A Multi Meter Supply Point, where one (or some) meter is permanently removed from the configuration, this would be updated following the Removal of Meter process under Section 6 of this CSD.
- If Trade Effluent Services are discontinued at a Supply Point, but other Sewerage Service Elements remain this would not be a Permanent Disconnection and should be updated in accordance with CSD0206 (Trade Effluent Processes)

#### **Step a: Update CMA with Disconnection data: [T005.0 & T015.0]**

Within 2 Business Days of undertaking a Permanent Disconnection of a Supply Point(s), Scottish Water will notify the CMA of the Permanent Disconnection using Data Transaction T015.0 (Declare Disconnection/Reconnection/Deregistration). At the same time Scottish Water will provide the Final Read(s) taken at the time of undertaking the Permanent Disconnection, using Data Transaction T005.0 (Meter Read). Scottish Water shall ensure that it notifies the CMA of the correct Permanent Disconnection information, e.g. they shall have due regard to the Services Category(ies) at the Supply Point when submitting Permanent Disconnection data, having in mind the following:

- i. If the Permanent Disconnection is in respect of a Water Services Supply Point and the associated Sewerage Services Supply Point, Scottish Water must notify the Permanent Disconnection at each of the Supply Point(s) at the same time.
- ii. If the Permanent Disconnection is in respect of a Water Services Supply Point where the associated Sewerage Services Supply Point is to remain connected, Scottish Water must notify the CMA of the revised Service Elements at the Sewerage Services Supply Point, using the Data Transaction as appropriate for the SPID Data that is to be modified (see CSD0301 (Data Transaction Catalogue) for details).
- iii. If the Permanent Disconnection is in respect of a Sewerage Services Supply Point associated to a Water Services Supply Point which is to remain connected, Scottish

Water must send notification of the Permanent Disconnection in respect of the Sewerage Services Supply Point only.

- iv. If the Permanent Disconnection of a Water Services Supply Point is as a consequence of a Temporary Disconnection that has been in place for a period greater than that allowed Scottish Water must notify the CMA of the Permanent Disconnection of the Supply Point(s) and future connection of that Supply Point(s) will be managed under CSD0101 (Registration: New Connections and New Supply Points). In this event, new Supply Points will be required for the Water Services Supply Point and the Sewerage Services Supply Point.
- v. If the Permanent Disconnection is in respect of a Supply Point with Trade Effluent Services, Scottish Water shall terminate all associations between Meters and Discharge Points at the Supply Point using Data Transaction T024.0 (Notify Meter De-association) and notify discontinuation of the Discharge Point using the Data Transaction T026.0 (Discontinue DPID), before sending the T015.0 (Declare Disconnection/Reconnection/Deregistration) and T005.0 (Meter Read).

A Permanent Disconnection of a Water Services Supply Point or a Sewerage Services Supply Point will cease all Services at that Supply Point in the Central Systems. No further Transfers will be allowed at the Supply Point(s), and that Supply Point(s) may not be used again in the Central Systems.

**Step b: Update Central Systems:**

The CMA will update the Central Systems and no further Wholesale Charges will be applied for that Supply Point(s) from the date of the Permanent Disconnection.

**Step c: CMA confirms Disconnection & Final Read [T015.1, T005.2]**

Within 1 Business Day of receipt by the CMA of the T015.0, the CMA will notify the Licensed Provider(s) Registered for the Supply Point(s) of the Permanent Disconnection and Final Read(s), using Data Transactions T015.1 (Notify Disconnection /Reconnection/Deregistration), and T005.2 (Meter Reads). The CMA will also acknowledge the receipt of the transaction T015.1 from Scottish Water within 1 Business Day by returning the data transaction T009.1.

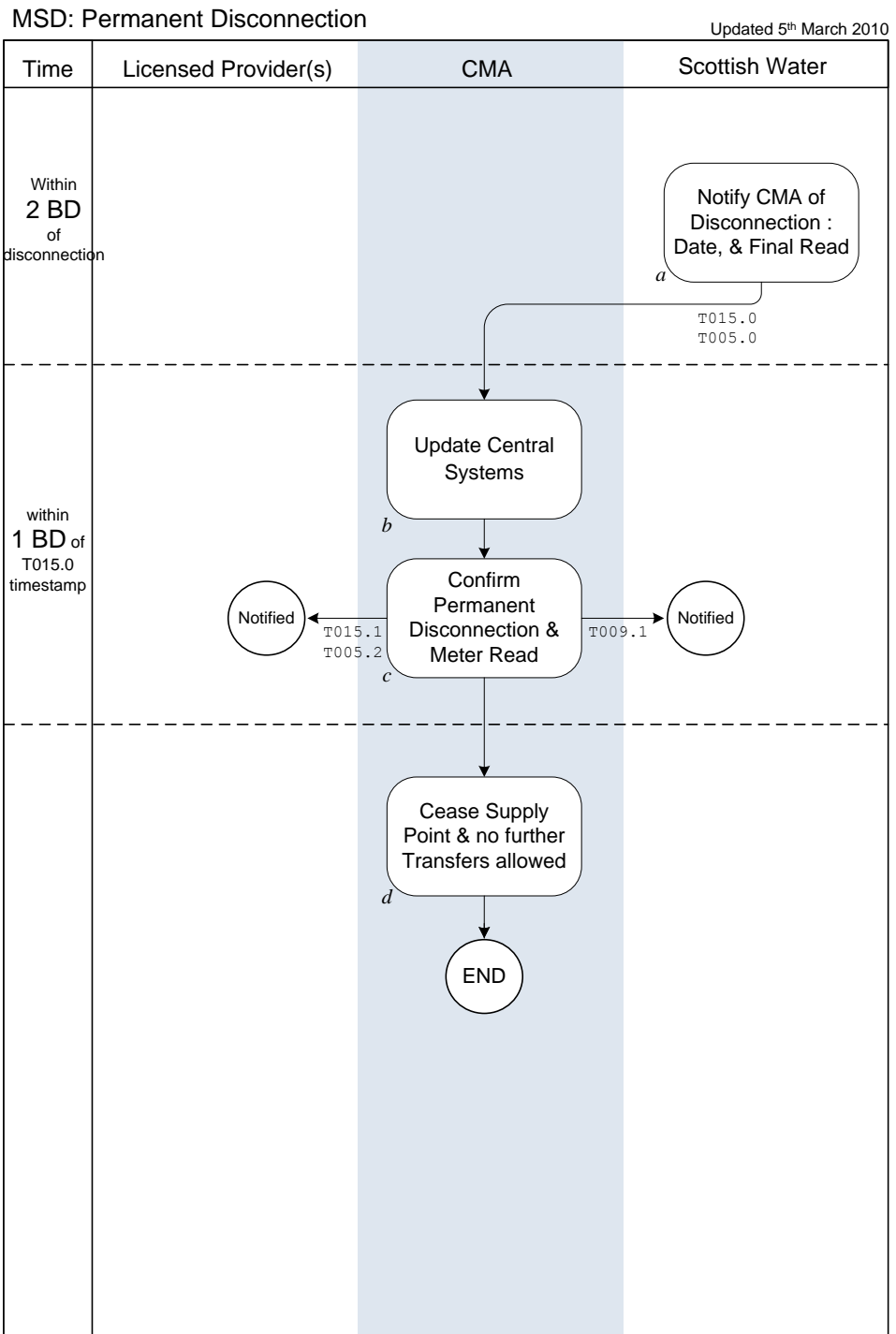
In the event that there is a pending Transfer, i.e. an Incoming Licensed Provider with a Registration Start Date later than the date of the Permanent Disconnection, this will not take effect and the CMA will notify the Incoming LP of the Disconnection using the Data Transaction T015.1 (Notify Disconnection/Reconnection/Deregistration).

**Step d: No future Registrations possible**

The CMA will reject any Transfers Registration Applications at the Supply Point after the Permanent Disconnection and the Supply Point(s) shall not be re-used in Central Systems.

In the event that a replacement connection is established and Water and/or Sewerage Services are to be recommenced, the process should follow CSD0101 (Registration: New Connections and New Supply Points).

### 3.6 Process Diagram



### 3.7 Interface and Timetable Requirements

Step ID	Action/ Decision	Process Step	From	To	Time parameter	Comments	Market Code Ref	Clause	(indicative) Data Txn ID
a	S	Notify CMA of date of Permanent Disconnection Date, & Final Read	SW	CMA	Within 2BD of Disconnection	If the Supply Point has Trade Effluent Services, all Meter-DPID Associations must first be de-associated with a T024.0 and the DPID discontinued using a T026.0	5.7.2		T015.0 T005.0
b	S	Update Central Systems.”	CMA	internal			5.7.2		
c	S	Acknowledge receipt of Permanent Disconnection	CMA	SW	1BD		5.7.2		T009.1
c	S	Notify Disconnection & Final Read to LP(s)	CMA	LP	1BD	Send T015.0 to Incoming LP with an RSD later than the disconnection date, if any	5.7.2		T015.1 T005.2
d	S	Cease Supply Point in Central Systems and Wholesale Charges from date of Disconnection. No further Transfers allowed	CMA	internal		The Supply Point cannot be used again in the Central Systems and any reinstatement of a Supply Point is handled under CSD0101 (Registration: New Connections and New Supply Points)	5.7.2		



## 3.8 Description of the Deregistration Process Diagram Steps

This description should be read in conjunction with the Process Diagram in Section 3.9 and the Interface and Timetable Requirements in Section 3.10. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

It should be noted that the Deregistration of a Supply Point(s) can only be applied where Water Services and/or Sewerage Services are to cease at that Supply Point(s), by virtue of the Supply Point(s) not relating to an Eligible Premises, or not uniquely registering an Eligible Premises. In the event that a Supply Point retains any active Service Element(s) or meter(s), the changed circumstances would be updated through the relevant Section of this CSD. For example:

- A Multi Meter Supply Point, where one (or some) meter is permanently removed from the configuration, this would be updated following the Removal of Meter process under Section 6 of this CSD.
- If Trade Effluent Services are discontinued at a Supply Point, but other Sewerage Service Elements remain this would not be a De-registration and should be updated in accordance with CSD0206 (Trade Effluent Processes)

### **Step a: Update CMA with Deregistration data: [T005.0 & T015.0]**

Within 2 Business Days of undertaking a Deregistration of a Supply Point(s), Scottish Water will notify the CMA of the Deregistration using Data Transaction T015.0 (Declare Disconnection/Reconnection/Deregistration). At the same time, for Supply Point(s) that are connected, Scottish Water will provide the Final Read(s) taken at the time of undertaking the Deregistration, using Data Transaction T005.0 (Meter Read). Scottish Water shall ensure that it notifies the CMA of the correct Deregistration information, e.g. they shall have due regard to the Services Category(ies) at the Supply Point when submitting Deregistration data, having in mind the following:

- i. If the Deregistration is in respect of a Water Services Supply Point and the associated Sewerage Services Supply Point, Scottish Water must notify the Deregistration at each of the Supply Point(s) at the same time.
- ii. If the Deregistration is in respect of a Water Services Supply Point where the associated Sewerage Services Supply Point is to remain registered, Scottish Water must notify the CMA of the revised Service Elements at the Sewerage Services Supply Point, using the Data Transaction as appropriate for the SPID Data that is to be modified (see CSD0301 (Data Transaction Catalogue) for details).
- iii. If the Deregistration is in respect of a Sewerage Services Supply Point associated to a Water Services Supply Point which is to remain registered, Scottish Water must

send notification of the Deregistration in respect of the Sewerage Services Supply Point only.

- iv. If the De-registration is in respect of a Supply Point with Trade Effluent Services, Scottish Water shall terminate all associations between meters and Discharge Points at the Supply Point using Data Transaction T024.0 (Notify Meter De-association) and notify discontinuation of the Discharge Point using the Data Transaction T026.0 (Discontinue DPID), before sending the T015.0 (Declare Disconnection/Reconnection/Deregistration) and T005.0 (Meter Read).

A Deregistration of a Water Services Supply Point or a Sewerage Services Supply Point will cease all Services at that Supply Point in the Central Systems. No further Transfers will be allowed at the Supply Point(s), and that Supply Point(s) may not be used again in the Central Systems. In the event that, in the future, a Supply Point that has been Deregistered is to be reinstated this will be undertaken as a New Connection under CSD0101 (Registration: New Connections and New Supply Points). Where the Deregistration related to only the Water Services Supply Point or Sewerage Services Supply Point and the New Connection will relate to both these Services, then new Supply Points for each category of Service will be required, and the existing Water Services Supply Point or Sewerage Services Supply Point shall be Deregistered in the Central Systems by Scottish Water notifying a Deregistration in respect of that existing Supply Point.

**Step b: Update Central Systems:**

The CMA will update the Central Systems and no further Wholesale Charges will be applied for that Supply Point(s) from the effective date of the Deregistration.

**Step c: CMA confirms Deregistration & Final Read [T015.1, T005.2]**

Within 1 Business Day of receipt by the CMA of the T015.0, the CMA will notify the Licensed Provider(s) Registered for the Supply Point(s) of the Deregistration and, if the Supply Point(s) were connected, Final Read(s), using Data Transactions T015.1 (Notify Disconnection/Reconnection/Deregistration), and T005.2 (Meter Reads). The CMA will also acknowledge the receipt of the transaction T015.1 from Scottish Water within 1 Business Day by returning the data transaction T009.1.

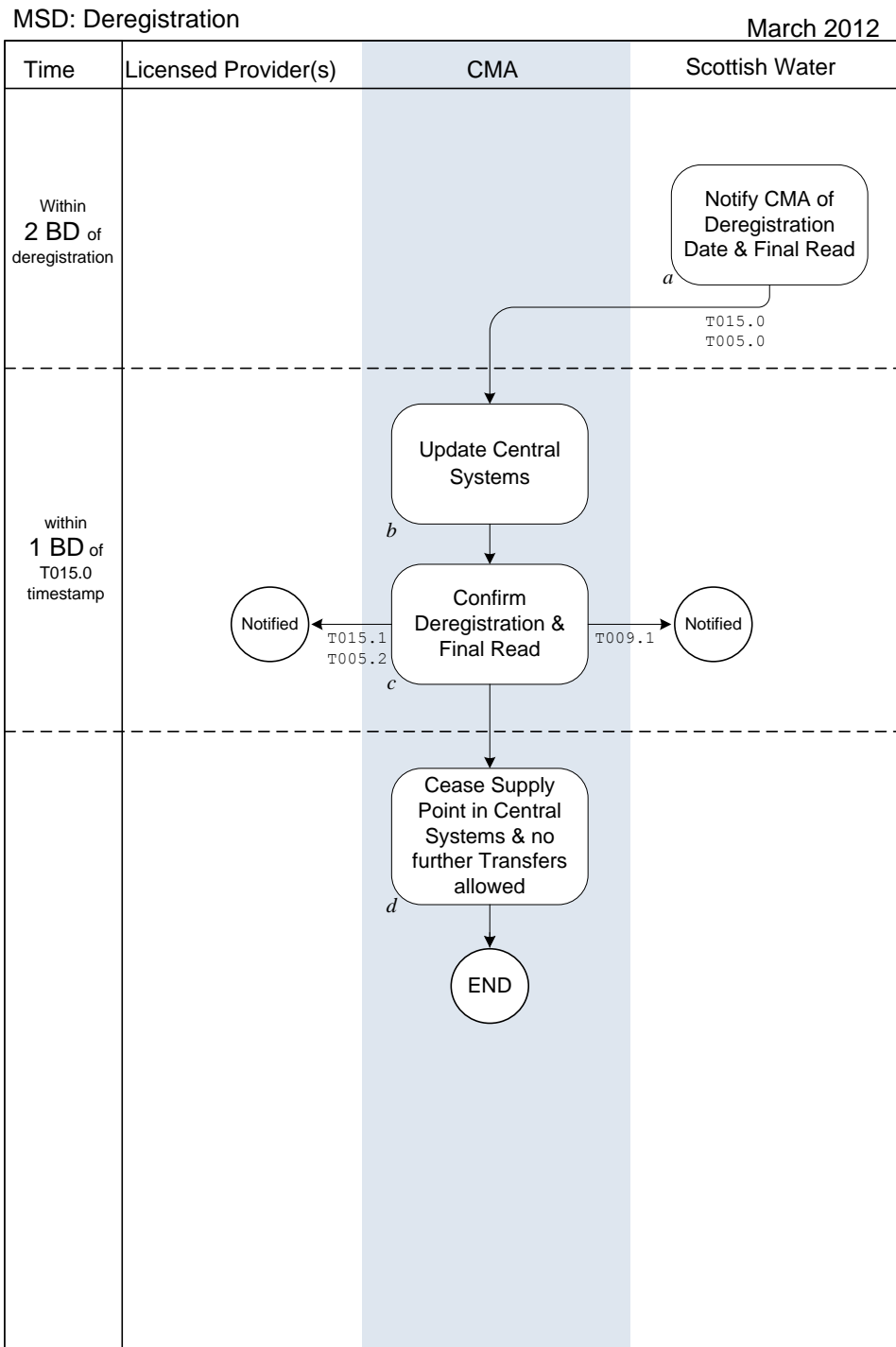
In the event that there is a pending Transfer, i.e. an Incoming Licensed Provider with a Registration Start Date later than the date of the Deregistration, this will not take effect and the CMA will notify the Incoming LP of the Deregistration using the Data Transaction T015.1 (Notify Disconnection/Reconnection/Deregistration).

**Step d: No future Registrations possible**

The CMA will reject any Transfers Registration Applications at the Supply Point after the Deregistration and the Supply Point(s) shall not be re-used in Central Systems.

In the event that Water and/or Sewerage Services are to be recommenced, the process should follow CSD0101 (Registration: New Connections and New Supply Points).

### 3.9 Process Diagram



### 3.10 Interface and Timetable Requirements

Step ID	Action/ Decision	Process Step	From	To	Time parameter	Comments	Market Code Ref	Clause	(indicative) Data Txn ID
a	S	Notify CMA of date of Deregistration Date, & Final Read	SW	CMA	Within 2BD of Deregistration	Final Read is only applicable if the Supply Point was connected.  If the Supply Point has Trade Effluent Services, all Meter-DPID Associations must first be de-associated with a T024.0 and the DPID discontinued using a T026.0	5.7.2		T015.0 T005.0
b	S	Update Central Systems.”	CMA	internal			5.7.2		
c	S	Acknowledge receipt of Deregistration	CMA	SW	1BD		5.7.2		T009.1
c	S	Notify Deregistration & Final Read to LP(s)	CMA	LP	1BD	Send T015.0 to Incoming LP with an RSD later than the deregistration date, if any	5.7.2		T015.1 T005.2
d	S	Cease Supply Point in Central Systems and Wholesale Charges from effective date of Deregistration. No further Transfers allowed	CMA	internal		The Supply Point cannot be used again in the Central Systems and any reinstatement of a Supply Point is handled under CSD0101 (Registration: New Connections and New Supply Points)	5.7.2		

## 4. Meter Change

### 4.1 Process Description

The process described here covers a “like for like” meter replacement i.e. there is no change to the meter configuration that would result in alteration to the Wholesale Charges. For the avoidance of doubt it does not apply when a Pseudo Meter is replaced by another Pseudo Meter pursuant to the application of Re-assessed Charges, which is considered in Section 7

If a change is made to a meter size (e.g. it is “right-sized” at replacement), then the Add Meter & Remove Meter (Sections 5 & 6 of this document) should be followed.

If a change of meter affects the Trade Effluent Services, the updated details for Trade Effluent Services shall be notified in accordance with CSD0206 (Trade Effluent Processes).

If any association exists between the Meter to be removed and Trade Effluent Discharge Point(s) at the Supply Point, this association shall continue to exist following the “like for like” meter replacement such that the replacement meter shall inherit the same associations to Trade Effluent Discharge Points.

In a “like for like” meter replacement the Meter Treatment of the removed meter and the replacement meter must be the same.

A Change of Meter is undertaken in accordance with the Operational Code (Processes 9, 10, 11, 12). Following a meter replacement, the meter data for the new meter shall be notified to CMA by Scottish Water within 5 Business Days, for activities undertaken by Scottish Water and 8 Business Days for activities undertaken by an Accredited Entity, of the meter replacement. In addition, the meter data for the replacement meter and End and Opening Reads for the meters shall be notified to CMA by Scottish Water. The CMA passes these to the Registered Licensed Provider(s) in accordance with the Meter Read Submission process (CSD0202).

#### 4.1.1 Description of the Process Diagram Steps

This description should be read in conjunction with the Process Diagram in Section 4.2 and the Interface and Timetable Requirements in Section 4.3. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

For the purpose of clarification:

- Steps a and c apply when the Licensed Provider has requested the meter change.
- Steps b and c apply when Scottish Water has initiated the change.

- Steps d and e apply in both instances.

#### **Step a: Licensed Provider requests meter change**

Where a Licensed Provider wishes to initiate a meter change, it will submit a request to Scottish Water in accordance with the relevant process in the Operational Code.

#### **Step b: Scottish Water notifies Licensed Provider of requirement to replace meter**

If the requirement to replace the meter originates from Scottish Water, it will request the identity of the Licensed Provider from the CMA in order that it can advise the Licensed Provider of the meter replacement in accordance with the relevant process in the Operational Code.

#### **Step c: Replacement meter installed**

Scottish Water will replace the meter in accordance with the relevant process in the Operational Code.

#### **Step d: Update data to CMA: [T004.0, T017.0]**

Within 5 Business Days, for activities undertaken by Scottish Water and 8 Business Days for activities undertaken by an Accredited Entity, of the meter replacement, Scottish Water will provide the CMA with the new meter details, using Data Transaction T004.0 (Notify Meter Details). Scottish Water will also include within this transaction, the meter location and data logger flags to indicate the presence or absence of data loggers at a meter. The meter location should be notified in the form of OSGB X, Y co-ordinates in an all numeric format and should also include the Meter Location Code. The meter location must be provided for meters which have either a Chargeable Meter Size greater than zero, and/or a Sewerage Chargeable Meter Size greater than zero. The provision of the meter location is optional, otherwise. Data loggers can be either Scottish Water data loggers or non-Scottish Water data loggers. Both data logger types can be present at a meter at the same time.

Within 1 Business Day of receiving the T004.0 (Notify Meter Details), the CMA will validate the transaction, including a check that the GISX and GISY co-ordinates provided are not clearly outwith the boundaries of Scotland before processing the transaction in the Central Systems. In the event that this is not the case, or that another aspect of validation fails, the CMA will issue a T009.1 (Error Notification) to Scottish Water.

Scottish Water will then issue the CMA with Data Transaction T017.0 (Notify Swap Meter), which includes details of the End and Opening Meter Reads. Failure to include a SPID in the

T017.0 transaction when swapping a market meter will result in the transaction being rejected and an error code of DE: Old and New Meters incompatible for meter swap will be returned.

Scottish Water should note that the T017.0 must be sent after the T004.0, otherwise the new meter will not be recognised in the Central Systems and will result in a Data Transaction T009.1 (Error Notification) being issued to Scottish Water.

**Step e: Update Central Systems and notify Licensed Provider(s) [T004.1, T017.1]**

The End Read will be subject to the validation requirements set out in CSD 0203 (Meter Read Submission: Validation). The CMA will then update the Central Systems, and notify the Licensed Provider(s) of the new meter information using the Data Transaction T004.1 (Notify Meter Details) and the End Read and Opening Read using Data Transaction T017.1 (Notify Swap Meter).

In the case of a meter replacement at a Supply Point where the meter is in respect of the Water or Sewerage Services only, the CMA will only send notification of the new meter details and the Meter Reads to the Licensed Provider Registered to that Supply Point, using Data Transaction T004.1.

In the case of a meter replacement where that meter is a Related Water Supply Meter, the CMA will notify the Sewerage Services Licensed Provider Registered to that Supply Point of the new meter details and the Meter Reads at the same time that it notifies the Water Services Licensed Provider, using the Data Transactions listed above.

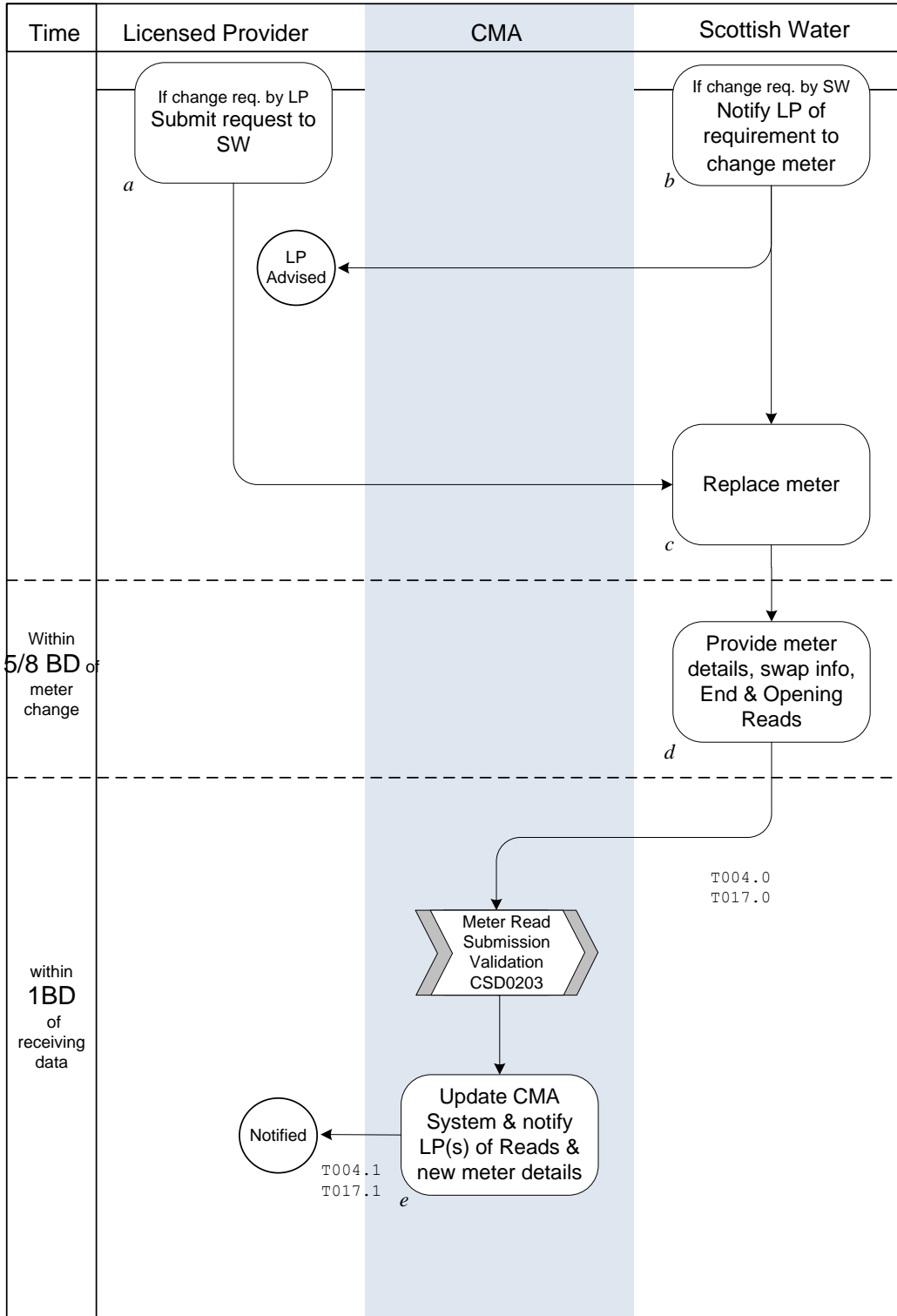
If a Meter is replaced during a Transfer period notifications will be sent to the incoming LP as well as the outgoing LP.



## 4.2 Process Diagram

MSD: Meter Change

Updated March 2013



### 4.3 Interface and Timetable Requirements

Step ID	Action/ Decision	Process Step	From	To	Time parameter	comments	Market Code Ref	Clause	(indicative) Data Transaction ID
a	S	Submit request to SW	LP	SW		Operational Code			
b	S	Notify LP of requirement to change meter	SW	LP		Operational Code			
c	S	Replacement Meter installed	SW	internal	within 30 BD of confirmation	Operational Code			
d	S	Provide meter details, swap info, End & Opening Reads	SW	CMA	within 5/8 BD of meter change	All transactions must be present and must be sent in this order: T004.0 Meter details for new meter T017.0 Swap notification (old, new)	5.5.1	i	T004.0 T017.0
e	S	Update Central System & notify LP(s) of reads & new meter details	CMA	LP	1BD	If Related Water Supply Meter, also advise SS LP of WS meter change and End & Opening Reads			T004.1 T017.1

## 5. Addition of Meter to an Existing Supply Point

### 5.1 Process Description

This section applies when a meter is added to an existing Supply Point under Process 8 of the Operational Code. For the avoidance of doubt it does not apply when a Pseudo Meter is added to an existing Supply Point or Pseudo Water Services Supply Point pursuant to the application of Re-assessed Charges, which is considered in Section 7.

### 5.2 Meter Treatment

When a meter is added to a Supply Point, a number of physical and chargeable details are notified to the CMA including Meter Treatment (Data Item D3022), which is set to one of the following:

- i. An SW Water Meter (denoted by SWWater) recording water supplied to an Eligible Premises from the Public Water Supply System;
- ii. A Private Water Meter (denoted by PrivateWater) recording water supplied to an Eligible Premises from a private water supply i.e. a water supply other than the Public Water Supply System;
- iii. A Private Effluent Meter (denoted by PrivateEffluent) recording the volume of some or all of the Sewerage Services discharged to the Public Sewerage System at an Eligible Premises; and
- iv. A virtual meter recording the volume of Tankered Effluent (denoted TankeredEffluent) imported into an Eligible Premises to be discharged to the Public Sewerage System from that Eligible Premises.

When installing a Private Water Meter, Private Effluent Meter or Tankered Effluent virtual meter, the Chargeable Meter Size should be set to 0.

When installing a Private Effluent Meter or Tankered Effluent virtual meter, the Sewerage Chargeable Meter Size and Return to Sewer Allowance should both be set to 0.

#### 5.2.1 Description of the Process Diagram Steps

This description should be read in conjunction with the Process Diagram in Section 5.2 and the Interface and Timetable Requirements in Section 5.3. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

### **Step a: Scottish Water installs meter**

This step represents the point at which a meter is installed at an existing Supply Point in accordance with Process 8 of the Operational Code.

### **Step b: Update SPID Data to CMA: [T004.0, T005.0, T009.1, (T033.0), (T016.0)]**

Within 5 Business Days, for activities undertaken by Scottish Water and 8 Business Days for activities undertaken by an Accredited Entity, of the installation, Scottish Water will provide the CMA with the new meter details, using Data Transaction T004.0 (Notify Meter Details). Scottish Water will also include within this transaction, the meter location and data logger flags to indicate the presence or absence of data loggers at a meter. The meter location should be notified in the form of OSGB X, Y co-ordinates in an all numeric format and should also include the Meter Location Code. The meter location must be provided for meters which have either a Chargeable Meter Size greater than zero, and/or a Sewerage Chargeable Meter Size greater than zero. The provision of the meter location is optional, otherwise. Data loggers can be either Scottish Water data loggers or non-Scottish Water data loggers. Both data logger types can be present at a meter at the same time.

Within 1 Business Day of receiving the T004.0 (Notify Meter Details), the CMA will validate the transaction, including a check that the GISX and GISY co-ordinates provided are not clearly outwith the boundaries of Scotland before processing the transaction in the Central Systems. In the event that this is not the case, or that another aspect of validation fails, the CMA will issue a T009.1 (Error Notification) to Scottish Water.

Scottish Water will also provide the CMA with an Initial Read for that meter using Data Transaction T005.0 (Meter Read) within 5 BD, for activities undertaken by Scottish Water and 8 Business Days for activities undertaken by an Accredited Entity, of the installation of the meter, in accordance with CSD 0202 (Meter Read Submission: Process). Scottish Water should note that the T005.0 must be sent after the T004.0, otherwise the new meter will not be recognised in the Central Systems and will result in a Data Transaction T009.1 (Error Notification) being issued to Scottish Water.

