**SANITARY SEWER SYSTEMS GENERAL ORDER**
**ORDER 2022-0103-DWQ**

**GUIDANCE FOR MONTHLY REPORTING CATEGORY 3 SPILLS**
**IN THE**
**CALIFORNIA INTEGRATED WATER QUALITY SYSTEM (CIWQS)**



**Last Revised: April 2024**

**Monthly Certified Spill Reporting for Category 3 Spills in the Online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database**

Per Attachment E1, Section 3 of General Order 2022-0103-DWQ, the Enrollee must submit all spill reports electronically to the online CIWQS Sanitary Sewer System Database (https://ciwqs.waterboards.ca.gov), unless specified otherwise. Electronic spill reporting may be solely completed by a Legally Responsible Official (who has the authority to enter data and certify spill reports) or data may be entered by Data Submitter(s) previously designated by the Legally Responsible Official, per Section 5.8 (Designation of Data Submitters), and then certified by the Legally Responsible Official.

Attachment E2, Table E2-3 of the General Order provides a summary of the notification, monitoring, and reporting requirements for Category 3 spills. Below is a snapshot of Table E2-3 for your convenience:

| Table E2-3 Spill Category 3: Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters | | |
|---|---|---|
| **Spill Requirements** | **Due** | **Method** |
| Notification | Not Applicable | Not Applicable |
| Monitoring | Conduct spill-specific monitoring. | (Section 2 of Attachment E1) |
| Reporting | • Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within **30 calendars days** after the end of the month in which the spills occur; and<br>• Submit Amended Spill Reports **within 90 calendar days** after the Certified Spill Report due date. | (Section 3.3 and 3.5 of Attachment E1) |

**To Report a Category 3 Spill:**

1. Log into the CIWQS website at:

   https://ciwqs.waterboards.ca.gov/

2. Enter in your user account information and click on the "Login" button.



   **NOTE:** Sharing user account information amongst staff is prohibited. CIWQS may remove all reports certified by incorrect users.

3. Once logged into your personal CIWQS user account, click on the "Sanitary Sewer Systems" link under the Main Menu.



   **NOTE:** If you represent more than one sanitary sewer system, from the dropdown menu, select the applicable sanitary sewer system. Click on the "Continue" button.

4. Click on the "New Spill Report" link.



You will be directed to a new screen titled "**Sanitary Sewer Systems General Order – Spill Category Determination"**, where you answer specific questions and based on the answers, the system will take you to the appropriate spill category screen (i.e., Category 1, Category 2, or Category 3).



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Figure 1. The Spill Category Determination Flow Chart below illustrates how the spill category is determined.
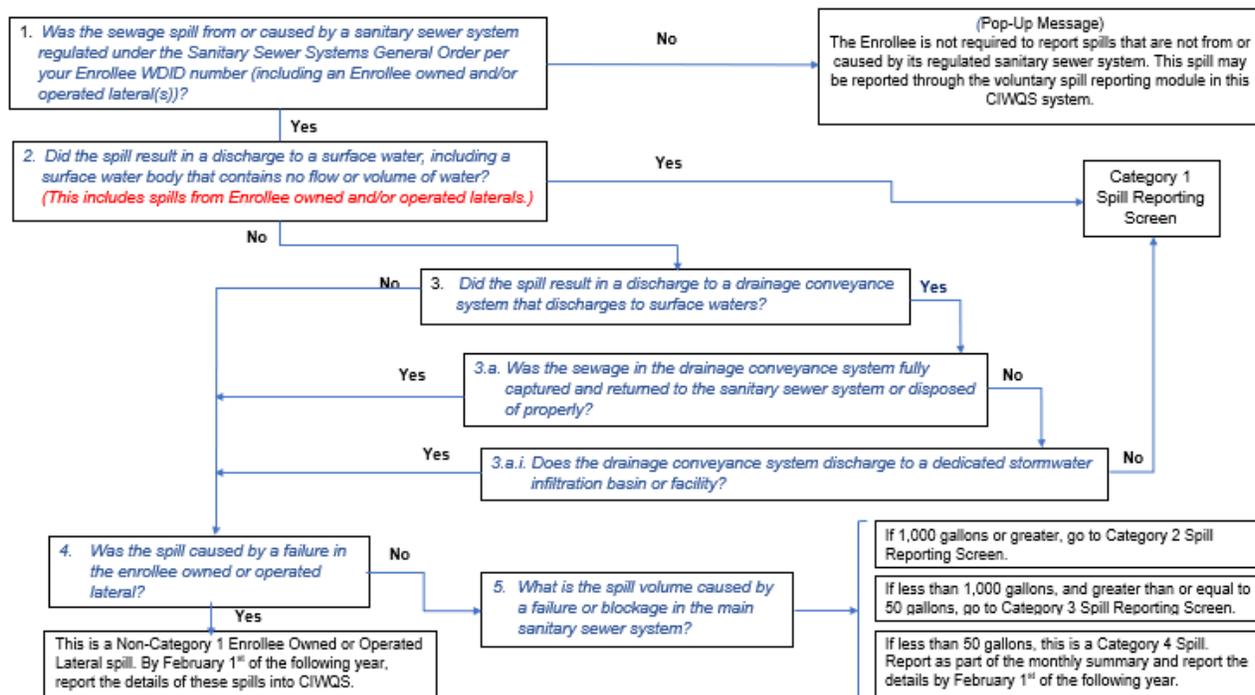


