

Market Code Schedule 19

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Trade Effluent Processes

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Change History

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1.0	14/05/2007	First Publication		
1.1	31/08/2007	Alignment with revisions to market processes		
1.1a	09/09/2009	Standardise layout of the first two pages		Pages 1 and 2
1.2	29/03/2010	RF Changes. Recalculation of TE, application of minimum charge.	MCCP046-CC	
1.3	12/08/2010	Improved explanation of calculation of DAVD	MCCP049	2.2.1
1.4	27/09/10	Restrict Future Dates on Transaction T025 Clarification of SGES Discount	MCCP060 MCCP064	2.1.4 2.2
1.5	30/03/2012	Introduction of Deregistration	MCCP052-079	
2.0	12/04/13	Trade Effluent Changes	MCCP095	
3.0	01/05/2013	Trade Effluent Changes	Commission Letter of 29/04/13	
4.0	14/10/13	Trade Effluent Effective Date Change	Commission Letter of 11/10/13	
5.0	2015-03-31	Correction to worked example	MCCP163	App. 1
6.0	2019-10-24	Renaming Transactions Correcting Errors with T028.0 and T028.1 transaction actions.	MCCP242	Various Section 2.3 Section 4.3
7.0	2020-03-26	Rewording “De-association” to “Dissociation” Addition of Appendix 3 – Design symbols Amend D4006 definition	MCCP246	Various

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1. Purpose and Scope

This document sets out the processes for maintenance of Trade Effluent Services data. It covers the information submissions that the CMA requires in relation to: commencement, modification and discontinuation of Trade Effluent Services (including as a result of a New Connection) and the maintenance of Trade Effluent data.

The processes and procedures for the calculation and allocation of Volumes of Trade Effluent Services and of Wholesale Charges payable in respect of Trade Effluent Services are set out in CSD0205 and CSD0207.

Appendix 1 contains a number of illustrative examples showing how Trade Effluent data should be configured in various scenarios. These are not intended to provide an exhaustive list of permutations or a specification of Trade Effluent calculations but are included here for user reference purposes to support the correct configuration of Trade Effluent data. As such, this Appendix is not intended to be a substitute for CSD 0205 (Invoice Period Charge Calculation, Allocation and Aggregation) or CSD 0207 (RF Charge Calculation, Allocation and Aggregation) which define how the CMA calculate Primary Charges for Water, Foul Sewerage and Trade Effluent Services.

2. Trade Effluent Data requirements

A Trade Effluent Discharge Point is recorded at the CMA in respect of a connection to the Public Sewerage System at a premise for which Trade Effluent consent (other than a temporary consent) has been granted by Scottish Water.

A Sewerage Supply Point may have more than one Discharge Point associated with it, but any Discharge Point will only relate to one Sewerage Supply Point.

This section describes the data that the CMA will require in order to calculate the Wholesale Charges payable in respect of Trade Effluent Services at each Discharge Point relating to a Sewerage Supply Point. Scottish Water shall provide the data either as part of the Scottish Water Data, or in accordance with the processes outlined in this CSD.

2.1 Notification of a New Discharge Point(s)

A Discharge Point shall be notified to the CMA in order to commence Trade Effluent Services in relation to a Sewerage Supply Point. This may be when:

- i. a New Connection or a New Supply Point for Sewerage Services is created in accordance with CSD 0101 (Registration New Connections and New Supply Points) and has a related Discharge Point(s); or
- ii. Trade Effluent Services are commenced at an existing Sewerage Supply Point, for example on grant of consent for Trade Effluent under the Operational Code, in which case the related Discharge Point(s) must be established in the Central Systems.

In either case, the details for the Discharge Point related to a Sewerage Supply Point will form part of the SPID Data for that Supply Point.

Trade Effluent relevant SPID Data

Scottish Water will provide the CMA with the following information in respect of each Discharge Point at a Sewerage Supply Point, which the CMA will hold as part of the relevant SPID Data using the Data Transaction T021.0 (Create New DPID) and T023.0 (Update Meter Association):

DPID: The unique identifier allocated to the Discharge Point by Scottish Water in respect of the Trade Effluent Services relevant to that Discharge Point.

Effective From Date in relation to the Discharge Point: The date from which Trade Effluent Services are commenced at the relevant Discharge Point

Annual Non-domestic Allowance: The Actual Yearly Volume of Foul Sewerage Services in relation to Meters associated with a Discharge Point (which Actual Yearly Volume is not Actual Volume Discharged of Trade Effluent Services provided in relation to the Discharge Point).

Percentage Allowance: The amount of the Actual Yearly Volume of Water Services of all Meters associated with the Discharge Point, expressed as a percentage, which is not discharged to the Scottish Water sewer; for example due to evaporation or because it is used in production.

Fixed Allowance: The amount of the Actual Yearly Volume of Water Services of all Meters associated with the Discharge Point, expressed as an annual volume in m³, which is not discharged to the Scottish Water sewer; for example due to evaporation, because it is used in production or because it is surface water recorded by an effluent meter in respect of which Property Drainage charges are already applied.

