



**State of California
Water Resources Control Board**



electronic Self-Monitoring Reports²
Discharger User Guide



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Section I Login & Changing Personal Information.

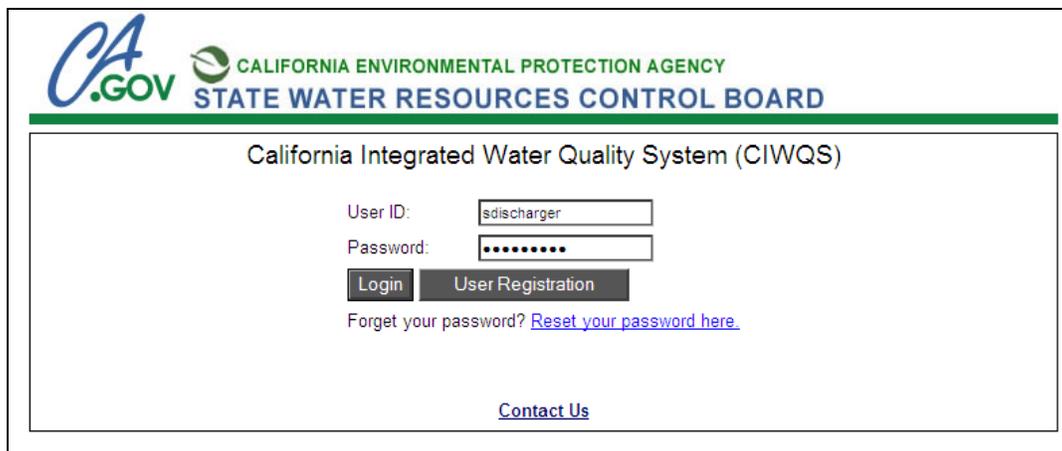
To get you started we are going to show you how to log into the system and how to make changes to your personal information. While these are very basic tasks it is one of the best beginner demonstrations to the module system in CIWQS and it will introduce you to the methods with which all information is changed in the system. You can skip this portion and proceed directly to instructions for filing an eSMR² report.

Instructions:

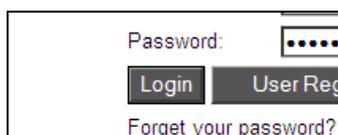
1. Start by going to the CIWQS login screen at:
<http://ciwqs.waterboards.ca.gov/>.



2. Once the page loads enter your CIWQS username into the “User ID:” field and your password into the “Password:” field. For this example we will be using the “sdischarger” account.



3. Press “Login”.



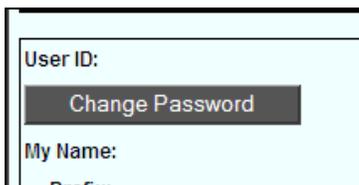
4. After you press “Login” the CIWQS main menu will appear. Depending on your access you will be provided with the links to various CIWQS modules.



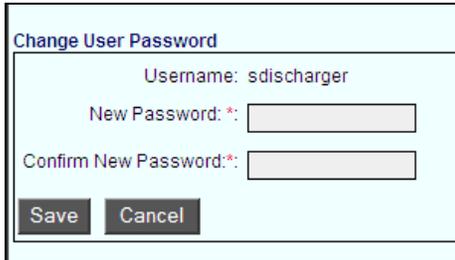
5. Select the “View/Change My Personal Information” module hyperlink.
6. You will be taken to the Personal Information page, here you can update your contact information, add a new facility, change your password, or request a more serious change.



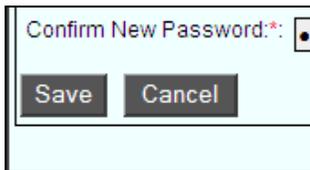
7. Let’s start with changing your password. To change your password; press the “Change Password” button.



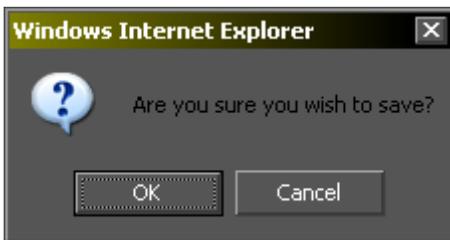
- After pressing “Change Password” you will be taken to a new screen asking you to enter the new password you have chosen, twice. The new password must be between 7 and 16 characters long and must contain: one upper case (C) letter, one lower case (c) letter, and one number (2).



