

Central Coast Regional Water Quality Control Board

September 21, 2023

Dischargers
Waste Discharge Requirements Program

AMENDMENT TO MONITORING AND REPORTING PROGRAM

NEW GEOTRACKER REPORTING REQUIREMENTS

The attached Monitoring and Reporting Program Amendment requires all dischargers in the Central Coast Region regulated by a permit to discharge domestic or industrial wastewater to land to submit documents and data electronically to the State Water Board's GeoTracker database **beginning November 1, 2023**. All future items required to be submitted to the Central Coast Regional Water Quality Control Board (Central Coast Water Board) by your existing monitoring and reporting program must be uploaded to GeoTracker instead of being emailed. This includes, for example:

1. **Documents** (monitoring reports, feasibility studies, technical memos, etc.)
2. **Field points** (sampling locations for influent, effluent, groundwater wells, etc.)
3. **Water quality data** (collected from the laboratory, not field samples)

This amendment applies to all facilities listed in Table 2 in the attached Monitoring and Reporting Program Amendment.

If your monitoring and reporting program does not require you to collect water quality data that is analyzed by a laboratory (i.e., you do not collect samples, or you only collect field data), you only need to upload documents, no field points or water quality data are required. If you are already submitting all of your documents and water quality data required by your monitoring and reporting program to GeoTracker, thank you! No additional action is needed.



[GeoTracker ESI Log-in](#)

BACKGROUND

Domestic and industrial waste discharges to land from wastewater treatment plants, fruit and vegetable processing plants, and other regulated facilities are subject to waste discharge requirements (WDRs or permits) and associated monitoring and reporting programs issued by the Central Coast Water Board. To improve internal and external access to permit-related data and documents, the Central Coast Water Board has been

JANE GRAY, CHAIR | MATTHEW T. KEELING, EXECUTIVE OFFICER

transitioning facilities to GeoTracker over the last couple of years. This amendment applies to all domestic and industrial facilities regulated by the waste discharge requirements program.¹

WHAT IS GEOTRACKER?

“[GeoTracker](#)” is the State Board’s Internet-accessible database system to track and archive compliance data from discharges of waste to land. This system consists of a relational database, on-line compliance reporting features, a geographical information system (GIS) interface and other features that are used by the State Water Resources Control Board, regional boards, local agencies, regulated industry, and the public to input, manage, or access compliance and regulatory tracking data.

HOW DO I UPLOAD MY DOCUMENTS, SAMPLING LOCATIONS, AND DATA?



First, create an ESI GeoTracker account and claim your facility:

1. GeoTracker requires a user account with a USERNAME and PASSWORD. To obtain one, click on “Request a User Account”² hyperlink at the [login page](#). You must identify yourself as the Responsible Party (RP or Discharger).³
2. After you log in, you must “claim,”⁴ or link yourself, to the facility using the unique GeoTracker Global Identification (ID) Number assigned to your facility (see Attachment 1, Table 2). You will receive approval to upload to the facility page from the State Water Board 1-3 days after submitting the claim request.

Once these steps are completed and approved, you must “Upload EDD” (electronic data deliverables) as follows:

3. Upload [documents](#) (e.g., reports, technical memos, operation and maintenance plans, boring logs, site map, etc.) in searchable PDF format using the appropriate

¹ Excluding wineries and pesticide/fertilizer facilities at this time. Those facilities will be directed to report to GeoTracker in the future.

² For more information on requesting a user account, refer to the [ESI Beginner’s Guide \(2019\)](#)

³ If you are loading information on behalf of the Discharger (excluding laboratories or contractors), you must fill out an “[Authorized RP Form](#)”

⁴ A facility is claimed by selecting “Request Additional Facilities” on the left-hand toolbar under “Facility Management” on the GeoTracker homepage. You will then search by Global ID, address, or site name.

file type.⁵ Reports uploaded to Geotracker must be submitted on or before the due date of the document, as a Geo_Report file, with the appropriate report type selected (e.g., “Monitoring Report – Quarterly”).

4. Upload **field points** (sampling locations), which include the field point name (FPN) and latitude or longitude where a permanent water quality sample is collected. FPNs can be added to a Global ID interactively on a map by clicking on “Edit Field Points” under “Tools.” For most facilities this will include influent samples (IS), effluent samples (ES), and monitoring wells (MW). Influent and effluent samples are “non-surveyed” data, while monitoring well locations and depth must be surveyed and follow correct upload procedure.⁶

Field points must only include the following applicable field point classes (from the drop-down menu) and names.⁷ If there are multiple samples, add consecutive numbers to field point names, as shown in Table 1. An example of a wastewater process flow diagram and applicable field point names are included in Figure 1 and Figure 2.