Seasonal discharge indicator: Notification of requirement to apply a premium to the Wholesale Charges payable in respect of Trade Effluent Services in accordance with the Wholesale Charges Scheme.

Trade Effluent Estimated Yearly Volume: Notification of the Estimated Yearly Volume of Trade Effluent Services in relation to the Discharge Point for initial use in settlement calculations until the Actual Volume Discharged of Trade Effluent Services is provided to the CMA. This data is no longer required for any Discharge Point with an Effective From date after 31 March 2013.

Trade Effluent availability data:

Chargeable Daily Volume (m³); CDV

Chargeable Settled Biological Oxygen Demand load (kg/day); sBODI

Chargeable Total Suspended Solids load (kg/day); TSSI

(Note: this data may vary on a seasonal basis, in which case either the annual average data will be recorded in the Central Systems or the differing availability data will be supplied, along with the relevant dates within which those differing values will apply.)

Trade Effluent operating data:

Fixed Strength Chemical Oxygen Demand; Ot

Fixed Strength Solids Demand; St

Trade Effluent Treatment Indicator: The level of treatment provided by Scottish Water to Trade Effluent from the Discharge Point, being Secondary, Primary or Sub-Primary.

Where the CMA accepts the T021.0 (Create New DPID), the CMA will notify the Sewerage Licensed Provider of the Discharge Point(s) using Data Transaction T021.1 (Notify DPID).

Where the CMA rejects the notification of the Discharge Point(s), it will notify Scottish Water of the rejection, together with the reason, using the Data Transaction T009.1 (Notify Error/Acceptance (SW)) within 1 Business Day of receiving the T021.0.

Meter Association (T023.0 T023.1)

A Discharge Point must be associated with at least one Meter. This should include:

- i. any Related Water Supply Meters or Private Water Meters supplying water to the premises which is discharged to the Discharge Point as Trade Effluent;
- ii. any Private Effluent Meters recording Trade Effluent discharged; and
- iii. any Tankered Effluent virtual meters recording volumes of additional Trade Effluent imported onto the premises.

Scottish Water shall notify details of such associations to the CMA within 2 Business Days of the relevant meter being so associated using the Data Transaction T023.0 (Update Meter Association).

The T023.0 will notify both the presence of an association between the meter and the Discharge Point and the percentage of the volume associated with that meter which is discharged to the Discharge Point (MDVol).

Where a Private Effluent Meter is present, an association to the Discharge Point shall be notified for any Related Water Supply Meters or Private Water Meters which record water subsequently also recorded by the Private Effluent Meter prior to discharging to the sewer. MDVol for such Related Water Supply Meters or Private Water Meters must be set to 0. Appendix 1 contains illustrative examples showing how data should be configured in such circumstances.

Within 1 Business Day of receipt of the T023.0

- i. where the CMA accepts the T023.0, it will notify the Sewerage Licensed Provider of the meter association using Data Transaction T023.1; or
- ii. where the CMA rejects the T023.0, it will notify Scottish Water of the rejection, together with the reason, using the Data Transaction T009.1 (Notify Error/Acceptance (SW)).

Summary of Trade Effluent relevant SPID Data: (see also CSD0301 (Data Transaction Catalogue) for the complete definitions and Data Transactions).

Data Item	Name	Description
D6001	DPID	Discharge Point ID
D6003	CDV	TE Availability data: Chargeable Daily Volume (m ³)
D6004	sBODI	TE Availability data: Chargeable Settled Biochemical Oxygen Demand load (kg/day)
D6005	TSSI	TE Availability data: Chargeable Total Suspended Solids load (kg/day)
D6006	Ot	TE Operating Data: Fixed Strength Chemical Oxygen Demand
D6007	St	TE Operating Data :Fixed Strength Settleable Solids
D6002	TYVE	Trade Effluent Estimated Yearly Volume
D6008	Actual Volume Discharged	TE Volume: the total Volume in m ³ notified for the Discharge Point
D4006	Effective from	The effective date of a Discharge Point or data in relation to a Discharge Point (see CSD0301 for use),
D6009	Annual Non-domestic Allowance	Annual Actual Yearly Volume of Foul Sewerage Services in relation to the relevant Discharge Point (m ³)
D6010	SD Indicator	Flag to apply premium required for seasonal discharge.
D6012	Percentage Allowance	The amount of the Actual Yearly Volume of Water Services of all Meters associated with the Discharge Point, expressed as a percentage, which is not discharged to the Scottish Water sewer; for example due to evaporation or because it is used in production.
D6013	Fixed Allowance	The amount of the Actual Yearly Volume of Water Services of all Meters associated with the Discharge Point, expressed as an annual volume in m ³ , which is not discharged to the Public Sewerage System; for example due to evaporation, because it is used in production or because it is surface water recorded by an effluent meter in respect of which Property Drainage charges are already applied.
D6011	Trade Effluent Treatment	Flag to indicate the level of treatment provided to Trade Effluent from the Discharge Point
D3024	MDVol	Meter DPID Association Volume. The percentage of water associated with a meter which is discharged to the Discharge Point