*Figure 1. Spill Category Determination Flow Chart*

5. If the answers to the Spill Category Determination questions correspond to a Category 3 spill, you will be directed to the "Monthly Certified Spill Reporting for Category 3 Spills" screen. Enter the required information as specified below on the monthly certified spill reporting screen.

**NOTE:** After completing questions 1, 1.a, 2, 6a, and 6b, you can save your work in progress by clicking on the "Save Work in Progress" button. A green banner stating "Changes saved successfully" will appear below the report tabs when the minimum required fields have been completed and you can navigate away from the tab with your work saved.

## Monthly Certified Spill Reporting for Category 3 Spills

**1. Name of Enrollee contact person to respond to spill-specific questions:**

Enter the name of the Enrollee contact person in the text box. The contact person is responsible for answering spill-specific questions.

**1a. Telephone number of Enrollee contact person to respond to spill-specific questions:**

Enter the telephone number of the Enrollee contact person. Enter only numbers; the system will display the entry in (XXX) XXX-XXXX format. Staff will use the telephone number to contact the contact person if necessary.

| | |
|---|---|
| *1. Name of Enrollee contact person to respond to spill-specific questions: | |
| *1.a. Telephone number of Enrollee contact person to respond to spill-specific questions: | |

**2. Spill location name:**

Enter the name of the location where the spill occurred in the "Spill Location Name" text box. This entry may be a general descriptor of the spill location (e.g., street address, intersection, manhole number, or any other identification you wish to use).

| | |
|---|---|
| *2. Spill Location Name: | |

**3. Date and time the Enrollee was notified of, or self-discovered, the spill:**

Use the calendar icon to select the date and time or manually enter date and time when your agency was notified or discovered the spill. Make sure the time is entered in a 24-hour clock format. The notified date and time must be the same or later than the estimated spill start date and time.

| | |
|---|---|
| *3. Date and time the Enrollee was notified of, or self-discovered, the spill: | |
| *4. Operator arrival time: | **September 2023** |
| *5. Estimated spill start date and time: | S M T W T F S |
| *6. Description, photographs, and GPS coordinates of the system location where the spill originated: If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field: | 1 2 |
| | 3 4 5 6 7 8 9 |
| | 10 11 12 13 14 15 16 |
| | 17 18 19 20 21 22 23 |
| | 24 25 26 27 28 29 30 |
| Submit photographs under the Attachments tab | 1000 characters remaining. er than 1000 characters, enter "See Attachment" into the box) |
| *6.a. Lattitude: | 09 : 46 [Show Map] |
| *6.b. Longitude: | decimal degrees [Show Map] |

4. **Operator arrival time:**

   Use the calendar icon to select the date and time or manually enter the estimated Operator arrival date and time in a 24-hour clock format. The date and time must be the same or later than the estimated spill start date and time.



5. **Estimated spill start date and time:**

   Use the calendar icon to select the date and time or manually enter the estimated spill start date and time in a 24-hour clock format. The date and time must be earlier than the estimated spill end date and time.

## 6. Description, photographs, and GPS coordinates of the system location where the spill originated:

Provide a description of the system location where the spill originated. If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the additional spill appearance point explanation field, question No. 6e. Make sure to submit photographs under the "Attachments" tab along with a proper description of the photograph.