- Once you have entered your new password press “Save”.



- After pressing “Save” you will be asked to verify that you wish to save, press “Ok”.



- You will be returned to the personal information screen. If you scroll down a little you can view all of your contact information.

My Address:	
Street Number:	<input type="text"/>
Street Direction:	<input type="text"/>
Street Name:	<input type="text"/>
Street Type:	<input type="text" value="Street"/>
Suite/Apt/Mail Stop:	<input type="text"/>
City:	<input type="text" value="sacramento"/>
State:	<input type="text" value="California"/>
Zip Code:	<input type="text"/>
My Phone Number:	<input type="text"/>
My Fax Number:	<input type="text"/>
My Email Address:	<input type="text" value="sdischarger@waterboa"/>

12. If you make any changes to your contact information they have to be saved by pressing the “Save Changes” button at the bottom of the page.

Yuba City WWTF	302 Burns Drive, Yu
<input type="button" value="Request Another Facility"/>	
<input type="button" value="Request Another Change"/>	
<input type="button" value="Save Changes"/>	

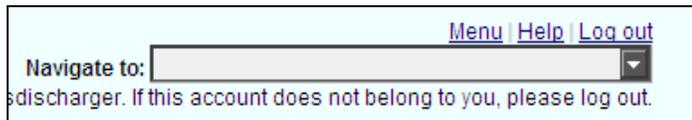
13. After pressing “Save Changes” you will see a screen verifying that your changes were logged. You will also be provided with two hyperlinks. Press the first “here” hyperlink to return to the personal information screen.

You have successfully changed your personal information.
Click here to view your updated personal information. Click here to view the menu.

14. To request another change to your account that you don't have access to make yourself press the “Request Another Change” button near the bottom of the view/change my personal information page.

Yuba City WWTF	302 Burns Drive, Yu
<input type="button" value="Request Another Facility"/>	
<input type="button" value="Request Another Change"/>	
<input type="button" value="Save Changes"/>	

15. After pressing the button your computer's email client will launch a new email window with the CIWQS Help Center email address in the "To:" field. Describe the change you wish to have made to your account and send the email. Be sure to include your name and username.
16. We are now done with this module; press the "Menu" hyperlink available at the top right corner of the page to return to the CIWQS main menu.



Section II

Submitting an electronic Self Monitoring Report

Building an eSMR² report requires working through a number of tabs, with each tab collecting a specific piece of information. This user guide is structured to go through each of the tabs from left to right; however, the system does not require you to complete the tabs in this order, with the exception of the Submittal Tab being last. Tabs also do not have to be complete before moving on to a separate section of the report; just remember to save your work before leaving a tab. Below are the functional areas of the eSMR² program:

Part 1: Locating an eSMR² Report

1. From the CIWQS main menu select the “Submit/Review Self Monitoring Report (SMR)” hyperlink.

Main Menu

- [Submit/Review a Self Monitoring Report \(SMR\)](#)
- [Access Analytical Tool \(SMR\)](#)
- [Run Reports](#)
- [View/Change My Personal Information](#)
- [Administer System](#)

2. Skip to step 4 if you are only related to one facility, you will not see this screen. The system will transition to the SMR Search screen. From here all SMRs for facilities related to the current User can be found. Entering distinguishing criteria into the various fields will narrow the results. Enter criteria and press “Search”.

You are logged-in as: surschager. If this account does not belong to you,

Self Monitoring Report (SMR)

Facility Name:

Related Regulatory Measure Identifier: All ▼

Only Display Facilities where I am the Case Manager

3. After the search facilities matching the entered criteria will be listed under the search fields. To select SMRs for a facility click on the appropriate facility name; it should be a hyperlink.

Self Monitoring Report (SMR)

Facility Name:

Related Regulatory Measure Identifier: All ▼

Only Display Facilities where I am the Case Manager

Select the facility for which you are submitting this Self Monitoring Report Previous 1-1 of 1 Next

Facility	Facility Physical Address	Responsible Agency Name	Case Worker Name
Yuba City WWTF	302 Burns Drive Yuba City, CA 95991		

- After selecting the facility the Order selection screen will appear. By default this screen displays only active orders. To see all orders for your facility select the “Show All” radial button. Here you must choose which regulatory measure you will be submitting for. Select an order to move to the next screen.