Scottish Water Data

The following data will apply to Trade Effluent Services, and will therefore be submitted to the CMA by Scottish Water as part of the Scottish Water Data:

Trade Effluent operating data:

- Standard Strength Chemical Oxygen Demand; Os
- Standard Strength of Settleable Solids; Ss

Trade Effluent tariff data:

- Reception Capacity Charge (£/m³); Ra
- Volumetric Capacity Charge (£/m³); Va
- Biological Capacity Charge (£/kg/day); Ba
- Sludge Capacity Charge (£/kg/day); Sa
- Reception Operating Charge (£/m³); Ro
- Volumetric Operating Charge (£/m³); Vo
- Biological Operating Charge (£/m³); Bo
- Sludge Operating Charge (£/m³); So
- minimum charge in respect of Trade Effluent Services (annual value in £ set out in the Wholesale Charges Scheme)

Recommencement of Trade Effluent Services at a Sewerage Supply Point

In the event that a Discharge Point is to be recommenced following discontinuance, Scottish Water shall notify the CMA using the T021.0 (Create New DPID) and shall not reuse the identifier previously used for that DPID, although all other Discharge Point values in the T021.0 may be the same values as at the previous DPID. In the event that a meter is to be associated to that new DPID, this should be notified using the T023.0 (Update Meter Association).

2.2 Discontinuation of a Discharge Point/Trade Effluent Services

Permanent Disconnection

In the case of a Permanent Disconnection or Deregistration of a Sewerage Services Supply Point under CSD0104 (Maintain SPID Data), Trade Effluent Services and all related Discharge Points will cease as at the date of the Permanent Disconnection or Deregistration so notified. Scottish Water shall terminate all associations between Meters and Discharge Points at the Supply Point using Data Transaction T024.0 (Submit Meter Dissociation) and notify discontinuation of the Discharge Point using the Data Transaction T026.0 (Discontinue DPID), before sending the T015.0 (Update SPID Status) and T005.0 (Submit Meter Read (SW)).

Discontinuation of a Discharge Point / Trade Effluent Services [T026.0, T026.1]

In the case of discontinuation of any or all of the Trade Effluent Services relating to a Sewerage Supply Point, for example due to a restriction of the Trade Effluent Services related to that Supply Point, Scottish Water will notify the CMA using Data Transaction T026.0 (Discontinue DPID) within 2 Business Days of such discontinuation. Scottish Water shall terminate all associations between Meters and Discharge Points at the Supply Point using Data Transaction T024.0 (Submit Meter Dissociation) before notifying discontinuation of the Discharge Point using the Data Transaction T026.0 (Discontinue DPID). In the event that all Trade Effluent Services are to cease in relation to a Sewerage Supply Point, for example following the termination of a consent in respect of the Trade Effluent Services in accordance with the Operational Code, Scottish Water shall notify the discontinuation of all Discharge Points relating to that Supply Point in the Data Transaction T026.0 (Discontinue DPID). The CMA will then only calculate the Wholesale Charges payable in respect of the remaining sewerage for that Supply Point, in accordance with CSD0205 (Invoice Period Charge Calculation, Allocation and Aggregation).

The CMA will also notify the Sewerage Services Licensed Provider of the change in Trade Effluent Services in relation to the Supply Point using Data Transaction T026.1 (Discontinue DPID notification) within 1 Business Day of receiving the T026.0.

2.3 Maintain Trade Effluent Services SPID Data

In the event of any change(s) to Trade Effluent Services other than in Sections 2.1 and 2.2 above, Scottish Water shall notify the CMA of such changes to the SPID Data, (which includes changes to the relevant Discharge Point) within 2 Business Days of the date of the change(s) using the relevant Data Transaction, as listed below.

Trade Effluent relevant SPID Data (T022.0, T022.1, T027.0, T027.1)

When any Trade Effluent relevant SPID Data set out in Section 2.1 above, except Meter Associations, requires to be updated, Scottish Water shall notify the CMA within 2 Business Days of the change(s) using the Data Transaction T022.0 (Update TE Operating Data) or Data Transaction T027 (Update DPID Details) as appropriate.

Where the CMA accepts the change(s), within 1 Business Day of receipt of the T022.0 or T027.0 the CMA will notify the Sewerage Services Licensed Provider of the change using Data Transaction T022.1 (Notify TE Operating Data) or Data Transaction T027.1 (Notify DPID Details) as appropriate.

Change to Meter Association (T023.0, T023.1)

When the percentage of volume recorded by a meter which is discharged to a Discharge Point (MDVol) changes, Scottish Water shall notify the CMA within 2 Business Days of the change(s) using the Data Transaction T023.0 (Update Meter Association).

Where the CMA accepts the change(s), within 1 Business Day of receipt of the T023.0 the CMA will notify the Sewerage Services Licensed Provider of the change using Data Transaction T023.1 (Notify Meter Association).