## 6a. Latitude:

Provide the latitude of the spill location or of the appearance point closest to the failure point. Enter the latitude in decimal degrees or use the "[Show Map]" button next to the question. You may enter the address on top of the map and click on the "Go" button. Or, you may zoom in on the map to drop a pin on the spill location. Click on the "Set Coordinates" button.

### 6b. Longitude:

Provide the longitude of the spill location or of the appearance point closest to the failure point. If you used the "[Show Map] feature for populating the Latitude in question 6.a., this field will already be populated. If it is not, enter the longitude in decimal degree units.

### 6c. Appearance points:

Select the appropriate appearance point(s) from the drop-down menu. Multiple appearance points can be selected. If your selection was "Other (specify below)", you are required to enter a description of the appearance points in question No. 6d.

### 6d. If other, describe:

If the appropriate "Appearance points" are not listed in the drop-down menu and "Other (specify below)" was selected, enter a description of the appearance point(s).

### 6e. Additional spill appearance point(s) explanation:

Enter a description of additional spill appearance points. For multiple appearance points, enter a description which includes location details of each appearance point.

| | |
|---|---|
| *6. Description, photographs, and GPS coordinates of the system location where the spill originated: If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field:<br><br>Submit photographs under the Attachments tab | 1000 characters remaining.<br>(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box) |
| *6.a. Lattitude: | ____ decimal degrees  [Show Map] |
| *6.b. Longitude: | ____ decimal degrees  [Show Map] |
| *6.c. Appearance points: | ☐ Backflow Prevention Device<br>☐ Combined Sewer Drain Inlet. (Combined Collection System Only)<br>☐ Force Main<br>☐ Gravity Mainline<br>☐ Inside Building or Structure<br>☐ Lateral Clean Out (Private)<br>☐ Lateral Clean Out (Public)<br>☐ Lower Lateral (Private)<br>☐ Lower Lateral (Public) |
| 6.d. If other, describe: | 1000 characters remaining.<br>(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box) |
| 6.e. Additional spill appearance point(s) explanation: | ____ |

### 7. Estimated total spill volume exiting the system:

Enter the estimated volume of spill, in units of gallons and in whole numbers, that exited the system.

| | |
|---|---|
| *7. Estimated total spill volume exiting the system: | 99  Gallons<br>(Category 3 spills range from 50 to 999 gallons according to section 5.13.1. Spill Categories of the General Order.) |

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## 8. Description and photographs of the extent of the spill and spill boundaries:

Provide a description of the extent of spill and spill boundaries. Water Board Staff recommends using a reference object in the photograph to estimate the size of the spill.

| | |
|---|---|
| *8. Description and photographs of the extent of the spill and spill boundaries: <br> Submit photographs under the Attachments tab | [                    ] 1000 characters remaining. <br> (Attach document if description is greater than 1000 characters, enter "See Attachment" into the box) |

## 9. Did the spill reach a drainage conveyance system?

Select "Yes" if the spill reached a drainage conveyance system. Select "No" if the spill did not reach a drainage conveyance system. If the answer is "Yes", answer questions 9a, 9b, and 9c.

| | |
|---|---|
| *9. Did the spill reach a drainage conveyance system? | Select ▼ |
| 9.a. Description of the drainage conveyance system transporting the spill and photographs of the drainage conveyance system entry location(s): <br> *(Required if answer for question 9 is "Yes")* | Select <br> Yes <br> No <br> 1000 characters remaining. <br> (Attach document if description is greater than 1000 characters, enter "See Attachment" into the box) |

## 9a. Description of the drainage conveyance system transporting the spill and photographs of the drainage conveyance system entry location(s):

Provide a description of the drainage conveyance system transporting the spill. Provide photographs of the drainage conveyance system entry locations. Staff recommend using a reference object in the photograph to estimate the size of the drainage conveyance system and its boundaries. Make sure to submit photographs under the "Attachments" tab.

## 9b. Estimated spill volume fully recovered from the drainage conveyance system:

Enter the estimated volume that was fully recovered from the drainage conveyance system in units of gallons, using whole numbers.