Within 5 Business Days, for activities undertaken by Scottish Water and 8 Business Days for activities undertaken by an Accredited Entity, of the installation, Scottish Water will notify the CMA of any change to the Metered Building Water status using Data Transaction T033.(Notify/Update Metered Building Water).

Scottish Water must take account of the implications of such an installation at a Supply Point and shall ensure that any other SPID Data which requires modification following the installation, is notified to the CMA, in particular; the impact on any Service Element(s) arising from the installation of a meter(s) or where the meter relates to Trade Effluent Services at a

Supply Point (in which case the process in CSD0206 (Trade Effluent Processes) should be followed) and shall ensure that all relevant updates are notified to the CMA.

Where a meter is installed at a Water Services Supply Point previously designated as Unmeasurable, Scottish Water shall, within 5 Business Days, for activities undertaken by Scottish Water and 8 Business Days for activities undertaken by an Accredited Entity, of the meter installation, notify the CMA that the SPID has become measurable using Data Transaction T016.0 (Set SPID Unmeasurable Status). Where there is an associated Sewerage Services Supply Point, that Supply Point shall be deemed similarly measurable. The modification of the Unmeasurable status must take place prior to notifying the meter details in accordance with this Section 5. The effective date in the T016.0 shall be same date as the Initial Read notified in the T005.0 Data Transaction above.

**Step c: CMA notifies Licensed Provider(s) [T004.1, T005.2, (T033.1), (T016.1)]**

Within 1 Business Day of receipt of the T004.0 (Notify Meter Details), the CMA will load the relevant data to the Central Systems and notify the Licensed Provider(s) of the meter details, using Data Transaction T004.1 (Notify Meter Details) and of the Meter Read using Data Transaction T005.2.(Meter Read). If applicable the Metered Building Water status will be notified using Data Transaction T0033.1 (Notify Metered Building Water).

If a Meter is added during a Transfer period notifications will be sent to the incoming LP as well as the outgoing LP.

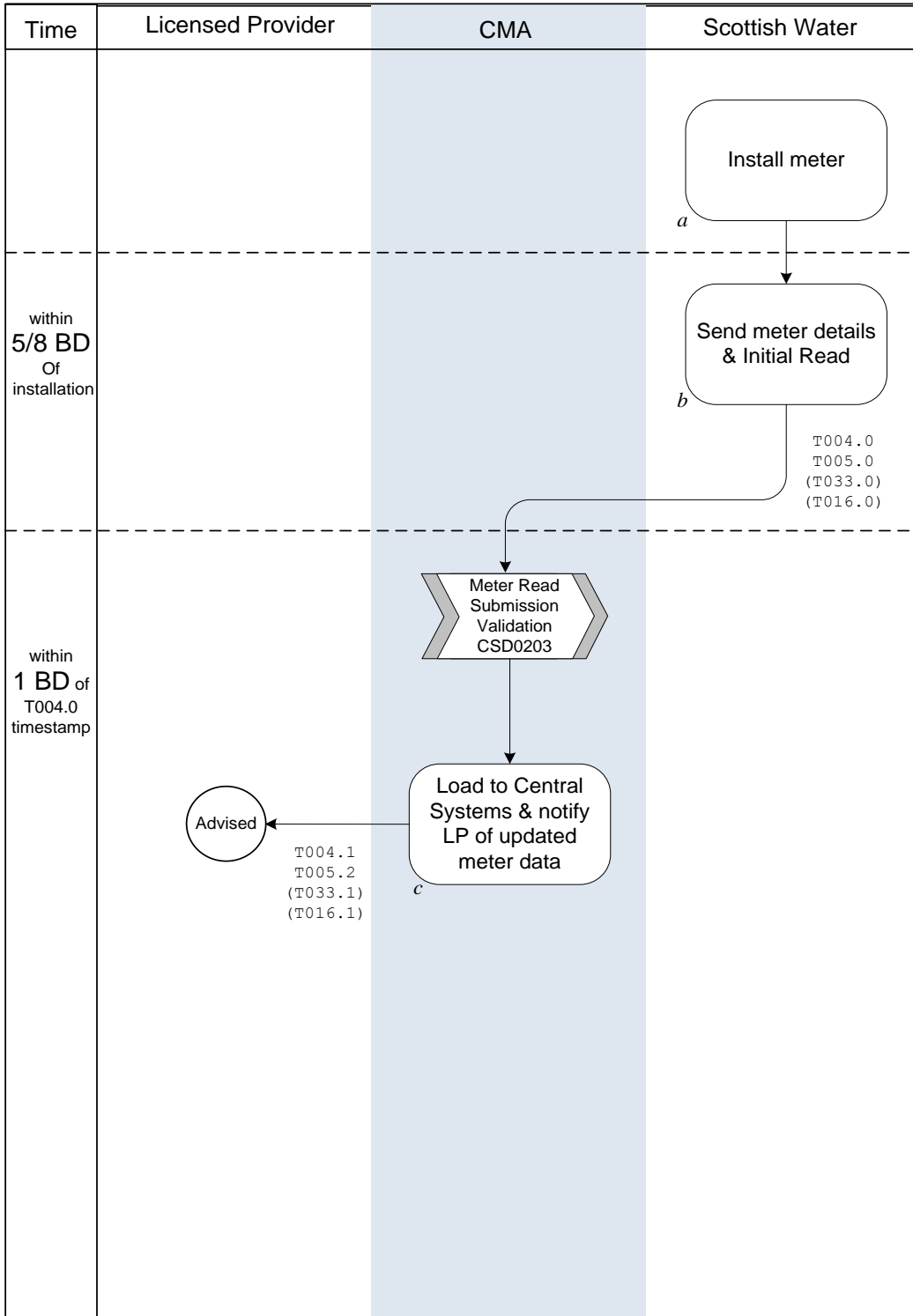
In the case of an addition of a meter where that meter is a Related Water Supply Meter, the CMA will notify the Sewerage Services Licensed Provider Registered to that Supply Point of the new meter details, Meter Reads, and other details as above (if applicable), at the same time that it notifies the Water Services Licensed Provider, using the data transactions listed above.

Within 1 Business Day of Data Transaction T016.0 (Set SPID Unmeasurable Status) being accepted, the CMA will notify the Licensed Provider(s) using the Data Transaction T016.1 (Notify SPID Unmeasurable Status).

### 5.3 Process Diagram

MSD: Addition of Meter to an Existing Supply Point

Updated March 2013



## 5.4 Interface and Timetable Requirements

step ID	Action/ Decision	Process Step	From	To	Time parameter	Comments	(indicative) Txn ID
A	S	Install meter	SW	internal		Operational Code	
B	S	Send meter data & Initial Read	SW	CMA	within 5/8 BD of meter installation	<p>Ensure that Meter Read Type is Initial.</p> <p>Update any associated Service Elements, e.g. Trade Effluent in accordance with CSD0206</p> <p>If meter installed at a SPID previously declared Unmeasurable, revise Unmeasurable status prior to notifying meter installation.</p>	<p>T004.0</p> <p>T005.0</p> <p>(T033.0)</p> <p>T016.0</p>
C	S	Update Central Systems & notify LP of updated meter data	CMA	LPs	1 BD	<p>If Related Water Supply Meter, also advise SS LP of WS meter addition &amp; Initial Read.</p> <p>X,Y Co-ordinates should be provided</p>	<p>T004.1</p> <p>T005.2</p> <p>(T033.1)</p> <p>T016.1</p>

## 6. Removal of Meter from an Existing Supply Point

### 6.1 Process Description

This section applies when a meter is added to an existing Supply Point under Process 8 of the Operational Code. For the avoidance of doubt it does not apply when a Pseudo Meter is removed from an existing Supply Point or Pseudo Water Services Supply Point pursuant to the application of Re-assessed Charges, which is considered in Section 7.

This process for maintaining SPID Data should be followed when a meter is permanently removed from the metering configuration at a Supply Point, where such removal does not constitute a Permanent Disconnection or Deregistration.

#### 6.1.1 Description of the Process Diagram Steps

This description should be read in conjunction with the Process Diagram in Section 6.2 and the Interface and Timetable Requirements in Section 6.3. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

##### **Step a: Remove Meter**

This step represents the point at which Scottish Water removes or permanently shuts off the meter.

If the meter to be removed is associated with Trade Effluent Discharge Point(s) at the Supply Point, Scottish Water shall terminate all such associations using Data Transaction T024.0 (Notify Meter De-association) before sending the T005.0 (Meter Read).

##### **Step b: Update SPID Data to CMA [T005.0]**

Within 2 BD of the removal/permanent shut off, Scottish Water will send a Final Read for that meter to the CMA, using Data Transaction T005.0 (Meter Read). Provision of a Final Read constitutes notification that the meter has been removed from the Supply Point.

Where the removal relates to Trade Effluent Services, and such removal modifies the data regarding a Discharge Point, Scottish Water shall also send the CMA notification of this in accordance with CSD0206, Trade Effluent Processes.



**Step c: CMA notifies Licensed Provider [T005.2]**

The Final Read will be subject to the validation requirements set out in CSD 0203 (Meter Read Submission: Validation). Within 1 Business Day of receipt of the T005.0, the CMA will update the Central Systems, and notify the Licensed Provider(s) of the Final Read, using Data Transaction T005.2 (Meter Read).

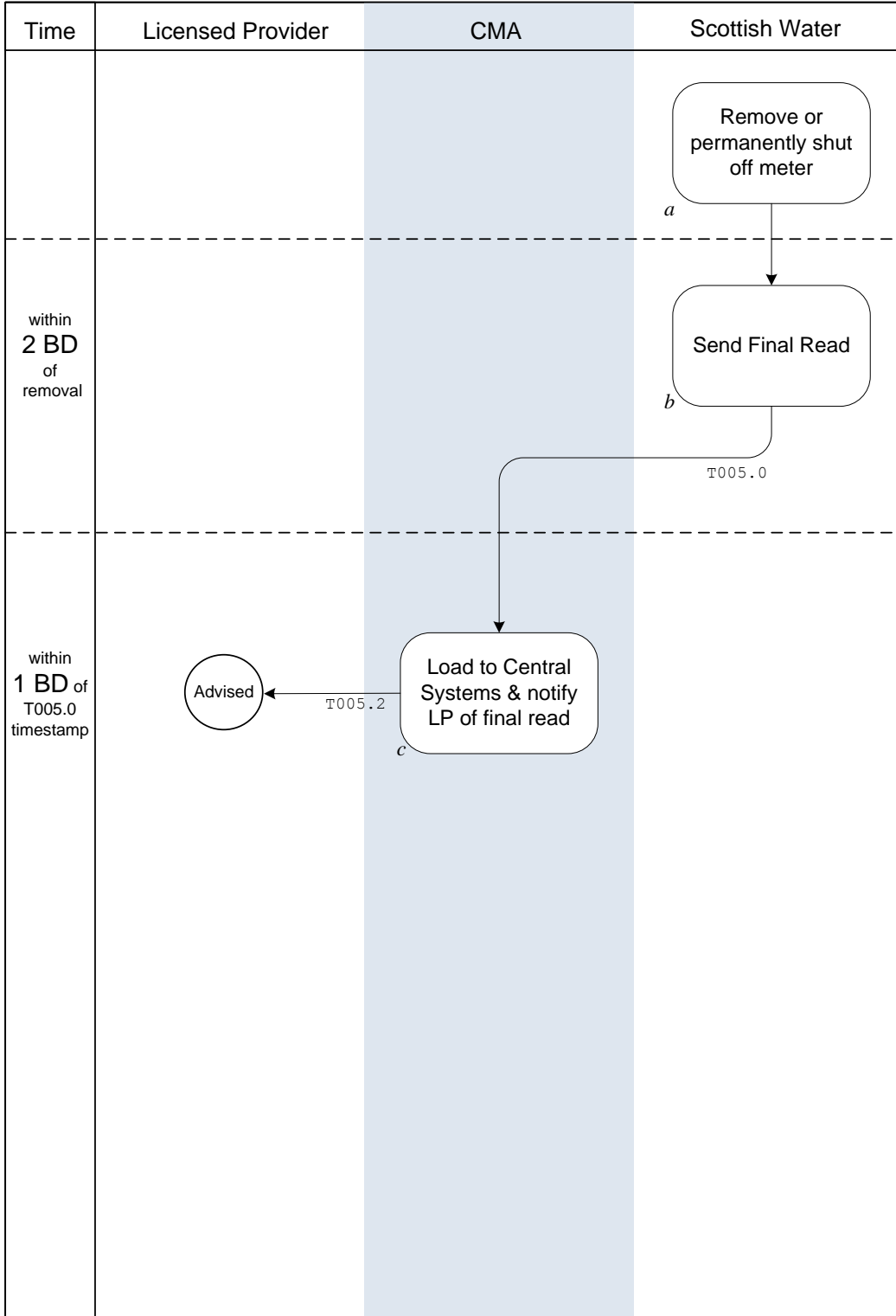
In the event that the CMA also received any update of Trade Effluent Services it will notify the Licensed Provider using Data Transaction T026.1 or T027.1 within 1 Business Day.

In the case of meter removal where that meter is a Related Water Supply Meter, the CMA will notify the Sewerage Services Licensed Provider Registered to that Supply Point of the removal and the Meter Read as well at the same time that it notifies the Water Services Licensed Provider, using the data transactions listed above.

## 6.2 Process Diagram

### MSD: Remove Meter from Existing Supply Point

Updated 31 August 2007



### 6.3 Interface and Timetable Requirements

step ID	Action/ Decision	Process Step	From	To	Time parameter	Comments	(indicative) Txn ID
a	S	Remove or permanently shut off meter	SW	internal		Any associated DPIDs must be de-associated, via a T024.0 prior to submitting a T005.0.	
b	S	Send Final Read	SW	CMA	within 2 BD of meter removal	Ensure that Meter Read Type is Final If Meter Chargeable Size at the SPID modified, update SPID Data If TE Meter, also notify any modified SPID Data at the Discharge Point (go to CSD0206)	T005.0
c	S	Update Central Systems & notify LP of Final Read	CMA	LP	1BD	If Related Water Supply Meter, also advise SS LP of WS meter removal & Final Read	T005.2

## 7. Adding, Removing and Maintaining a Pseudo Meter

This section applies when:

- A Pseudo Meter is added to an existing Supply Point to allow for the application of Re-assessed Charges at a Supply Point,
- When changes are made in respect of Re-assessed Charges at a Supply Point;
- A physical meter replaces a Pseudo Meter;
- Scottish Water provides a water supply at a Pseudo Water Services SPID so the Pseudo Water Services Supply point is revised to a Water Services Supply Point.

The table below provides guidance as to which section applies to each business scenario.

Section Ref	Sub Ref	Main Scenario
7.1		Addition of Pseudo Meter to an Existing Supply Point
7.2		Addition of a Pseudo Meter to an Existing Sewerage Services only Supply Point
7.3		Maintain Pseudo Meter Information
	7.3.1	- Revise Pseudo Meter Parameters
	7.3.2	- Non-Domestic Allowance
	7.3.3	- Update Vacancy Status;
	7.3.4	- Temporary Disconnection;
	7.3.5	- Permanent Disconnection, Deregistration.
7.4		Replace Pseudo Meter information with a physical meter
7.5		Scottish Water provides a water supply at a Pseudo Water Services SPID with a Pseudo Meter
	7.5.1	Revision to a Water Services Supply Point with no change to the Pseudo Meter information
	7.5.2	Revision to a Water Services Supply Point with coincident changes to the Pseudo Meter information, namely Assigned Annual Water Volume(s) or Assigned Annual Foul Sewerage Volume with coincidental changes to Pseudo Meter information.
	7.5.3	Revision to a Waters Services Supply Point coincident with the installation of a physical meter

## 7.1 Addition of Pseudo Meter to an Existing Supply Point

This section applies when a Pseudo Meter is added to an existing Supply Point, other than a Sewerage Services only Supply Point (see below), to allow for the application of Re-assessed Charges at the Supply Point(s) after the charging arrangements for the Supply Point(s) have been confirmed.

Where Re-assessed Charges are in respect of a Sewerage Services only Supply Point, then Section 7.2 shall be followed.

### 7.1.1 Description of the Process Diagram Steps

This description should be read in conjunction with the Process Diagram in Section 7.1.2 and the Interface and Timetable Requirements in Section 7.1.3. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

#### **Step a: Confirmation of Re-assessed Charges**

This step represents the point following confirmation by Scottish Water that Re-assessed Charges are to apply and the CMA must therefore be notified.

#### **Step b: Review existing SPID Data**

Scottish Water shall firstly consider the existing status of the Supply Point(s), as follows:

##### **Unmeasurable Status**

Where the Water Services Supply Point has previously been declared Unmeasurable by Scottish Water (i.e. using a T016.0 notification or as part of the dataset provided under the Transitional Duties [Schedule 5 of the Market Code]); Scottish Water shall, within 2 Business Days of Step a, notify a revision to this status, using the T016.0 Data Transaction (Set SPID Unmeasurable Status) before proceeding to notify the Pseudo Meter information in Step c below. The effective date in the T016.0 shall be the same date as the date of the Initial Read notified in the T005.0 in Step c below.

Where the T016.0 update is accepted, the CMA will notify the Licensed Provider(s) using the Data Transaction T016.1 (Notify SPID Unmeasurable Status).

##### **Sewerage Services only Supply Point**

In the event that the Supply Point receives Sewerage Services only, and no associated Water Services Supply Point exists, Section 7.2 shall be followed.

### **Step c: Update Pseudo Meter information to CMA: [T004.3, T005.0]**

Within 2 Business Days of Step a, Scottish Water will update the CMA with the relevant details by means of providing Pseudo Meter information, as follows:

- i. Pseudo Meter details will be updated using Data Transaction T004.3 (Notify/Update Virtual Meter Details), as follows
  - a. The meter ID format must conform to the following configuration:
    - 06PSEUDOYYnnnnnn; where YY indicates the calendar year and nnnnnn denotes the unique numeric identifier for the Pseudo Meter
  - b. The Meter Read Frequency: must only be value 'N'. Any other value included within the T004.3 will be rejected.
  - c. The YVE equivalent to the Re-assessed volume confirmed under the Operational Code should be notified to the CMA. Whilst the YVE is a required field in the T004.3, a zero value is not appropriate and should not be used.

For the avoidance of doubt, the YVE value in a T004.3 is not restricted to the permitted annual water volume(s) and Scottish Water shall ensure that they only populate the T004.3 with the relevant values as set out in the Wholesale Charges Scheme.
  - d. The free descriptor D5001 shall note "PSEUDO METER"
- ii. Scottish Water will also provide the CMA with an Initial Read for the Pseudo Meter using Data Transaction T005.0 (Meter Read), which shall:
  - a. be sent within 2 Business Days of the T004.3 above; and
  - b. notify no other read value than zero.

### **Step d: CMA notifies Licensed Provider(s) [T004.1, T005.2]**

Within 1 Business Day of receipt of the T004.3 (Notify/Update Virtual Meter Details), the CMA will load the relevant data to the Central Systems and notify the Licensed Provider of the Pseudo Meter information, using Data Transaction T004.1 (Notify Meter Details). Within 1 Business Day of receipt of the T005.0 (Meter Read), the CMA will load the relevant data to the Central Systems and notify the Licensed Provider using Data Transaction T005.2 (Meter Read).

In the case of a Pseudo Meter which is also a Related Water Supply Meter, the CMA will notify the Sewerage Services Licensed Provider Registered to that Supply Point of the new

Pseudo Meter information, at the same time that it notifies the Water Services Licensed Provider, using the data transactions listed above.

**Step e: Licensed Provider(s) actions**

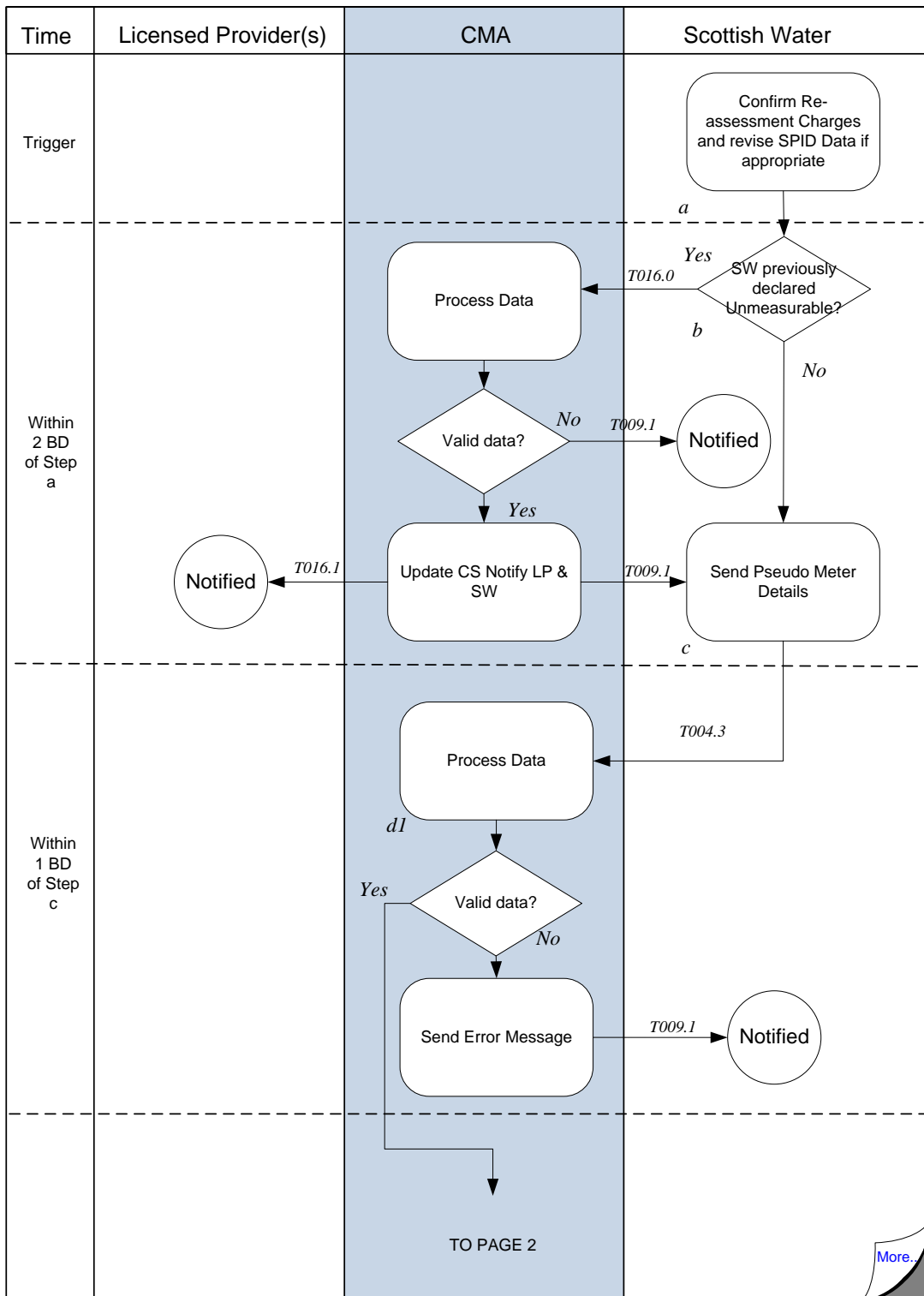
Licensed Providers will take account of the Meter Read Frequency being established as 'N' and shall update their systems and processes accordingly such that they are aware that a Pseudo Meter arrangement is in force and consequently:

- i. Meter Reads submitted by an LP and an LP provided YVE are not required and will be rejected by the CMA; and
- ii. The volumes derived from the Scottish Water YVE (as notified in the T004.1 above) will be used in the Settlement Reports;

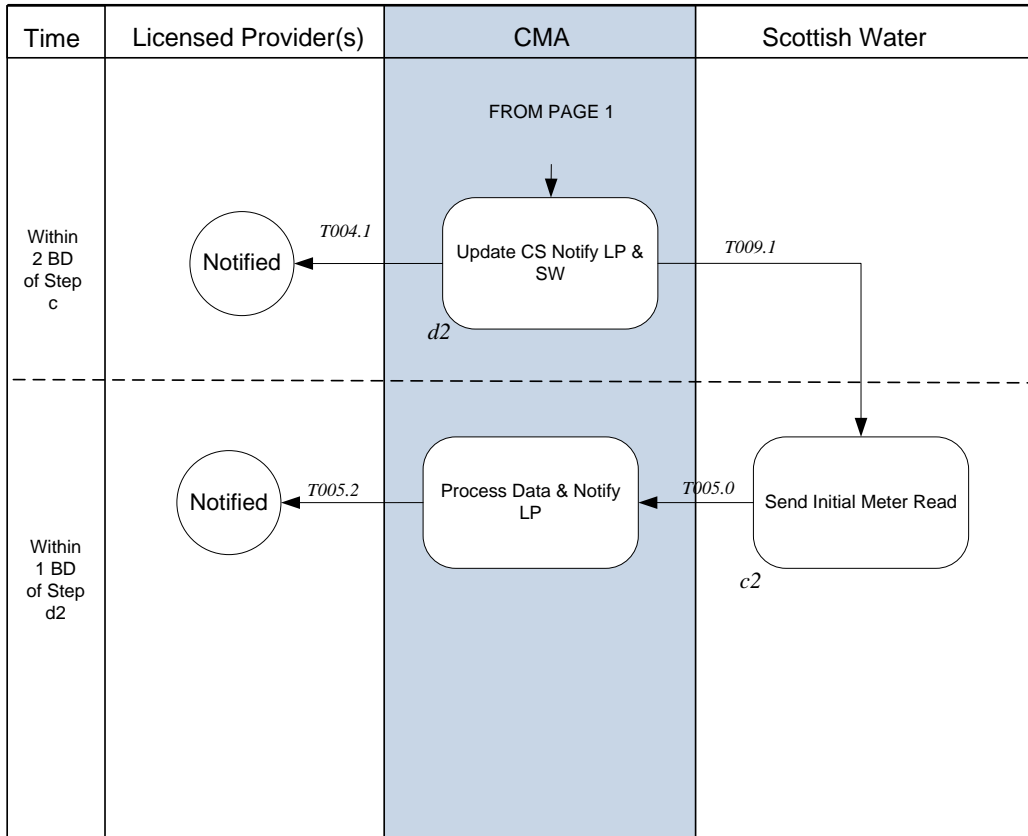
## 7.1.2 Process Diagram

### Addition of Pseudo Meter to an Existing Supply Point

Updated March 2013







### 7.1.3 Interface and Timetable Requirements

step ID	Action/ Decision	Process Step	From	To	Time parameter	Comments	Market Code Ref	(indicative) Data Txn ID
a	D	Confirm Re-assessed Charges.	SW	internal		Operational Code	-	-
b	S	Revise SPID Data if appropriate	SW	CMA	After step a, and before step c	<ul style="list-style-type: none"> <li>at a SPID previously declared Unmeasurable by Scottish Water, revise Unmeasurable status to False prior to sending T004.3 at step c below; or</li> <li>at a SS only SPID, refer to Section 7.2 of this CSD and follow that process_before sending any T004.3.</li> </ul>	5.16.1	(T016.0)
c	S	Send Pseudo Meter data & Initial Read	SW	CMA	T004.3 - following step b above and within [2.] BDs of step a T005.0 – within 2 BDs of T004.3	Ensure that the Pseudo Meter information complies with the requirements in CSD0104 Ensure that Meter Read Type is Initial (I) in order to activate the Pseudo Meter information.		T004.3 T005.0
d1	S	Process T004.3 and T005.0 and_notify SW	CMA	SW	Within 1 BD of step c	If invalid send error: <ul style="list-style-type: none"> <li>All REQ fields must be populated or Error Code AB will be returned;</li> <li>If D3002 or D3011 not compliant 'Data value not permitted' [Error Code DJ] will be returned</li> <li>If other invalid data, existing Error Codes will be used.</li> </ul>		T009.1
d2	S	Update Central Systems & notify LP of updated	CMA	LPs	Within 1 BD of step c	If Related Water Supply Meter, also advise SS LP of Pseudo Meter information & Initial		T004.1 T005.2

step ID	Action/ Decision	Process Step	From	To	Time parameter	Comments	Market Code Ref	(indicative) Data Txn ID
		meter data				Read		
e	D	LPs update their processes to ensure Meter Reads submitted by an LP are not sent to the CMA and take due note of the YVE to be applied.	LPs	Internal	Following step d	D3011 Meter Read Frequency 'N' shall be the primary indicator that a Pseudo Meter is in place. Other factors are: <ul style="list-style-type: none"> <li>D5001 Free Descriptor information highlights that it is a Pseudo Meter</li> </ul> If T027.1 received, take note of Non-Domestic Allowance	-	-

## 7.2 Addition of a Pseudo Meter to an Existing Sewerage Services only Supply Point

This section applies when a Pseudo Meter is added to an existing Sewerages Services only Supply Point, by the use of a Pseudo Water Services Supply Point, to enable the application of Re-assessed Charges.

This section does not include:

- Reconfiguration of a Pseudo Water Services Supply Point where Water Services are subsequently provided – see Section 7.5;
- Changes to the Pseudo Meter information at a Pseudo Water Services Supply Point, which are set out in sections 7.3.1.1 to 7.3.1.5, as applicable.

### 7.2.1 Description of the Process Diagram Steps

This description should be read in conjunction with the Process Diagram in Section 7.2.2 and the Interface and Timetable Requirements in Section 7.2.3. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

#### **Step a: Confirmation of Re-assessed Charges**

This step represents the point following confirmation by Scottish Water that Re-assessed Charges are to apply and the CMA must therefore be notified.

For the avoidance of doubt, the Licensed Provider must also send the Partial Registration Application for the full sequence to be completed.

Within 2 Business Days of confirming the Re-assessed Charges, Scottish Water shall notify the CMA as follows.

#### **Step b: Request new Pseudo Water Services SPID**

In order to manage Pseudo Meter information at a Sewerage Services only Supply Point, it will be necessary to establish a Pseudo Water Services Supply Point, until such time (if ever) as chargeable Water Services are established.

Scottish Water shall issue a request for a new Supply Point using Data Transaction T001.0 (Request New SPID). The T001 request will include the following information:

- 1 As the application relates to Pseudo Water Services at a Supply Point which previously only received Sewerage Services, the T001.0 will include only the additional Water Services Service Category. Scottish Water shall also notify the CMA of the relevant Licensed Provider in the T001. In addition, the Supply Point for the existing Sewerage Services shall be included in the T001.0 to ensure that the additional Services are associated.

- 2 The Supply Point address, which shall be the same as that held for the Sewerage Services Supply Point (other than Free Descriptor, see 5 below); and.
- 3 Scottish Water shall also provide a connection reference; and
- 4 The Connection Type shall be “CU”, and
- 5 Free Descriptor shall include a reference to a Pseudo Water Services Supply Point namely “PSEUDO WS SPID”. This will ensure that the Licensed Provider can readily identify a Pseudo Water Services Supply Point.

#### **Step c: Notify new SPID [T002.0 and T002.1]**

Within 1 Business Day of receipt of the information at step b above, the CMA will create the new Pseudo Water Services Supply Point. The CMA will then send notification of the Supply Point to Scottish Water, using Data Transaction T002.1 (Notify New SPID), and the relevant Licensed Provider using Data Transaction T002.0 (Notify New SPID):

1. In the case of a Licensed Provider, this notification will constitute a request to submit a T003.0, or a T009.2 (see Step d below), and a T006.0 (see step e below). The Licensed Provider will be aware that a Pseudo Water Services Supply Point is involved from the Free Descriptor field in the T002.1, which will note ‘PSEUDO WS SPID’.
2. In the case of Scottish Water, this notification will constitute a request to submit the supporting information for the Supply Point for which they are the Data Owner

#### **Step d: Submit Partial Registration Application [T003.0] or Error Notification [T009.2]**

##### **Partial Registration Application (T003.0)**

Where the Licensed Provider is involved in the New Supply Point it will submit a Partial Registration Application using Data Transaction T003.0 (Partial Registration Application) within 2 Business Days of the issue of the T002.0 by the CMA:

- CMA processes T003.0 and, if accepted, updates Central Systems.