Self Monitoring Report (SMR)

Select the order that details the requirements for this Self Monitoring Report

Show Effective Show All

Order Number	Program	Effective Dates	
R5-2007-0134-TEST	NPDES PTRPG	12/14/2007 -	View all Requirements for this Order

- Selecting an order will bring up the report selection screen. Using the filter at the top of the screen the reports can be queried by date or progress, even allowing users to view submitted reports. Submitted reports can also be reviewed or downloaded. Click on the “Report Name” for a report that has not been completed to start entering information. To withdraw a completed report you can contact your Case Worker.

Reports without a status of “In-Progress” or “Submitted” will require confirmation that you wish to edit the report. Press “Ok” when the dialog box appears.

Self Monitoring Report (SMR)

To review or submit a report, select it from the list below. To change the list of reports

Show reports that meet these criteria

Status:

Submitted - report was already submitted to water board

In-Progress - report has been edited but not submitted

Past Due - report deadline has passed and report has not been submitted

Future - report due date is in the future

Show Report Due Between: and

Search results:						
Report Name	Type	Frequency	Reporting Period	Due Date	Status	Date Submitted
September 2008	MONNPDES	Monthly	09/01/2008 - 09/30/2008	11/01/2008	In-Progress	
August 2008	MONNPDES	Monthly	08/01/2008 - 08/31/2008	10/01/2008	Future	
October 2008	MONNPDES	Monthly	10/01/2008 - 10/31/2008	12/01/2008	Future	

To continue to Part 2: No Discharge please proceed to the next page; otherwise please consult the index to locate the tab you need.

Part 2: No Discharge

Description:

The first tab of the Self Monitoring Report is the “No Discharge” tab. This is where dischargers can mark the days of the month in which they did not have a discharge for any given monitoring location. If necessary, dischargers can mark the entire month as no discharge.

Self Monitoring Report (SMR)

Back to SMR search screen Reporting Level: Level II

Facility Name: Yuba City WWTF Order Number: R5-2007-0134-TEST

Water Board Office: Region 5S - Sacramento Case Worker: Oscar Biondi

Monthly SMR (MONNPDES) report for September 2008 Report Effective Dates: 09/01/2008 - 09/30/2008

Status: In-Progress

For each discharge point below, specify the dates that no discharge occurred by clicking the "Add/Modify Dates" link, Comments are mandatory for any discharge points with any no-discharge dates specified.

Discharge Point Name	Discharge Point Description	Dates with No Discharge	ND Entire Period	Remove All	
001	Treated Wastewater to the Feather River	Existing Non Discharge Dates: Add/Modify Dates	<input type="checkbox"/>	<input type="checkbox"/>	
002	Treated Wastewater to Disposal Ponds	Existing Non Discharge Dates:	<input type="checkbox"/>	<input type="checkbox"/>	

1. To add specific no discharge dates select the “Add/Modify Dates” hyperlink in the “Dates with No Discharge” column for the appropriate Monitoring Location.

Discharge Point Name	Discharge Point Description	Dates with No Discharge	ND P
001	Treated Wastewater to the Feather River	Existing Non Discharge Dates: Add/Modify Dates	<input type="checkbox"/>
002	Treated Wastewater to Disposal Ponds	Existing Non Discharge Dates:	<input type="checkbox"/>

2. After selecting the hyperlink a calendar will appear. On this calendar you may select the days in which you didn't have a discharge by clicking on them. To deselect a date click on it again. Please note that this calendar does not work properly in Firefox web browser.

September, 2008						
«	<	Today	>	»		
wk	Sun	Mon	Tue	Wed	Thu	Fri Sat
35	31	1	2	3	4	5 6
36	7	8	9	10	11	12 13
37	14	15	16	17	18	19 20
38	21	22	23	24	25	26 27
39	28	29	30	1	2	3 4
40	5	6	7	8	9	10 11
Fri, Sep 26						

- After selecting the appropriate dates, close the calendar by clicking the “x” box in the top right corner of the calendar. The dates that were selected will be listed in the “Dates with No Discharge” column.