Table 1. Example Field Points

Field Point Class	Field Point Name (Sample ID)
Influent Sample	IS-1
Midway Treatment Sampling Point	MS-1
Effluent Sample	ES-1
Effluent Sample	ES-2
Monitoring Well	MW-1
Monitoring Well	MW-2
Monitoring Well	MW-3

5. Upload laboratory electronic deliverable format (EDF) **water quality data**. You may direct your ELAP-accredited laboratory to upload water quality data directly to GeoTracker and link the data to the sampling location from where it was collected. Make sure the naming convention on your laboratory sheets match the GeoTracker sampling location names. You do not need to upload any data you collect in the field, like dissolved oxygen, freeboard, or pH. Currently, GeoTracker only accepts laboratory QA/QC’ed data; however, any account can upload water quality data (you or the laboratory).

⁵ See Step 4 pg 16 of the [ESI Beginner’s Guide \(2019\)](#) for step-by-step information on report classification.

⁶ See Step 4 pg 22 of the [ESI Beginner’s Guide \(2019\)](#) for exact instructions on surveyed vs non-surveyed field point uploads.

⁷ If you have permanent sampling locations that do not match this list, or you are unsure, please contact Water Board staff.

WHY IS THIS REQUIRED NOW?

This requirement to upload to the GeoTracker database will help you, your operators, and Central Coast Water Board staff better manage facility information. It will allow quick viewing of older reports, permits, correspondence, and data for operator's evaluation of treatment performance and permit compliance (a helpful tool when staff or operators change). GeoTracker can also show you when future reports are due, and if a report has been received by the Central Coast Water Board. It will increase state government transparency and allow you, and the public, to access water quality information in a database that is readily available.

GeoTracker has been successfully used to manage facilities and water quality data in many other Central Coast Water Board programs since the early 2000s, including leaking underground storage tanks, cleanup sites, landfills, cannabis, and irrigated lands. Our goal is to consolidate data and databases and make uniform, electronic reporting across the waste discharge requirements program. Most domestic wastewater facilities are already required to upload flow data related to the volumetric annual reporting requirements of wastewater and recycled water and larger wastewater facilities are already required to upload PFAS data to GeoTracker.

HELP AND FREQUENTLY ASKED QUESTIONS

If you need assistance in complying with the GeoTracker database requirements, please review the following information resources links:

1. [State Water Board Website GeoTracker - Electronic Submittal of Information \(ESI\)](#)
2. [Electronic Reporting Roles and Responsibilities.](#)
3. [ESI Beginner's Guide - Responsible Party \(ca.gov\)](#)

If further assistance is needed, please contact the State Water Board's **GeoTracker Help Desk** at 1-(866)-480-1028 or geotracker@waterboards.ca.gov.

If the above resources or the Help Desk are unable to assist you, please contact waste discharge requirement regulatory program staff at:

Central Coast Water Board, RB3-WDR@waterboards.ca.gov RE: GeoTracker
Corinne Watson, Corinne.Watson@waterboards.ca.gov RE: GeoTracker

CLOSING

Thank you for your effort to protect California's water quality by helping us improve our data management. If you have any questions regarding this Amendment, please contact the Central Coast Water Board waste discharge requirements unit at RB3-WDR@waterboards.ca.gov.

Sincerely,

for Matthew Keeling
Executive Officer

Attachment 1. Amended Monitoring and Reporting Program – GeoTracker

cc:

GeoTracker Help desk, geotracker@waterboards.ca.gov

Kristina Olmos, Central Coast Water Board Kristina.olmos@waterboards.ca.gov

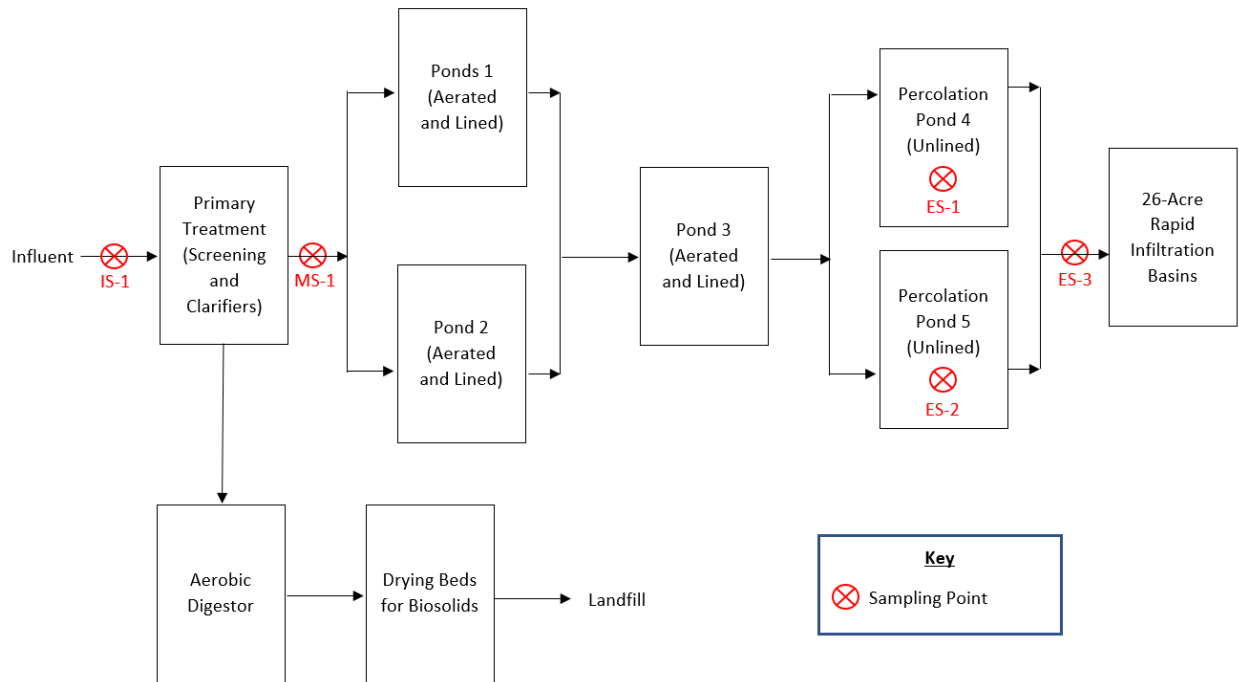
Jennifer Epp, Central Coast Water Board Jennifer.Epp@waterboards.ca.gov

Corinne Watson, Central Coast Water Board Corinne.Watson@waterboards.ca.gov

Rebecca Griner, State Water Board Rebecca.Griner@waterboards.ca.gov

Central Coast Water Board, RB3-WDR@waterboards.ca.gov

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Field Point Class	Field Point Name (Sample ID)	Field Point Description
Influent Sample	IS-1	Prior to clarifiers
Midpoint Sample	MS-1	After clarifiers, prior to ponds
Effluent Sample	ES-1	Grab Sample from Pond 4
Effluent Sample	ES-2	Grab Sample from Pond 5
Effluent Sample	ES-3	Grab Sample after/leaving Pond 5 (main effluent compliance point)

Figure 1. Example Process Flow and Field Points.

FIELD POINT	FIELD POINT CLASS	ALTERNATIVE FACILITY ID	DEPTH - TOP OF CASING TO WELL SCREEN (FT)	LENGTH OF WELL SCREEN (FT)	NON-SURVEYED	LATITUDE	LONGITUDE		FIELD POINT DESCRIPTION
IS-1	Influent Sample				<input checked="" type="checkbox"/>	35.24236	-120.63978	[EDIT ON MAP]	
MS-1	Midway Treatment Sampling Point				<input checked="" type="checkbox"/>	35.24236	-120.63978	[EDIT ON MAP]	Midway Treatment Sample
ES-1	Effluent Sample				<input checked="" type="checkbox"/>	35.24191311	-120.63938303	[EDIT ON MAP]	Effluent Sample
MW-1	Remediation/Groundwater Monitoring Well	SWRCB	21.5	40		35.241723	-120.639512		Upgradient Monitoring Well
MW-2	Remediation/Groundwater Monitoring Well	SWRCB	22	45		35.24252	-120.63962		Downgradient Monitoring Well

Figure 2. Example of "Edit Field Points" page with example sampling locations.

CENTRAL COAST REGIONAL WATER QUALITY CONTROL BOARD
AMENDMENT TO MONITORING AND REPORTING PROGRAM REQUIRING
UPLOADS TO THE GEOTRACKER DATABASE

ORDER NO. R3-2023-0074

SEPTEMBER 21, 2023

GENERAL REQUIREMENTS

This Order R3-2023-0074 (Monitoring and Reporting Program Amendment) amends monitoring and reporting programs associated with facilities regulated in the Waste Discharge Requirements program at the Central Coast Regional Water Quality Control Board (Central Coast Water Board). This Monitoring and Reporting Program Amendment applies to all facilities listed in Table 2.