##### **Error Notification (T009.2):**

Whilst a Licensed Provider may submit a T009.2 to declare they are not involved in the process, it is not anticipated that they would do so as the preceding steps anticipate liaison in order to avoid this situation.

#### **Step e: Scottish Water and LP updates to WS SPID Data**

##### **Step e1: Licensed Provider updates [T006.0]**

Within 2 Business Days of receiving confirmation from the CMA that the T003.0 was accepted, the Licensed Provider shall notify the SPID Data for the Pseudo Water Services Supply Point using the Data Transaction T006.0 (Provide WS SPID Data):

- The Licensed Provider will be aware that a Pseudo Water Services Supply Point is involved from the Free Descriptor field in the T002.1 which will note 'PSEUDO WS SPID'.
- The values for the Customer Classification, SIC Code and Rateable Value shall be the same as held on the associated Sewerage Services Supply Point so that the information is aligned.
- For the avoidance of doubt, in the absence of such notification, the Water Services Supply Point will hold a zero Rateable Value; or N/A for Customer Classification; and a null value for SIC Code as the CMA does not use Data from Sewerage Services Supply Points to update Water Services Supply Points. It is therefore recommended that the Licensed Provider submits the T006.0 immediately following confirmation of a successful T003.0 from the CMA.

In the event that Scottish Water complete the Connection prior to the Licensed Provider sending a T006.0 update, the Data Items (Rateable Value/ SIC Code/ Customer Classification) should be sent using the Data Transaction T012.1 (Update Chargeable SPID Data). In this case, the effective date in the T012.1 should be the last effective from date held in the Central Systems (which can be seen in the LVI).

The Licensed Provider shall not send Data Transaction T004.2 (Notify Meter Details) as the YVE applicable to the Supply Point will be notified by Scottish Water in the T004.3 at step f below. If the Licensed Provider does send a T004.2, CMA will reject it.

### **Step e2: Scottish Water updates**

Within 10 Business Days of receiving the T002.0, Scottish Water will update the CMA with the requisite SPID Data, as set out below:

#### **Notify discount for Pseudo Water Services Supply Point [T029.1]**

It is necessary to set a discount at the Pseudo Water Services See step i below for updating a discount at the Pseudo Water Services Supply Point. Scottish Water shall notify a discount at the Pseudo Water Services Supply Point using the T029.1 (Set SPID Special Arrangements) using:

- i. the D2003 Data Item within the Data Transaction T029.1; and
- ii. the value shall be 100% only in order to discount any Water Services charges for the Pseudo Water Services Supply Point; and
- iii. the effective date shall be the date from which Re-assessed Charges are to apply unless the charges are to apply from a date prior to the creation of the Pseudo Water Services Supply Point. In these circumstances, Scottish Water will be unable to notify a retrospective effective date using the T029.1 and it will be necessary for the CMA to retrospectively enter this into the Central System. Where Scottish Water is

required to back-date the application of Re-assessed Charges for a Sewerage Services only Supply Point. Scottish Water:

- Shall send the T029.1 notifying the 100% discount using the current date; and
- Shall send the CMA a retrospective amendment request to backdate the 100% discount to the date of application of Re-assessed charges.
- Shall wait until the CMA has completed the request before proceeding to notify the Connection of any Pseudo Water Services Supply Point (see step I below).

For example, to set Re-assessed Charges back to April 1st 2009, Scottish Water should contact the CMA to request that the D2003 discount at the Pseudo Water Services Supply Point is retrospectively updated. It is anticipated such requests will be on an ad hoc basis when the circumstance arises, and that the CMA will implement the request as a Retrospective Amendment under CSD0105 (Error rectification and Retrospective Amendments).

Scottish Water shall ensure that other special arrangements for the Pseudo Water Services Supply Point are commensurate with Re-assessed Charges, that is Large User Volume Agreement and 29e arrangements shall not be notified.

#### **Service Elements [T006.2]**

No Service Elements other than water supply shall be applied to the Pseudo Water Services Supply Point, and consequently a T006.2 should not be sent.

#### **Unmeasurable [T016.0]**

For the avoidance of doubt, the D2024 Unmeasurable Indicator shall not be notified for the Pseudo Water Services Supply Point, unless the Transaction T004.3 notifying the Pseudo Meter at step f below is rejected, for example if the process steps are not followed sequentially. If this occurs, it will be necessary to notify a change to the Unmeasurable status from True to False using the Data Transaction T016.0 (Set SPID Unmeasurable Status). The effective date notified in the T016.0 shall be the same data as the Connection Date notified in the T007.0 Data Transaction at Step i below. Thereafter, Scottish Water should go to step f. Step f: Pseudo Meter Information [T004.3, T005.0 (T027.0)]

- i. Pseudo Meter information will be updated using Data Transaction T004.3 (Notify/Update Pseudo Meter Details), as follows
  - a. the Meter ID format must conform to the following configuration 06PSEUDOYYnnnnnn; where YY indicates the calendar year and nnnnnn denotes the unique numeric identifier for the Pseudo Meter.

- b. the Meter Read Frequency: must only be value 'N', any other value will be rejected
  - c. the YVE notified to the Pseudo Water Services Supply Point will equate to the relevant Assigned Annual Water Volume having factored the Non Return to Sewer Allowance that was confirmed.
  - d. the relevant Non Return to Sewer Allowance.
  - e. the Chargeable Meter Size and Sewerage Chargeable Meter Size shall be notified as 20mm only, any other value will be rejected.
  - f. the Free Descriptor shall include reference to the fact that Pseudo Meter arrangements apply, namely "PSEUDO METER".
- ii. Scottish Water will also provide the CMA with an Initial Read for the Pseudo Meter using Data Transaction T005.0 (Meter Read), which shall
    - a. be provided in a T005.0 sent within 2 Business Days of the T004.3 above; and
    - b. have a Reading Date no later than the Connection Date to be notified in the T007.0 at step i below, i.e. the date from which Re-assessed Charges are to apply; and
    - c. notify no other read value than zero.

### **Trade Effluent**

A Pseudo Water Supply Point should also be established by Scottish Water where Sewerage Services only are provided and a Private Meter is to be registered for either sewerage or Trade Effluent purposes. In this case, the Pseudo Water Supply Point should be established as described in CSD0101 and should be associated with the relevant Sewerage Services Supply Point.

### **Step g: CMA notifies Licensed Provider(s) [T004.1, T005.2]**

Within 1 Business Day of receipt of the T004.3 (Notify/Update Pseudo Meter Details) and T005.0 (Meter Read), the CMA will load the relevant data to the Central Systems and notify the Licensed Provider(s) of the Pseudo Meter information, using Data Transactions T004.1 (Notify Meter Details), T005.2.(Meter Read).

As the Pseudo Meter is also a Related Water Supply Meter, the CMA will notify the Sewerage Services Licensed Provider Registered to that Supply Point of the new Pseudo Meter information, at the same time that it notifies the Water Services Licensed Provider, using the Data Transactions listed above.



#### **Step h: Licensed Provider actions**

Licensed Providers will take account of the Meter Read Frequency being established as 'N' and shall update their systems and processes accordingly such that they are aware that a Pseudo Meter arrangement is in force and consequently Meter Reads from an LP, are not submitted; and the applicable Non Return to Sewer Allowance (or Non-Domestic Allowance) which will be applied to the YVE (as notified in the T004.1 above) in the Settlement Reports.

#### **Step i: Scottish Water notifies Connection Date to CMA (T007.0)**

Scottish Water shall only issue Data Transaction T007.0 (Notify Connection Complete (WS)), after the T004.3 and T005.0 have been accepted and where any CMA action under CSD0105 in respect of the retrospective update to the D2003 discount has been completed. The Data Item D2013 Connection Date in the T007.0 shall be the date from which Re-assessed Charges are to be applied. Scottish Water is reminded of the requirements of Step f2 above, such that the Initial Read date shall not post-date the Connection Date.

#### **Step j: CMA notifies WS Licensed Provider [T007.2]**

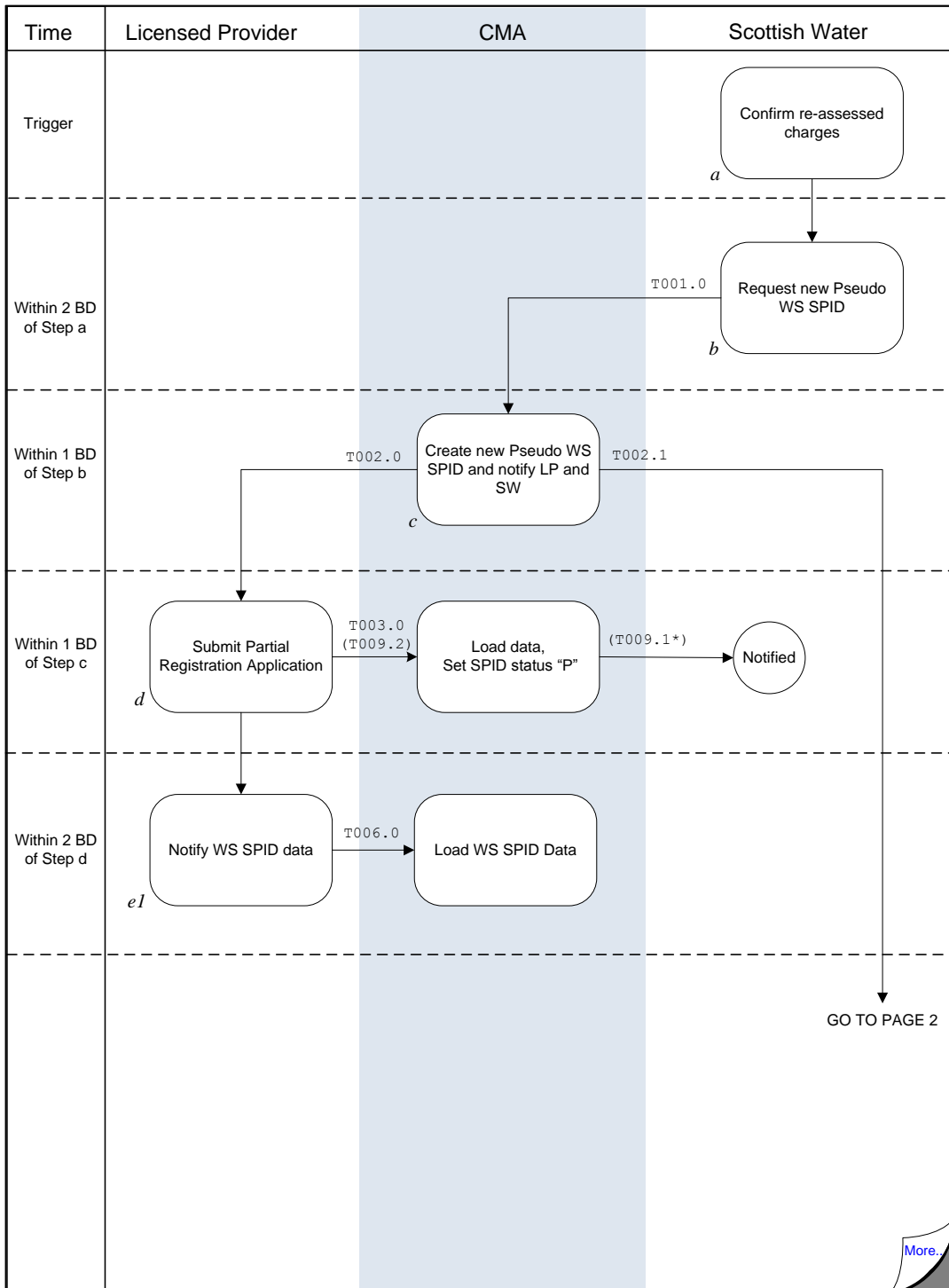
Within 1 Business Day of accepting the T007.0, the CMA shall notify the Licensed Provider Registered to the Pseudo Water Services Supply Point of the Connection Date, using Data Transaction T007.2 (Notify Connection).

As the Pseudo Meter is also a Related Water Supply Meter, the CMA will notify the Sewerage Services Licensed Provider Registered to that Supply Point of the new Pseudo Meter information, at the same time that it notifies the Water Services Licensed Provider, using the Data Transaction noted above.

## 7.2.2 Process Diagram

### Addition of a Pseudo Meter to an existing Sewerage Services only Supply Point

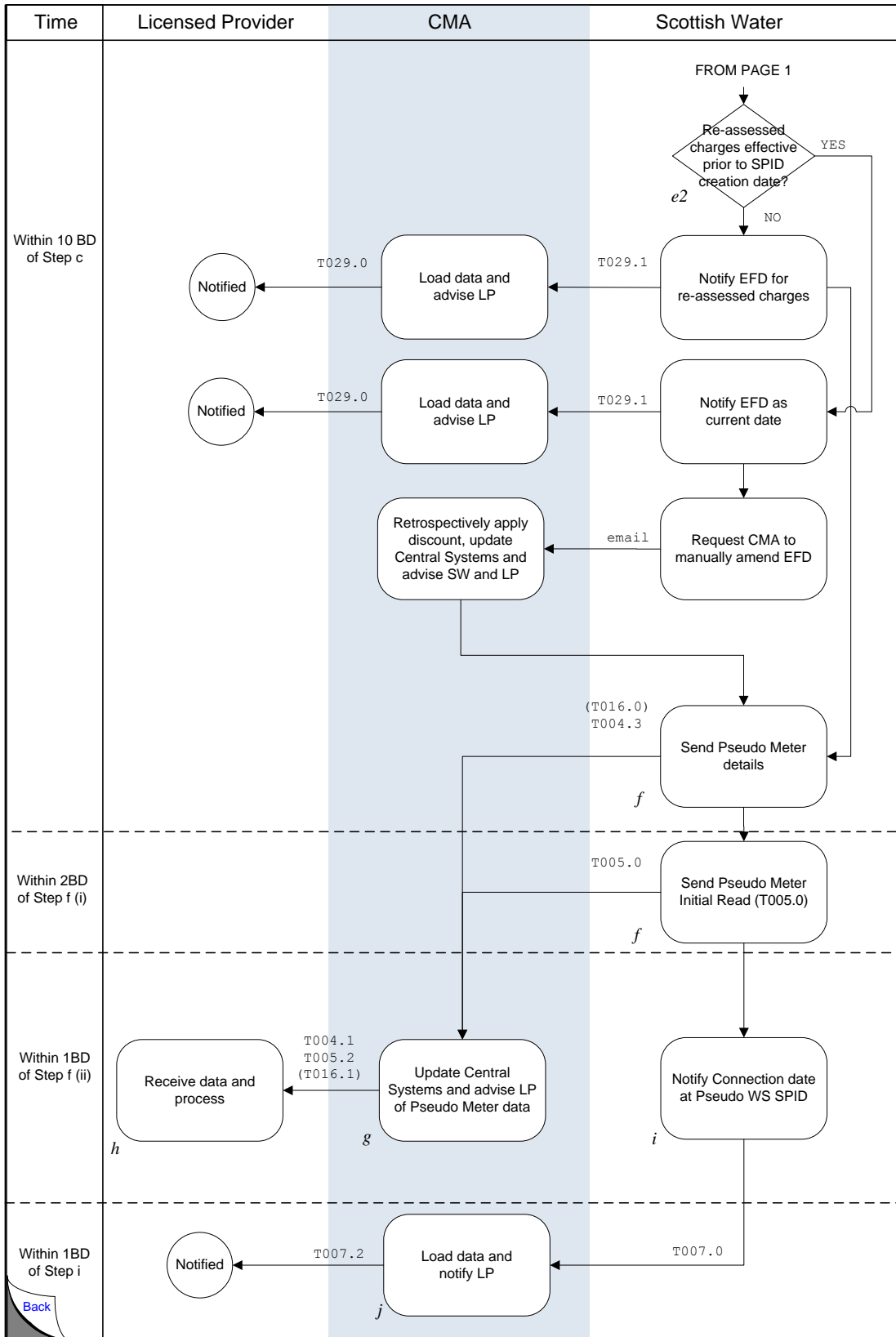
Updated March 2013



\* Triggered by receipt of T009.2 from LP

Addition of a Pseudo Meter to an existing Sewerage Services only Supply Point

Updated March 2013



## 7.2.3 Interface and Timetable Requirements

Obtain Pseudo WS SPID and Notify Pseudo Meter information for a SS only SPID

Maintenance of a Pseudo WS SPID shall be managed under Section 7.3 or 7.4, as appropriate. Conversion of a Pseudo WS SPID in the event of it receiving a water supply shall be managed under Section 7.5

step ID	Action/ Decision	Process Step	From	To	Time parameter	comments	Market Code Ref	indicative Data Txn ID
a	D	Successful reassessment request	SW	internal		Operational Code	-	-
b	S	Request new Pseudo WS SPID	SW	CMA	within 2 BD of step a	SW shall only request additional WS SPID and shall reference existing SS SPID. SW shall use the same SPID address as at the SS SPID except for Free descriptor, see below The LP nominated in the T001.0 shall be the same as the LP registered to the SS SPID. D2023 New Connection type shall be CU. D5001 Free Descriptor shall include <u>the information 'PSEUDO WS SPID'</u> to denote that the WS SPID is a Pseudo SPID for SS only Re-assessed volume. <u>This will enable the LP to identify this from the T002.0 sent by the CMA at step c below</u>	5.16.2	T001.0
c	S	Process T001.0 and notify SW and LP	CMA	SW & WS LP	Within 1 BD of step b			T002.0, T002.1
d	S	Submit Partial Registration Application	LP	CMA	Within 2 BD of step c	The LP Registered to the SS SPID shall Register the Pseudo WS SPID		T003.0
e1 & e2	S	Notify WS SPID Data	LP/SW	CMA	Within 2 BD of step c	<b>LP</b> <ul style="list-style-type: none"> <li>D2011 Rateable Value, D2005 Customer Classification and D2008 SIC Code</li> </ul>		T006.0

step ID	Action/ Decision	Process Step	From	To	Time parameter	comments	Market Code Ref	indicative Data Txn ID
						<p>should be sent for the Pseudo WS SPID, using the values as held at the SS SPID.</p> <ul style="list-style-type: none"> <li>Refer to Section 7.2.1 if T006.0 not sent before SW notifies Connection.</li> </ul> <p><b>SW</b></p> <ul style="list-style-type: none"> <li>D2003 discount 100% should be notified using a T029.1 UNLESS the Re-assessed Charges for the SS only SPID are to be effective prior to the creation date of the Pseudo WS SPID, in which case SW should contact the CMA to request a retrospective update to the D2003.</li> <li>T006.2 not required (as Service Elements other than a water supply are not applicable at the Pseudo WS SPID)</li> <li>D2024 Unmeasurable Indicator should not be notified for the Pseudo WS SPID.</li> </ul>		
f	S	Send Pseudo Meter data & Initial Read	SW	CMA	T004.3 - following step b above and within 2 BDs of step a T005.0 – within 2 BDs of T004.3 above	<p>Ensure that the Pseudo Meter information complies with the requirements in CSD0104 and is sent using the Pseudo WS SPID.</p> <ul style="list-style-type: none"> <li>YVE sent to Pseudo WS SPID shall factor in the Non return to Sewer Allowance to be applied to the assigned volume</li> </ul> <p>Ensure that Meter Read Type is Initial (I) in order to activate the Pseudo Meter information.</p>		T004.3 T005.0
g	S	Update Central Systems & notify LP of updated Pseudo	CMA	LPs	Within 1 BD of step c	Also advise SS LP of Pseudo Meter information & Initial Read		T004.1 T005.2

step ID	Action/ Decision	Process Step	From	To	Time parameter	comments	Market Code Ref	indicative Data Txn ID
		Meter data						
h	A	LPs update their processes to note Pseudo WS SPID and ensure Meter Reads submitted by an LP, are not sent to the CMA and take due note of the YVE to be applied.	LPs	Internal	Following step g	The D5001 in the T002.0 sent at step c shall indicate that it is a Pseudo WS SPID in the Free Descriptor field D3011 Meter Read Frequency N shall be the primary indicator that a Pseudo Meter is in place. Other factors are: <ul style="list-style-type: none"> <li>D5001 Free Descriptor information highlights that Pseudo Meter arrangements apply;</li> <li>The absence of address details for the meter in the T004.1</li> </ul>	-	-
i	S	Notify Connection Date at Pseudo WS SPID	SW	CMA	Following Step g1, where T009.1 value is OK	Conn Date shall be the date the Re-assessed volume is to be effective.		T007.0
j	S	CMA processes T007.0 and notifies LPs	CMA	LPs	Within 1 BD of Step i	CMA commences charges for Pseudo Meter from Connection Date. Note: Schedule 3 discount of 100% will nullify any charges at Pseudo WS SPID.		T007.2

## 7.3 Maintain Pseudo Meter Information

This section applies when information relating to a Pseudo Meter changes.

Whilst this Section includes maintenance of Pseudo Meter information at Pseudo Water Supply Points, it does not include revising the Assigned Annual Water Volume(s); Non Return to Sewer Allowance or both the Assigned Annual Water Volume(s) and Non Return to Sewer Allowance coincident with revising a Pseudo Water Supply Point – see Section 7.5.2 for this process.

There are five types of information change. Each type is described in turn and is accompanied by a process diagram; timetable and interface requirements:

- Revise Pseudo Meter Parameters;
- Revise Non-Domestic Allowance;
- Update Vacancy Status;
- Temporary Disconnection; and
- Permanent Disconnection, Deregistration.

The process description should be read in conjunction with the Process Diagram and the Interface and Timetable Requirements. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

### 7.3.1 Revise Pseudo Meter Parameters

In the event that the Assigned Annual Water Volume(s), the Assigned Annual Foul Sewerage Volume or both are revised following any appeal, change of tenancy or otherwise, then Scottish Water is required update the Pseudo Meter information as follows by closing the existing Pseudo Meter and replacing it with a revised Pseudo Meter with updated information as follows.

For the avoidance of doubt, this process can be used at WS Supply Points and Pseudo WS Supply Points.

#### 7.3.1.1 Description of the Process Diagram Steps

##### **Step a: Revised Assigned Annual Water Volume(s) confirmed by Scottish Water**

This Step represents the point following confirmation by Scottish Water of either a revised Assigned Annual Water Volume, the Assigned Annual Water Volume, or both

### **Step b: Close superseded Pseudo Meter [T005.0]**

Within 2 Business Days of step a, Scottish Water shall close the Pseudo Meter to be replaced by submitting a Final Read using Data Transaction T005.0, as follows;

- i. the Reading Date for the Final Read shall be the date that the previous D2010 YVE notified by Scottish Water is to cease, and
- ii. the value of the Final Read will be zero (0). A supplementary change will enable the CMA to support the use of a Final Read of 0 without the need for processing it as a Re-read. In the interim this will be rejected with Error Code BZ [Zero Meter Advance] and should be resubmitted as a Re-read in order for the Final Read to be processed by the CMA.

### **Step c: CMA processes Final Read and notifies Scottish Water and LPs [T009.1, T005.2]**

The CMA will process the T005.0 within 1 Business Day of Step a, and will acknowledge this to Scottish Water using the T009.1. In the event that the T005.0 is rejected, and Scottish Water do not resubmit a corrected T005.0 which is successful prior to proceeding to Step e, CMA will use the information for both Pseudo Meters until the Final Read is processed.

If the T005.0 is accepted, the CMA will notify the Licensed Provider and, if the Pseudo Meter is a Related Water Supply Meter, will also notify the Licensed Provider Registered to the associated Sewerage Services Supply Point.

CMA will discontinue the Pseudo Meter where the T005.0 is accepted, but the value of the Final Read provided therein will not be used in volume calculations, which shall continue to be based on the YVE provided for that Pseudo Meter.

### **Step d: Licensed Provider actions**

Licensed Providers shall update their records to the effect that the Pseudo Meter has been discontinued by notification of a Final Read. Licensed Providers shall consider the information in any subsequent T004.1, which will indicate the replacement of a Pseudo Meter (see Step f below). It should also be noted that receipt of a Final Read could also indicate that a physical meter will replace the Pseudo Meter, in which case Section 7.4 of this CSD will apply.

The value of the Final Read should NOT be relied upon by the Licensed Provider(s) to calculate any meter advance as the value is a 'dummy' value (see Step b above). Licensed Providers should refer to the next following Settlement Report for the relevant Invoice Period for the volume calculated by the CMA up to the discontinuation of the Pseudo Meter.



### **Step e: Scottish Water Update revised YVE and replacement Pseudo Meter information [T004.3, T005.0]**

Within 2 Business Days of the T009.1 notification at step b above, the revised YVE and Non-Return to Sewer Allowance shall then be updated by Scottish Water, using the T004.3 notifying the replacement new Pseudo Meter information with the new YVE and Non-Return to Sewer Allowance, notwithstanding that all other replacement Pseudo Meter information must comply with the rules for, e.g. Meter Read Frequency and Meter Id – refer to Section 7.1 for further information – to ensure that no other revisions are made to the meter arrangements at the Supply Point(s).

Scottish Water will also provide the CMA with an Initial Read for the Pseudo Meter using Data Transaction T005.0 (Meter Read), which shall be provided in a T005.0 within 2 Business Days of the successful processing of the T004.3 above; and

- i. have a Reading Date equivalent to the date from which the revised Re-assessed Charges are to apply; and
- ii. shall notify no other read value than zero.

### **Step f: CMA notifies Licensed Provider(s) [T004.1, T005.2]**

Within 1 Business Day of receipt of the T004.3 (Notify/Update Pseudo Meter Details) and T005.0 (Meter Read), the CMA will load the relevant data to the Central Systems and notify the Licensed Provider(s) of the replacement Pseudo Meter information, using Data Transaction T004.1 (Notify Meter Details), and of the Meter Read using Data Transaction T005.2.(Meter Read).

In the case of a replacement Pseudo Meter which is also a Related Water Supply Meter, the CMA will notify the Sewerage Services Licensed Provider Registered to that Supply Point of the new Pseudo Meter information, at the same time that it notifies the Water Services Licensed Provider, using the data transactions listed above.

The CMA shall use the revised YVE and Non-Return to Sewer Allowance with effect from the date of the Initial Read.

### **Step g: Licensed Provider(s) actions**

Licensed Providers will take account of the replacement Pseudo Meter information and shall update their systems and processes accordingly such that they are aware that a Pseudo Meter remains in force and

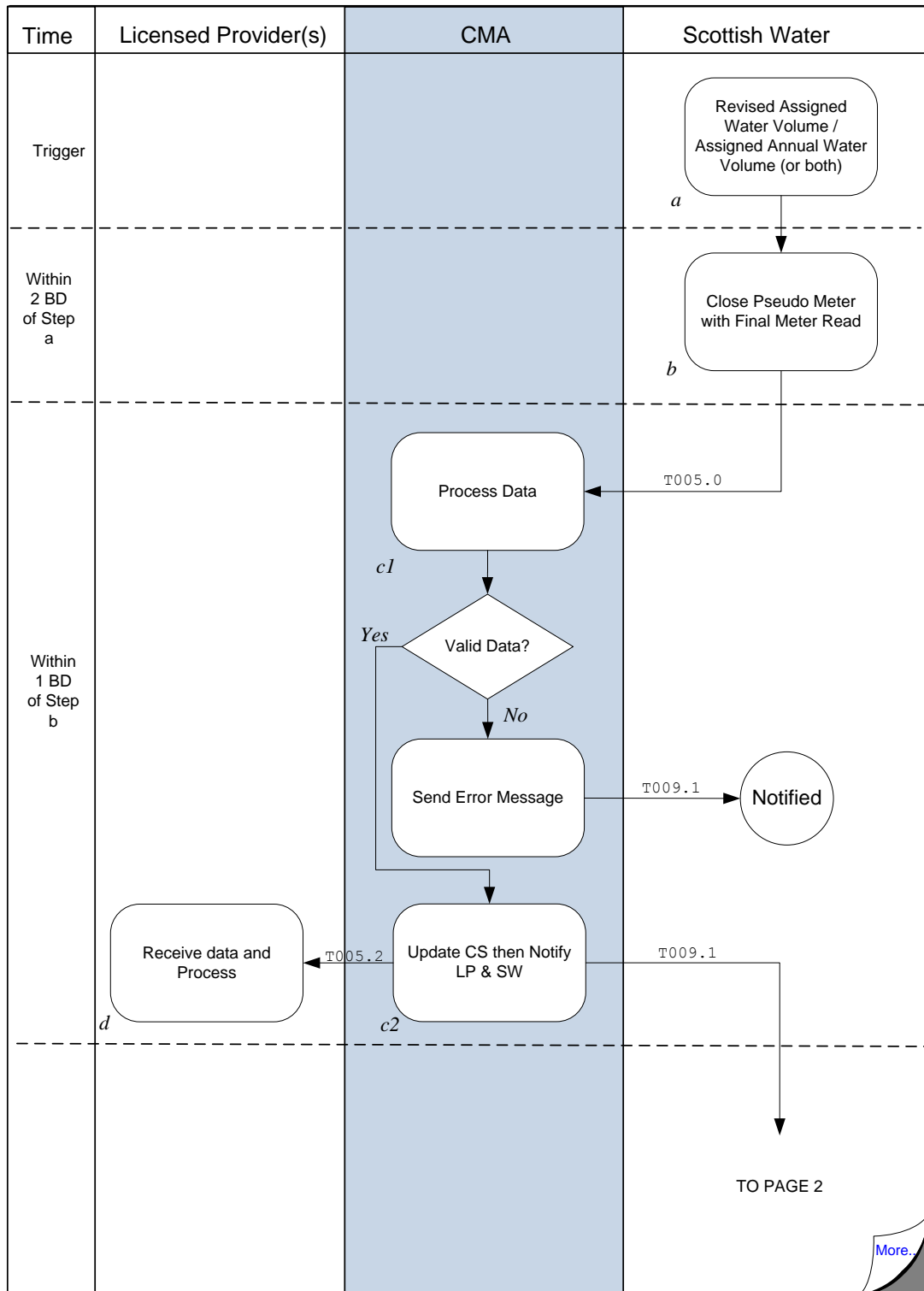
- i. Meter Reads submitted by an LP, and an LP provided YVE are not required; and will be rejected by the CMA, and

- ii. The volumes derived from the SW YVE and Non-Return to Sewer Allowance (as notified in the T004.1 above) will be used in the Settlement Reports from the date of the Initial Read.