Meter Dissociation (T024.0, T024.1)

When a Meter associated with a Discharge Point ceases to be so associated, Scottish Water shall notify the CMA of that Dissociation within 2 Business Days of the association being ceased, using the Data Transaction T024.0 (Submit Meter Dissociation).

Where the CMA accepts the change(s), within 1 Business Day of receipt of the T024.0 the CMA will notify the Sewerage Services Licensed Provider of the Meter Dissociation using Data Transaction T024.1 (Notify Meter Dissociation).

Where the CMA rejects the change(s), it will notify Scottish Water of the rejection, together with the reasons, using the Data Transaction T009.1 (Notify Error/Acceptance (SW)) within 1 Business Day of receiving the T024.0.

Schedule 3 Agreements (T028.0, T028.1)

For all Discharge Points affected by a Schedule 3 Agreement, the percentage discount to be applied to the calculation of Wholesale Charges for each Discharge Point is recorded in the Central Systems. When the percentage discount changes or the Schedule 3 Agreement terminates, Scottish Water shall notify the CMA of that change within 2 Business Days of the change using the Data Transaction T028.1 (Update TE Schedule 3).

Where the CMA accepts the change, within 1 Business Day of receipt of the T028.1 the CMA will notify the Sewerage Services Licensed Provider of the change using Data Transaction T028.0 (Notify TE Schedule 3).

Late or corrective changes

In the event that Scottish Water needs to submit a late or corrective change to the SPID Data in respect of Trade Effluent Services, this shall be undertaken in accordance with CSD0105 (Error Rectification and Retrospective Amendments).

2.4 Trade Effluent Volume Submission

For Trade Effluent Services provided prior to 1 April 2013, the CMA will receive details of the Volume of Trade Effluent Services in relation to a Discharge Point via the Data Transaction T025.2 or T025.0 (Notify TE Volume) from either Scottish Water or the Registered Licensed Provider, respectively. The CMA will then provide the relevant Trading Party (either Scottish Water or the Registered Sewerage Licensed Provider) with the Volume of Trade Effluent notified to it. In the event an effective date in the future is notified the CMA will send a Data Transaction T009.1 (Notify Error/Acceptance (SW)) with the error code DK "Effective From Date cannot be in the future".

The "Actual Volume Discharged" data item submitted in the T025.0 or T025.2, as appropriate, shall be used to calculate the total Volume of Trade Effluent Services applicable the calculations below (i.e. by deducting any Annual Non-domestic Allowance) for the period since the previous Actual Volume Discharged of Trade Effluent Services notification or start of the Discharge Point.

2.5 Transfer Registration

In the case of a Transfer¹ of a Sewerage Services Supply Point in relation to which Trade Effluent Services are also provided, the Incoming Licensed Provider for that Supply Point shall be responsible for the Wholesale Charges in respect of Trade Effluent Services at that Supply Point with effect from its Registration Start Date and the CMA shall allocate such Wholesale Charges accordingly.