Beginning on **November 1, 2023**, each party subject to Central Coast Water Board requirements listed in Table 2 (Discharger) must submit the information described in Table 1 electronically over the Internet to the State Water Resources Control Board (State Water Board) GeoTracker system in conformance with California Code of Regulations, title 23, section 3893. Table 1 includes all the information that must be submitted electronically and the frequency of submittal. Table 2 contains the facilities that must comply with this amendment and their associated GeoTracker Global Identification (ID) numbers. The GeoTracker database web address is <http://geotracker.waterboards.ca.gov>.

This Monitoring and Reporting Program Amendment **does not** relieve any Discharger of its responsibilities to comply with existing orders, amended orders or requirements, monitoring reporting programs, or monitoring requirements or to comply with laws and regulations that are applicable to activities necessary to produce the reports or information required herein to be electronically submitted.

Table 1. GeoTracker Requirements

Electronic Submittal	Description of Action	Frequency
Reports and Documents	Complete copy of all monitoring reports and documents or other items that are required for submission to comply with a regulation, directive, permit, or order issued by the State Water Board or Central Coast Water Board.	On or before the due dates required by the Central Coast Water Board directive, order, or monitoring and reporting program.

Electronic Submittal	Description of Action	Frequency
Laboratory Water Quality Data	All analytical data sampled in a lab (including geochemical data) in electronic deliverable format (EDF). This includes all water, soil, and vapor samples collected when monitoring a discharge.	On or before the due date of the associated monitoring report.
Field Points (influent, midpoint, effluent)	Name, classify, and identify the latitude and longitude of all treatment system sampling points, i.e., field point names (FPNs). Sample locations can be added with the GeoTracker mapping tool as “non-surveyed data.”	One time (by November 1, 2023) for all permanent sampling points and each time a field point is added or moved.
Groundwater Monitoring Well Locations ^[1]	Name, classify, and identify the latitude and longitude of all monitoring wells sampled. Monitoring wells must be surveyed and the data uploaded as a GEO_XY file.	One time (by November 1, 2023) for permanent field points.
Groundwater Monitoring Well Screen elevation ^[1]	Upload the Geo_Z file in PDF format with the surveyed elevation of the top of well casings for all permanent groundwater wells.	One time (by November 1, 2023) for all monitoring wells, prior to depth-to-water data uploads.
Depth to Groundwater	Upload GEO_WELL file with the depth-to-groundwater for any permanent monitoring well where depth is regularly monitored.	On or before the due date of the associated monitoring report.
Boring Logs	Update the Geo_BORE file in PDF format with the boring logs and well screens. Logs must be prepared by a registered professional.	One time, after a new boring is drilled.
Geo Map	Upload the Geo_Map file, which is a PDF of the site layout and sampling locations.	One time and anytime the facility is modified.

[1] For existing monitoring wells, use original well installation survey data to create and upload the Geo_XY or Geo_Z file. If this is not feasible, contact Central Coast Water Board staff for approval of “non-surveyed” data upload for wells.

LEGAL REQUIREMENTS

The Central Coast Water Board’s requirements that Dischargers submit documents and data to GeoTracker electronically as described in this Monitoring and Reporting Program Amendment are made pursuant to [section 13267 of the California Water Code](#). Failure to submit documents and data electronically in accordance with schedules established by this Monitoring and Reporting Program Amendment acceptable to the Central Coast Water Board may subject the Discharger to enforcement action pursuant to [section 13268 of the California Water Code](#).

The Central Coast Water Board needs the required information electronically to ensure compliance with each Discharger's wastewater permit (or other directive or order). The Discharger is required to submit this information because it is subject to a wastewater permit and monitoring and reporting program and is responsible for the discharge.

The burden, including costs, of the reports bears a reasonable relationship to their need and the benefits to be obtained. The requirement for the electronic reporting is necessary to ensure compliance with the wastewater permit and monitoring and reporting program and improve transparency and accessibility through electronic submittals.

The Discharger must implement the above amended monitoring program **by November 1, 2023**. The Central Coast Water Board may rescind or modify the Monitoring and Reporting Program Amendment at any time.