### 7.3.1.2 Process Diagram: Revise Pseudo Meter Data

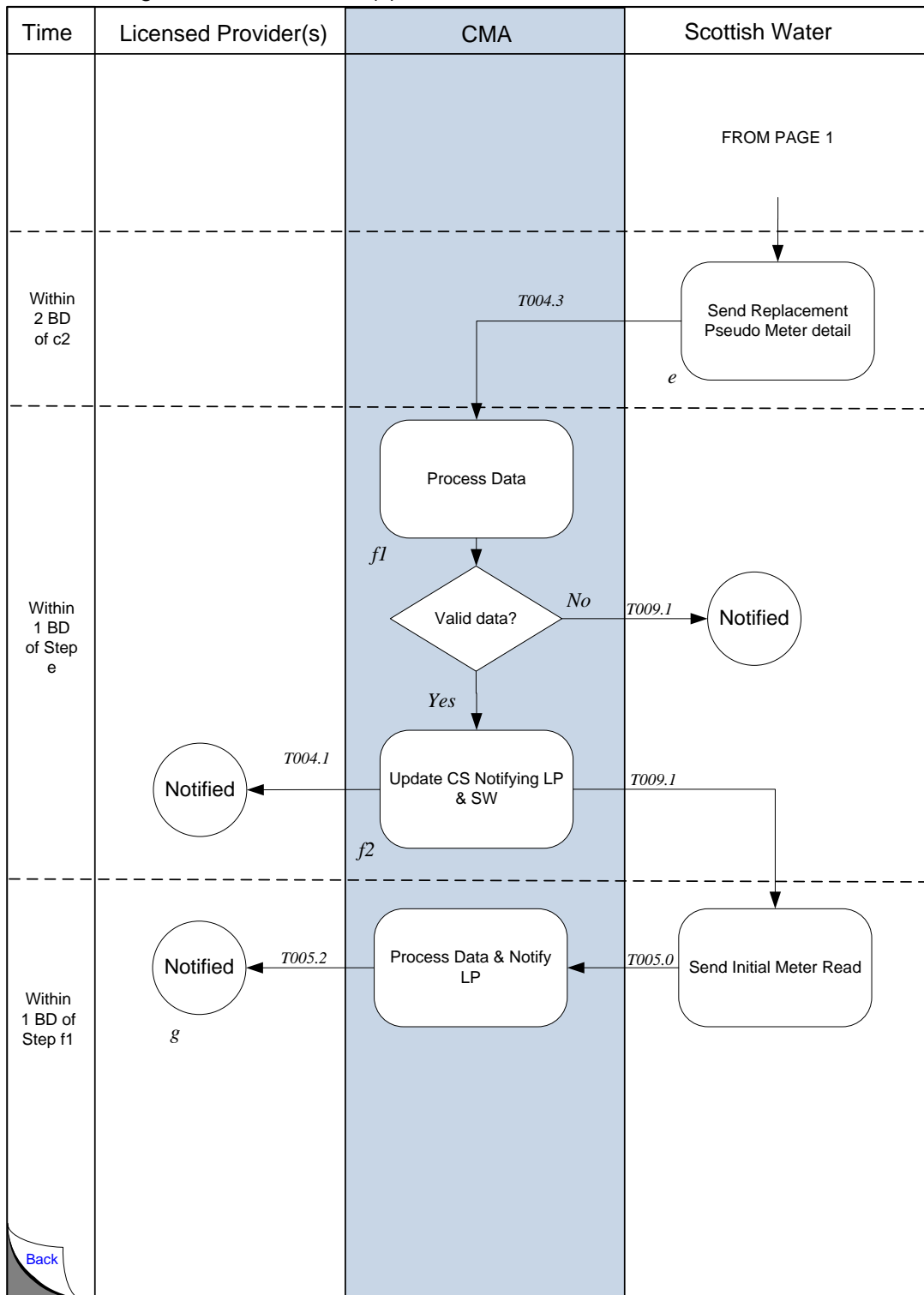
Revise Assigned Annual Volume(s)

Updated March 2013



Revise Assigned Annual Volume(s)

Updated March 2013



### 7.3.1.3 Interface and Timetable Requirements

Revise Pseudo Meter Data								
step ID	Action/ Decision	Process Steps	From	To	Time parameter	comments	Market Code Ref	(indicative) Data Txn ID
a	D	SW confirm modification to the annual volume(s) to be applied to the Supply Point	SW	internal		Operational Code NB, if the modification is in respect of a change to the Non-Domestic Allowance , Section 7.3.3.2 should be followed and the YVE and Non Return to Sewer Allowance should NOT be amended.	5.16.1	-
b	S	Close-down existing Pseudo Meter information by notifying an F Read to WS SPID or Pseudo WS SPID	SW	CMA	within 2. BD of step a	Send F Read using WS/Pseudo WS SPID as appropriate.	-	T005.0
c1	S	Process T005.0 & notify SW and LPs	CMA	SW LPs	Within 1 BD of step b	If invalid send error using existing processing. CMA will not use the F Read value to calculate Actual Daily Volume	-	T009.1 T005.2
c2	A	Update Central Systems	CMA	Internal	Following Step c1	Discontinue Pseudo Meter	-	-

Revise Pseudo Meter Data								
step ID	Action/ Decision	Process Steps	From	To	Time parameter	comments	Market Code Ref	(indicative) Data Txn ID
d	A	LPs shall note that the Pseudo Meter has been discontinued and that the CMA will cease charges for that meter in the next following Settlement Report for the relevant Invoice Period,	LPs	Internal	On receipt of T005.2	LPs will not know at this stage whether it is to be replaced with a physical meter or a revised YVE and Non Return to Sewer Allowance. Step f2below or Step f2 of Section 7.4.1.3 shall indicate which circumstance applies.  The value of the F Read should NOT be relied upon to calculate any meter advance as the value is a 'dummy' value. The applicable volume for the period will be set out in the relevant Settlement Report	-	--

Revise Pseudo Meter Data								
step ID	Action/ Decision	Process Steps	From	To	Time parameter	comments	Market Code Ref	(indicative) Data Txn ID
e	S	Send replacement Pseudo Meter information & Initial Read	SW	CMA	Within 2 BDs of T009.1 in respect of T005.0 at step b above	<p>Ensure that the Pseudo Meter information complies with the requirements in CSD0104</p> <p>A new Meter Id/Make/Serial No will be required as the previous information cannot be reused.</p> <p>If the YVe and Non Return to Sewer Allowance is also modified this should be notified in the T004.3.</p> <p>Ensure that Meter Read Type is Initial (I) in order to activate the Pseudo Meter information.</p> <p>Note: If SW send the replacement information prior to acceptance of the T005.0 at step c above, the CMA will apply the information for both Pseudo Meters</p>		T004.3 T005.0

Revise Pseudo Meter Data								
step ID	Action/ Decision	Process Steps	From	To	Time parameter	comments	Market Code Ref	(indicative) Data Txn ID
f1	S	Process T004.3 and T005.0 and notify SW	CMA	SW	Within 1 BD of step e	If invalid send error: All REQ fields must be populated or Error Code AB will be returned; If D3002 or D3011 not compliant 'Error Code DJ will be returned If other invalid data, existing Error Codes will be used.		T009.1
f2	S	Update Central Systems & notify LPs of updated Pseudo Meter information	CMA	LPs	Within 1 BD of step f1	If Related Water Supply Meter, also advise SS LP of replacement Pseudo Meter information & Initial Read CMA will commence Pseudo Meter from I Read Date		T004.1 T005.2
g	A	LPs update their processes to ensure Meter Reads submitted by an LP, are not sent to the CMA for the replacement Pseudo Meter and take due note of the revised YVE to be applied.	LPs	Internal	Following step d	D3011 Meter Read Frequency N shall be the primary indicator that a Pseudo Meter is in place. Other factors are: D5001 Free Descriptor information highlights that Pseudo Meter arrangements apply; The absence of address details for the meter in the T004.1	-	-



## 7.3.2 Update Vacant Status

In the event that circumstances at a Supply Point under Re-assessed Charges affect the Vacant status, the Licensed Provider will notify the CMA using the T012.1 (Update Chargeable SPID Data).

For the avoidance of doubt, this process can be used at Water Services Supply Points and Pseudo Water Services Supply Points.

### Change of Tenancy

- In the event of a change of tenancy without a period of vacancy, the Licensed Provider shall have due consideration of the Re-assessed Charges in place at the Supply Point and should contact Scottish Water if necessary. Any consequent adjustment to the YVE or the Non Return to Sewer Allowance should be handled in accordance with Section 7.3.1 or 7.3.2 above, and Scottish Water shall ensure that the effective date of the revised Pseudo Meter information would equate to the date the application under the Wholesale Charges Scheme was made.

### 7.3.3.1 Description of the Process Diagram Steps

#### Step a: Licensed Provider becomes aware of vacancy or reoccupation

Where a Licensed Provider becomes aware that any premises have been either unoccupied or are no longer Vacant, it should notify a consequent change to the Vacancy status to the CMA.

The Market Code sets out a period during which a Supply Point may be unoccupied prior to notifying a change to modify the Supply Point to Vacant. This requirement also applies to Supply Points with Pseudo Meter arrangements, and Licensed Providers shall have due regard to that requirement.

#### Step b: Licensed Provider updates Vacant status to CMA [T012.1]

In the case of Vacancy, following the period set out in the Market Code, the Licensed Provider should notify the CMA of the Vacancy using Data Transaction T012.1 (Update Chargeable SPID Data)

In the case of the Supply Point being reoccupied, the Licensed Provider shall notify the CMA within 2 Business Days of becoming so aware, using the Data Transaction T012.1 (Update Chargeable SPID Data).

For re-occupancy after a period of vacancy, the Licensed Provider shall take account of whether the new occupier falls within the same Reassessed charges arrangements in place at the Supply Point as set out in the Wholesale Charges Scheme. The revised Vacant Status should be notified to the CMA. Any consequent adjustment to the YVE or the Non Return to Sewer Allowance should be handled in accordance with Section 7.3.1 or 7.3.2 above, and

Scottish Water shall ensure that the effective date of the revised Pseudo Meter information would equate to the date the application under the Wholesale Charges Scheme was made

**Step c: Process T012.1 [T009.0]**

CMA will process the T012.1 and confirm acceptance or rejection using a T009.0 (Error/Notification).

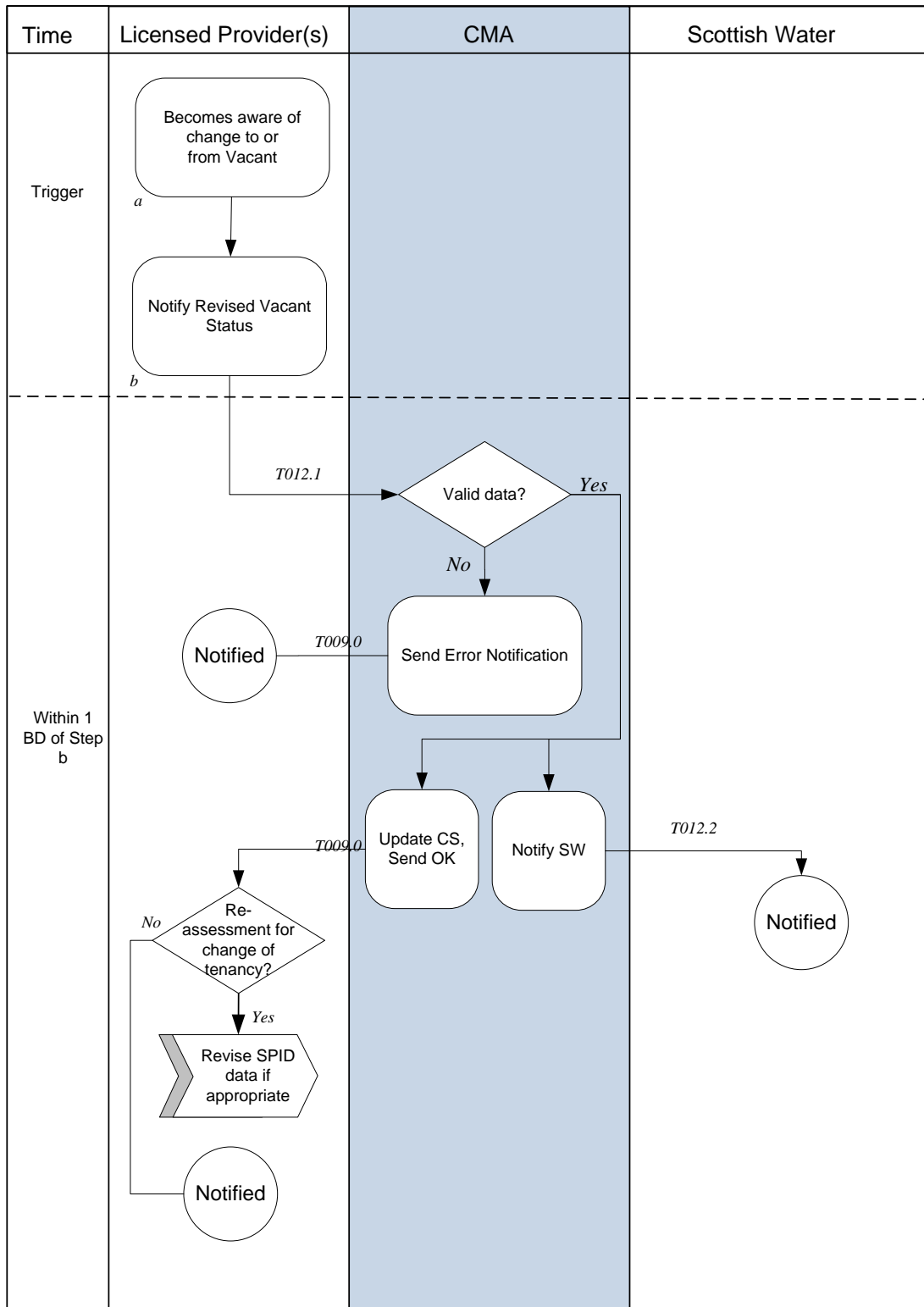
If the T012.1 is accepted, CMA will update the Central Systems accordingly and cease or reapply charges as relevant.

Within 1 Business Day of acceptance of a T012.1 pertaining to Vacancy at a Supply Point, the CMA will notify Scottish Water of that vacancy status, using Data Transaction T012.2 (Notify Chargeable SPID Data).

### 7.3.3.2 Process Diagram: Update Vacant Status

Update Vacant Status

Updated 1 April 2011



**7.3.3.3 Interface and timetable Requirements: Update Vacant Status**

step ID	Action/ Decision	Process Step	From	To	Time parameter	comments	Market Code Ref	Clause	(indicative) Data Transaction ID
a	D	LP becomes aware of a change to the Vacancy Status at the Supply Point	LP	internal		The requirements for the unoccupied period prior to notifying Vacancy are set out in the Market Code and apply to Supply Points with Pseudo Meter arrangements.	-	-	-
b	S	Notify revised Vacant Status	LP	CMA			5.16.1	-	T012.1
c	S	Process T012.1 & update Central Systems	CMA	SW LPs	Within 1 BD of step b	If invalid send error using existing processing. If accepted, update Central Systems.	-	-	T009.0
d	S	Notify SW using T012.2 if T012.1 successfully updated vacancy status	CMA	SW	Within 1 BD of step b				T012.2

### 7.3.3 Temporary Disconnection

For the avoidance of doubt, this process shall only be used at Water Services Supply Points. Pseudo Water Services Supply Points cannot be Temporarily Disconnected as such a Supply Point only exists to support Sewerage Services and a Temporary Disconnection cannot be made to Sewerage Services.

#### 7.3.3.1 Description of the Process Diagram

##### **Step a: Update CMA with Disconnection data: [T015.0, T026.0]**

Within 2 Business Days of undertaking a Temporary Disconnection of a Water Services Supply Point, with a Pseudo Meter, Scottish Water will notify the CMA of such Temporary Disconnection using Data Transaction T015.0 (Declare Disconnection/Reconnection/Deregistration). Scottish Water shall not submit a T005.0 (Meter Read) in association with the Temporary Disconnection in these circumstances.

Within 2 Business days of the Temporary Disconnection of a Water Services Supply Point which is associated with a Sewerage Services Supply Point, Scottish Water will notify the CMA of the Temporary Disconnection of the Sewerage Services Supply Point using Data Transaction T015.0 (Declare Disconnection/Reconnection/Deregistration).

It is recognised that a Temporary Disconnection of a Sewerage Services Supply Point is a logical disconnection only.

Scottish Water shall ensure that it notifies the CMA of all relevant information in respect of the Temporary Disconnection, e.g. they shall have due regard to the Service Category(ies) at the Supply Point.

In the event that a Temporary Disconnection also gives effect to a discontinuation of Trade Effluent Services, Scottish Water shall notify the CMA of this, using the Data Transaction T026.0 (Discontinue DPID), at the same time as it sends the T015.0 (Declare Disconnection/Reconnection/Deregistration).

##### **Step b: Update Central Systems:**

The CMA will update the Central Systems with the Temporary Disconnection date and the revised circumstances at the Supply Point(s).

##### **Step c: CMA confirms Disconnection [T015.1, (T026.1)]**

Within 1 Business Day of acceptance by the CMA of the T015.0 (Declare Disconnection/Reconnection/Deregistration), the CMA will notify the Licensed Provider(s) Registered for the Supply Point(s) of the Temporary Disconnection, using Data Transaction T015.1 (Notify

Disconnection/Reconnection/Deregistration). The Licensed Provider(s) shall note that a Temporary Disconnection Read will not be provided by Scottish Water and the volumetric calculations by the CMA will be based on the YVE as provided by Scottish Water in the T004.3.

In the event that Scottish Water notified a discontinuation of Trade Effluent Services, at step a above, the CMA will inform the Licensed Provider(s) of this using the Data Transaction T026.1 (Discontinue DPID) at the same time as it sends the T015.1 (Notify Disconnection/Reconnection/Deregistration).

#### **Step d: No Transfers allowed during the period of Temporary Disconnection**

The CMA will reject Transfer Registration Applications at the Supply Point while it is Temporarily Disconnected.

#### **Step e: Reconnection [T015.0, T021.0]**

When a Water Services Supply Point is reconnected Scottish Water shall inform the CMA of the reconnection date within 2 Business Days of undertaking the reconnection using the Data Transaction T015.0 (Declare Disconnection/Reconnection/Deregistration). Scottish Water shall not submit Data Transaction T005.0 (Meter Read) associated with the reconnection.

Within 2 Business days of the reconnection of a Water Services Supply Point which has been associated with a Sewerage Services Supply Point, Scottish Water will notify the CMA of the reconnection of the Sewerage Services Supply Point using Data Transaction T015.0 (Declare Disconnection/Reconnection/Deregistration).

In the event that a reconnection cannot be undertaken following the Temporary Disconnection due to either the Temporary Disconnection being in place for a period in excess of that allowed for a Temporary Disconnection, or because a change in circumstances at the Supply Point(s) means that the Supply Point(s) is no longer required in the Central Systems, Scottish Water shall notify the Permanent Disconnection or Deregistration of the Supply Point(s) (see the following section) and any future connection of the Supply Point(s) will be managed under CSD0101 (Registration: New Connections and New Supply Points).

#### **Step f: Update Central Systems & notify Licensed Provider: [T015.1 (T021.1)]**

The CMA will update the Central Systems with the reconnection date and the revised circumstances at the Supply Point(s) will be reflected in the relevant Settlement Report. CMA will notify the Licensed Provider of the reconnection using the Data Transaction T015.1 within 1 BD of accepting the T015.0. The Licensed Provider(s) shall note that Scottish Water

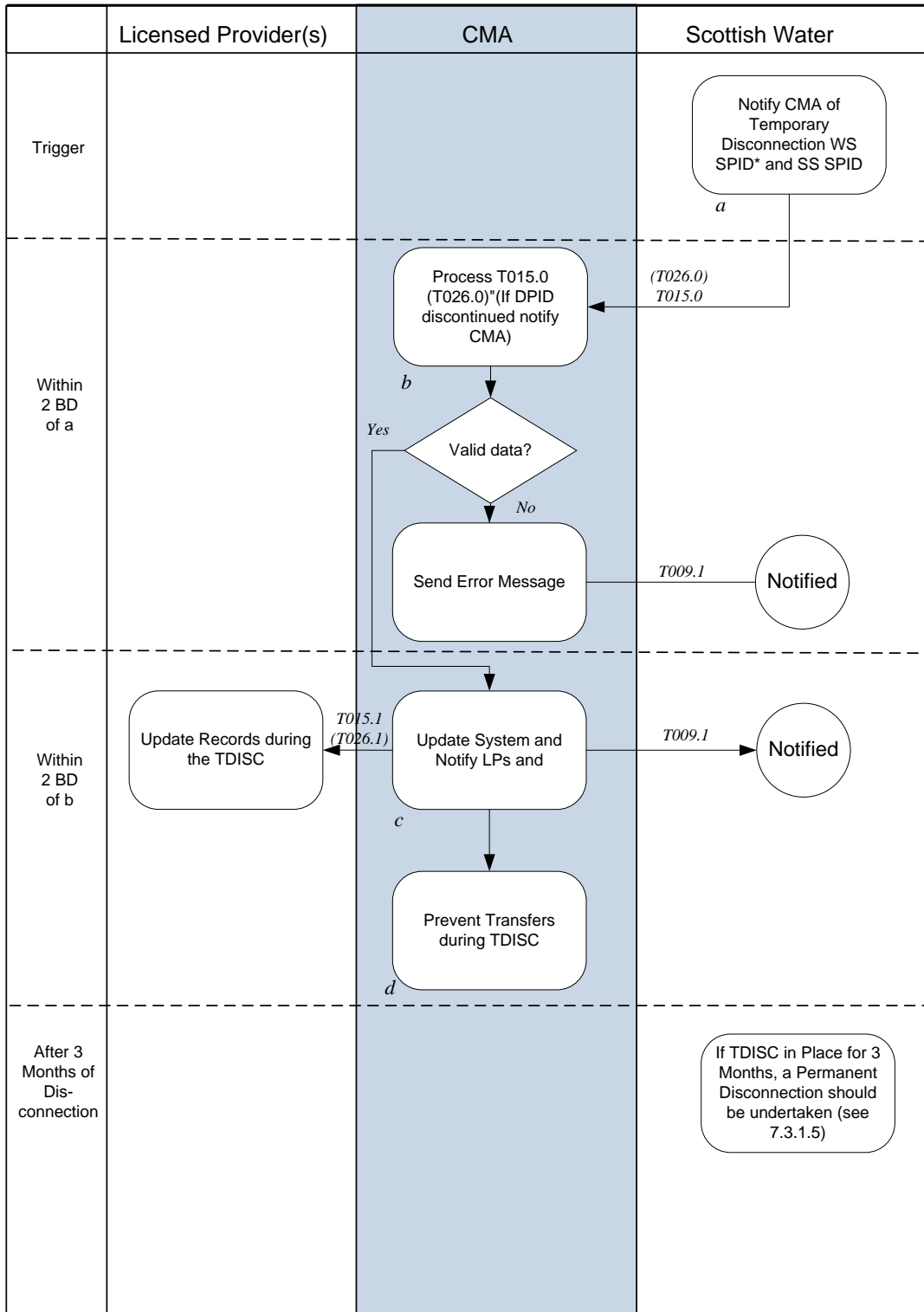
will not provide a Reconnection Read and the resultant calculations by the CMA following the reconnection will be notified in the relevant Settlement Report.

The CMA will no longer reject Transfers Registration Applications at the Supply Point from the date of the reconnection.

### 7.3.3.2 Process Diagram: Temporary Disconnection and Reconnection

Temporary Disconnection

Updated 27 September 2010

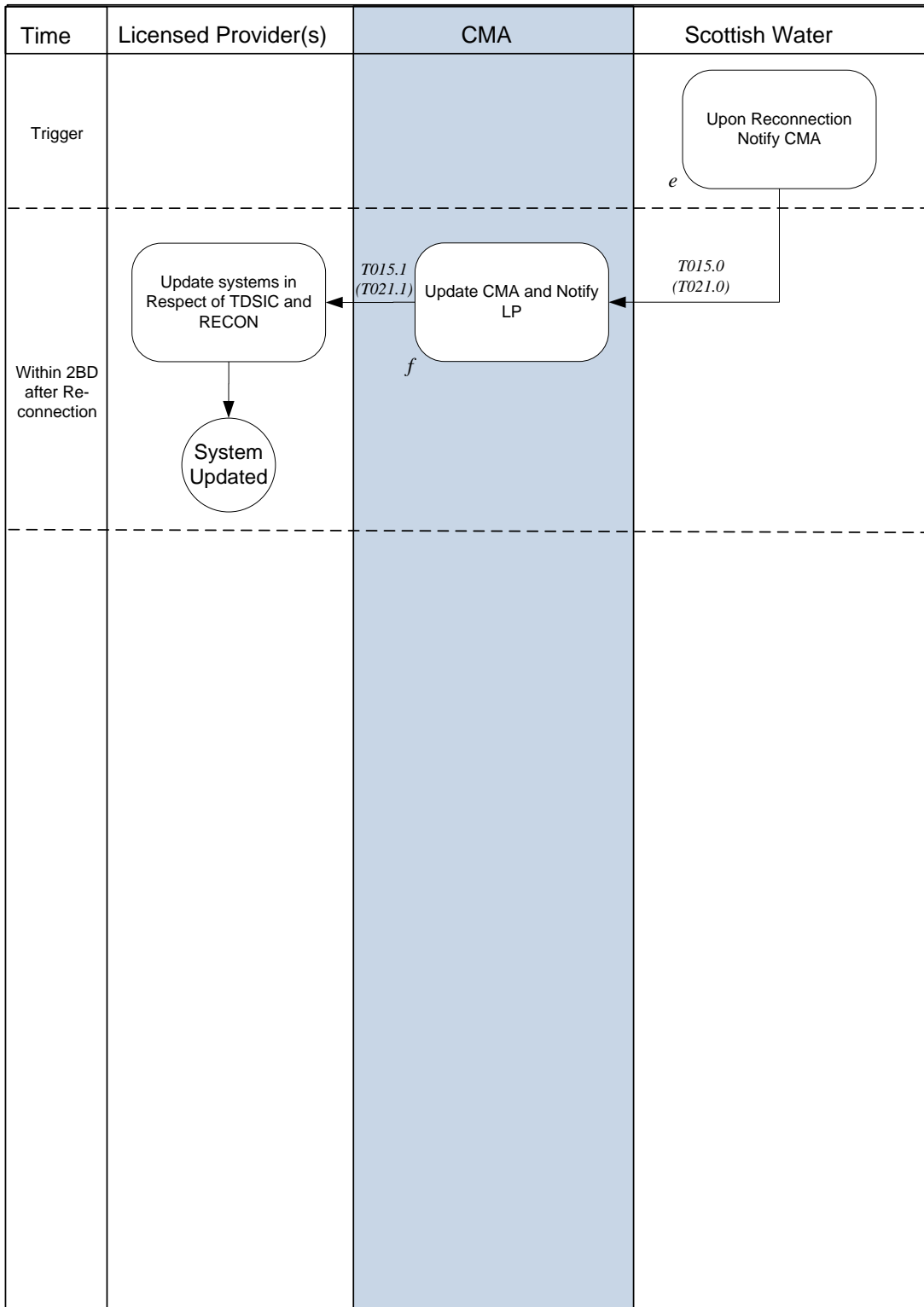


\* = Pseudo WS SPIDs shall not be notified as Temporarily Disconnected - see notes in section 7.3.4.1



Reconnection

Updated 19 May 09



### 7.3.3.3 Interface and Timetable Requirements: Temporary Disconnection and Reconnection

step ID	Action/ Decision	Process Step	From	To	Time parameter	comments	Market Code Ref	(indicative) Data TxnID
a	S	Notify Temporary Disconnection	SW	CMA	Within 2 BDs of undertaking TDISC	SW shall not submit an X Read for a TDISC at a SPID with a Pseudo Meter If TE discontinued notify discontinuance of DPID If DPIDs at Supply Point, refer to CSD0206	5.16.1 or 5.16.5 if Pseudo WS SPID	T015.0 (T026.0)
b	S	Process T015.0 (T026.0)	CMA	SW	Within 1 BD of step a	If invalid send error using existing processing.	-	T009.1
c	S	Notify LPs & update Central Systems	CMA	LPs	Within 1 BD of step b	If accepted, update Central Systems with TDISC Date and revise charging accordingly from TDISC date in the T015.0. If T026.0 accepted at step a, notify LP		T015.1 (T026.1)
d	S	CMA will prevent Transfers during the period of Temporary Disconnection	CMA	Internal	Following Step c	Existing requirement of the Market Code, which will apply, to SPIDs under Pseudo Meter arrangements.		
N/A	S	LPs update their records regarding the TDISC	LPs	Internal	Following Step c	LPs should note that no X Read will be provided		

step ID	Action/ Decision	Process Step	From	To	Time parameter	comments	Market Code Ref	(indicative) Data TxnID
N/A	D	If TDISC in place for 3 months a Permanent Disconnection should be undertaken.	SW	Internal		Go to 7.3.1.5/7.3.3.5		
e	S	SW notify reconnection	SW	CMA	Within 2 BDs of reconnection	SW shall not submit a Y Read for the reconnection If DPID recommenced, send T021.0 (cannot re-use pervious DPID number) If DPIDs at Supply Point, refer to CSD0206		T015.0 (T021.0)
f	S	Update Central Systems & notify Licensed Provider:	CMA	LP	Within 1 BD of step e			T015.1 (T021.1)
N/A	A	LPs shall update their records in respect of TDSIC and RECON	LPs	internal		LPs should note that TDISC and RECON Reads are not provided by SW for Pseudo Meters.		

## 7.3.4 Permanent Disconnection

For the avoidance of doubt, this process can be used at Water Services Supply Points and Pseudo Water Services Supply Points

### 7.3.4.1 Description of the Process Diagram Steps

#### Step a: Notify Permanent Disconnection (T015.0)

In the event that a Supply Point with Pseudo Meter arrangements is to be Permanently Disconnected, Scottish Water shall notify the CMA using Data Transaction T015.0 (Declare Disconnection/Reconnection/Deregistration) as follows, within 2 Business Days of undertaking the Permanent Disconnection:

- i. Where the Permanent Disconnection relates to both the Water Services and Sewerage Services Supply Points, a T015.0 shall be sent for both Supply Points;
- ii. Where the Permanent Disconnection relates to the Sewerage Services Supply Point only, and the Water Services are to continue to receive Water Services (i.e. it is not a Pseudo Water Services Supply Point), the T015.0 shall be sent for the Sewerage Services Supply Point only;
- iii. Where the Permanent Disconnection relates to the Sewerage Services Supply Point and there is a Pseudo Water Services Supply Point in place, a T015.0 shall be sent for both Supply Points.
- iv. Where the Permanent Disconnection relates to the Water Services only and the Sewerage Services are to remain, this should not be managed as a Permanent Disconnection and should follow the Remove Meter process in Section 6 of this CSD and the continuation of Sewerage Services will need to be managed under a Pseudo Water Services Supply Point with a Pseudo Meter.
- v. If the Permanent Disconnection is in respect of a Supply Point with Trade Effluent Services, Scottish Water shall terminate all associations between Meters and Discharge Points at the Supply Point using Data Transaction T024.0 (Notify Meter De-association) and notify discontinuation of the Discharge Point using the Data Transaction T026.0 (Discontinue DPID), before sending the T015.0 (Declare Disconnection/Reconnection/Deregistration) and T005.0 (Meter Read).

#### Step b: Update Central Systems:

The CMA will update the Central Systems and no further Wholesale Charges will be applied for that Supply Point(s) from the date of the Permanent Disconnection.

A Permanent Disconnection of a Supply Point will cease all Services at that Supply Point in the Central Systems. No further Transfers will be allowed at the Supply Point(s), and that Supply Point(s) may not be used again in the Central Systems. In the event that, in the future, a Supply Point that has been Permanently Disconnected is to be reinstated this will be

undertaken as a New Connection under CSD0101 (Registration: New Connections and New Supply Points).

**Step c: CMA confirms Disconnection [T015.1]**

Within 1 Business Day of receipt by the CMA of the T015.0, the CMA will notify the Licensed Provider(s) Registered for the Supply Point(s) of the Permanent Disconnection, using Data Transactions T015.1 (Notify Disconnection/Reconnection/Deregistration).