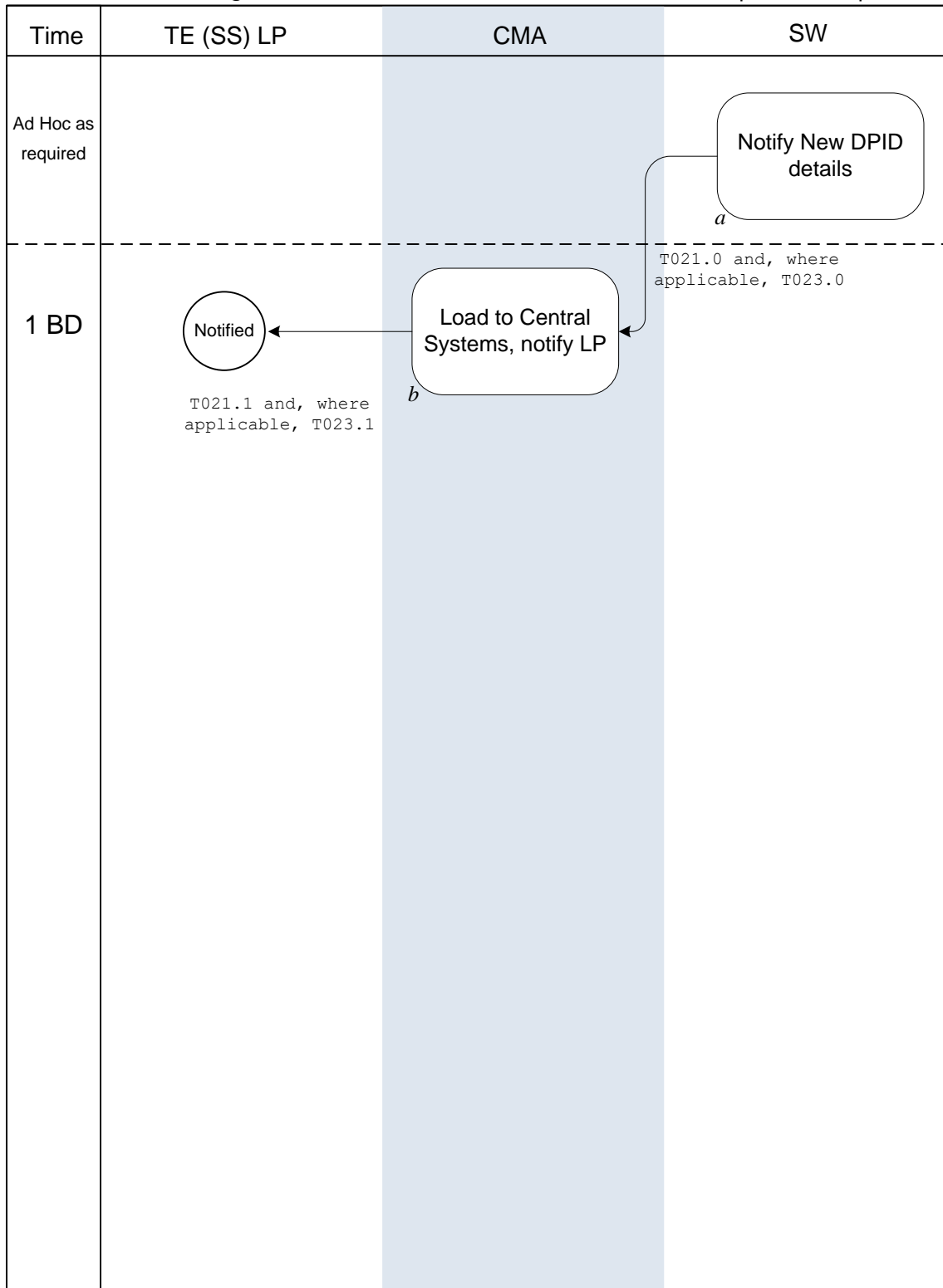
Within 1 Business Day of the Registration Application Date, the CMA shall notify the Incoming Licensed Provider of the Discharge Point(s) at that Supply Point, using Data Transaction T021.1 (Notify DPID) and any Meter(s) associated with that Discharge Point, using Data Transaction T023.1 (Notify Meter Association). This will occur at the same time as the CMA sends the Confirmation Notice (T008.1) and notification of SPID Data (T020.0) as set out in CSD0102 (Registration: Transfers).