## 9c. Estimated spill volume discharged to a groundwater infiltration basin or facility:

Enter the estimated spill volume that was discharged to a groundwater infiltration basin or facility in units of gallons, using whole numbers.

| | |
|---|---|
| *9. Did the spill reach a drainage conveyance system? | Select ▼ |
| 9.a. Description of the drainage conveyance system transporting the spill and photographs of the drainage conveyance system entry location(s): <br> *(Required if answer for question 9 is "Yes")* | [                    ] 1000 characters remaining. <br> (Attach document if description is greater than 1000 characters, enter "See Attachment" into the box) |
| 9.b. Estimated spill volume fully recovered from the drainage conveyance system: <br> *(Required if answer for question 9 is "Yes")* | [          ] Gallons |
| 9.c. Estimated spill volume discharged to a groundwater infiltration basins or facility: <br> *(Required if answer for question 9 is "Yes")* | [          ] Gallons |

### 10. Estimated total spill volume recovered:

Enter the estimated total spill volume recovered in units of gallons and using whole numbers.

| *10. Estimated total spill volume recovered: | | Gallons |
| --- | --- | --- |

### 11. Spill Destination(s):

Select the spill destination(s) using the "Spill Destination" drop-down menu. The spill destination describes all areas that the wastewater flowed through and ultimately reached. Multiple destinations can be selected. If your selection was "Other (specify below)", you are required to enter a description of the spill destinations in text box No. 11a.

### 11a. If other, describe:

If the "Spill Destination(s)" is not listed in the drop-down menu and "Other (specify below)" was selected, enter a description of the spill destination(s).

### 11b. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill:

Provide a description of the spill event destination(s) including GPS coordinates, if available, that represent the full spread and reach of the spill.

### 11c. Coordinates available?

Select "Yes" or "No" to whether coordinates are available. If coordinates are available, providing latitude and longitude is required. Use 11f-11k to capture the remaining spill point locations.

### 11d, f, h, j. Latitude:

Use the show map icon next to the question to select the latitude of the available points for the spill location. Otherwise, a handheld GPS unit or the "GIS Tool" link on the CIWQS Sanitary Sewer System Database spill report page can be used to determine this information, and make sure the units are in decimal degrees.

### 11e, g, i, k. Longitude:

Use the show map icon next to the question to enter the longitude of the available points for the spill location or of the appearance point closest to the failure point. You may enter the address on top of the map if you do not have the coordinates and click on the "Go" button. Or you may zoom in on the map to drop a pin on the spill location. Make sure the units are in decimal degrees.

| | |
|---|---|
| *11. Spill Destination(s): | ☐ Building or Structure<br>☐ Drainage Conveyance System<br>☐ Drainage Conveyance System that discharges to surface water<br>☐ Groundwater Infiltration Basin or Facility<br>☐ Other (specify below)<br>☐ Paved Surface<br>☐ Street/Curb and Gutter (2 3)<br>☐ Surface Water<br>☐ Unpaved Surface |
| 11.a.  If other, describe: | |
| *11.b.  Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill: | 1000 characters remaining.<br><br>(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box) |
| 11.c.  Coordinates available?<br>*(Please provide at least one set of Lat and Long if your answer is 'Yes')* | Select ▾ |
| 11.d.  Lattitude:<br>*(Required if answer for question 11.c. Coordinates available is 'Yes')* | decimal degrees  [Show Map] |
| 11.e.  Longitude:<br>*(Required if answer for question 11.c. Coordinates available is 'Yes')* | decimal degrees  [Show Map] |
| 11.f.  Lattitude: | decimal degrees  [Show Map] |
| 11.g.  Longitude: | decimal degrees  [Show Map] |
| 11.h.  Lattitude: | decimal degrees  [Show Map] |
| 11.i.  Longitude: | decimal degrees  [Show Map] |
| 11.j.  Lattitude: | decimal degrees  [Show Map] |
| 11.k.  Longitude: | decimal degrees  [Show Map] |

## 12. Spill end date and time:

Use the calendar icon to select the date and time or manually enter date and time of the estimated spill end date and time. Make sure the time is entered in a 24-hour clock format. The entered date and time must be later than the estimated spill start date and time.

| | | |
|---|---|---|
| *(Required if answer for question 11.c. Coordinates available is 'Yes')* | | |
| 11.f.  Lattitude: | | Show Map] |
| 11.g.  Longitude: | | Show Map] |
| 11.h.  Lattitude: | | Show Map] |
| 11.i.  Longitude: | | Show Map] |
| 11.j.  Lattitude: | | Show Map] |
| 11.k.  Longitude: | | Show Map] |
| *12.  Spill end date and time: | | |

**November 2023**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

13 : 39

## 13. Description of how the spill volume estimations were calculated:

Describe the process used for calculating the spill volume estimates.