In the event that there is a pending Transfer, i.e. an Incoming Licensed Provider with a Registration Start Date later than the date of the Permanent Disconnection, this will not take effect and the CMA will notify the Incoming Licensed Provider of the Disconnection using the Data Transaction T015.1 (Notify Disconnection/Reconnection/Deregistration)

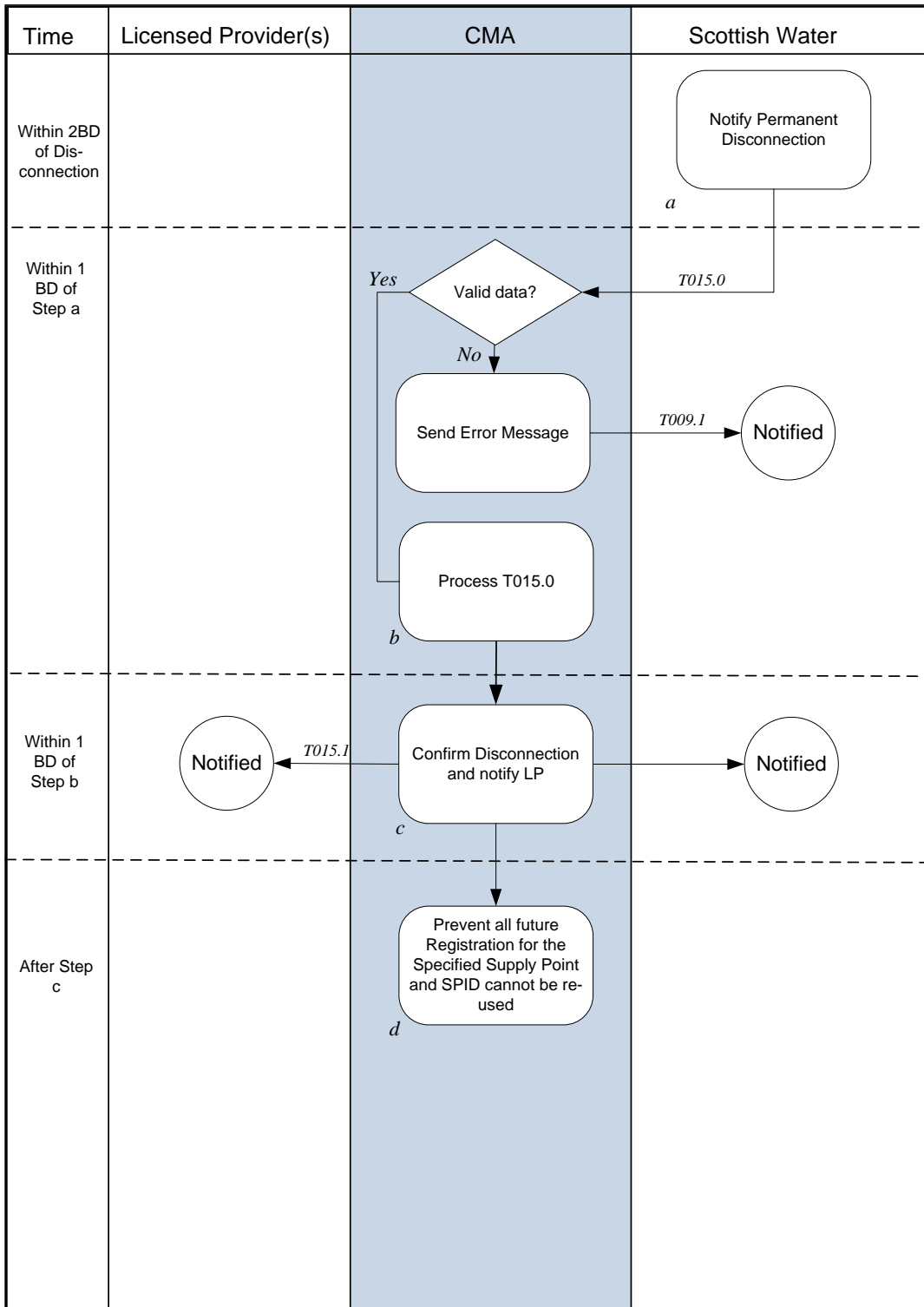
**Step d: No future Registrations possible**

The CMA will reject any Transfers Registration Applications at the Supply Point after the Permanent Disconnection and the Supply Point(s) shall not be re-used in Central Systems.

### 7.3.4.2 Process Diagram: Permanent Disconnection

#### Permanent Disconnection

Updated 18 Apr 09



### 7.3.5.3 Interface and timetable Requirements Permanent Disconnection

step ID	Action/ Decision	Process Step	From	To	Time parameter	comments	Market Code Ref	(indicative) Data Transaction
a	S	Notify Permanent Disconnection	SW	CMA	Within 2 BDs of undertaking PDISC	SW shall not submit a Final Read for a PDISC at a SPID with a Pseudo Meter. A T015.0 is required to be sent to for both the WS and SS SPIDs if services to both are to cease. If WS only is to be disconnected, and the SS is to remain, this should not be managed as a PDISC and should follow the Pseudo WS SPID process.	5.16.1 or 5.16.5 if Pseudo WS SPID	T015.0
b	S	Process T015.0	CMA	SW	Within 1 BD of step a	If invalid send error using existing processing.	-	T009.1
c	S	Notify LPs & update Central Systems	CMA	LPs	Within 1 BD of step b	If accepted, update Central Systems with PDISC Date Notify LPs		T015.1
d	S	Cease SPID in Central Systems				CMA will not permit any further Transfers and the SPIDs cannot be reused in Central Systems. Wholesale Charges will not be applied from date of Disconnection.		

### 7.3.5 Deregistration

For the avoidance of doubt, this process can be used at Water Services Supply Points and Pseudo Water Services Supply Points

It should be noted that the Deregistration of a Supply Point(s) can only be applied where Water Services and/or Sewerage Services are to cease at that Supply Point(s), by virtue of the Supply Point(s) not relating to an Eligible Premises, or not uniquely registering an Eligible Premises. In the event that a Supply Point retains any active Service Element(s) or meter(s), the changed circumstances would be updated through the relevant Section of this CSD. For example:

- A Multi Meter Supply Point, where one (or some) meter is permanently removed from the configuration, this would be updated following the Removal of Meter process under Section 6 of this CSD.
- If Trade Effluent Services are discontinued at a Supply Point, but other Sewerage Service Elements remain this would not be a Permanent Disconnection and should be updated in accordance with CSD0206 (Trade Effluent Processes)

#### 7.3.5.1 Description of the Process Diagram Steps

##### **Step a: Update CMA with Deregistration data: [T005.0 & T015.0]**

Within 2 Business Days of undertaking a Deregistration of a Supply Point(s), Scottish Water will notify the CMA of the Deregistration using Data Transaction T015.0 (Declare Disconnection/Reconnection/Deregistration). At the same time, for Supply Point(s) that are connected, Scottish Water will provide the Final Read(s) taken at the time of undertaking the Deregistration, using Data Transaction T005.0 (Meter Read). Scottish Water shall ensure that it notifies the CMA of the correct Deregistration information, e.g. they shall have due regard to the Services Category(ies) at the Supply Point when submitting Deregistration data, having in mind the following:

- i. If the Deregistration is in respect of a Water Services Supply Point and the associated Sewerage Services Supply Point, Scottish Water must notify the Deregistration at each of the Supply Point(s) at the same time.
- ii. If the Deregistration is in respect of a Water Services Supply Point where the associated Sewerage Services Supply Point is to remain registered, Scottish Water must notify the CMA of the revised Service Elements at the Sewerage Services Supply Point, using the Data Transaction as appropriate for the SPID Data that is to be modified (see CSD0301 (Data Transaction Catalogue) for details).
- iii. If the Deregistration is in respect of a Sewerage Services Supply Point associated to a Water Services Supply Point which is to remain registered, Scottish Water must



send notification of the Deregistration in respect of the Sewerage Services Supply Point only.

- iv. If the De-registration is in respect of a Supply Point with Trade Effluent Services, Scottish Water shall terminate all associations between Meters and Discharge Points at the Supply Point using Data Transaction T024.0 (Notify Meter De-association) and notify discontinuation of the Discharge Point using the Data Transaction T026.0 (Discontinue DPID), before sending the T015.0 (Declare Disconnection/Reconnection/Deregistration) and T005.0 (Meter Read).

A Deregistration of a Water Services Supply Point or a Sewerage Services Supply Point will cease all Services at that Supply Point in the Central Systems. No further Transfers will be allowed at the Supply Point(s), and that Supply Point(s) may not be used again in the Central Systems. In the event that, in the future, a Supply Point that has been Deregistered is to be reinstated this will be undertaken as a New Connection under CSD0101 (Registration: New Connections and New Supply Points). Where the Deregistration related to only the Water Services Supply Point or Sewerage Services Supply Point and the New Connection will relate to both these Services, then new Supply Points for each category of Service will be required, and the existing Water Services Supply Point or Sewerage Services Supply Point shall be Deregistered in the Central Systems by Scottish Water notifying a Deregistration in respect of that existing Supply Point.

**Step b: Update Central Systems:**

The CMA will update the Central Systems and no further Wholesale Charges will be applied for that Supply Point(s) from the effective date of the Deregistration.

**Step c: CMA confirms Deregistration & Final Read [T015.1, T005.2]**

Within 1 Business Day of receipt by the CMA of the T015.0, the CMA will notify the Licensed Provider(s) Registered for the Supply Point(s) of the Deregistration and, if the Supply Point(s) were connected, Final Read(s), using Data Transactions T015.1 (Notify Disconnection/Reconnection/Deregistration), and T005.2 (Meter Reads). The CMA will also acknowledge the receipt of the transaction T015.1 from Scottish Water within 1 Business Day by returning the data transaction T009.1.

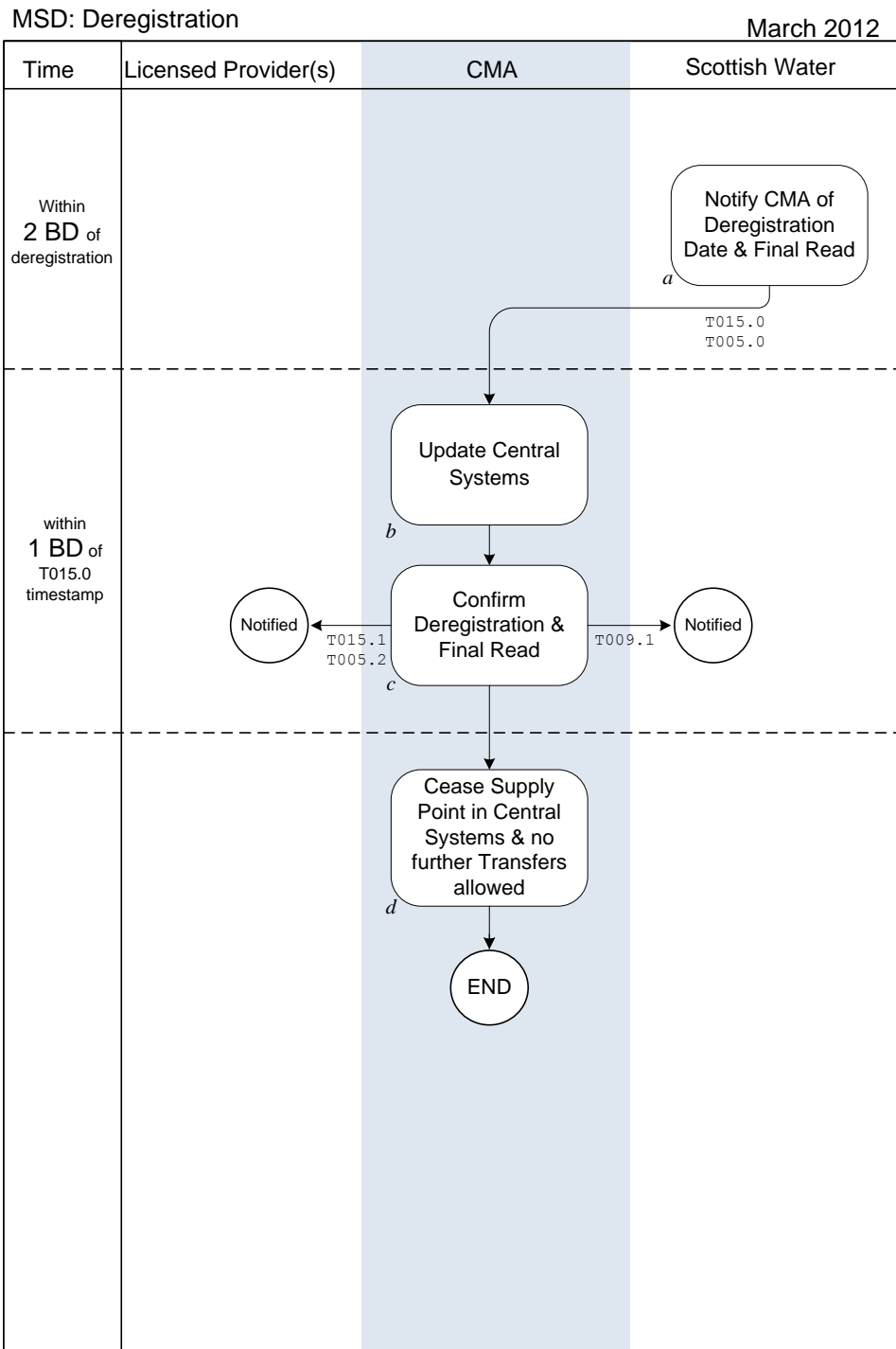
In the event that there is a pending Transfer, i.e. an Incoming Licensed Provider with a Registration Start Date later than the date of the Deregistration, this will not take effect and the CMA will notify the Incoming LP of the Deregistration using the Data Transaction T015.1 (Notify Disconnection/Reconnection/Deregistration).

**Step d: No future Registrations possible**

The CMA will reject any Transfers Registration Applications at the Supply Point after the Deregistration and the Supply Point(s) shall not be re-used in Central Systems.

In the event that Water and/or Sewerage Services are to be recommenced, the process should follow CSD0101 (Registration: New Connections and New Supply Points).

### 7.3.6 Process Diagram



### 7.3.7 Interface and Timetable Requirements

Step ID	Action/ Decision	Process Step	From	To	Time parameter	Comments	Market Code Ref	Clause	(indicative) Data Txn ID
a	S	Notify CMA of date of Deregistration Date, & Final Read	SW	CMA	Within 2BD of Deregistration	Final Read is only applicable if the Supply Point was connected	5.7.2		T015.0 T005.0
b	S	Update Central Systems.”	CMA	internal			5.7.2		
c	S	Acknowledge receipt of Deregistration	CMA	SW	1BD		5.7.2		T009.1
c	S	Notify Deregistration & Final Read to LP(s)	CMA	LP	1BD	Send T015.0 to Incoming LP with an RSD later than the deregistration date, if any	5.7.2		T015.1 T005.2
d	S	Cease Supply Point in Central Systems and Wholesale Charges from effective date of Deregistration. No further Transfers allowed	CMA	internal		The Supply Point cannot be used again in the Central Systems and any reinstatement of a Supply Point is handled under CSD0101 (Registration: New Connections and New Supply Points)	5.7.2		

## 7.4 Replace Pseudo Meter information with a physical meter

This section relates to the installation of a physical meter at an existing Water Service Supply Point.

If a new water supply is to be provided at the same time then the process in Section 7.5 should be used.

The process description should be read in conjunction with the Process Diagram and the Interface and Timetable Requirements. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

### 7.4.1 Process Description

#### **Step a: Scottish Water install physical meter**

In the event that Pseudo Meter arrangements are replaced by Scottish Water's installation of a physical meter, the following process will apply.

Scottish Water should notify the CMA within 5 Business Days, for activities undertaken by Scottish Water and 8 Business Days for activities undertaken by an Accredited Entity, of installing the physical meter. Steps b, c and d below should be performed on the same day, but in the following sequence.

#### **Step b: Scottish Water notifies Final Read for Pseudo Meter [T005.0]**

Scottish Water shall notify the Final Read to discontinue the Pseudo Meter from the date of replacement with the physical meter. The value of the Final Read will be zero (0). A supplementary change will enable the CMA to support the use of a Final Read of 0 without the need for processing it as a Re-read. In the interim this will be rejected with Error Code BZ [Zero Meter Advance] and should be resubmitted as a Re-read in order for the Final Read to be processed by the CMA.

#### **Step c: CMA processes Final Read for Pseudo Meter and notifies Licensed Provider(s) [T005.1]**

The CMA shall discontinue the Pseudo Meter, but will not use the Read value provided in the T005.0 to calculate volume for that meter, and instead shall use the YVE as provided in the relevant T004.3.

The CMA will notify the Licensed Provider(s) of the Final Read using Data Transaction T005.1.

#### **Step d: Licensed Provider actions**

The Licensed Providers will note that a Final Read has been notified in respect of a Pseudo Meter and that the CMA will apply the relevant proportion of the YVE notified in the T004.3 up to the date of the Final Read.

The value of the Final Read should NOT be relied upon to calculate any meter advance as the value is a 'dummy' value.

**Step e: Update Meter Data and Initial Read to CMA: [T004.0, T005.0, T009.1, (T033.0)]**

Within 5 Business Days, for activities undertaken by Scottish Water and 8 Business Days for activities undertaken by an Accredited Entity, of the installation, Scottish Water will provide the CMA with the new meter details, using Data Transaction T004.0 (Notify Meter Details). Scottish Water will also include within this transaction, the meter location and data logger flags to indicate the presence or absence of data loggers at a meter. The meter location should be notified in the form of OSGB X, Y co-ordinates in an all numeric format and should also include the Meter Location Code. The meter location must be provided for meters which have either a Chargeable Meter Size greater than zero, and/or a Sewerage Chargeable Meter Size greater than zero. The provision of the meter location is optional, otherwise. Data loggers can be either Scottish Water data loggers or non-Scottish Water data loggers. Both data logger types can be present at a meter at the same time.

Within 1 Business Day of receiving the T004.0 (Notify Meter Details), the CMA will validate the transaction, including a check that the GISX and GISY co-ordinates provided are not clearly out with the boundaries of Scotland before processing the transaction in the Central Systems. In the event that this is not the case, or that another aspect of validation fails, the CMA will issue a T009.1 (Error Notification) to Scottish Water.

Scottish Water will also provide the CMA with an Initial Read for that meter using Data Transaction T005.0 (Meter Read) within 5 BD, for activities undertaken by Scottish Water and 8 Business Days for activities undertaken by an Accredited Entity, of the installation of the meter, in accordance with CSD 0202 (Meter Read Submission: Process). Scottish Water should note that the T005.0 must be sent after the T004.0, otherwise the new meter will not be recognised in the Central Systems and will result in a Data Transaction T009.1 (Error Notification) being issued to Scottish Water.

Within 5 Business Days, for activities undertaken by Scottish Water and 8 Business Days for activities undertaken by an Accredited Entity, of the installation, Scottish Water will notify the CMA of any change to the Metered Building Water status using Data Transaction T033.(Notify/Update Metered Building Water).

For the avoidance of doubt, the meter details for the physical meter should reflect the actual configuration and should not follow the convention for the Pseudo Meter - for example the Meter Read Frequency of 'N' shall not be used. Note the CMA will use both meters unless a Final Read for the Pseudo Meter has been processed.

The Read Date for the Initial Read shall be the day of the installation of the physical meter

The CMA will henceforth permit the use of Transactions T004.2, T005.2 and T017.0.

**Step f: CMA notifies Licensed Provider(s) [T004.1, T005.2, (T033.1) T029.0]**

Within 1 Business Day of acceptance of the T004.0 (Notify Meter Details), the CMA will load the relevant data to the Central Systems and notify the Licensed Provider(s) using Data Transaction T004.1 (Notify Meter Details). If applicable the Metered Building Water status will be notified using Data Transaction T033.1 (Notify Metered Building Water).

In the case of a Meter replacement at a Supply Point where the Meter is in respect of Water or Sewerage Services only, the CMA will only send notification of the new Meter details, Metered Building Water status and the Meter Reads to the Licensed Provider Registered to that Supply Point.

In the case of a meter replacement where that meter is a Related Water Supply Meter, the CMA will notify the Sewerage Services Licensed Provider Registered to that Supply Point of the new meter details and the Meter Reads at the same time that it notifies the Water Services Licensed Provider, using the Data Transactions listed above.

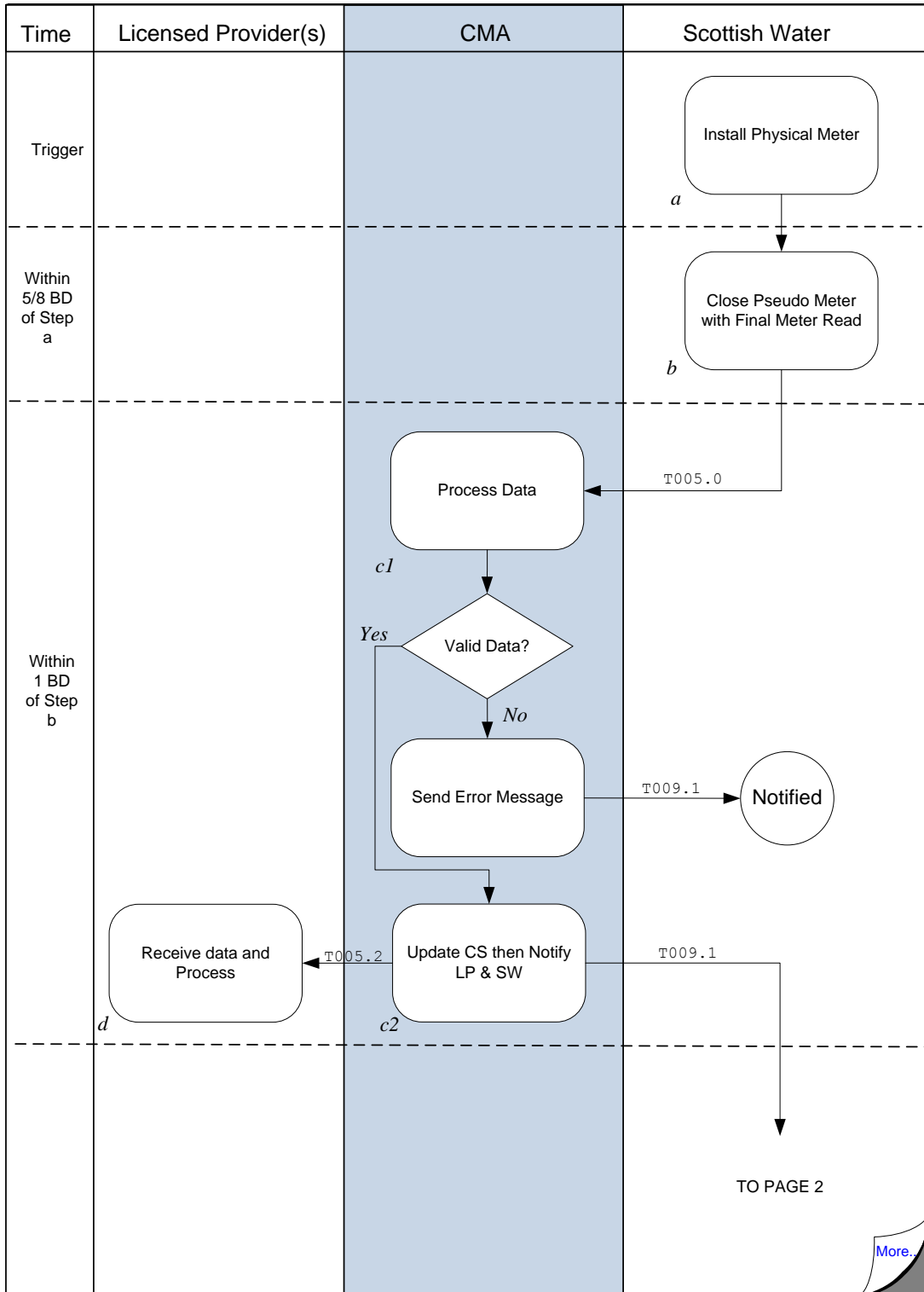
**Step g: Licensed Provider actions**

The Licensed Providers will note that the replacement meter is a physical meter as the Meter Read Frequency will be Bi-annual or Monthly and an Initial Read has been notified in respect of the replacement physical meter and accordingly the LP shall provide Meter Readings as required. . The LP may wish to update the CMA with a YVE for the replacement meter using data Transaction T004.2 (Notify Meter Details)

## 7.4.2 Process Diagram

### Replace Pseudo Meter with Physical Meter

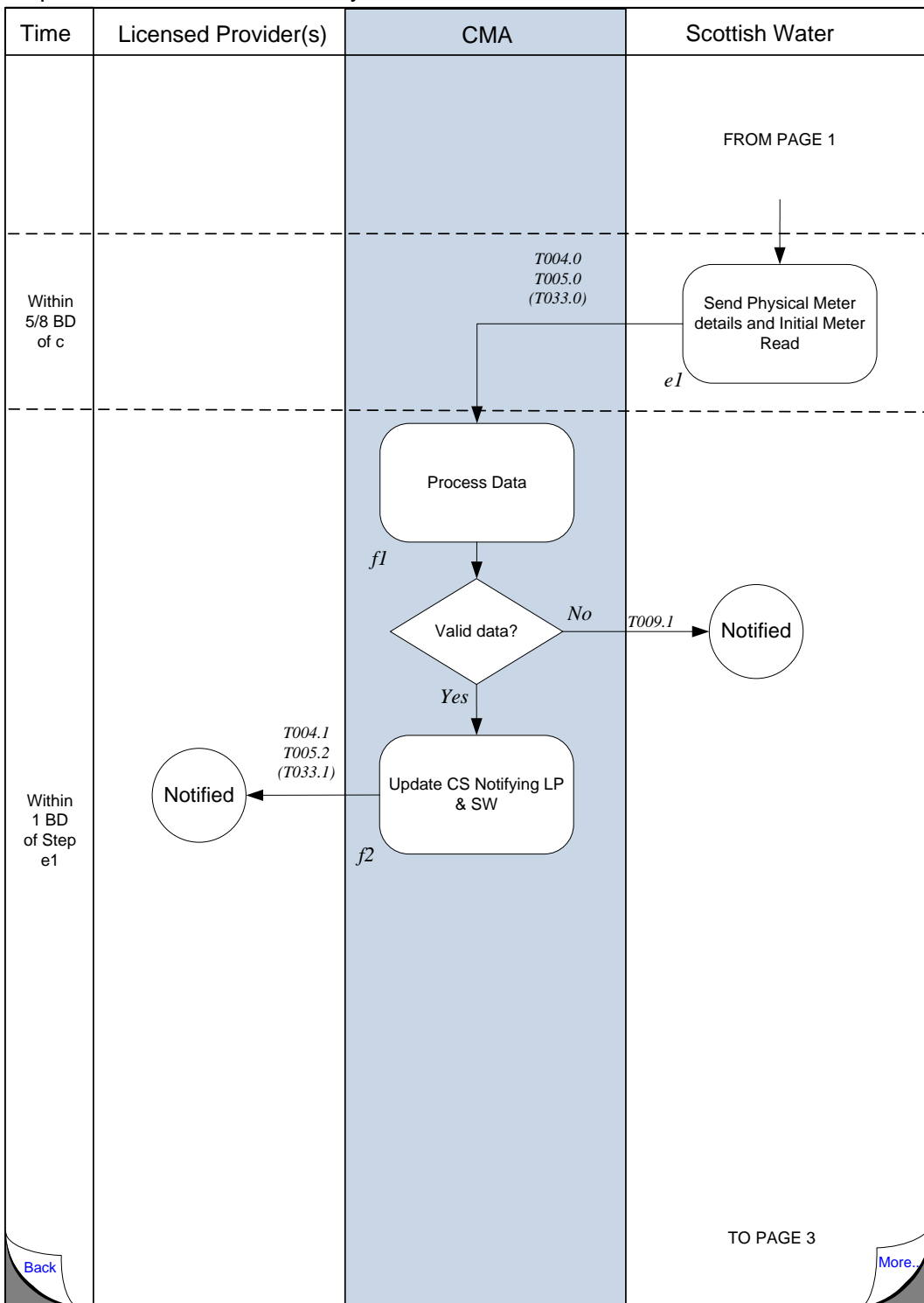
Updated March 2013





Replace Pseudo Meter with Physical Meter

Updated March 2013



### 7.4.3 Interface and Timetable Requirements: Replace Pseudo Meter information with a Meter installation

step ID	Action/ Decision	Process Step	From	To	Time parameter	comments	Market Code Ref	(indicative) Data TXN ID
a	A	SW install a meter (under the FBM programme or following a re- evaluation of feasibility of metering)	SW	internal		Operational Code	-	-
b	S	Close-down existing Pseudo Meter information by notifying an F Read	SW	CMA	within 5/8 BDs of step a	Send F Read using WS SPID	5.16.1	T005.0
c1	S	Process T005.0 & notify SW and LPs	CMA	SW LPs	Within 1 BD of step a	If invalid send error using existing processing. CMA will not use the F Read value to calculate Actual Daily Volume for the Pseudo Meter	-	T009.1 T005.1
c2	A	Update Central Systems	CMA	Internal	Following Step c1	Discontinue Pseudo Meter – this will mean that T004.2, T005.2 and T017.0 Transactions will now be permitted	-	-
d	A	LPs shall note that the Pseudo Meter has been discontinued and that the CMA will cease charges for that meter in the next following Settlement Report for the relevant Invoice Period,	LPs	Internal	On receipt of T005.2	LPs will not know at this stage whether it is to be replaced with a physical meter or a revised YVE. Step f2 of this Section or Step e of Section 7.3.1.1 shall indicate which circumstance applies. The value of the F Read should NOT be relied upon to calculate any meter advance as the value is a 'dummy' value.	-	--

step ID	Action/ Decision	Process Step	From	To	Time parameter	comments	Market Code Ref	(indicative) Data TXN ID
e	S	Send replacement physical Meter information & Initial Read	SW	CMA	Following step b above and within 5/8 BDs of step a	Ensure that Meter Read Type is Initial (I) in order to activate the replacement meter. Note: If SW send the replacement information prior to acceptance of the T005.0 at step c above, the CMA will apply the information for both the Pseudo Meter and physical Meter X,Y co-ordinates should be provided		T004.0 T005.0 (T033.0)
f1	S	Process T004.0 and T005.0 and notify SW	CMA	SW	Within 1 BD of step c	If invalid send error (as existing)		T009.1
f2	S	Update Central Systems & notify LPs of updated meter information	CMA	LPs	Within 1 BD of step c	If Related Water Supply Meter, also advise SS LP of replacement Meter information & Initial Read		T004.1 T005.2 (T033.1)
g	A	LPs update their records to the effect that a Meter is now installed and provide Meter Reads as relevant.	LPs	Internal	Following step d	LP can also submit a YVE in respect of the new Meter	-	(T004.2)

## 7.5 Scottish Water provides a water supply at a Pseudo Water Services Supply Point with a Pseudo Meter

Where Scottish Water receives an application to provide a water supply at a Pseudo Water Services Supply Point (i.e. the Supply Point previously only received Sewerage Services) it is necessary to reconfigure the Pseudo Water Services Supply Point to a Water Service Supply Point so that Water Services can commence. The alternatives are:

- Revision to a Water Services Supply Point with no change to the Pseudo Meter information– see 7.5.1; or
- Revision to a Water Services Supply Point with coincident changes to the Pseudo Meter information, namely Assigned Annual water volume(s) and/or Non return to Sewer Allowance – see 7.5.2;
- Revision to a Water Services Supply Point coincident with the installation of a physical meter – see 7.5.3.

It will also be necessary for Scottish Water to consider whether any other changes need to be applied.

### 7.5.1 Revision to a Water Services Supply Point with no change to the Pseudo Meter information

This section does not include installation of a physical meter - if the meter is to be installed:

- subsequent to the water supply being provided, the process in Section 7.4 (Replace Pseudo Meter with a physical meter) should be followed; or
- at the same time that the water supply is provided, Section 7.5.3 (Reconfiguration to Water Services Supply Point with coincident physical meter installation) should be followed.

This section does not include coincident changes to the Pseudo Meter information. – if the Pseudo Meter information is changed:

- at the same time that the water supply is provided, Section 7.5.3 should be followed
- subsequent to the water supply being provided, the process in Section 7.3.1 (Revise Pseudo Meter parameters) should be followed.

The description should be read in conjunction with the Process Diagram and the Interface and Timetable Requirements. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

#### 7.5.1.1 Description of the Process Diagram Steps

### **Step a: Water supply provided at a Pseudo Water Services Supply Point**

Within 5 Business Days, for activities undertaken by Scottish Water and 8 Business Days for activities undertaken by an Accredited Entity, of providing a water supply at a Pseudo Water Services Supply Point, Scottish Water shall notify the CMA of the change to the Pseudo Water Services Supply Point as set out below.

### **Step b: Scottish Water revise discount for water volume [T029.1]:**

Scottish Water shall notify a change to the 100% discount using the data transaction T029.1 (Notify SPID Special Arrangements) and updating Data Item D2003 to a value of 0%. The effective date for this change should be the date from which the water supply was provided and therefore Re-assessed Charges should apply for the water volume.

The modification of the Data Item D2003 to a value of 0% means that the Pseudo Water Services Supply Point is to become a Water Service Supply Point

### **Step c: CMA notifies Licensed Provider [T029.0]:**

The CMA will notify the Licensed Provider using the T029.0 (Notify SPID Special Arrangements) within 1 Business Day of accepting the T029.1.