¹ Refer to CSD0102 (Registration: Transfers)
Document reference CSD0206

3. Process Diagrams

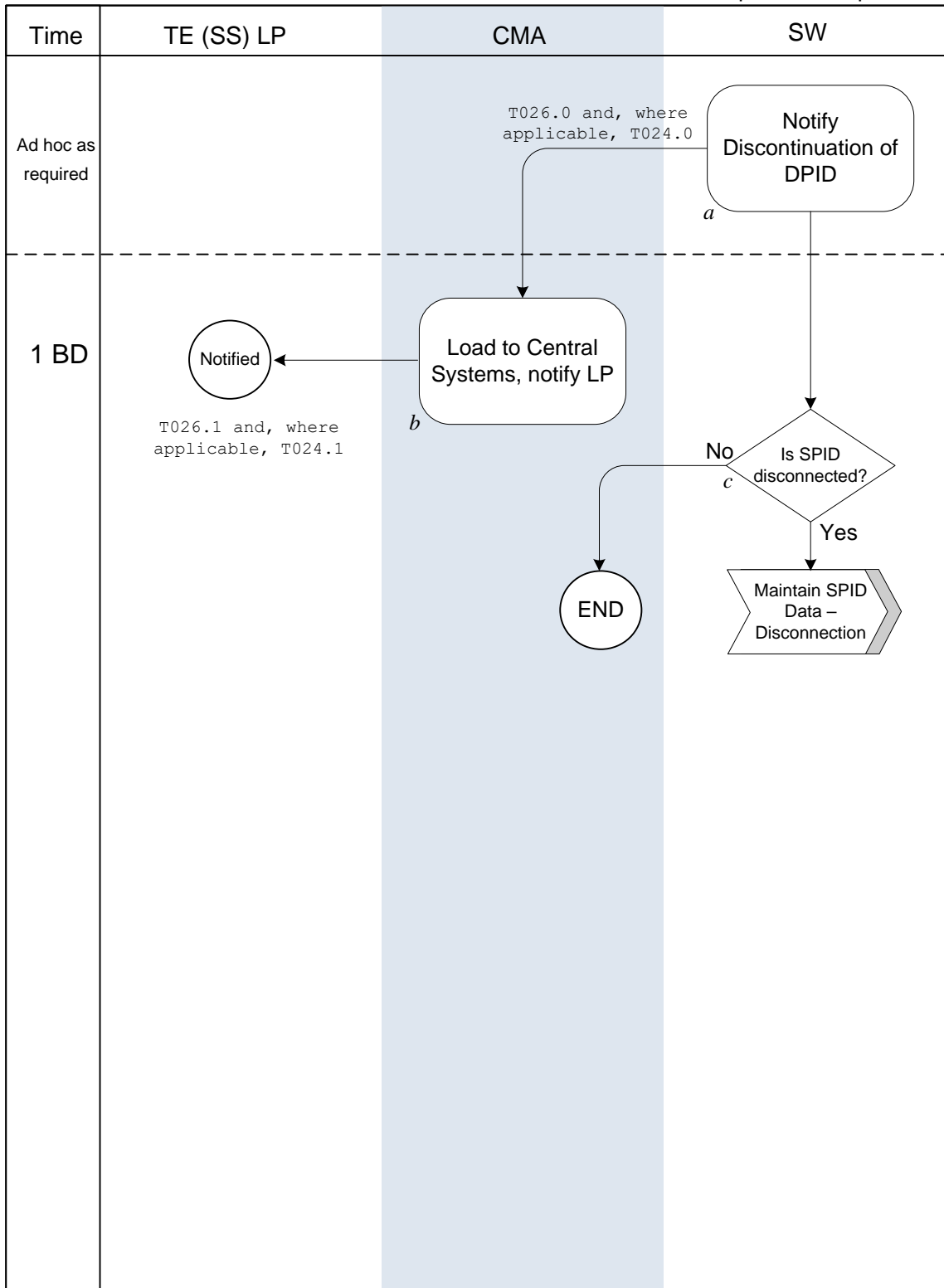
TE – New Discharge Point

Updated 12 April 2013



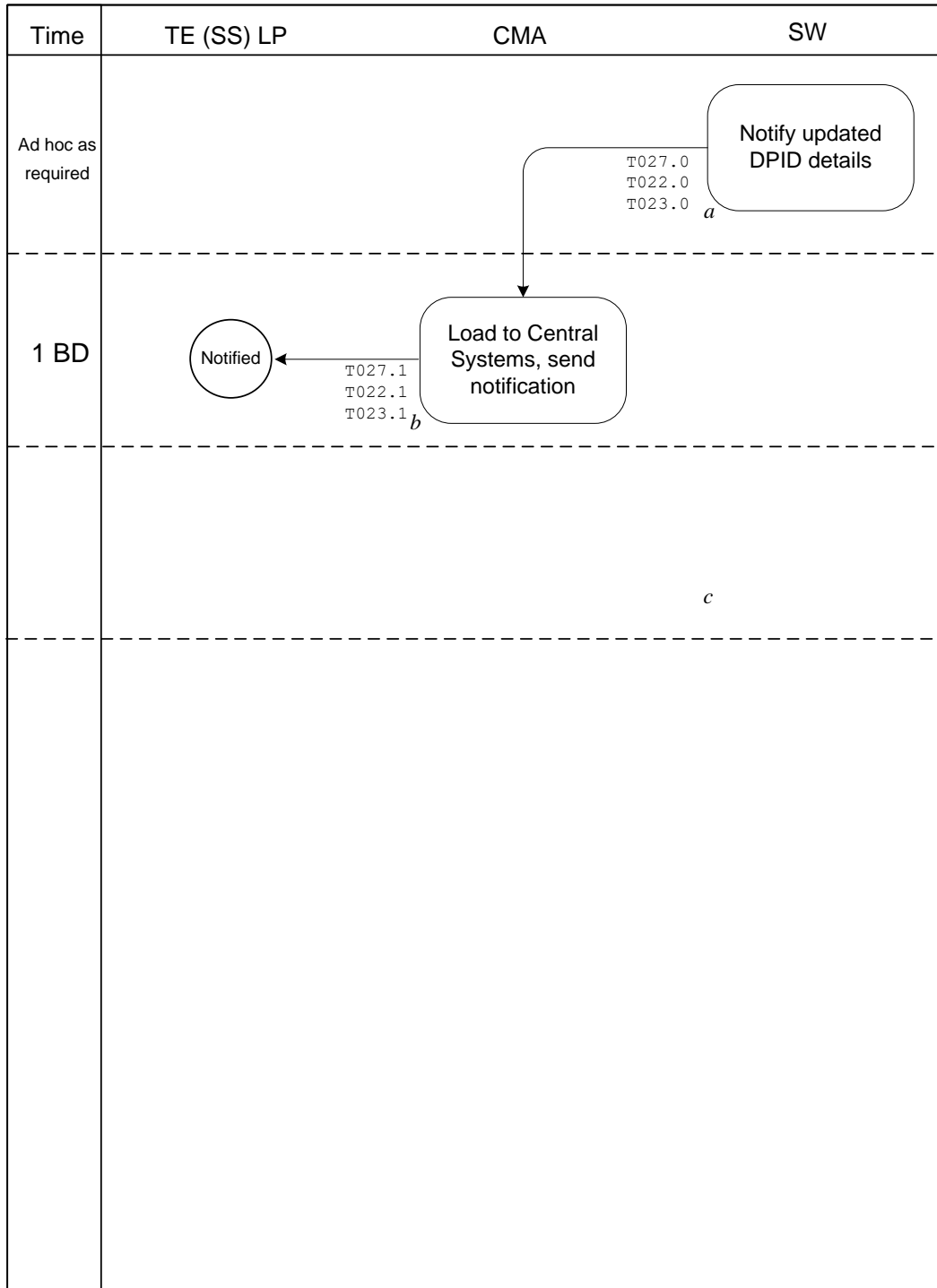
TE – Discontinue DPID

Updated 12 April 2013



TE – Update DPID details and Notify TE volume

Updated 12 April 2013



4. Interface and Timetable Requirements

4.1 TE data requirements – New Discharge Point

Step Ref:	When	Requirement	From	To	Information	Method
a	Ad Hoc as required	Notify New DPID details	SW	CMA	New DPID(s) details & Meter(s) Associated, where applicable	T021.0 and T023.0
b	1BD	Load to Central Systems, notify LP	CMA	LP	New DPID details & Meter Associated, where applicable	T021.1 and T023.1

4.2 TE data requirements – Discontinue DPID

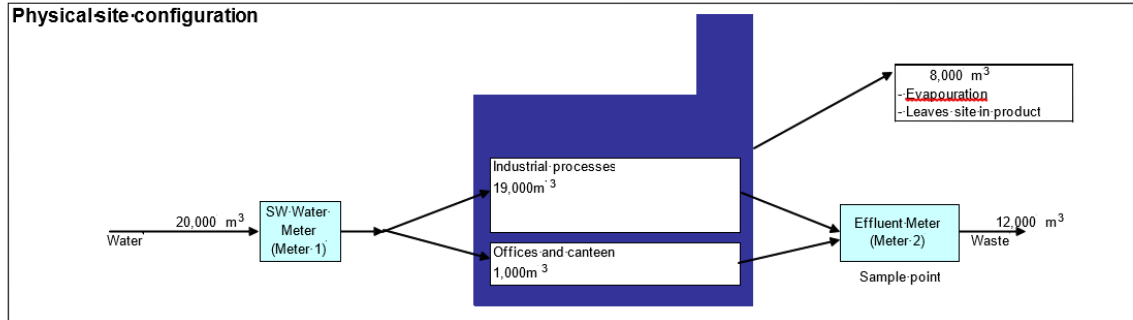
Step Ref:	When	Requirement	From	To	Information	Method
a	Ad Hoc as required	Notify Discontinuation of DPID	SW	CMA	DPID(s) and Meter(s) Dissociation, where applicable	T026.0 and T024.0
b	1BD	Load to Central Systems, notify LP	CMA	SS LP	DPID and Meter Dissociation, where applicable	T026.1 and T024.1