No Discharge	EDF/CDF	Analytical Data	Calculated Data	Data Summary	Attachments	Violations	Submit
For each discharge point below, specify the dates that no discharge occurred by clicking the "Add/Modify Dates" button. Comments are mandatory for any discharge points with any no-discharge dates specified.							
Save							
Discharge Point Name	Discharge Point Description	Dates with No Discharge	ND Entire Period	Remove All			
001	Treated Wastewater to the Feather River	Existing Non Discharge Dates: Add/Modify Dates 09/02/2008 09/10/2008 09/18/2008 09/26/2008	<input type="checkbox"/>	<input type="checkbox"/>			

If, however, you want to label the entire reporting period as no discharge for a particular Monitoring Location; mark the “ND Entire Period” checkbox for the appropriate Monitoring Location.

Discharge Point Name	Discharge Point Description	Dates with No Discharge	ND Entire Period	Remove All
001	Treated Wastewater to the Feather River	Existing Non Discharge Dates: Add/Modify Dates 09/02/2008 09/10/2008 09/18/2008 09/26/2008	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- After the dates have been selected you can choose to enter a comment.

Remove All	Comments
<input type="checkbox"/>	<input type="text"/>

- Save the dates and any entered comments to the Monitoring Location by pressing “Save”.

For each discharge point below, specify the dates that no discharge occurred by clicking the "Add/Modify Dates" button. Comments are mandatory for any discharge points with any no-discharge dates specified.		
Save		
Discharge Point Name	Discharge Point Description	Dates with No Discharge
001	Treated Wastewater to the Feather River	E

- After saving you can remove dates individually by selecting the “Add/Modify Dates” hyperlink again, or you can remove all of the entered dates by marking the “Remove All” checkbox and pressing save.

Dates with No Discharge	ND Entire Period	Remove All	
Existing Non Discharge Dates: Add/Modify Dates 9/02/2008 9/10/2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

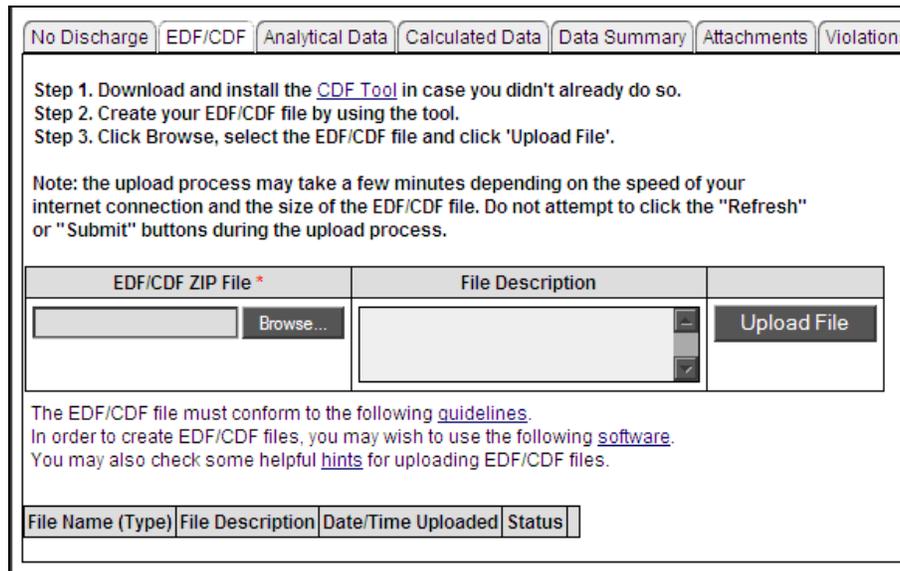
- This tab is now complete; from here you may proceed to any other tab in the system.

To continue to Part 3: EDF/CDF please proceed to the next page; otherwise please consult the index to locate the tab you need.

Part 3: EDF/CDF

Description:

The second tab of the eSMR² module is the “EDF/CDF” tab. This tab is used to upload electronic deliverable format (EDF) files that are created either through a discharger’s Laboratory Information Management System (LIMS) or the Waterboard Entry Tool (WET). These files are used to upload any combination of analytical and calculated monitoring data. This tab can be used in lieu of, or in combination with, the “Analytical Data” and “Calculated Data” tabs.