### **Step d: Licensed Provider (WS) updates SPID Address Free Descriptor details [T012.0]**

Within 2 Business Days of receiving notification in the T029.0 (at step c above) of the modification to a 0% discount in the revised Data Item D2003, the Water Services Licensed Provider shall send Data Transaction T012.0 (Update SPID Data) to update the Supply Point Address to amend the reference to a PSEUDO WATER SPID in the D5001 Free Descriptor field. The information notified shall include all relevant address information as applicable to the Supply Point and the D5001 information shall note 'CONVERTED PSEUDO WS SPID' Licensed providers should note that the discount will not be applied to the Water Services Supply Point with effect from the date notified in the T029.0 above, and that the Pseudo Meter has been retained at the Water Services Supply Point and remains a Related Water Supply Meter.

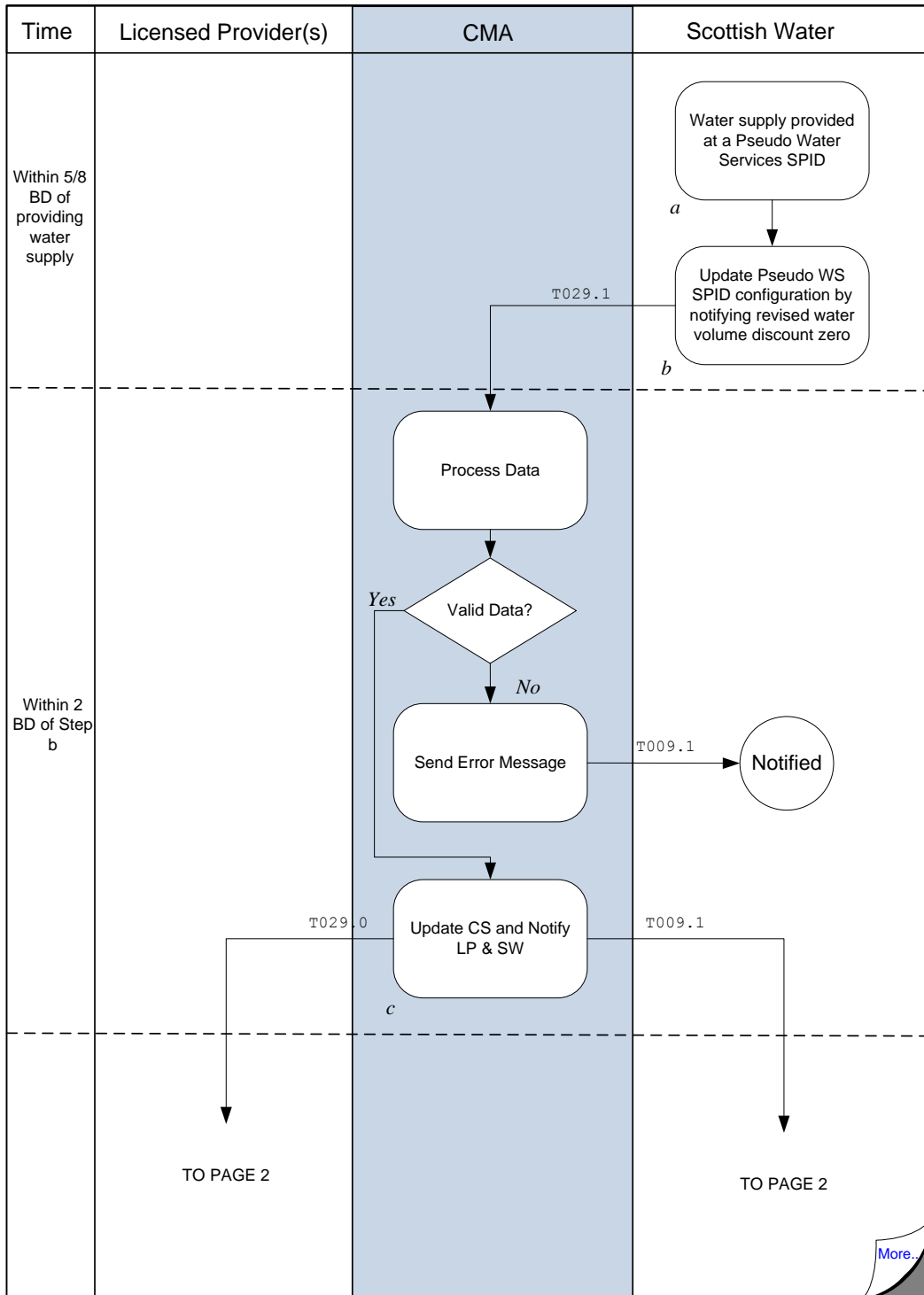
### **Step e: CMA updates Central Systems**

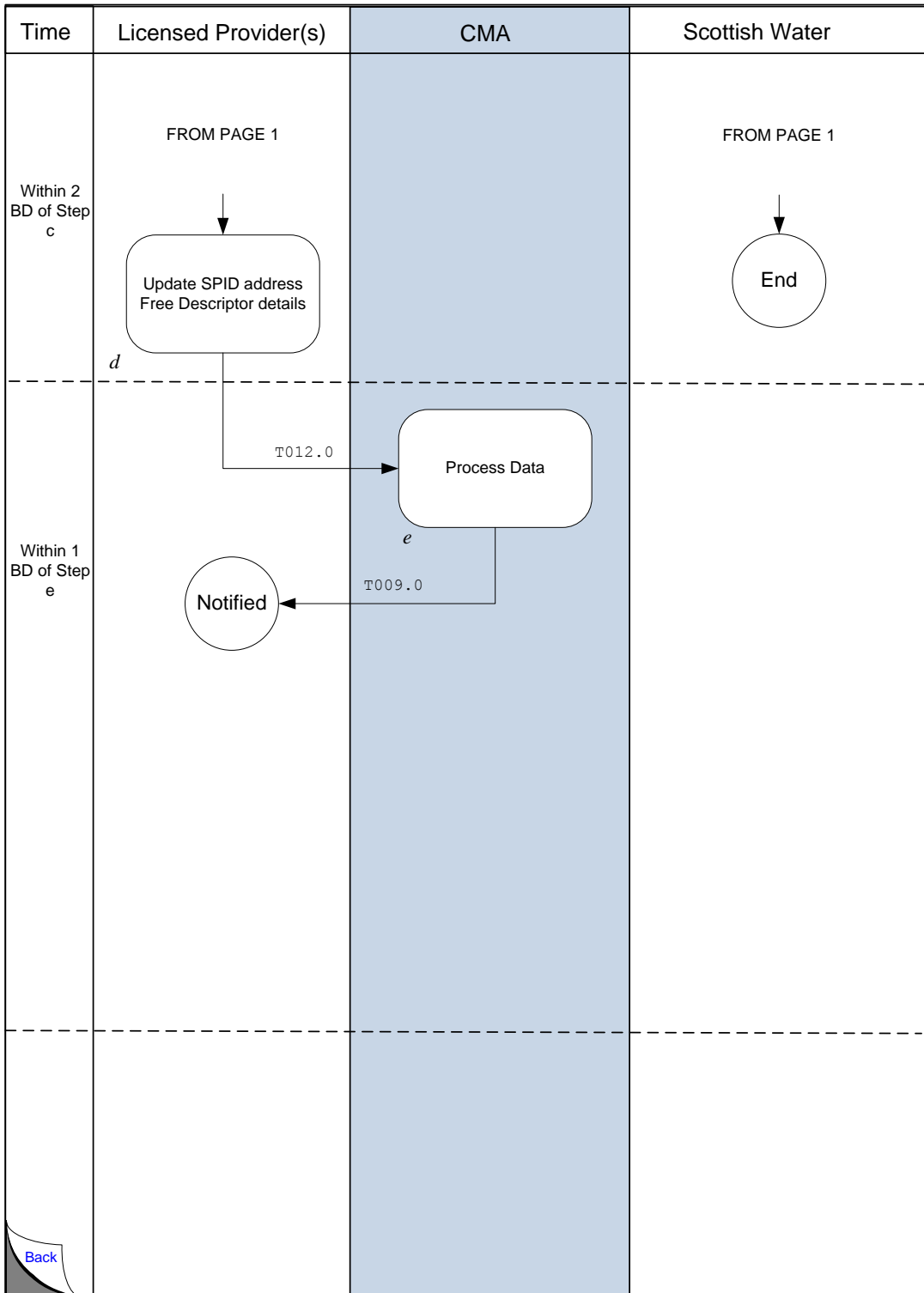
The CMA will update the Central Systems with the revised SPID Address information.

**7.5.1.2: Process Diagram:**

Revision to Water Services SPID with no change to the Pseudo Meter information

Updated March 2013





### 7.5.1.3: Interface and Timetable Requirements: Revision to a Water Services SPID with no change to Pseudo Meter information

step ID		Process Step	From	To	Time parameter	Comments	Market Code Ref	Indicative Txn ID
a	A	Water supply provided at a Pseudo Water Services SPID	SW	internal	Within 5/8 BDs of providing water supply	Operational Code Section 7.5.1 only considers provision of a water supply with no change to the Pseudo Meter. Sections 7.5.2 or 7.5.3 should be followed if changes to the Pseudo Meter or installation of a physical meter is undertaken at the same time as provision of a water supply.	5.16.4	N/A
b	S	Scottish Water update Pseudo WS SPID configuration by notifying revised water volume discount details	SW	CMA	Following step a	Data Item D2003 Schedule 3 should be set to 0% with an effective date equivalent to the date from which the discount is to be dis-applied		T029.1
c	S	Process T029.1 & notify SW and LPs	CMA	SW LPs	Within 1 BD of step B	If T029.1 invalid send error to SW using existing processing.		T009.1 T029.0
d	D	All other Pseudo Arrangements details to be retained	SW	Internal	At step A			N/A



step ID		Process Step	From	To	Time parameter	Comments	Market Code Ref	Indicative Txn ID
e	S	Licensed Provider (WS) updates SPID address Free Descriptor details	WS LP	CMA	Within 2 BDs of Step C	Receipt of T029.0 at step c above modifying Data Item D2003 discount from 100% to 0%, thus indicating that a water supply is now applicable and the Pseudo WS SPID is now converted to a WS SPID. NB All other existing SPID address details must be included in the T012.0 in order to prevent overwrite of address information with blank fields		T012.0
f	A	Process T012.0, notify LP and update Central Systems	CMA	Internal	Within 1 BD of acceptance of T012.0 above	D5001 Free Descriptor should note 'Converted from Pseudo WS SPID'. NB All other existing SPID address details must be included in the T012.0 in order to prevent overwrite of address information with blank fields		T009.0

## 7.5.2 Revision to a Water Services Supply Point with coincident change to the Pseudo Meter information

This section does not include Installation of a physical meter - if the meter is to be installed:

- subsequent to the water supply being provided, the process in Section 7.4 (Replace Pseudo Meter with a physical meter) should be followed; or
- at the same time that the water supply is provided, Section 7.5.3 should be followed.

This section does not include coincident changes to the Pseudo Meter information – if the Pseudo Meter information is changed:

- at the same time that the water supply is provided, Section 7.5.3 should be followed.
- subsequent to the water supply being provided, the process in Section 7.3.1 (Revise Assigned Annual Water Volume(s) or 7.3.2 Revise Non Return to Sewer Allowance) should be followed.

The description should be read in conjunction with the Process Diagram and the Interface and Timetable Requirements. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

### 7.5.2.1 Description of the Process Diagram Steps

#### **Step a: Water supply provided at a Pseudo Water Services Supply Point**

Within 5 Business Days, for activities undertaken by Scottish Water and 8 Business Days for activities undertaken by an Accredited Entity, of providing a water supply at a Pseudo Water Services Supply Point, Scottish Water shall notify the CMA of the change to the Pseudo Water Services Supply Point as set out below.

#### **Step b: Scottish Water revise discount for water volume [T029.1]:**

Scottish Water shall notify a change to the 100% discount using the data transaction T029.1 (Notify SPID Special Arrangements) and updating Data Item D2003 to a value of 0%. The effective date for this change should be the date from which the water supply was provided and therefore Re-assessed Charges should apply for the water volume.

The modification of the Data Item D2003 to a value of 0% means that the Pseudo Water Services Supply Point is to become a Water Service Supply Point

#### **Step c: CMA notifies Licensed Provider [T029.0]:**

The CMA will notify the Licensed Provider using the T029.0 (Notify SPID Special Arrangements) within 1 Business Day of accepting the T029.1.

#### **Step d: Scottish Water determines changes to Pseudo Meter information**

If the Assigned Annual Water Volume, the Assigned Annual Foul Sewerage Volume, or both are to be revised, go to step h

#### **Step e: No longer used**

#### **Step g: Licensed Provider (WS) updates SPID Address Free Descriptor details [T012.0]**

Within 2 Business Days of receiving notification in the T029.0 (at step c above) of the modification to a 0% discount in the revised Data Item D2003, the Water Services Licensed Provider shall send Data Transaction T012.0 (Update SPID Data) to update the SPID Address to amend the reference to a PSEUDO WATER SPID in the D5001 Free Descriptor field. The information notified shall include all relevant address information as applicable to the Supply Point and the D5001 information shall note 'CONVERTED PSEUDO WS SPID'

Licensed providers should note that the discount will not be applied to the Water Services Supply Point with effect from the date notified in the T029.0 above.

#### **Step h: Revised Assigned Annual Volume(s) confirmed by Scottish Water**

Where Scottish Water confirms a revised Assigned Annual Water Volume, the Assigned Annual Foul Sewerage Volume, or both at the same time as it provides a water supply, the process set out below shall be used.

#### **Step i: Close superseded Pseudo Meter [T005.0]**

Scottish Water shall close the Pseudo Meter to be replaced by submitting a Final Read using Data Transaction T005.0, as follows;

- i. the Reading Date for the Final Read shall be the date that the previous D2010 YVE notified by Scottish Water is to cease, i.e. the calendar day before the replacement Pseudo Meter information is to be in effect; and
- ii. the value of the Final Read will be zero (0). A supplementary change will enable the CMA to support the use of a Final Read of 0 without the need for processing it as a Re-read. In the interim this will be rejected with Error Code BZ [Zero Meter Advance] and should be resubmitted as a Re-read in order for the Final Read to be processed by the CMA.

#### **Step j: CMA processes Final Read and notifies Scottish Water and LPs [T009.1, T005.2]**

The CMA will process the T005.0 and will acknowledge this to Scottish Water using the T009.1. In the event that the T005.0 is rejected, and Scottish Water do not resubmit a corrected T005.0 which is successful prior to proceeding to Step I, CMA will use the information for both Pseudo Meters until the Final Read is processed.

If the T005.0 is accepted, the CMA will notify the Licensed Provider and, if the Pseudo Meter is a Related Water Supply Meter, will also notify the Licensed Provider Registered to the associated Sewerage Services Supply Point.

CMA will discontinue the Pseudo Meter where the T005.0 is accepted, but the value of the Final Read provided therein will not be used in volume calculations which shall continue to be based on the YVE and Non-Return to Sewer Allowance provided for that Pseudo Meter.

#### **Step k: Licensed Provider actions**

Licensed Providers shall update their records to the effect that the Pseudo Meter has been discontinued by notification of a Final Read. Licensed Providers shall consider the information in any subsequent T004.3 which will indicate the replacement of a Pseudo Meter (see Step I below). It should also be noted that receipt of a Final Read could also indicate that a physical meter will replace the Pseudo Meter, in which case Section 7.5.3 of this CSD will apply.

The value of the Final Read should NOT be relied upon by the Licensed Provider(s) to calculate any meter advance as the value is a 'dummy' value (see Step i above). Licensed Providers should refer to the next following Settlement Report for the relevant Invoice Period for the volume calculated by the CMA up to the discontinuation of the Pseudo Meter.

#### **Step I: Update replacement Pseudo Meter information [T004.3, T005.0]**

The revised YVE and Non-Return to Sewer Allowance shall then be updated by Scottish Water, using the T004.3 notifying the replacement new Pseudo Meter information with the new YVE and Non-Return to Sewerage Allowance, notwithstanding that all other replacement Pseudo Meter information must comply with the rules for, e.g. Meter Read Frequency and Meter ID – refer to Section 7.1 for further information – to ensure that no other revisions are made to the meter arrangements at the Supply Point(s).

Where a modified Non Return to Sewer Allowance applies, this shall be notified in the T004.3.

Scottish Water will also provide the CMA with an Initial Read for the Pseudo Meter using Data Transaction T005.0 (Meter Read), which shall:

- i. be provided in a T005.0 sent within 2 Business Days of the T004.3 above; and
- ii. have a Reading Date equivalent to the date from which the revised Re-assessed Charges are to apply
- iii. Shall notify no other read value than zero.

#### **Step m: CMA notifies Licensed Provider(s) [T004.1, T005.2 (T027.1)]**

Within 1 Business Day of receipt of the T004.3 (Notify/Update Pseudo Meter Details) and T005.0 (Meter Read), the CMA will load the relevant data to the Central Systems and notify

the Licensed Provider(s) of the replacement Pseudo Meter information, using Data Transaction T004.1 (Notify Meter Details), and of the Meter Read using Data Transaction T005.2.(Meter Read).

In the case of a replacement Pseudo Meter which is also a Related Water Supply Meter, the CMA will notify the Sewerage Services Licensed Provider Registered to that Supply Point of the new Pseudo Meter information, at the same time that it notifies the Water Services Licensed Provider, using the data transactions listed above.

The CMA shall use the revised YVE and Non-Return to Sewer Allowance with effect from the date of the Initial Read.

In the event that a T027.0 was received at step I above, CMA shall notify the Licensed Provider using the Data Transaction T027.1 (Update DPID Details)

#### **Step n: Licensed Provider(s) actions**

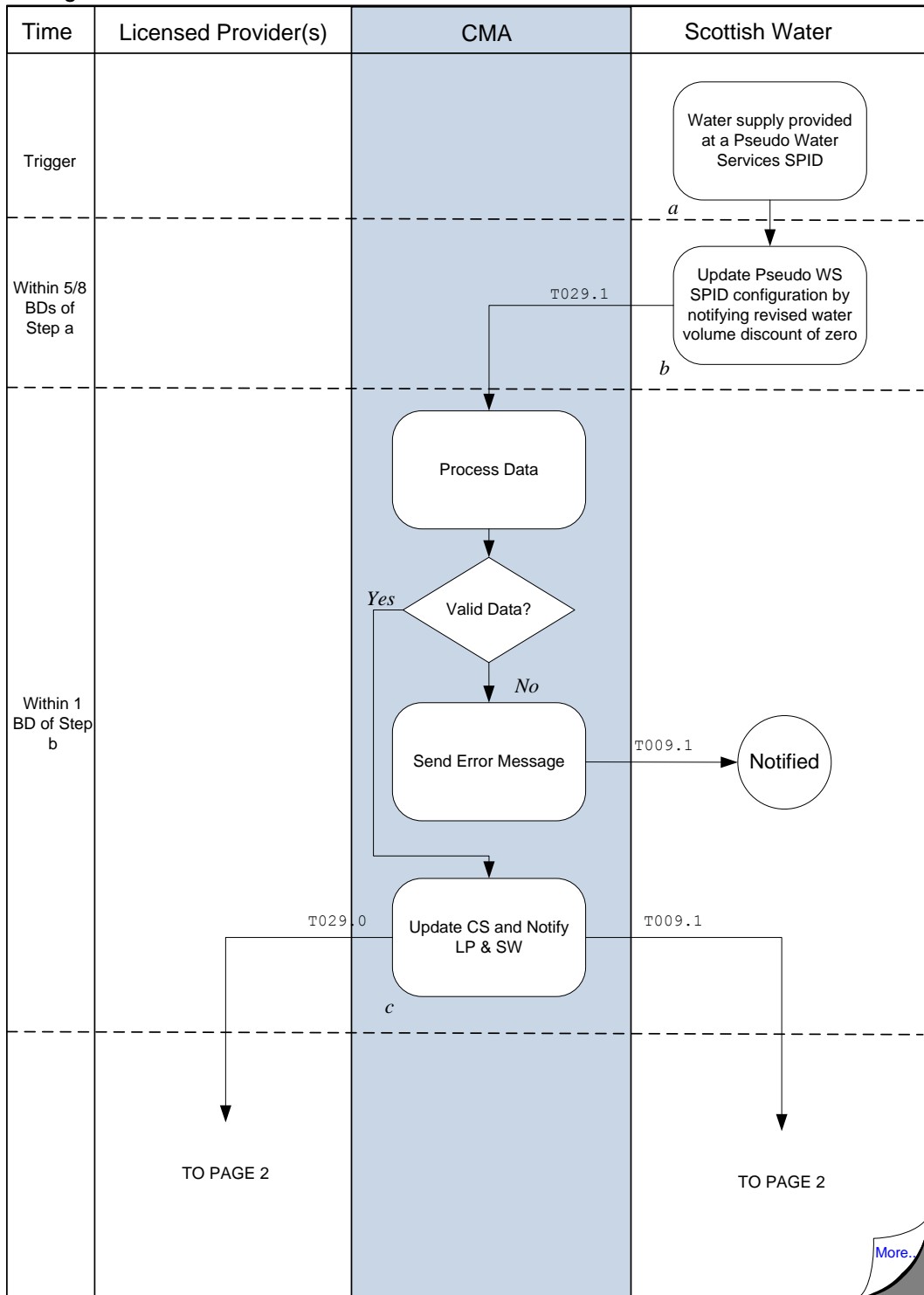
Licensed Providers will take account of the replacement Pseudo Meter information and shall update their systems and processes accordingly such that they are aware that a Pseudo Meter remains in force and

- i. Meter Reads submitted by an LP, and an LP provided YVE are not required; and will be rejected by the CMA, and
- ii. the volumes derived from the SW YVE (as notified in the T004.1 above) will be used in the Settlement Reports from the date of the Initial Read.
- iii. Any modification to the Non-Domestic Allowance, if applicable.

7.5.2.2: Process Diagram:

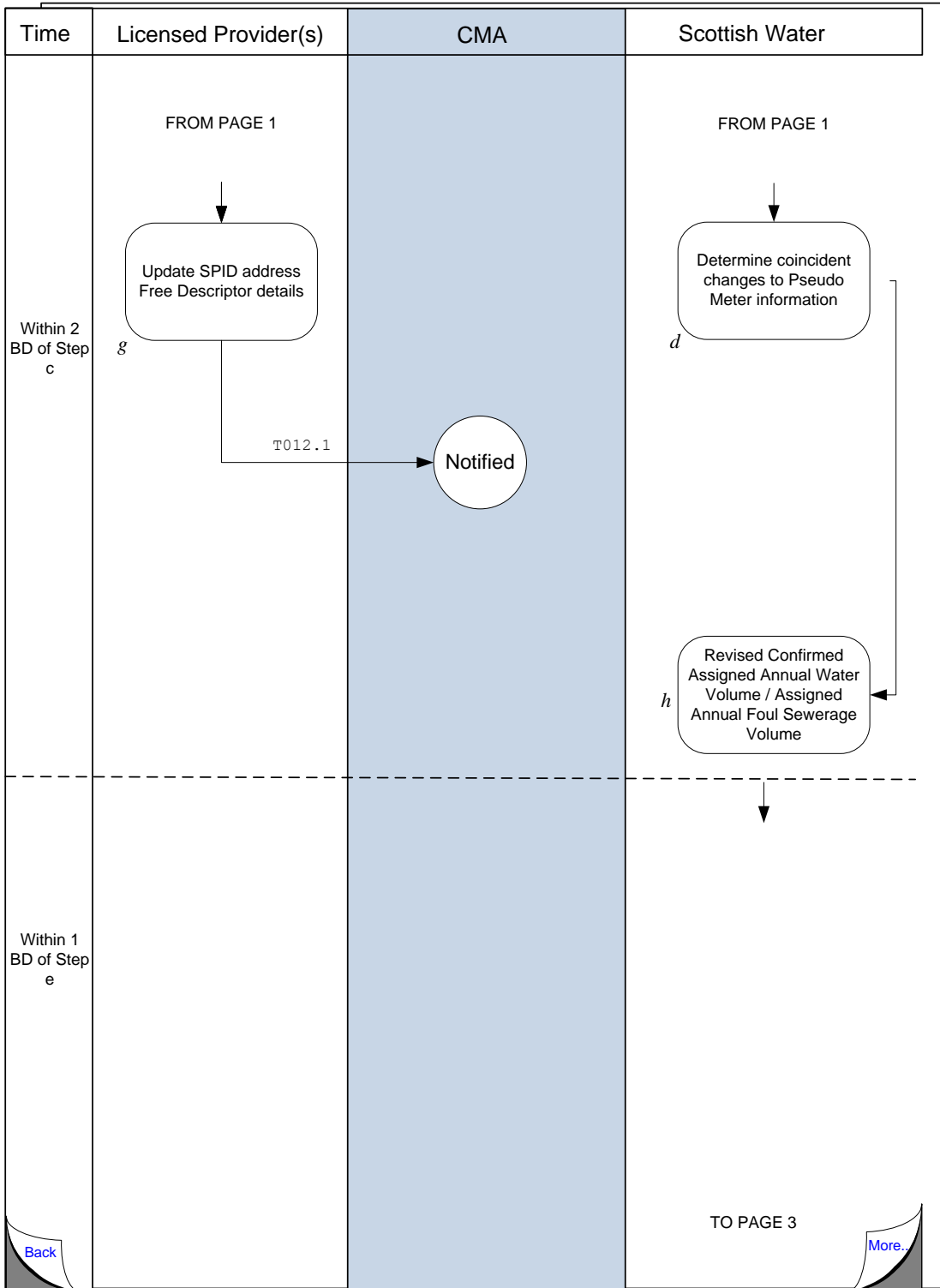
Revision to a Water Services SPID with coincident change to the Pseudo Meter information

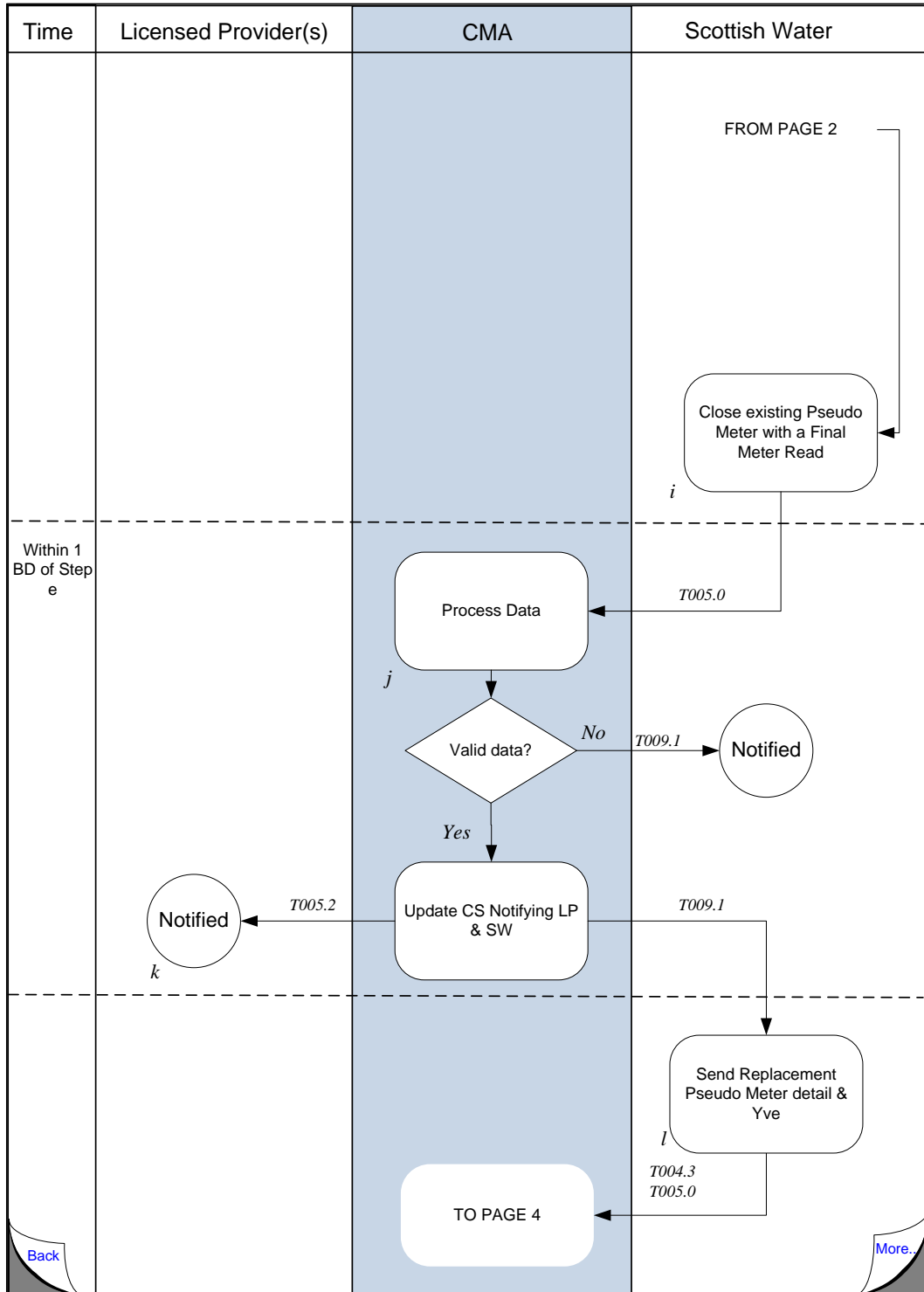
Updated March 2013



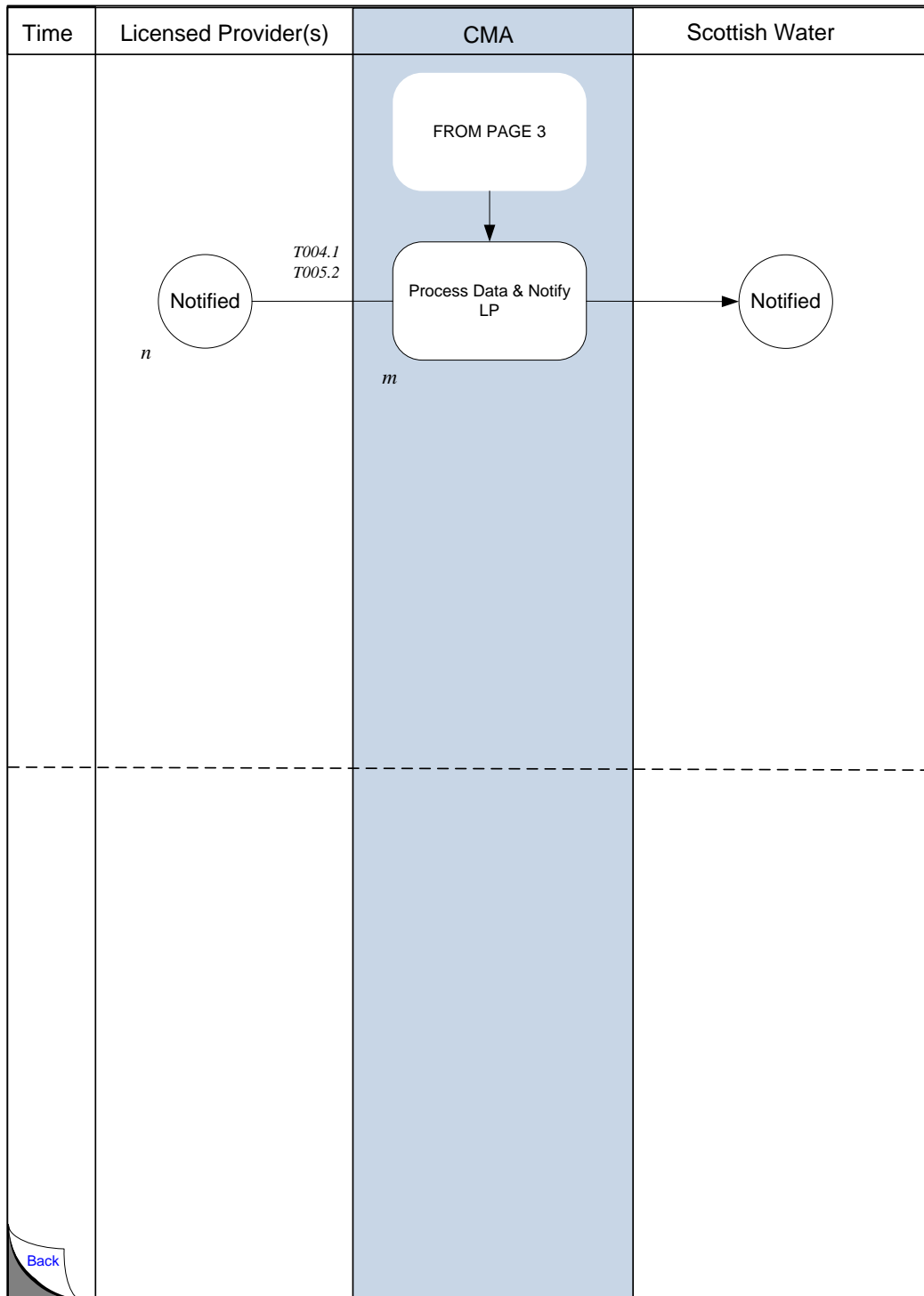
Revision to a Water Services SPID with coincident change to the Pseudo Meter information