c	n/a	If SPID is Disconnected or Deregistered, go to Maintain SPID Data, CSD0104	n/a	n/a		

4.3 TE data requirements – Update DPID details and Notify TE Volume

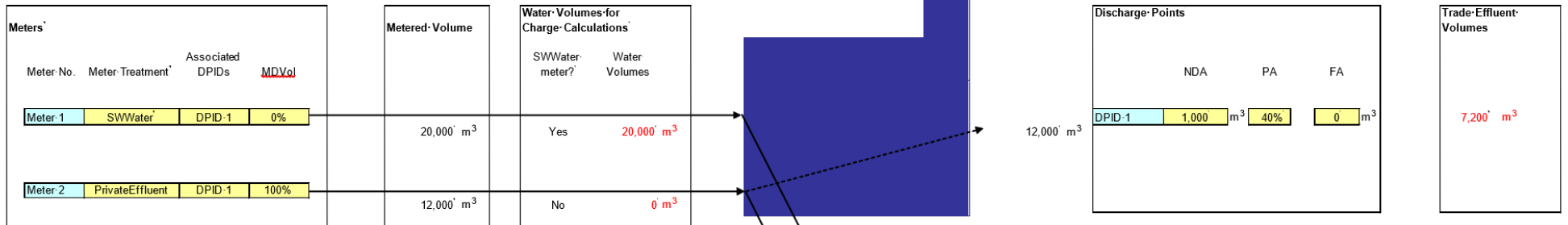
Step Ref:	When	Requirement	From	To	Information	Method
a	Ad Hoc as required	Notify updated DPID details	SW	CMA	DPID	T027.0 or T022.0 or T028.1
b	1BD of a above	Load to Central Systems, notify LP or SW	CMA	SS LP	DPID	T027.1 or T022.1 or T028.0
e	Ad Hoc as required	Notify modifications to Meter Association/ Dissociation	SW	CMA	Meter Id	T023.0/T024.0 as relevant
f	1 BD of e	Load to Central Systems, notify LP	CMA	SS LP		T023.1/T024.1 as relevant
		If meter has been removed go to CSSD0104 Section 6 Removal of Meter from a Supply Point				

Appendix 1

Trade Effluent Volume and Charging Calculations - Illustrative Example 6 - Effluent Meter



Logical site-configuration in Central Systems



In this example, because the effluent meter is physically recording the same volumes exiting the site as have already been recorded entering the site by the water meter, the water meter has its MDV% set to zero to avoid double-charging for waste volumes.