## 13a. Description of the methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time:

Describe the methodology, assumptions, and type of data relied upon such as supervisory control and data acquisition (SCADA) records, flow monitoring, and other telemetry information that was used to estimate the spill start and end times.

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| | | |
|---|---|---|
| *13. | Description of how the spill volume estimations were calculated, including at a minimum: | |
| | The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information, used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered): | 1000 characters remaining. (Attach document if description is greater than 1000 characters, enter "See Attachment" into the box) |
| *13.a. | Description of the methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time: | 1000 characters remaining. (Attach document if description is greater than 1000 characters, enter "See Attachment" into the box) |

## 14. Spill cause(s):

Select a cause for the spill from the drop-down menu. Multiple spill causes can be selected. If your selection was "Other (specify below)", you are required to enter a description of the spill cause(s) in text box No. 14a.

## 14a. If other, describe:

If the "spill cause" is not listed in the drop-down menu and "Other (specify below)" was selected, enter a description of the spill cause.

| | |
|---|---|
| *14. Spill cause(s): | Debris from Construction<br>Debris from Lateral<br>Debris-General<br>Debris-Rags<br>Debris-wipes/Non-disposables<br>Fats, Oil and Grease (FOG)<br>Flow Exceeded Capacity (Separate Collection System Only)<br>Inappropriate Discharge to Collection System<br>Natural Disaster (specify below) |
| 14.a. If other, describe: | |

## 15. System failure location (for example: main, pump station, etc.):

Select a system failure location from the drop-down menu. Multiple system failure locations can be selected. If your selection was "Other (specify below)", you are required to enter a description of the system failure location in text box No. 15a.

## 15a. If other, describe:

If the "system failure location" is not listed in the drop-down menu and "Other (specify below)" was selected, enter a description of the system failure location.

| | |
|---|---|
| *15. System failure location: | Air Relief Valve (ARV)/ Blow-Off Valve (BOV)<br>Force Main<br>Gravity Mainline<br>Lower Lateral<br>Manhole<br>Other (specify below)<br>Pump Station - Controls<br>Pump Station - Mechanical<br>Pump Station - Power |
| 15.a. If other, describe: | |

## 16. Description of the pipe material, at the failure location:

Select a description of the pipe material from the drop-down menu. Multiple pipe material descriptions can be selected. If your selection was "Other (specify below)", you are required to enter a description of the pipe material in text box No. 16a.

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### 16a. If other, describe:

If the "description of the pipe material" is not listed in the drop-down menu and "Other (specify below)" was selected, enter a description of the pipe material.

### 16b. Estimated age of pipe material, at the failure location:

Enter the estimated age of the pipe material present at the failure location in whole number of years.

| | |
|---|---|
| *16. Description of the pipe material, at the failure location: | ☐ Acrylonitr. Butadiene Styrene (ABS)<br>☐ Cast Iron<br>☐ Concrete<br>☐ Copper<br>☐ Cross-Linked Polyethylene (PEX)<br>☐ Ductile Iron<br>☐ Fiberglass<br>☐ Galvanized Steel<br>☐ Other (specify below) |
| 16.a. If other, describe: | |
| *16.b. Estimated age of pipe material, at the failure location: | Years |

### 17. Description of the impact of the spill:

Describe any observations made during visual inspections of areas impacted by the spill.

| | |
|---|---|
| *17. Description of the impact of the spill: | 1000 characters remaining.<br>(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box) |

### 18. Was the spill associated with a storm event?

If the spill occurred during or shortly after a storm event, select "Yes". If there was not a storm event, select "No".

| | |
|---|---|
| *18. Was the spill associated with a storm event? | Select ▼ |
| | Select<br>Yes<br>No |

### 19. Spill response activities:

From the drop-down menu, select the appropriate spill response activity(ies) that your agency completed in responding to the spill. Multiple spill response activities can be selected. If your selection was "Other (specify below)", you are required to enter a description of the spill response activities in text box No. 19a.

### 19a. If other, describe:

If the "spill response activities" are not listed in the drop-down menu and "Other (specify below)" was selected, enter a description of the spill response activities completed.