No Discharge EDF/CDF Analytical Data Calculated Data Data Summary Attachments Violations

Step 1. Download and install the [CDF Tool](#) in case you didn't already do so.
Step 2. Create your EDF/CDF file by using the tool.
Step 3. Click Browse, select the EDF/CDF file and click 'Upload File'.

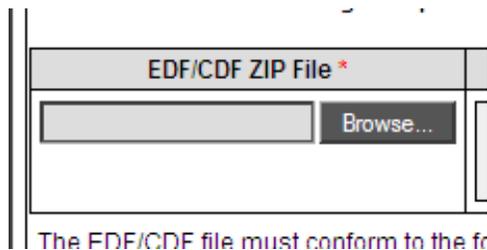
Note: the upload process may take a few minutes depending on the speed of your internet connection and the size of the EDF/CDF file. Do not attempt to click the "Refresh" or "Submit" buttons during the upload process.

EDF/CDF ZIP File *	File Description
<input type="text"/> Browse...	<input type="text"/> Upload File

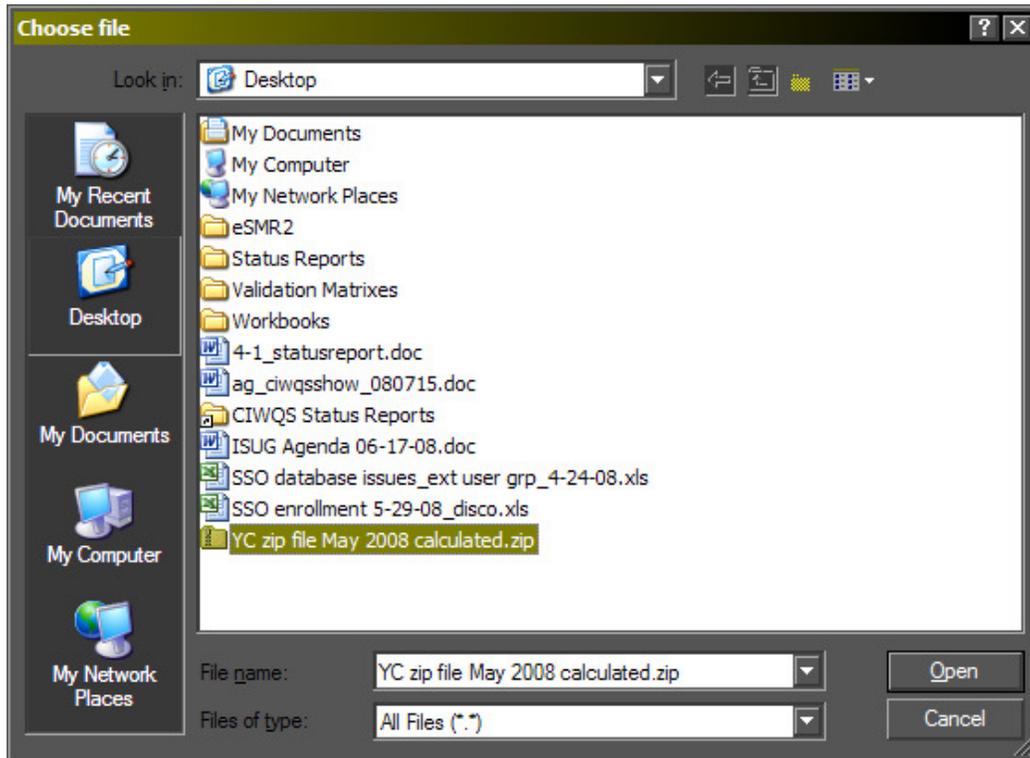
The EDF/CDF file must conform to the following [guidelines](#).
In order to create EDF/CDF files, you may wish to use the following [software](#).
You may also check some helpful [hints](#) for uploading EDF/CDF files.