RTS	Return-to-Sewer Allowance (default 95%)
MDV%	Meter-DPID Volume %
DPID	Discharge Point ID
NDA	Non-Domestic Allowance
PA	Percentage Allowance
FA	Fixed Allowance

	RTS	DPID Associations?	Sewerage Calculation method	Sewerage Volumes
Meter 1	95%	Yes	> NDA	500 m³
Meter 2	95%	Yes	> NDA	500 m³

Example assumes the Supply Point is not vacant, exempt or temporarily disconnected.
 Red text indicates volumes to be used for wholesale charging purposes in the Central Systems
 Yellow shaded cells indicate data items in Central Systems maintained by market participants

Appendix 2

Vacant and Temporarily Disconnected Premises for Trade Effluent Services provided prior to 1 April 2013

For Trade Effluent Services provided prior to 1 April 2013, the following process should be followed in respect of premises which have been vacant or temporarily disconnected.

Vacant Premises

Volume Notifications

In the case where a premises becomes Vacant prior to 1 April 2013, the following “Actual Volume Discharged” notifications shall be submitted using the T025.0 or T025.2 transactions as appropriate to ensure the correct calculation of Trade Effluent volumetric charges in the period immediately prior to the premises becoming Vacant.

- A notification of the Actual Volume Discharged with an effective date of the day the premises become Vacant, with the outstanding Actual Volume Discharged up to the start of the period of Vacancy.
- A notification of zero Actual Volume Discharged with an effective date of the day after the premises become Vacant.

In the case where a Vacant Premises becomes reoccupied prior to 1 April 2013, the following “Actual Volume Discharged” notifications shall be submitted using the T025.0 or T025.2 transactions as appropriate to ensure the correct calculation of Trade Effluent volumetric charges in the period immediately following the premises becoming reoccupied.

- A notification of zero Actual Volume Discharged with an effective date of the day the premises become reoccupied.
- The immediate subsequent notification of Actual Volume Discharged should notify the Actual Volume Discharged from the date of reoccupation.

Vacancy Notifications

The Central Systems continue to charge for Trade Effluent Services during periods when a premises is Vacant prior to 1 April 2013. In respect of SPIDs with Trade Effluent Services, Licensed Providers shall therefore ensure that they directly inform Scottish Water that such SPIDs have been notified Vacant within 2 Business Days of the start of the Vacancy. Within 2 Business Days of such notification, Scottish Water shall terminate charges for the Trade Effluent by submitting a Trade Effluent Schedule 3 notification with a value of 100% using the Data Transaction T028.1 (Update TE Schedule 3). Within 1 Business Day of receipt of the T028.1, 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 (Notify Error/Acceptance (SW)); or

- ii. Accept that transaction and notify the Licensed Provider of the details using Data Transaction T028.0 (Notify TE Schedule 3) as appropriate.

Scottish Water shall remove the 100% Schedule 3 discount effective from 1 April 2013 by submitting a Trade Effluent Schedule 3 notification with the appropriate substantive value using the Data Transaction T028.1. Within 1 Business Day of receipt of the T028.1, 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 (Notify Error/Acceptance (SW)); or
- ii. Accept that transaction and notify the Licensed Provider of the details using Data Transaction T028.0 (Notify TE Schedule 3) as appropriate.

For Trade Effluent Services provided from 1 April 2013 onwards, the Central Systems shall calculate the appropriate Trade Effluent charges according to the vacancy status of the associated Supply Point.

Temporarily Disconnected Premises

Volume Notifications

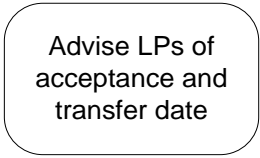
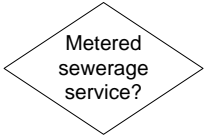
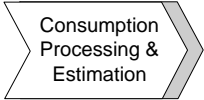



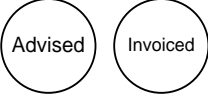
In the case where a premises becomes Temporarily Disconnected prior to 1 April 2013, the following "Actual Volume Discharged" notifications shall be submitted using the T025.0 or T025.2 transactions as appropriate to ensure the correct calculation of Trade Effluent volumetric charges in the period immediately prior to the premises becoming Temporarily Disconnected.

- A notification of the Actual Volume Discharged with an effective date of the day the premises become Temporarily Disconnected, with the outstanding Actual Volume Discharged up to the start of the period of Temporary Disconnection.
- A notification of zero Actual Volume Discharged with an effective date of the day after the premises becomes Temporarily Disconnected.

In the case where a Temporarily Disconnected Premises becomes reconnected prior to 1 April 2013, the following "Actual Volume Discharged" notifications shall be submitted using the T025.0 or T025.2 transactions as appropriate to ensure the correct calculation of Trade Effluent volumetric charges in the period immediately following the premises becoming reconnected.

- A notification of zero Actual Volume Discharged with an effective date of the day the premises become reconnected.
- The immediate subsequent notification of Actual Volume Discharged should notify the Actual Volume Discharged from the date of reconnection.

Appendix 3 – 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.