### 19b. Description of spill response activities including description of immediate spill containment and cleanup efforts:

Describe any spill response activities including immediate spill containment and cleanup efforts.

| | |
|---|---|
| *19. Spill response activities: | ☐ Cleaned Up (specify below)<br>☐ Contained All or Portion of Spill<br>☐ Mitigated Effects of Spill (specify below)<br>☐ Other (specify below)<br>☐ Other Enforcement Agency Notified<br>☐ Property Owner Notified<br>☐ Restored Flow<br>☐ Returned All Spill to Sanitary Sewer System<br>☐ Returned Portion of Spill to Sanitary Sewer System |
| 19.a. If other, describe: | |
| *19.b. Description of spill response activities including description of immediate spill containment and cleanup efforts: | 1000 characters remaining.<br>(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box) |

### 20. Spill corrective action:

Select the spill corrective action from the drop-down menu that your agency completed in responding to the spill. Multiple spill corrective actions can be selected one at a time. If your selection was "Other (specify below)", you are required to enter a description of the spill corrective actions in text box No. 20a below.

### 20a. If other, describe:

If the "spill corrective action" completed is not listed in the drop-down menu and "Other (specify below)" was selected, then enter a description of the spill corrective actions completed.

### 20b. Description of spill corrective actions, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of the major milestones for those steps:

Provide a description of the actions taken or planned to clean up the spill, eliminate, and prevent reoccurrence of the spill. Include a description of major schedule milestones.

### 20c. Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable:

Describe local regulatory enforcement that your agency has taken/planned to take against an illicit discharge in response to this spill.

**20d. Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences at the same spill event location, including:**

Identify and describe any system modifications and operation and maintenance program modifications needed to prevent repeated spill occurrences.

**20d1. Adjusted schedule/method of preventive maintenance:**

Describe an adjusted schedule or method of preventive maintenance that was made in response to the spill.

**20d2. Planned rehabilitation or replacement of sanitary sewer asset:**

Describe a planned rehabilitation or replacement of sanitary sewer assets.

**20d3. Inspected, repaired asset(s), or replaced defective asset(s):**

Describe any inspected, repaired, or replaced defective asset(s) related to the spill.

**20d4. Capital improvements:**

Describe the capital improvements implemented to correct spills.

**20d5. Documentation verifying immediately implemented system modifications and operating/maintenance modifications:**

Describe any documents which verify immediately implemented system modifications and operating/maintenance modifications.

**20d6. Description of spill response activities:**

Describe activities that your agency has completed in response to the spill.

**20d7. Spill response completion date:**

Use the calendar icon to select the spill response completion date (i.e., when agency staff completed their cleanup work) or manually enter the date. The date must be later than the estimated spill start date.

**20d8. Ongoing investigation efforts**

Describe any ongoing investigation efforts to determine the cause of the spill.

### 20d9. Expected completion date of investigation to determine the full cause of spill:

Use the calendar icon to select the expected date that the investigation to determine the full cause of the spill will be completed, or manually enter the date.

| | | |
|---|---|---|
| *20. | Spill corrective action: | ☐ Added Sewer to Preventive Maintenance Program<br>☐ Adjusted Schedule/Method of Preventive Maintenance<br>☐ Enforcement action against Fats, Oil, and Grease (FOG) source<br>☐ Inspected Sewer Using CCTV to Determine Cause<br>☐ Other (specify below)<br>☐ Plan Rehabilitation or Replacement of Sewer<br>☐ Repaired Facilities or Replaced Defect |
| 20.a. | If other, describe: | |
| *20.b. | Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps: | 1000 characters remaining.<br>(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box) |
| *20.c. | Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable: | 1000 characters remaining.<br>(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box) |
| *20.d. | Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences at the same spill event location, including: | 1000 characters remaining.<br>(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box) |
| *20.d.1. | Adjusted schedule/method of preventive maintenance: | 1000 characters remaining.<br>(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box) |
| *20.d.2. | Planned rehabilitation or replacement of sanitary sewer asset: | 1000 characters remaining.<br>(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box) |
| *20.d.3. | Inspected, repaired asset(s), or replaced defective asset(s): | 1000 characters remaining.<br>(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box) |
| *20.d.4. | Capital improvements: | 1000 characters remaining.<br>(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box) |
| *20.d.5. | Documentation verifying immediately implemented system modifications and operating/maintenance modifications: | 1000 characters remaining.<br>(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box) |
| *20.d.6. | Description of spill response activities modifications: | 1000 characters remaining.<br>(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box) |
| *20.d.7. | Spill response completion date: | |
| *20.d.8. | Ongoing investigation efforts: | 1000 characters remaining.<br>(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box) |
| *20.d.9. | Expected completion date of investigation to determine the full cause of spill: | |