File Name (Type)	File Description	Date/Time Uploaded	Status
------------------	------------------	--------------------	--------

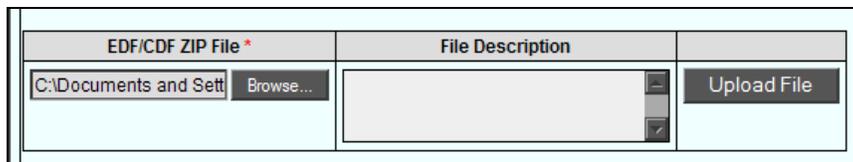
1. The first thing that needs to be done if you intend to use this tab is to obtain an EDF file created by either your LIMS system or the WET tool. This file must be a ZIP file, meaning it will have a “.zip” suffix.
2. Once you have obtained the completed EDF file press the “Browse” button location on the left, near the center of the page. Press this button to begin searching your computer for the file.



- After pressing the “Browse” button a file selection window will appear. Choose your EDF file and press “Open”.



- After pressing “Open” the file path for your EDF will appear to the left of the “Browse” button. Now you can choose to enter a file description and then upload the file by pressing the “Upload File” button.



- Once the file has been uploaded the information for that file will appear in the table at the bottom of the page. Multiple files can be uploaded on this screen.

If a file will not upload to the system for some reason, a red error message will be returned. This means that there was a formatting problem with the data entered in the EDF file.

File Name (Type)	File Description	Date/Time Uploaded	Status
YC zip file May 2008 calculated.zip		07/14/2008 - 10:55:17	OK
YC zip file May 2008.zip		07/14/2008 - 10:04:09	OK

6. This tab is now complete; from here you may proceed to any other tab in the system.

To continue to Part 4: Analytical Data please proceed to the next page; otherwise please consult the index to locate the tab you need.

Part 4: Analytical Data

Description:

The third tab of the eSMR² module is the “Analytical Data” tab. This tab is one of the three main constituent data entry points in the eSMR² module. The “Analytical Data” tab will allow you to enter all of the analytical data collected for the various parameters covered by your permit.

No Discharge | EDF/CDF | Analytical Data | Calculated Data | Data Summary | Attachments | Violations | Submittal

Step 1: Choose the monitoring location where the samples were taken.
Step 2: Add Parameters to the list below by choosing a Parameter Group and clicking the “Add Group Parameters” button, or by clicking the “Add Individual Parameters” button and performing a search.

Monitoring Location:*

Parameter	Analytical Method	Sample Date MM/dd/yyyy	Sample Time HH:mm:ss	Analysis Date MM/dd/yyyy	Qualifier	Result	Units	MDL	ML	RL	Comment
-----------	-------------------	---------------------------	-------------------------	-----------------------------	-----------	--------	-------	-----	----	----	---------

- To begin entering data for your permit on the “Analytical Data” tab you must first select a monitoring location. To do this, select the down arrow on the “Monitoring Location:” dropdown and click on one of the sites listed.

No Discharge | EDF/CDF | Analytical Data | Calculated Data | Data Summary | Attachments | Violations | Submittal

Step 1: Choose the monitoring location where the samples were taken.
Step 2: Add Parameters to the list below by choosing a Parameter Group and clicking the “Add Group Parameters” button, or by clicking the “Add Individual Parameters” button and performing a search.

Monitoring Location:*

Parameter	Analytical Method	Sample Date MM/dd/yyyy	Sample Time HH:mm:ss	Analysis Date MM/dd/yyyy	Qualifier	Result	Units	MDL	ML	RL	Comment
	EFF-001										
	EFF-002										
	INF-001										
	RSW-001										
	RSW-002										
	RSW-003										

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- After selecting a monitoring location the options on this tab will expand and provide you with two ways to add parameters to submit data against.
 - The first method of adding parameters is the “Add Group Parameters (Auto-Populate)” button. To use this, select a parameter group in the dropdown to the right of the button and then press the button. After pressing the “Add Group Parameters (Auto-Populate)” button the parameters will populate in the table below.

Save Changes | Refresh Data | Monitoring Location:* EFF-001

Add Group Parameters (Auto-Populate) | Add Individual Parameters (Search)

Parameter | Analytical Method | Sample Date
MM/dd/yyyy | Sample Time
HH:mm:ss | Analysis Date
MM/dd/yyyy | Qualifier | Result | Units | MDL | ML | RL | Comment

Add Individual Parameters (Search)

Group 1 Pollutant
Group 1 Pollutant
Group 2 Pollutant
PAHs
Priority Pollutant
Priority Pollutant Sub-group: Acid Extractables
Priority Pollutant Sub-group: Base/Neutral Extractables
Priority Pollutant Sub-group: Metals
Priority Pollutant Sub-group: Other
Priority Pollutant Sub-group: Pesticides & PCBs
Priority Pollutant Sub-group: Volatile Organics
TCDD Congener

- b. The second method of adding parameters is the “Add Individual Parameters (Search)” button. To use this simply press the button and a parameter search screen will appear.