Ordered by:

for Matthew T. Keeling
Executive Officer

Attachment:

Table 2. Facilities subject to Monitoring and Reporting Program Amendment

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Table 2. Facilities Subject to Order R3-2023-0074

Revised September 25, 2023

Monitoring and Reporting Program Amendment

Facility Name	Facility Address	GeoTracker Global ID
Bear Creek Estates WWF	15900 Bear Creek Rd	WDR100035326
Ben Lomond Conservation Camp	13575 Empire Grade	WDR100027743
Branch Elementary	970 School Road	WDR100039622
Cabana Holiday MHP	8710 Prunedale North R	WDR100035228
Cambria Emergency Water Supply Facility	900 San Simeon Creek Rd.	WDR100029266
Canada Woods Reclamation Facility	6 Esta Madera	WDR100029383
Cappy Culver Elementary School Onsite WW Treatment System	11011 Heritage Ranch Loop	WDR100035520
Carmel Valley Ranch (Recycle Water User)	1 Old Ranch Rd	WDR100029503
Centrally Grown, Inc. - Small Onsite Treatment System	7432 Exotic Gardens Drive	WDR100029961
Cielo Vista Estates	121 Tierra Del Sol	WDR100035640
City of Pacific Grove	1313 Ocean View Blvd.	WDR100039576
Classic Salads	100 Harrington Road	WDR100029590
Cloacina, LLC	2375 Precision Drive	WDR100052094
Cold Canyon Landfill Inc.	2268 Carpenter Canyon	WDR100039858
Costanoa Lodge and Camp	2001 Rossi Rd.	WDR100035229
Country Club Estates	255 Country Club Dr	WDR100035388
Countryside Mushrooms, Inc.	11300 Center Ave	WDR100029427
D'Arrigo Bros Fruit/Veg Processing Facility	20911 Harris	WDR100028968
Dole Fresh Vegetables, Inc.	32655 Camphora Gloria Rd	WDR100028922
Dorothea Lange Elementary Onsite WW Treatment System	1661 Via Alta Mesa	WDR100030755
Dunn School	2555 Chumash Hwy	WDR100028246
El Capitan Canyon Campground	11560 Calle Real	WDR100028856
El Captain State Beach WWTP	2 El Capitan Road	WDR100027123
El Estero Reclamation Facility, Recycle Water Use	520 East Yanonali Street	WDR100035708
Esalen Institute Onsite WW Treatment System	55000 CA- 1 Highway	WDR100028513
Firestone Business Park Onsite WW Treatment System	340 El Camino Real South	WDR100035252

Facility Name	Facility Address	GeoTracker Global ID
Former Teledyne McCormick Selph Inc./Pacific Scientific	3601 Union Road	WDR100032332
Gaviota State Park Onsite WW Treatment System	17620 Gaviota Beach Rd	WDR100027126
Gibson Farms Dryyard	7751 Fairview Rd	WDR100031626
Global Mushrooms	5470 Frazier Lake Rd	WDR100031820
Goleta WD Reclaimed Water User	4699 Hollister Ave	WDR100032017
Goleta West Sanitary District	J Road, UCSB Campus, Parking Lot 32	WDR100040500
Granite Rock Southside #1540	5632 Airline Hwy	WDR100031252
Henry W Coe St Pk	Kaiser-Aetna Road	WDR100027302
Imerys Minerals California - Lompoc Plant WWTP	2500 Miguelito Rd	WDR100031293
Jalama Beach County Park WWTP	9999 Jalama Road	WDR100035713
La Panza Ranch/Olive Farm	6301 Carrisa Highway	WDR100030461
Laguna Seca Recreation Area	61 Chapparal Campground	WDR100033593
Las Palmas Ranch WWTP	21702 River Rd.	WDR100029559
Lineage Watsonville-Hilltop	1276 Hwy One	WDR100033546
Lion's Gate Reserve	1005 Highland Ave	WDR100030863
Lompoc Correctional Facility WWTP	3901 Klein Blvd	WDR100037535
Los Osos Middle School	1555 El Moro	WDR100035330
Main Street Produce	2165 West Main Street	WDR100055391
Marina CWD Desalination Plant	11 Reservation Rd	WDR100033133
Martin Family Residence	165 Lucy Brown Lane	WDR100040415
Mcabee Trucking, Inc.	155 Mc Closkey Rd	WDR100033521
Misionero Vegetables - Gonzales Plant	33155 Gloria Road	WDR100031505
Monterey Bay Academy Sewage TP	783 San Andreas Rd	WDR100033543
Monterey Vacation RV Park	1400 North US Highway 101	WDR100040092
Mount Hermon Conference Center	37 Conference Center	WDR100033919
Mustang Village	4700 Templeton	WDR100033125
Nacimiento Resort	10625 Nacimiento Lake Drive	WDR100033598
Natural Selections Foods Inc.	1721 San Juan Highway	WDR100033308
Nipomo CSD Southland Treatment Facility	509 Southland St.	WDR100033625