## 21. Detailed narrative of investigation and investigation findings of cause of spill:

Provide a detailed description of the investigation conducted and the investigation findings of the spill cause.

| | | |
|---|---|---|
| *21. | Detailed narrative of investigation and investigation findings of cause of spill: | 1000 characters remaining.<br>(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box) |

**Submitting a Category 3 Spill Report**

1. Once the "Monthly Certified Spill Reporting for Category 3 Spills" questions are completed click on the "Save Work in Progress" button.

2. Click on the "Attachments" tab to upload attachments.

3. Click on "Choose File" to select the file to be uploaded. Next, select the type of file you are uploading from the "Document Type" drop down options. The "Document Date" is the date the document was created. Finally, enter a brief description of the file in the "File Description" text box.

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4. Select "Upload File" to upload the file. You will know the file is uploaded when the file is displayed in the file  table below the "Upload File" button.



5. Repeat the above steps, until all desired files are uploaded.

6. Click on the "Spill General Info" tab to go back to the spill reporting screen.

7. Once all the questions are properly answered and the necessary attachments have been uploaded, click on the "Ready to Certify" button. If all was done properly, you will receive a message stating "Confirmation Spill Report is now Ready for Certification".



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**To Certify a Category 3 Spill Report**

The Enrollee shall report and certify Category 3 spills in the online CIWQS Sanitary Sewer System Database within 30 calendar days after the end of the month in which the spills occurred. (For example, all Category 3 spills occurring in the month of February shall be reported and certified by March 30th).

There are two ways to certify a Category 3 Spill Report:

1. After clicking on the "Ready to Certify" button, click on the Certification tab to certify the spill report.

> **NOTE:** Only the Legally Responsible Official can certify a spill report. Data submitters can enter the information and click on the "Ready to Certify" button. The Legally Responsible Official will receive an automated email notification stating that a spill report is ready for certification.

2. If coming back at a later time, start by searching for the report that needs to be certified.

   a. To search and review spill reports that are ready to be certified, click on the "Existing Spill Reports" link from the main Sanitary Sewer System menu in CIWQS.



   b. A common search feature to use is to search by "Spill Date Range". After entering a "Spill Date Range", click on the "Search" button.



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c. Click on the "Spill Id" number corresponding to the report that is ready to be certified. The "Monthly Certified Spill Reporting for Category 3 Spills" screen for that spill will display.



d. Click on the "Certification" tab to take you to the certification section.

## Certifying a Category 3 Certified Spill Report

1. Verify that attachments are uploaded to the spill report. If documents need to be uploaded, click on the "Upload File" button to upload the file to the report. You will know the file is uploaded successfully if it is displayed in the table below the "Upload File" button.



2. Repeat the above step, until all desired files are uploaded.
3. Once all the questions are properly answered and the necessary attachments have been uploaded, you can certify the report by clicking on the "Certification" tab. From there, check the certification box to certify under penalty of perjury and also enter the certifier name, title, and initials. Click on the "Certify" button. An error message will display below the tabs if any fields did not pass validation or attachments are missing. If this happens, correct the errors, save, and click the "Ready to Certify" button. Proceed back to the "Certification" tab, click on the checkbox, complete the fields, and click "Certify".



