

**STATE WATER RESOURCES CONTROL BOARD  
BOARD MEETING SESSION – DIVISION OF WATER QUALITY  
OCTOBER 19, 2010**

**ITEM 7**

**SUBJECT**

UPDATE ON A PROGRAM TO VOLUNTARILY PROVIDE AUTOMATED EMAIL NOTIFICATION TO DISCHARGERS WHEN REQUIRED SELF-MONITORING REPORTS ARE DUE, IN ORDER TO AVOID THE SUBMISSION OF LATE REPORTS AND THE RESULTANT MANDATORY MINIMUM PENALTIES (MMPS).

**DISCUSSION**

This automated email program will be implemented as a courtesy to National Pollutant Discharge Elimination System permit holders that are still submitting paper reports and will be comprised of three different parts. The first two parts, annual notification of the reports due during the upcoming calendar year and notification 45 days prior to a date that a report is due, is scheduled to be implemented at the beginning of 2011. The third component, notification that a report has not been submitted, is scheduled to begin in September 2011.

As dischargers are migrated to submitting their reports electronic, it is expected that the need for some of these courtesy reports will diminish as the electronic reporting system has built in report management features. With electronic reporting, discharges have more control of the submittal process and get instant feedback upon submitting a reporting. The State and Regional Water Boards are actively working to switch dischargers to our up and running electronic reporting system and Region 3 has completed migrating almost all of their dischargers. Other types of notifications resulting from electronic submittal may arise in the future and Board staff, with the help of the current data system user groups, will address these as soon as possible.

**POLICY ISSUE**

None – Informational Item Only

**FISCAL IMPACT**

There is a cost associated to the modification of the California Integrated Water Quality System (CIWQS) to send out the automatic notifications. However, the notification system utilized for this project will be similar to a previously requested CIWQS enhancement, so most of the cost has already been built into the existing maintenance contract. Any additional cost will be adsorbed by this contract as well.

The burden of keeping current email addresses, which is integral for this program to be effective, has been reduced by designing the program to use one generic email address for each agency. The exception to this is when individual addresses are already maintained for the Water Boards' Electronic Self Monitoring Report (eSMR) Program. The generic email address will be maintained by the existing CIWQS Help Center.

## **REGIONAL BOARD IMPACT**

This program requires that self-monitoring data, both the requirements of when they are due and the dates on which they have been received, be kept up-to-date by Regional Board staff in a timely manner. The Regional Board staff will also have to enter the receipt of received monitoring reports within 21 days of receipt for correct notification to occur.

## **STAFF RECOMMENDATION**

None – Informational Item Only

State Water Board action on this item will assist the Water Boards in reaching Goal 5 of the Strategic Plan Update: 2008-2012 to improved transparency and accountability by ensuring that Water Board goals and actions are clear and accessible, by demonstrating and explaining results achieved with respect to the goals and resources available, by enhancing and improving accessibility of data and information, and by encouraging the creation of organizations of cooperative agreements that advance this goal, such as establishment of a statewide water data institute. In particular, approval of this item will assist in fulfilling Objective/Action 1 to improve Water Board systems, programs, functions, and business processes to enhance effective and consistent implementation of plans, policies, laws, and regulations, and to reduce processing time and costs.