Updated September 2013









**7.5.2.3 Interface and timetable Requirements:Revision to a Water Services SPID with coincident change to Pseudo Meter information**

step ID		Process Step	From	To	Time parameter	Comments	Market Code Ref	Data Txn ID
a		Water supply provided	SW	internal		Operational Code Section 7.5.2 only considers provision of a water supply with coincident change to the Pseudo Meter. Sections 7.5.1 or 7.5.3 should be followed if there are no coincident changes to the Pseudo Meter or installation of a physical meter is undertaken at the same time as provision of a water supply.		N/A
b		Scottish Water update Pseudo WS SPID configuration by notifying revised D2003 discount details	SW	CMA	Within 5/8 BDs of step a	Data Item D2003 value should be set to 0% with an effective date equivalent to the date from which the discount is to be dis-applied NB the T029.1 at this step shall not revise the D2022 Phasing Transition Arrangement at this time if the Pseudo Meter Arrangements are to remain in place.	5.16.5	T029.1

step ID		Process Step	From	To	Time parameter	Comments	Market Code Ref	Data Txn ID
c		Process T029.1 & notify SW and LPs	CMA	SW LPs	Within 1 BD of step b	If T029.1 invalid send error to SW using existing processing. Modification of the D2003 discount from 100% to 0% means that there is no discount in place as a water supply has been provided LP should note that receipt of the T029.0 is a trigger for step g below.		T009.1 T029.0
d	D	Scottish Water determine coincident changes to Pseudo Meter information	SW	Internal		If the YVE is to be coincidentally changed, go to step h Other events: If a physical meter is to be installed at the same time, Section 7.5.3 should be followed. If a physical meter is to be subsequently installed, Section 7.4.1 should be followed. If the Pseudo Meter information is not to be changed coincidentally, subsequent changes should be notified in accordance with Section 7.3.1.1 (Revise Assigned annual Water Volume) or 7.3.1.2 (Revise NRSA/NDA).		
e		No longer used						

step ID		Process Step	From	To	Time parameter	Comments	Market Code Ref	Data Txn ID
g		Licensed Provider (WS) updates SPID Address Free Descriptor to 'Converted Pseudo WS SPID' and CMA updates Central Systems	WS LP	CMA	Within 2 BDs of step c	Receipt of T029.0 at step c above modifying the D2003 discount from 100% to 0%, means a water supply has been provided and the Pseudo WS SPID is now converted to a WS SPID.  The Free Descriptor must be revised in order to amend the previous reference to the WS SPID being a Pseudo WS SPID.		T012.0
h	D	From decision d Scottish Water confirm a revised Assigned Annual Water Volume(s) or Assigned Annual Foul Sewerage volume(s) for Re-assessed Charges	SW	internal	Within 2 BDs of step a			N/A
i	S	Close-down existing Pseudo Meter information by notifying an F Read	SW	CMA	Within 2 BDs of step a	Send F Read using Pseudo WS SPID		T005.0

step ID		Process Step	From	To	Time parameter	Comments	Market Code Ref	Data Txn ID
j		Process T005.0 & notify SW and LPs	CMA	SW and LPs	Within 1 BD of step i	If invalid send error using existing processing. CMA will discontinue the Pseudo Meter but will not use the F Read value in volumetric calculations		T009.1 T005.2
k	D	LPs shall note that the Pseudo Meter has been discontinued and that the CMA will cease charges for that meter.	LPs	Internal	On receipt of T005.2	LPs will not know at this stage whether the Pseudo Meter is to be replaced with a Pseudo Meter to revise the YVE or a physical meter. Step I of this Table or receipt of a T004.0 (respectively) shall indicate which circumstance applies.  The value of the F Read should NOT be relied upon to calculate any meter advance, as the value is a 'dummy' value.		

step ID		Process Step	From	To	Time parameter	Comments	Market Code Ref	Data Txn ID
l		Scottish Water send replacement Pseudo Meter information (including any revised NRSA) & Initial Read	SW	CMA	Within 2 BDs of step a	<p>Ensure that the Pseudo Meter information complies with the requirements in CSD0104 A new Meter Id/Make/Serial No will be required, as the previous information cannot be reused.</p> <p>Ensure that Meter Read Type is Initial (I) in order to activate the Pseudo Meter information. Note: If SW send the replacement information prior to acceptance of the T005.0 at step j above, the CMA will apply the information for both Pseudo Meters</p>		T004.3 T005.0 (T027.0)
m		Process T004.3 and T005.0 and notify SW	CMA	SW and LPs	Within 1 BD of step l	<p>If invalid send error: T004.3 - All REQ fields must be populated or Error Code AB will be returned; If D3002 or D3011 not compliant 'Data value not permitted' Error Code DJ will be returned. If other invalid data, existing Error Codes will be used.</p>		T009.0 T004.1 T005.2

step ID		Process Step	From	To	Time parameter	Comments	Market Code Ref	Data Txn ID
n		LPs note replacement Pseudo Meter information	LPs	internal		As a Pseudo Meter is in place the rules for Meter Reads submitted by an LP and LP provided YVE will apply.		

### 7.5.3 Revision to a Water Services Supply Point with coincident physical meter installation

This section does not include Installation of a physical meter - if the meter is to be installed:

- subsequent to the water supply being provided, the process in Section 7.4 (Replace Pseudo Meter with a physical meter) should be followed; or
- at the same time that the water supply is provided, Section 7.5.3 should be followed.

This section does not include coincident changes to the Pseudo Meter information – if the Pseudo Meter information is changed:

- at the same time that the water supply is provided, Section 7.5.3 should be followed.
- subsequent to the water supply being provided, the process in Section 7.3.1 (Revise Assigned Annual Water Volume(s) or 7.3.2 Revise Non Return to Sewer Allowance) should be followed.

The description should be read in conjunction with the Process Diagram and the Interface and Timetable Requirements. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

#### 7.5.3.1 Description of the Process Diagram Steps

##### **Step a: Water supply provided at a Pseudo Water Services Supply Point**

Within 5 Business Days, for activities undertaken by Scottish Water and 8 Business Days for activities undertaken by an Accredited Entity, of providing a water supply at a Pseudo Water Services Supply Point, Scottish Water shall notify the CMA of the change to the Pseudo Water Services Supply Point as set out below.

##### **Step b: Scottish Water revise discount for water volume [T029.1]:**

Scottish Water shall notify a change to the 100% discount using the data transaction T029.1 (Notify SPID Special Arrangements) and updating Data Item D2003 to a value of 0%. The effective date for this change should be the date from which the water supply was provided and therefore Re-assessed Charges should apply for the water volume.

The modification of the Data Item D2003 to a value of 0% means that the Pseudo Water Services Supply Point is to become a Water Service Supply Point.

##### **Step c: CMA notifies Licensed Provider [T029.0]:**

The CMA will notify the Licensed Provider using the T029.0 (Notify SPID Special Arrangements) within 1 Business Day of accepting the T029.1.

##### **Step d: Licensed Provider (WS) updates SPID Address Free Descriptor details [T012.0]**



Within 2 Business Days of receiving notification in the T029.0 (at step c above) of the modification to a 0% discount in the revised Data Item D2003, the Water Services Licensed Provider shall send Data Transaction T012.0 (Update SPID Data) to update the SPID Address to amend the reference to a PSEUDO WATER SPID in the D5001 Free Descriptor field. The information notified shall include all relevant address information as applicable to the Supply Point and the D5001 information shall note 'CONVERTED PSEUDO WS SPID'

Licensed Providers should note that the discount will not be applied to the Water Services Supply Point with effect from the date notified in the T029.0 above.

#### **Step e: Close superseded Pseudo Meter with a Final Read [T005.0]**

Scottish Water shall close the Pseudo Meter to be replaced by submitting a Final Read using Data Transaction T005.0, as follows;

- i. The Reading Date for the Final Read shall be the date that the previous D2010 YVE notified by Scottish Water is to cease, i.e. the calendar day before the replacement Pseudo Meter information is to be in effect; and
- ii. The value of the Final Read will be zero (0). A supplementary change will enable the CMA to support the use of a Final Read of 0 without the need for processing it as a Re-read. In the interim this will be rejected with Error Code BZ [Zero Meter Advance] and should be resubmitted as a Re-read in order for the Final Read to be processed by the CMA.

#### **Step f: CMA processes Final Read and notifies Scottish Water and LPs [T009.1, T005.2]**

The CMA will process the T005.0 and will acknowledge this to Scottish Water using the T009.1. In the event that the T005.0 is rejected, and Scottish Water do not resubmit a corrected T005.0 which is successful prior to proceeding to Step I, CMA will use the information for both Pseudo Meters until the Final Read is processed.

If the T005.0 is accepted, the CMA will notify the Licensed Provider and, if the Pseudo Meter is a Related Water Supply Meter, will also notify the Licensed Provider Registered to the associated Sewerage Services Supply Point.

CMA will discontinue the Pseudo Meter where the T005.0 is accepted, but the value of the Final Read provided therein will not be used in volume calculations which shall continue to be based on the YVE provided for that Pseudo Meter.

#### **Step g: Licensed Provider actions**

Licensed Providers shall update their records to the effect that the Pseudo Meter has been discontinued by notification of a Final Read. Licensed Providers shall also consider the subsequent information of a physical meter installation (see Step j below).

The value of the Final Read should NOT be relied upon by the Licensed Provider(s) to calculate any meter advance as the value is a 'dummy' value (see Step i above). Licensed Providers should refer to the next following Settlement Report for the relevant Invoice Period for the volume calculated by the CMA up to the discontinuation of the Pseudo Meter.

**Step h: Update physical Meter Data and Initial Read to CMA: [T004.0, T005.0, (T033.0), T009.1 (T027.0)]**

Within 5 Business Days, for activities undertaken by Scottish Water and 8 Business Days for activities undertaken by an Accredited Entity, of the installation, Scottish Water will provide the CMA with the new meter details, using Data Transaction T004.0 (Notify Meter Details). Scottish Water will also include within this transaction, the meter location and data logger flags to indicate the presence or absence of data loggers at a meter. The meter location should be notified in the form of OSGB X, Y co-ordinates in an all numeric format. Data loggers can be either Scottish Water data loggers or non-Scottish Water data loggers. Both data logger types can be present at a meter at the same time.

Scottish Water will also provide the CMA with an Initial Read for that meter using Data Transaction T005.0 (Meter Read) within 5 BD, for activities undertaken by Scottish Water and 8 Business Days for activities undertaken by an Accredited Entity, of the installation of the meter, in accordance with CSD 0202 (Meter Read Submission: Process). Scottish Water should note that the T005.0 must be sent after the T004.0, otherwise the new meter will not be recognised in the Central Systems and will result in a Data Transaction T009.1 (Error Notification) being issued to Scottish Water.

Within 5 Business Days, for activities undertaken by Scottish Water and 8 Business Days for activities undertaken by an Accredited Entity, of the installation, Scottish Water will notify the CMA of any change to the Metered Building Water status using Data Transaction T033.(Notify/Update Metered Building Water).

For the avoidance of doubt, the meter details for the physical meter should reflect the actual configuration and should not follow the convention for the Pseudo Meter - for example the Meter Read Frequency of 'N' shall not be used. Note the CMA will use both Meters unless a Final Read for the Pseudo Meter has been processed.

The Read Date for the Initial Read shall be the day of the installation of the physical meter.

**Step i: CMA notifies Licensed Provider(s) [T004.1, T005.2, T033.1) (T027.0)]**

Within 1 Business Day of acceptance of the T004.0 (Notify Meter Details), the CMA will load the relevant data to the Central Systems and notify the Licensed Provider(s) using Data Transaction T004.1 (Notify Meter Details) and of the Meter Read using Data Transaction

T005.2.(Meter Read). If applicable the Metered Building Water status will be notified using Data Transaction T033.1 (Notify Metered Building Water).

In the case of a Meter which is also a Related Water Supply Meter the CMA will notify the Sewerage Services Licensed Provider Registered to that Supply Point of the additional Meter information, at the same time that it notifies the Water Services Licensed Provider, using the data transaction noted above.

In the event that a T027.0 is received at step i above, the CMA will notify the Licensed Provider using the Data Transaction T027.1 (Update DPID Details).

The CMA will henceforth permit the use of Transactions T004.2, T005.2 and T017.0.

#### **Step k: Notify Licensed Provider: [T029.0]**

Within 1 Business day of accepting the T029.1, the CMA will notify the Licensed Providers using the Data Transaction T029.0 (Notify SPID Special Arrangements)

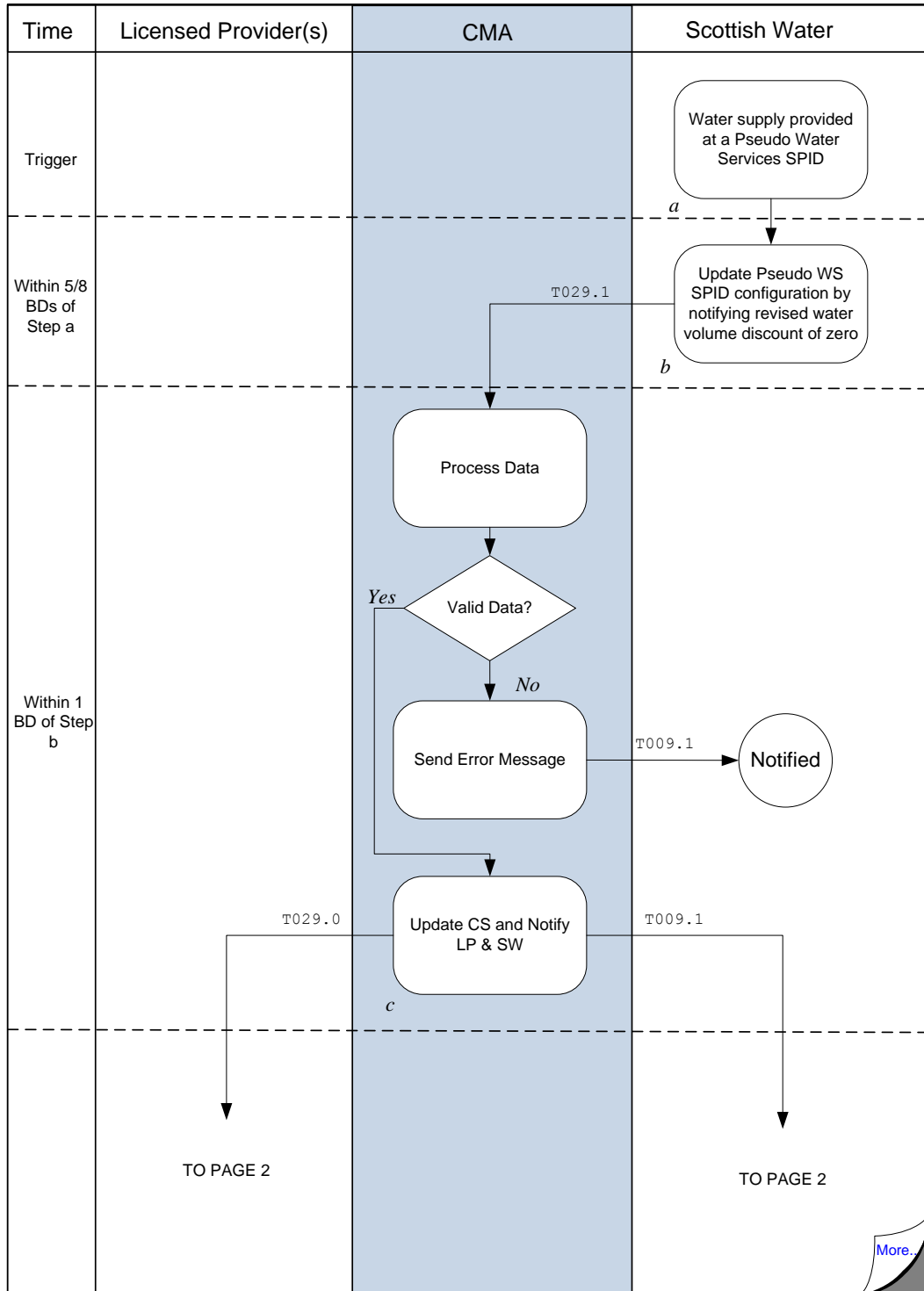
#### **Step l: Licensed Provider actions**

The Licensed Providers will note that the replacement meter is a physical meter as the Meter Read Frequency will be Bi-annual or Monthly and an Initial Read has been notified in respect of the replacement physical meter. Accordingly the Licensed Provider shall provide Meter Reads as required. The Licensed Provider may wish to update the CMA with a YVE for the replacement meter using data Transaction T004.2 (Notify Meter Details)

### 7.5.3.2 Process Diagram

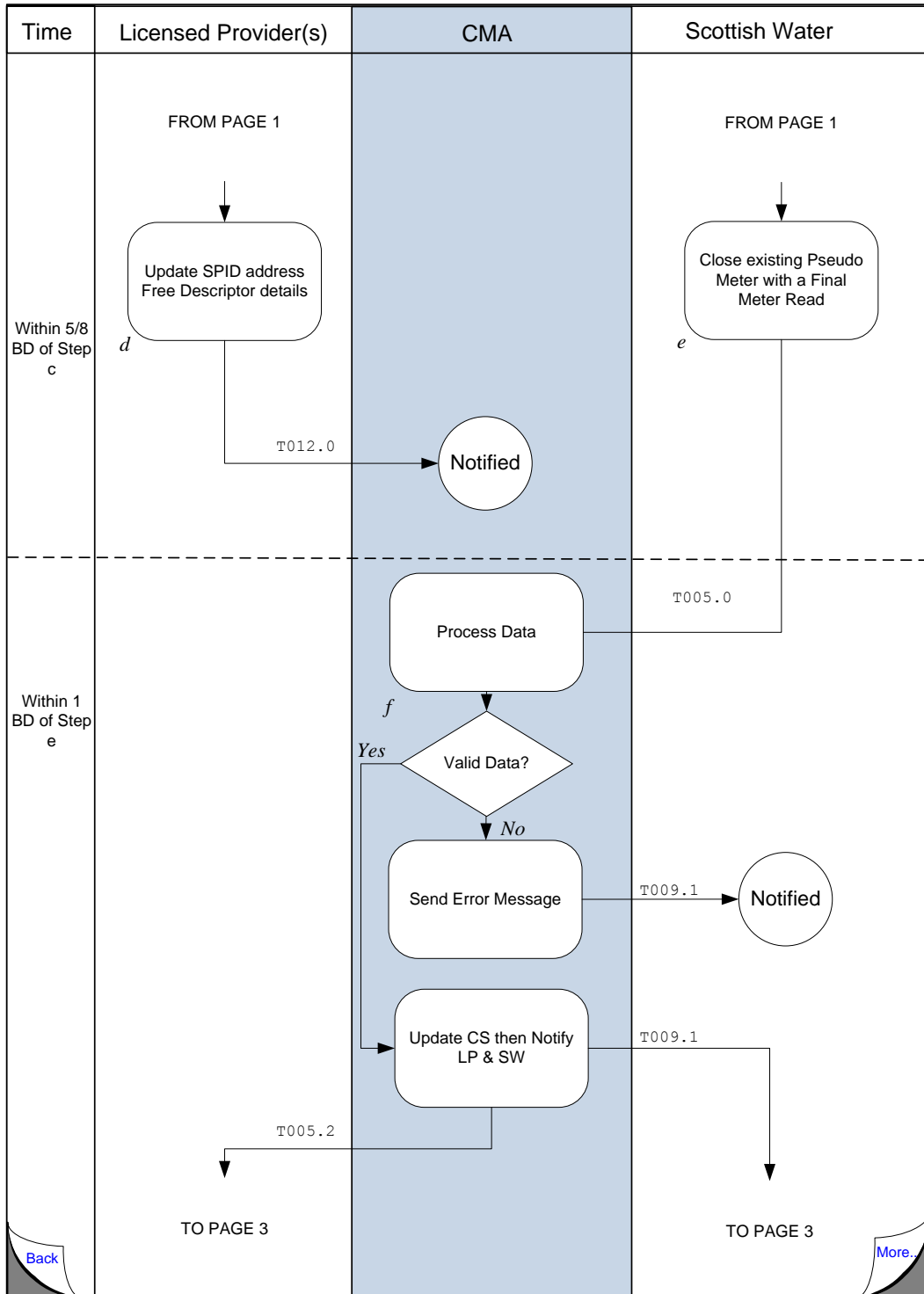
#### Revision to a Water Services Supply Point with coincident physical meter installation

Updated March 2013



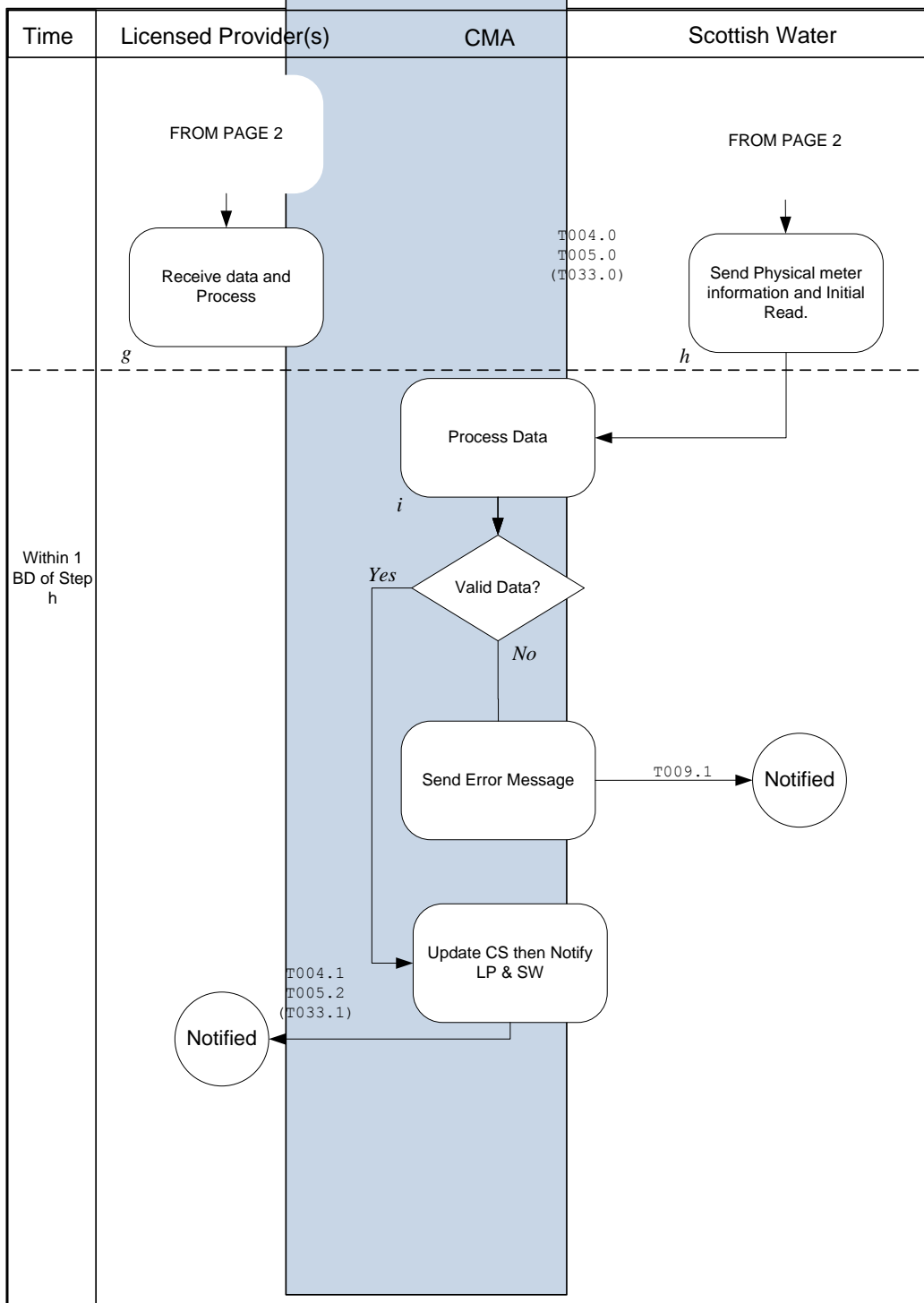
Revision to a Water Services Supply Point with coincident physical meter installation

Updated March 2013



Revision to a Water Services Supply Point with coincident physical meter installation

Updated September 2011



7.5.3.3 Interface and Timetable requirements:

Revision to a Water Service SPID coincident with a physical meter installation								
step ID		Process Step	From	To	Time parameter	Comments	Market Code Ref	Data Txn ID
a		Water supply provided	SW	internal		Operational Code Section 7.5.3 only considers provision of a water supply with coincident change to physical meter Sections 7.5.1 or 7.4.1 should be followed if there are no coincident changes to the Pseudo Meter or a replacement Pseudo Meter is undertaken at the same time as provision of a water supply.		N/A
b		Scottish Water update Pseudo WS SPID configuration by notifying revised D2003 discount details	SW	CMA	Within 5/8 BDs of step a	Data Item D2003 value should be set to 0% with an effective date equivalent to the date from which the discount is to be dis-applied.	5.16.5	

Revision to a Water Service SPID coincident with a physical meter installation								
step ID		Process Step	From	To	Time parameter	Comments	Market Code Ref	Data Txn ID
c		Process T029.1 & notify SW and LPs	CMA	SW LPs	Within 1 BD of step b	If T029.1 invalid send error to SW using existing processing. Modification of the D2003 discount from 100% to 0% means that there is no discount in place as a water supply has been provided LP should note that receipt of the T029.0 is a trigger for step g below.		T009.1 T029.0
d	S	Licensed Provider (WS) updates SPID Address Free Descriptor to 'Converted Pseudo WS SPID' and CMA updates Central Systems	WS LP	CMA	Within 2 BDs of step c	Receipt of T029.0 at step c above modifying the D2003 discount from 100% to 0%, means a water supply has been provided and the Pseudo WS SPID is now converted to a WS SPID. The Free Descriptor must be revised in order to amend the previous reference to the WS SPID being a Pseudo WS SPID.		T012.0
e	S	Close-down existing Pseudo Meter information by notifying an F Read	SW	CMA	Within 5/8 BDs of step a	Send F Read using Pseudo WS SPID The Read Date shall be the day that the previous Re-assessed Charges are to cease.		T005.0



Revision to a Water Service SPID coincident with a physical meter installation								
step ID		Process Step	From	To	Time parameter	Comments	Market Code Ref	Data Txn ID
f		Process T005.0 & notify SW and LPs	CMA	SW and LPs	Within 1 BD of step i	If invalid send error using existing processing. CMA will discontinue the Pseudo Meter but will not use the F Read value in volumetric calculations		T009.1 T005.2
g	D	LPs shall note that the Pseudo Meter has been discontinued and that the CMA will cease charges for that meter.	LPs	Internal	On receipt of T005.2	LPs will not know at this stage whether the Pseudo Meter is to be replaced with a Pseudo Meter to revise the YVE or a physical meter .Step h of this Table or receipt of a T004.3 (respectively) shall indicate which circumstance applies. The value of the F Read should NOT be relied upon to calculate any meter advance, as the value is a 'dummy' value. The applicable volume for the period will be set out in the relevant Settlement Report		
h	S	Scottish Water send physical Meter information & Initial Read.	SW	CMA	Within 5/8 BDs of step a	T004.0 – meter details should equate to the physical meter configuration. <i>Note: If SW send the replacement information prior to acceptance of the T005.0 at step j above, the CMA will apply the information for both Pseudo Meters</i>		T004.0 T005.0 (T033.0)

Revision to a Water Service SPID coincident with a physical meter installation								
step ID		Process Step	From	To	Time parameter	Comments	Market Code Ref	Data Txn ID
i		Process T004.0, T005.0, (T033.0) and notify trading parties	CMA	SW and LPs	Within 1 BD of step l	If invalid send error: T004.3 - All REQ fields must be populated or Error Code AB will be returned; If D3002 or D3011 not compliant 'Data value not permitted' Error Code DJ will be returned. If other invalid data, existing Error Codes will be used.		T009.0 T004.1 T005.2 (T033.1)
k		Process T029.10 & notify SW and LPs	CMA	SW and LPS	Within 1 BD of step j	If T029.1 accepted at step j.		(T009.1) (T029.0)
l		LPs note Pseudo Meter has been replaced with physical meter	LPs	internal		D3011 Meter Read Frequency of B or M (i.e. not N) shall be the primary indicator that a Pseudo Meter is no longer in place. Meter Reads submitted by an LP are now permitted and the LP may wish to consider the YVE.		

# 8. Adding and Removing Adjustment and Modification Meters

This section applies when:

- An Adjustment Meter is added or removed at an existing Supply Point for the purposes of adjusting metered volumes for matters such as fire-fighting, or burst allowances; and
- A Modification Meter is added and removed at an existing Supply Point to facilitate changes to SPID Data,

The table below provides guidance as to which section applies to each business scenario.

Section Ref	Sub Ref	Main Scenario
8.1		Addition and removal of an Adjustment Meter to an Existing Supply Point
8.2		Addition and removal of a Modification Meter to an Existing Supply Point.

## 8.1 Addition and Removal of an Adjustment Meter

This section applies when a Adjustment Meter is added and removed at an existing Supply Point for the purposes of adjusting metered volumes for matters such as fire fighting or burst allowances.

### 8.1.1 Process Description

Scottish Water shall notify agreed volume adjustments to the CMA by use of an “Adjustment Meter”. Such adjustments will apply to the volume at Measured Supply Points (water and sewerage). The volumes applicable to the water and sewerage SPIDS can be adjusted by independently varying the magnitude of the opening water meter reading, the closing water meter reading, and the return to sewer allowance. Such adjustments should normally be submitted to the CMA by Scottish Water at least 10 Business Days before the planned date of the Tariff Year Settlement Run to allow Licensed Providers time to confirm that the submissions have been made correctly. However, all submissions made before the RF Settlement run will be taken into account by the CMA. Accordingly, Licensed Providers shall apply for such allowance to Scottish Water in accordance with the Operational Code and in sufficient time to allow them to be processed and submitted in accordance with this schedule.

An “Adjustment Meter” shall have the following properties:

- It is applicable to Measured Supply Points
- It shall be set up using the standard T004.0 flow by SW, which shall have the following properties:
  - The meter ID should conform to one of the following configuration:
    - a. 05BURSTYYnnnnnn - Burst Allowance
    - b. 10BURSTNOWTRYYnnnnnn – Burst No water, used in conjunction with BURST in cases of Sewerage Only allowance. In such cases the reference YYnnnnnn shall be the same across both meters.
    - c. 04FIREYYnnnnnn - Fire Fighting Allowance
    - d. 07FIRESTNYYnnnnnn - Fire Station (as special case of Fire Fighting Allowance)
    - e. 06METACCYYnnnnnn – Meter Accuracy
    - f. Others as agreed in a similar format:

where

- a. the first two digits denote the length of the meter name

- b. YY refers to the financial year at the start of the period of allowance, where for example, "08" refers to the financial year 2008-09.
- c. and *nnnnn* is a unique identifier
  - o The Chargeable water size and Chargeable sewerage size should be 0. Setting the Chargeable Sizes to 0 is critical to ensure that there are no standing charges associated with the Adjustment Meter. However, a positive value should be chosen for the Physical Meter Size.
  - o The free descriptor should note "FIRE ADJUSTMENT METER", "BURST ADJUSTMENT METER", or similar in respect of other agreed names.
- Scottish Water shall submit one opening "I" read, and one closing "F" read in respect of the meter. It is likely that a re-read may have to be submitted in respect of the closing "F" read.
- The dates of the opening and closing reads shall reflect the dates for which the allowance has been granted. For Fire Stations, the start and end dates shall be 1st April and 31st March. For example, for a fire adjustment in respect of a fire on 20th July, the opening read shall be 20th July and the closing read shall be 21st July.
- For a positive adjustment, the two reads should be "0" and "r" respectively; for a negative adjustment, the two reads should be "r" and "0" respectively where "r" is equal to the size of the allowance.
- The RTS allowance shall be appropriately chosen. However, it should be noted that where the adjustment refers to a Sewerage SPID with a DPID which has a Non Domestic Allowance set, that the Non Domestic Allowance takes precedence over the RTS allowance.
- SW will provide the CMA with a list in a format to be specified by the CMA of Adjustment Meters and meter reads submitted to the Central Systems to allow the CMA to make appropriate adjustments to the performance measures.