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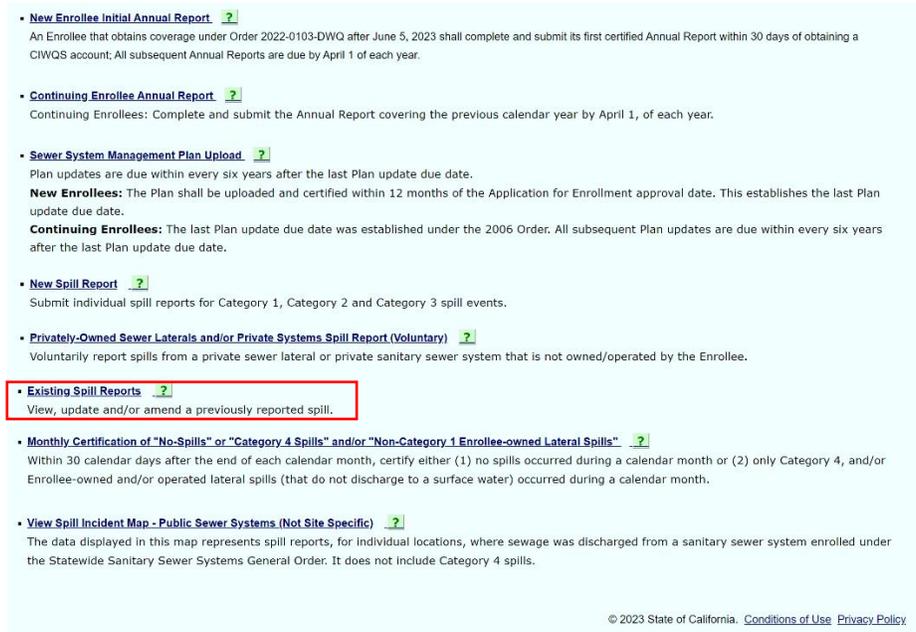
4. After clicking on the certify button, you will get the confirmation message "Spill Report has been certified". Click on the "Close" button and this will take you back to the main Sanitary Sewer Systems menu.
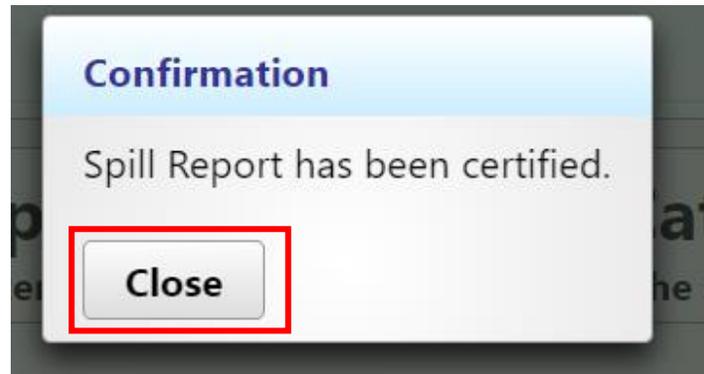
## Amending a Category 3 Certified Spill Report

A certified Category 3 spill report may be amended within 90 calendar days of the spill end date.  To amend a spill report:

1.  Click on the "Existing Spill Reports" link on the main Sanitary Sewer System menu.
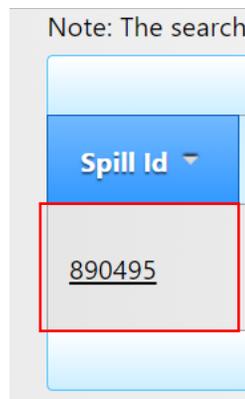


2.  Search for the certified report using appropriate criteria and click on the certified report that needs to be amended.



3.  After clicking the spill ID, you will be directed to the spill report screen. Then click on the Certification Tab. You will notice that all buttons are grayed out except for the "Amend Report" button.

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4. Click on the "Amend Report" button.



5. After clicking on the "Amend Report" button, the Legally Responsible Official will receive the following green message as shown below. This creates a copy of the original submitted report to have a record of it.



**NOTE:** The Legally Responsible Official will receive a confirming email explaining that the report has been amended.

6. Make the necessary changes to the report, including any information under the Spill General Info, Attachments, and Certification tabs. Follow the same steps for final certification and certify the updated version of the report.

**NOTE:** Any time after clicking the "Amend Report" button if you search for the report using the "Existing Spill Reports" menu item, you will see two reports with the same ID number (as example shown below). One has the status "Amended" (which would be the original certified copy) and the other one has the status reflecting the step on which the updated version was latest saved, such as "Work in Progress" or "Certified".

| Spill Id ▾ | Status ⇕ | Version ⇕ | Region ⇕ | Type ⇕ | Category ⇕ | Spill Volume ⇕ | Collection System ⇕ | WDID ⇕ | Spill Start ⇕ | Location Name ⇕ | Address ⇕ |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 891281 | Work In Progress | 2.0 | 5 | SSS | Monthly Category 3 Spill | 100 | Demo South CS | 5SSO10000 | 2023-11-28 10:25:00.0 | Vacaville | |
| 891281 | Amended | 1.1 | 5 | SSS | Monthly Category 3 Spill | 100 | Demo South CS | 5SSO10000 | 2023-11-28 10:25:00.0 | Vacaville | |

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