Facility Name	Facility Address	GeoTracker Global ID
Olam Spices & Vegetable Ingredients - Gilroy	1350 Pachecho Pass Highway	WDR100032068
Pachecho Creek Estates Onsite WW Treatment System	6646 Pachecho Creek Drive	WDR100032838
Pacific Mushroom Farm	6150 Cabrillo Hwy	WDR100033476
Pasatiempo Golf Club Recycled Water Project (System No. 4490004)	20 Clubhouse Rd.	WDR100039670
Paso Robles Athletic Club	2975 Union Road	WDR100045904
Pfeiffer Big Sur State Park WWTP	CA- 1 Highway	WDR100027053
Phillips 66 Santa Maria Pump Station (formerly Tosco)	1580 Battles Rd	WDR100036763
Pictsweet Frozen Foods	732 South Hanson Wy	WDR100032359
Post Mile R5.3 Southbound Safety Roadside Rest Area	U.S. Highway 101, R5.0 Milepost	WDR100051979
Post Ranch Inn Onsite WW Treatment System	47900 Hwy One	WDR100032056
Prunedale Shopping Center	7905 San Miguel Canyon Road	WDR100033409
Quail Hollow Sand Quarry	405 Quail Hollow Rd	WDR100031256
Rancho Cielo Youth Campus	710 Old Stage Road	WDR100032824
Ravine Water Park	2301 Airport Road	WDR100037435
Refugio State Beach Onsite WW Treatment System	10 Refugio Beach	WDR100027177
Reiter Berry Farms-Employee Housing	4660 San Juan Oaks Road	WDR100046417
Renewable Resources, LLC	2709 Panoche	WDR100035114
Rider & Sons	2482 Freedom Blvd	WDR100031710
San Juan Oaks Golf Club Onsite WW Treatment System	3825 Union Road	WDR100035269
San Lucas WWTF	Highway 198 & Freeman Flat Rd.	WDR100035327
San Luis Obispo Golf & Country Club	255 Country Club Drive	WDR100035451
San Miguel Sanitary District WWTP	North Extension of N St	WDR100035519
Santa Cruz Co Medium Security	90 Rountree	WDR100035845
Santa Lucia WW Recycling Facility (Prod/User)	1 Pronghorn Run Rd.	WDR100035897
Santa Margarita Quarry	16815 El Camino Real	WDR100031969
Scotts Valley Recycled Water Distribution	700 Lundy Ln.	WDR100035216

Facility Name	Facility Address	GeoTracker Global ID
Scotts Valley WWTF Producer	700 Lundy Ln.	WDR100035215
Simonsen Laboratories, Inc.	1180-C Day Rd.	WDR100034163
Soledad Wastewater Treatment Plant	34520 Morisoli Rd.	WDR100034559
Lopez Rec Area	6800 Lopez Dr.	WDR100035448
The Club at Pasadera (Recycle Water User)	100 Pasadera Drive, Monterey-Salinas Hwy	WDR100029563
The Inn at Pasatiempo	555 Hwy 17	WDR100026883
Thousand Trails RV Resort and Campground - San Benito	16225 Cienega Road	WDR100033938
Trails End Mobile Manor	800 Dolan Rd	WDR100036832
True Leaf Farms Fruit & Veg Processing Facility	1275 San Justo	WDR100037208
Vines RV Resort (former Sun Vines)	88 Wellsona Road	WDR100034406
Vineyard Elementary School Onsite WW Treatment System	2121 Vineyard Drive	WDR100034866
White Oaks Plaza Onsite WW Treatment System	27 Carmel Valley	WDR100033658
Wildhorse Cafe	50630 Mesa Verde Road	WDR100037640
Windset Farms	1650 Black Road	WDR100036470
Cambria CSD WWTP	5500 Heath Lane	WDR100029268
Fiero Lane Water Company, Inc.	Fiero Ln	WDR100028211

For more information about the facility listed, including the wastewater permit number, you can search by the GeoTracker Global ID number (column 3) in the “Search GeoTracker” link here: <https://geotracker.waterboards.ca.gov/>