## 8.2 Addition and Removal of an Modification Meter

This section applies when a Modification Meter is added and removed at an existing Supply Point to facilitate other changes to SPID data.

### 8.2.1 Process Description

There are circumstances where it had been previously impossible to directly effect a desired change of SPID Data – for example the removal of an Unmeasurable Service element from a Supply Point

at a fixed date. In some circumstances it proved possible to effect the removal of such a Service Element from by temporarily adding and removing a virtual Modification Meter.

Following the introduction of an effective date in the T016 Data Transaction, the use of such meters is deprecated. In any circumstances in which they are used, it should be by agreement between Scottish Water, the CMA and the applicable Licensed Provider. Furthermore, as far as reasonably practicable the Modification meter should have the following properties:

- It shall be set up using the standard T004.0 flow by SW, which shall have the following properties:
  - The meter ID should be:
    - 03MODYYnnnnnn
  - The Chargeable water size and Chargeable sewerage size should be 0. Setting the Chargeable Sizes to 0 is critical to ensure that there are no standing charges associated with the modification meter. However, a positive value should be chosen for the physical meter size.
  - The free descriptor should note “MODIFICATION METER”.
- Scottish Water shall submit one opening “I” read, and one closing “F” read in respect of the meter. Both reads should be “0”.
- Where an unmeasurable Service Element is being stopped the initial read should correspond to the date of cessation of the unmeasurable Service Element. The final read should be for the next Day. There should be minimal delay between sending the relevant transactions.

## 9. Other Updates

### 9.1 Process Description

Where maintenance of SPID Data is required and does not fall within any of the processes outlined in Sections 2 to 6, the process set out in this Section should be followed.

These “other” updates fall into three groups:

- Updates required where Scottish Water declares a Water Services SPID Unmeasurable;
- Ad hoc updates of specific SPID Data; and
- Updates of SPID Data that may affect the Settlement Process.

CSD 0301 (Data Transaction Catalogue) contains the specific Data Items that can be updated in these Maintain SPID Data transactions.

#### 9.1.1 Description of the Process Diagram Steps

This description should be read in conjunction with the Process Diagram in Section 9.2 and the Interface and Timetable Requirements in Section 9.3. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

#### **Update Supply Point Unmeasurable status**

##### **Supply Point designated Unmeasurable [T016.0]**

Scottish Water will notify the CMA that a Water Services Supply Point is Unmeasurable, using Data Transaction T016.0 (Set SPID Unmeasurable Status). Where there is an associated Sewerage Services Supply Point, that Supply Point shall be deemed similarly Unmeasurable.

Scottish Water will also notify the CMA if a Sewerage Services only Supply Point is Unmeasurable, using Data Transaction T016.0 (Set SPID Unmeasurable Status). If Data Transaction T016.0 (Set SPID Unmeasurable Status) is notified for a Sewerage Services Supply Point with an associated Water Services Supply Point, the Supply Points will not be updated and Scottish Water will receive Data Transaction T009.1 (Error/Notification) with the error code AG – “SS Data cannot overwrite WS Data”.

This may be required for legacy sites where, after assessment, it is determined that installing a meter will not be feasible. Please refer to the Operational Code for further details.

### **CMA validates & load [T009.1, T016.1]**

Before updating the Central Systems in respect of unmeasurable status, the CMA will make the usual data checks that data is consistent, for example that the Central Systems do not hold meter information at the Supply Point. In the event that the data is not consistent, the CMA will issue a T009.1 (Error Notification) to Scottish Water with error code DB e.g. if the Supply Point Status is Disconnected ,New or the Supply Point has the Transitional Indicator flag set at the date of the T16.0's Effective From date.

Where the T016.0 update is accepted, the CMA will notify the Licensed Provider(s) using the Data Transaction T016.1 (Notify SPID Unmeasurable Status).

### **Subsequent meter installation [T004.0, T005.0, T016.0, T016.1]**

In the event that the Supply Point is Metered at a later date, for example if the circumstances at the Supply Point change and meter installation is feasible, Scottish Water shall within 5 Business Days, for activities undertaken by Scottish Water and 8 Business Days for activities undertaken by an Accredited Entity, of the meter installation, notify the CMA that the SPID has become measurable using Data Transaction T016.0 (Set SPID Unmeasurable Status), followed by the Add Meter process (Transactions T004.0 (Notify Meter Details) and T005.0 ((Meter Read). See Section 5 above for full details.

## **Updates of data that may affect the Settlement Process**

### **Service Elements**

#### **Licensed Provider updates Service Elements [T012.1]**

A Licensed Provider should use Data Transaction T012.1 (Update Chargeable SPID Data) to provide the CMA with updates to Service Elements, and should send these updates within 2 Business Days of becoming aware of the change.

The relevant data is listed in Section 4.3 of the Data Transaction Catalogue.

### **Meter Chargeable Details**

#### **Scottish Water updates meter chargeable details [T014.0]**

If the Chargeable Meter Size or the Non Return to Sewer Allowance at a Supply Point changes, Scottish Water shall notify the revised details to the CMA using Data Transaction T014.0 (Update Meter Chargeable) within 2 Business days of becoming aware of the changed circumstances.



The sequence and timing set out in CSD0206 (Trade Effluent: Processes) should be followed for updating the CMA regarding Trade Effluent Services if the revised meter chargeable details affect those Services.

### **Accept or Reject Updates**

The CMA will accept or reject the SPID Data updates within 1 Business Day of receipt of the update.

In the event of a rejection, Scottish Water will be notified using the Data Transaction T009.1 (Error/Notification).

### **Notify changes [T014.1]**

If the T014.0 is accepted, the CMA will upload the relevant data to the Central Systems and notify the Licensed Provider(s) that the changes have been made, using the Data Transaction T014.1 (Notify Meter Chargeable) within 1 Business day of receiving the Data Transaction.

In the event that any updates to Trade Effluent Services are also provided, these will be notified to the Licensed Provider(s) in accordance with CSD0206 (Trade Effluent Services).

### **Other events that may affect charging**

#### **Vacant Premises and Occupied Premises**

##### **Licensed Provider Updates Vacancy Status [T012.1]**

Licensed Providers should notify the CMA of any Vacant Premises, using Data Transaction T012.1 (Update Chargeable SPID Data). Market Code Schedule 1 defines the period for which premises must be unoccupied before it may be notified as a Vacant Premises.

Where a Licensed Provider becomes aware that any Vacant Premises have been reoccupied, it should notify this to the CMA, using Data Transaction T012.1 (Update Chargeable SPID Data) within 2 Business Days of becoming so aware. This will reactivate Wholesale Charges.

Licensed Providers shall follow the rules in CSD0301 (the Data Transaction Catalogue) in relation to the update of the vacant status to the CMA.

The following text provides clarification of what constitutes a Vacant Premises and an Occupied Premises. The examples provided may not be exhaustive.

An Occupied Premises includes;

- (i) One which is in use; this includes,
  - Use as a place of work such as a factory, workshop, shop, office, exhibition or catering establishment;
  - Use for the storage of goods, such as a store or warehouse

- Use for plant and machinery, such as a property used by a utility or for other process control; and
  - Use by animals.
- (ii) Premises which may not be manned and are therefore visited from time to time.
- (iii) Premises which are not manned throughout the year and contain equipment or furniture for the business purpose. Typically this will include properties used for purposes which are seasonal in nature, for example holiday, student, hostel, hotel and other accommodation, caravan parks, or other seasonal activities such as catering or entertainment, where the property is used from time to time and has furniture and fittings such that they will be used for the activity.
- (iv) Premises which are used, for example car parks, bowling greens, cemeteries, metered troughs or public conveniences.
- (v) A part-occupied or part-used premises is considered as occupied. This will include large sites where a section, building or floor may be vacant or unused but the rest of the premises is occupied or in use.
- (vi) Premises which are in use and maintained by a concierge ready for letting are considered to be occupied.
- (vii) Existing connected premises which are being renovated, refurbished, converted or fitted-out are considered to be occupied as the property is in use. In these circumstances water and sewerage charges will apply but unmeasured building water charges will not apply.
- (viii) Premises which supply a second property under a local arrangement, and the first property, i.e. the one registered in the market, is vacant but the second premises is in use, then the premises registered in the market is also considered to be occupied.

A premises is considered to be a Vacant Premises if all the following criteria at points (i) – (iv) below are met:

- (i) There is no physical occupation by any person, for any purpose;
- (ii) The premise is not open or available to the public or visitors;
- (iii) There is no stock left in the premises;\*
- (iv) There are no moveable items left on the premises such as furniture, equipment tools or moveable equipment or machinery, (fixtures and fittings are not considered to be moveable).\*

\*Except where these items have been abandoned by a former tenant and the premises is not in use.

A property that is prohibited by law from being occupied, for example an unsafe property, is considered to be a Vacant Premises.

### **CMA Accepts or Rejects [T009.0]**

The CMA will accept or reject the Vacancy updates within 1 Business Day of receipt of the update.

In the event of a rejection, the Licensed Provider will be notified using the Data Transaction T009.0 (Error/Notification).

### **CMA Notifies Scottish Water [T012.2]**

Within 1 Business Day of acceptance of a T012.1 pertaining to the Vacancy at a Supply Point, the CMA will notify Scottish Water of that vacancy status, using Data Transaction T012.2 (Notify Chargeable SPID Data).

### **Maintain Exempt Customer<sup>1</sup> SPID Data [T029.3]**

When an Exempt Customer either ceases to occupy the premises, or ceases to qualify as an Exempt Customer, Scottish Water shall ensure that it notifies the revised circumstances to the CMA. Data Transaction T029.3 (Update Premises Special Arrangements) shall be sent by Scottish Water within 2 Business Days of it becoming aware of the change. An update regarding the Exempt Customer will apply to the Water Services and Sewerage Services Supply Points.

### **CMA Processes Changes to Exempt Customer Data [T029.4]**

The CMA will accept or reject the exempt customer update within 1 Business Day of the T029.3 submission. In the event of a rejection, Scottish Water will be notified using the Data Transaction T009.1 (Error/Notification). If the Validation of the T029.3 is successful, a T009.1 OK will be sent to Scottish Water and the changed status will be notified to the LP(s) for the water Supply Point and for the Sewerage Supply Point (if different), via the T029.4 (Notify Premises Special Arrangements)

## **Departures granted under Section 29E of the 2002 Act**

### **Notify 29E arrangements**

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<sup>1</sup> The Water and Sewerage Services Charges (Exemption) (Scotland) Regulations 2002 as amended

Scottish Water shall notify the CMA of any consent granted by the Commission to Scottish Water to depart from the Wholesale Charges Scheme under Section 29E of the 2002 Act in respect of a Supply Point using the Data Transaction T029.1 (Set SPID Special Arrangements) within 10 Business Days of being informed of the Commission's approval of such arrangements.

### **CMA processes T029.1**

Within 1 Business Day of receipt of the T029.1, the CMA shall either;

- i. reject that transaction and will notify Scottish Water of that rejection and the reason using the Data Transaction T009.1 (Error Notification); or
- ii. accept that transaction and notify the Licensed Provider of the details using Data Transaction T029.0 (Notify SPID Special Arrangements).

### **Update 29E arrangements**

Any updates to the 29E details shall be notified by Scottish Water using Data Transaction T029.1 (Set SPID Special Arrangements) within 10 Business Days of such modification being made to those arrangements.

### **Notify termination of 29E arrangements**

Upon the termination of the 29E arrangements, Scottish Water shall notify the CMA using Data Transaction T029.1 (Set SPID Special Arrangements). Within 1 Business Day of receipt, the CMA shall either;

- i. reject that transaction and will notify Scottish Water of that rejection and the reason using the Data Transaction T009.1 (Error Notification); or
- ii. accept that transaction and notify the Licensed Provider of the details using Data Transaction T029.0 (Notify SPID Special Arrangements).

### **Schedule 3 Agreements**

The CMA will be notified of all Supply Points affected by a Schedule 3 Agreement by Scottish Water or Scottish Water Business Stream, as appropriate as part of the dataset provided under the Transitional Duties (Schedule 5 of the Market Code).

In the case of a Pseudo Water Services Supply Point where the D2003 Schedule 3 Data Item is used for the purposes of Re-assessed Charges, this will be notified and maintained as set out in Section 7 of this CSD0104

Within 2 Business Days of the date of the termination of a Schedule 3 Agreement, Scottish Water shall notify the CMA using Data Transaction T029.1 (Set SPID Special Arrangements) unless the termination of a Schedule 3 Agreement is in relation to Trade Effluent Services

only (see CSD 0206 Trade Effluent Processes), in which case the Data Transaction T028.1 should be sent. Within 1 Business Day of receipt, the CMA shall either;

- i. reject that transaction and will notify Scottish Water of that rejection and the reason using the Data Transaction T009.1 (Error Notification); or
- ii. accept that transaction and notify the Licensed Provider of the details using Data Transaction T029.0 (Notify SPID Special Arrangements) or T028.0 (Notify TE Schedule 3) as appropriate.

### **Supply Points affected by Scottish Water's Meter Installation Programme**

Supply Points at premises affected by Scottish Water's meter installation programme will be subject to phased adjustments, as set out in the Wholesale Charges Scheme. In order that the CMA can apply the appropriate proportions, the CMA shall be notified of all Measurable and Metered Supply Points by Scottish Water or Scottish Water Business Stream, as appropriate, as part of the dataset provided under the Transitional Duties in Schedule 5 of the Market Code.

Following notification of the installation of a meter(s), see Section 5 of this CSD, the relevant phasing shall be applied at the Supply Point from the date of the Initial Meter Read(s) in accordance with CSD0205 (Invoice Period Charge Calculation, Allocation & Aggregation).

### **Formerly large-user volume agreements (LUVA)**

Supply Points at premises that were formerly under a large user volume agreement will be subject to phased adjustment, as set out in the Wholesale Charges Scheme. In order that the CMA can apply the appropriate proportions, the CMA shall be notified of Supply Points subject to this phasing by Scottish Water or Scottish Water Business Stream, as appropriate, as part of the dataset provided under the Transitional Duties in Schedule 5 of the Market Code.

The CMA shall continue to apply the relevant percentage in accordance with CSD0205 (Invoice Period Charge Calculation, Allocation & Aggregation), unless notified by Scottish Water, using the Data Transaction T029.1. In the event that CMA is notified of such termination, it shall notify the Licensed Provider(s) using the Data Transaction T29.0 (Notify SPID Special Arrangements)

### **Ad hoc updates of specific SPID Data**

#### **Scottish Water Updates Metered Building Water status.**

Within 2 Business Days of a SPID changing its Metered Building Water status, Scottish Water will provide details using Data Transaction T033.0 (Notify/Update Metered Building Water). In the case of a Sewerage Services SPID with a related Water Supply Meter, the T033.0

submitted in respect of the associated Water Services Supply Point will be applied to the Sewerage Services Supply Point. If the transaction is successful the CMA will issue a Data Transaction T009.0 (OK). In the event that the data is not complete or consistent the CMA will issue a T009.1 Error Notification

Within 1 Business Day of acceptance of the T033.0 (Notify/Update Metered Building Water), the CMA will load the relevant data to the Central Systems and notify the Licensed Provider(s) using Data Transaction T033.1 (Notify Metered Building Water).

Once a Supply Point has a status of Metered Building Water it cannot revert to a status of Unmeasurable.

If the SPID is to be removed from the market the Permanent Disconnections process outlined in Section 3 should be followed.

### **Licensed Provider Updates Customer Name [T032.0]**

The Water Supply Point Licensed Provider will notify the CMA of a change to a customer name (or customer name type) at a connected Supply Point, no later than 2 Business Days of the new customer name (or customer name type) being notified to them, using Data Transaction T032.0 (Create Update Customer Name) i.e. the Licensed Provider will submit customer name and customer name type (“Customer” or “Developer”<sup>2</sup>) data for the supply point using Data Transaction T032.0 (Create Update Customer Name). The customer name must: start with a letter or a number and must be a minimum of one character and cannot contain any control characters e.g. carriage returns, line feeds etc.

The Sewerage Services Supply Point Licensed Provider, where there is no associated Water Supply Point, will notify the CMA of a change to a customer name (or customer name type) at a connected Supply Point, no later than 2 Business Days of the new customer name (or customer name type) being notified to them, using Data Transaction T032.0 (Create Update Customer Name) i.e. the Licensed Provider will submit customer name and customer name type (“Customer” or “Developer”<sup>2</sup>) data for the supply point using Data Transaction T032.0 (Create Update Customer Name). The customer name must: start with a letter or a number and must be a minimum of one character and cannot contain any control characters e.g. carriage returns, line feeds etc.

The customer name that is provided should in all cases be the party contracting with the LP at the Supply Point i.e. the customer or developer at the Supply Point. Where the Supply Point has a Related Water Supply Point, the customer name notified at the Water Services Supply

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<sup>2</sup> Developer should be submitted where the contracting party is a developer rather than an actual customer.

Point will also be used for the associated Sewerage Services Supply Point. If the Water Services Supply Point is paired with a Sewerage Services Supply Point and has a different LP, a T032.1 (Customer Name Updated) Data Transaction will be sent using the paired Sewerage Services Supply Point and containing the updated customer name.

Where the Supply Point has a Related Water Supply Meter with a customer name notified in error at the Sewerage Services Supply Point, the CMA will issue a Data Transaction T009.0 Error Notification (Error Code DX) displaying a message that indicates the Supply Point is a Sewerage Services Supply Point that has a Water Services Supply Point. Where a Water Services Supply Point is associated with an existing Sewerage Services Supply Point the customer name from the Sewerage Services Supply Point will be applied at the point of association.

If the transaction is successful the CMA will issue a Data Transaction T009.0 (OK). In the event that the data is not complete or consistent the CMA will issue a T009.1 Error Notification (Error Code DV) to the LP.

If the customer name is not in a valid format the CMA will issue a T009.1 Error Notification (Error Code DV) to the LP.

If a Supply point becomes Vacant the customer name should be updated by the Water Supply Point Licensed Provider (except in the case of a Supply Point where there is no associated Water Supply Point where the update should be undertaken by the Sewerage Supply Point LP) "No Customer".

In the event that the Supply Point is re-occupied the customer name should be updated no later than 2 Business Days of the new customer name (including new customer name type) being notified to them using Data Transaction T032.0 (Create Update Customer Name). The process around Vacancy is dealt with in the previous Section.

The CMA will accept or reject the SPID Data updates within 1 Business Day of receipt of the update.

### **Licensed Provider updates miscellaneous SPID Data [T012.0]**

The Licensed Provider is able to update certain SPID Data Items on an ad hoc basis, using Data Transaction T012.0 (Update Misc SPID Data). The relevant data is listed in Section 4.3 of the Data Transaction Catalogue.

### **Scottish Water Updates Sewerage Service Elements [T012.3]**

Within 2 Business Days of becoming aware of a change in the existence of sewerage services elements on a SPID, Scottish Water shall notify the CMA of the change using Data Transaction T012.3 (Update Sewerage Service Elements).

### **CMA updates Central Systems**

Within 1 Business Day of receiving the T012.3 (Update Sewreage Service Elements) the CMA will check that the data is consistent before processing the update in the Central Systems. In the event that the data is not consistent, the CMA will issue a T009.1 (Error Notification) to Scottish Water. Following successful validation a T009.1 OK will be returned to Scottish Water.

### **CMA notifies Licensed Provider [T012.4]**

Within 1 Business Day of accepting the T012.3 the CMA will notify the Licensed Provider of any changes made, using Data Transaction T012.4 (Notify Sewerage Service Elements),

### **Scottish Water updates certain meter details [T013.0]**

Scottish Water is able to update certain meter data on an ad hoc basis, using Data Transaction T013.0 (Update Meter Data).

Within 2 Business Days of becoming aware of a change in data logger status Scottish Water shall also notify the presence or removal of data loggers at a meter using Data Transactions T013.0 (Update Meter Data), A data logger is either a Scottish Water data logger or non-Scottish Water data logger. Both data logger types can be present at a meter at the same time.

Within 2 Business Days of becoming aware of a change in meter location OSGB X, Y coordinates, Scottish Water shall also notify the change to the meter location using Data Transactions T013.0 (Update Meter Data),

In the case of a Trade Effluent Services, the sequence and timing of updates to the CMA are set out in CSD 0206 (Trade Effluent Processes).

### **CMA updates Central Systems**

Within 1 Business Day of receiving the T013.0 (Update Meter Data) the CMA will check that the data is consistent before processing the update in the Central Systems. In the event that the data is not consistent, the CMA will issue a T009.1 (Error Notification) to Scottish Water.



### **CMA notifies Licensed Provider [T013.1]**

Within 1 Business Day of accepting the T013.0 the CMA will notify the Licensed Provider of any changes made, using Data Transaction T013.1 (Update Meter Details),

### **Licensed Provider or Scottish Water Updates Meter Location Notes and/or Preferred Meter Location data [T013.2]**

Within 5 Business Days of becoming aware of a change in meter location, the Licensed Provider (in respect of market meters) or Scottish Water (in respect of non-market meters) shall also notify the change to the meter location using Data Transaction T013.2 (Update Meter Data).

### **CMA Updates Central Systems**

Within 1 Business Day of receiving the T013.2 (Update Meter Location) the CMA will validate the GIS Z location notes and the Meter Location Code before processing the update in the Central Systems. In the event that validation fails, the CMA will issue a T009.1 (Error Notification) to Scottish Water for submissions made by Scottish Water, or a T009.0 (Error Notification) to the Licensed Provider for submissions made by a Licensed Provider. Following successful validation, a T009.0, or T009.1 OK will be issued to the sender, as appropriate.

### **CMA Notifies other appropriate parties [T013.3]**

Within 1 Business Day of accepting the T013.2 from a Licensed Provider, or from Scottish Water, the CMA will notify Scottish Water, or the relevant LP, as the case may be and where applicable the Sewerage Services Licensed Provider of any changes made using Data Transactions T013.3 (Notify Meter Location).

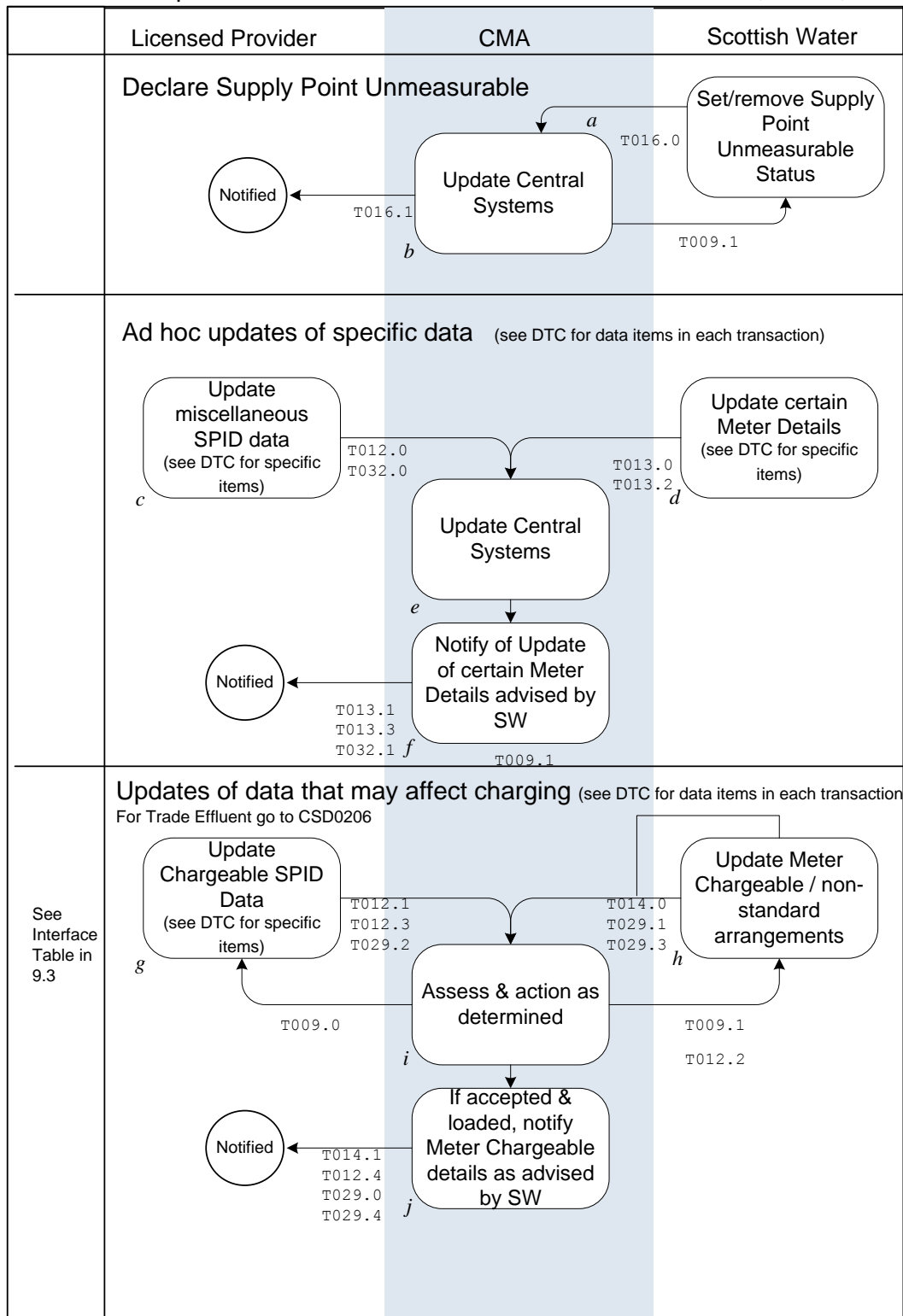
### **Correcting inaccurate consumption from a Faulty/Damaged Meter**

Where a faulty meter is identified following a meter fault investigation arising under Process 10 of the Operational Code, or where Scottish Water become aware of a damaged meter, Scottish Water will confirm this to the Licensed Provider(s) and the CMA. The period and extent of the under or over recording from the faulty or damaged meter will be determined by the CMA and Scottish Water shall provide information from their investigation on request of the CMA.

## 9.2 Process Diagram

MSD: Other Updates

Updated 1 April 2012



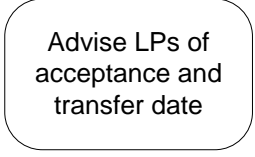
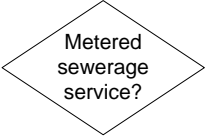


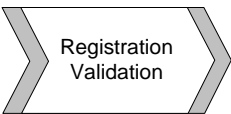

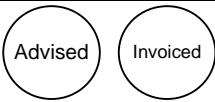
### 9.3 Interface and Timetable Requirements

	Process Step	From	To	Time Parameter	Comments	Indicative Data Transaction ID
<b>Update Unmeasurable Status</b>	Set or remove Unmeasurable Status	SW	CMA	2 BDS of becoming aware	See Ops Code If rejected, send T009.0	T016.0
	Validate and load	CMA	Internal		If meters exist, send T009.1 Subsequent meter installation requires Unmeasurable status to be updated	
	Accept or reject	CMA	Internal		If accepted inform LP	T016.1
<b>Service Elements</b>	Update revised Service Elements	LP	CMA	2 BDS of becoming aware of the revised circumstances	If TE, go to CSD0206 (Trade Effluent Processes).	T012.1
	Accept or reject	CMA	Internal		If rejected, send T009.0 Ends	
<b>Meter Chargeable Details</b>	Update revised details	SW	CMA	2 BDS of becoming aware of the revised circumstances	If TE, go to CSD0206 (Trade Effluent Processes).	T014.0
	Accept or reject	CMA	Internal		If rejected, send T009.1	
	Notify changes	CMA	LP		If accepted inform LP	T014.1
<b>Vacant Premises</b>	Notify Vacant/reoccupied	LP	CMA	2 BDS of becoming aware of the revised circumstances	Vacant status can only be applied after the timescale set out in the Market Code. When premises reoccupied, the T012.1 should be sent to the CMA revising the Vacant status	T012.1
	Accept or reject	CMA	Internal	1 BD of T012.1	If rejected, send T009.1	
	Notify vacancy status	CMA	SW	1 BD of T012.1	If accepted, inform SW	T012.2
<b>Exempt Customer Data</b>	Update exempt status	LP	CMA	2 BDS of becoming aware of the revised circumstances		T029.2

	Process Step	From	To	Time Parameter	Comments	Indicative Data Transaction ID
<b>29E</b>	Notify commencement/termination of 29E arrangements	SW	CMA			T029.1
	Accept or reject	CMA	internal	1 BD of T029.1	If rejected, send T009.1 Ends If accepted, update Central Systems	
	Notify LP	CMA	LP	1 BD of T029.1		T029.0
<b>Schedule 3 Agreements</b>	Notify termination of Schedule 3 Agreement	SW	CMA	2 BDs of termination date	If TE only, go to CSD0206 (Trade Effluent Processes)	T029.1
	Accept or reject	CMA	internal	1 BD of T029.1	If rejected, send T009.1 Ends If accepted, update Central Systems	
	Notify LP	CMA	LP	1 BD of T029.0		T029.0
<b>Former LUVA</b>	Notify termination of former LUVA	SW	CMA	2 BDs of termination date		T029.1
	Accept or reject	CMA	internal	1 BD of T029.1	If rejected, send T009.1 Ends If accepted, update Central Systems	
	Notify LP	CMA	LP	1 BD of T029.0		T029.0
<b>Updates to other SPID Data</b>	Updates to miscellaneous SPID Data/meter data	Data Owner	CMA		Including customer name updates and changes to Metered Building Water status	T012.0 T013.0, T013.2 T032.0 T033.0
	Accept or reject	CMA	internal	1 BD of T012.0, T013.0 or T032.0	If rejected, send T009.1 Ends If accepted, update Central Systems If T012.0 accepted: Ends	
	Notify LP/SW	CMA	LP/SW	1 BD of T013.0, T032.0		T013.1, T013.3, T032.1

	Process Step	From	To	Time Parameter	Comments	Indicative Data Transaction ID
<b>Correcting information from a faulty meter</b>	Following meter fault investigation or becoming aware of a damaged meter	SW	CMA		CMA to determine the extent and period of under or over recording.	Direct contact with CMA

## Appendix 1 – Process Diagram Symbols

Symbol	Name	Details
	Step	An action step. It appears in the “swimlane” of the party responsible for performing the action.
	Decision	A decisive question rather than an action. Followed by Yes or No, or occasionally WS (Water Service) or SS (Sewerage Service) the process splits depending on the answer to the question in the decision diamond.
	To another process	A flow in, or input to, another documented process
	From another process	A flow in, or output from another documented process.
	To and from another process	Used where a process is embedded within another. At this point, go to the embedded process chart before returning to the one in which it is embedded.
	End	Used after a decision diamond, generally to mean “do nothing” as it is the end of the process.
	Advised/Invoiced	Used after a process step to show “passive” action on the part of a data flow receiver e.g. to represent “Advised” or “Invoiced”
<i>g</i>	Step/Decision reference	An alphabetic reference beside each step and decision. This reference appears on the table in each section to facilitate reading the table against the process flowcharts.
T005.2	Transaction reference	Reference to the Data Transaction occurring as an output from the step it appears next to.