The screenshot shows a software interface with a button labeled "Add Individual Parameters (Search)". Below the button is a table with the following headers: Parameter, Analytical Method, Sample Date (MM/dd/yyyy), Sample Time (HH:mm:ss), Analysis Date (MM/dd/yyyy), and Quality. Another "Add Individual Parameters (Search)" button is visible below the table.

When the parameter search screen appears enter the name or part of the name of a parameter in the provided field and press “Search”. Please note: the less specific you are the more results will be returned.

The screenshot shows a search screen titled "Step 1: Search for and choose parameters by entering a partial parameter name below." It includes a "Select All" checkbox, a search input field containing "hydrogen", a "Search" button, a "Parameter Reference List" link, and a "Save and Close" button.

The search will return multiple parameters that match your criteria. You can either select all of the returned results by marking the “Select All” checkbox, or you can select them individually by marking the checkbox next to each parameter. After selecting your desired parameters press the “Save and Close” button and the parameters will populate the table back on the “Analytical Data” tab.

The screenshot shows the search results table with the following data:

Select All	Parameter
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Hydrogen Peroxide
<input type="checkbox"/>	Hydrogen Sulfide
<input checked="" type="checkbox"/>	pH

3. Once your parameters have been selected, not that you must select them all at once, you may begin entering data for them. Begin by selecting the Analytical Method from the available dropdown.

The screenshot shows the "Add Individual Parameters (Search)" table with the following data:

Parameter	Analytical Method	Sample Date (MM/dd/yyyy)
pH	3810HVO: Halogenated Volatile	

- Next, enter your “Sample Date”, “Sample Time”, and “Analysis Date” in the provided fields. Dates are in MM/DD/YYYY format, and times are in HH:MM:SS (24-hour clock) format.

Parameter	Analytical Method	Sample Date MM/dd/yyyy	Sample Time HH:mm:ss	Analysis Date MM/dd/yyyy	Quali
pH	3810HVO : Halogenated Volatile	09/05/2008	13:22:32	09/05/2008	=
Hydrogen Peroxide	3810HVO : Halogenated Volatile				=

- Select a qualifier for your parameter from the available dropdown.

Sample Date MM/dd/yyyy	Sample Time HH:mm:ss	Analysis Date MM/dd/yyyy	Qualifier	Result	Units
09/05/2008	13:22:32	09/05/2008	=		S
			DNQ		kg
			ND		
			>=		
			<=		
			>		
			<		

- Enter in the result you received for the parameter you are completing in the provided field and select the units from the available dropdown. Please note: Units will be filtered based on the parameter you selected.

For a Did Not Quantify (DNQ) the result must be between the Method Detection Limit and the Minimum Level (ML) / Reporting Limit (RL). For a Non-Detect (ND) the result must be below the MDL.

Analysis Date MM/dd/yyyy	Qualifier	Result	Units	MDL	ML
2008	DNQ	4	SU		
			SU		
	=		kg/day		

7. The next two fields available for you to fill out are the “MDL” and the “ML” fields. If you selected “DNQ” as the qualifier the MDL is required and the ML is required if you do not enter a Reporting Limit (RL). Only the MDL is required if you selected “ND”.

	Qualifier	Result	Units	MDL	ML
8	DNQ	4	SU	3	7
	=		kg/day		

8. After entering the MDL and the ML you are allowed to enter a “RL”. The RL is required if you selected DNQ as the qualifier and did not enter a ML.

MDL	ML	RL	Comment
3	7		Edit

9. Before saving the parameter you may enter a comment. To do so click the “Edit” hyperlink in the “Comment” column, enter your desired comment in the field that appears and press close.

ML	RL	Comment		
7		eSMR2 User Guide.	Delete	Duplicate
		<input type="button" value="Close"/>		

10. You have now completed entering in all of the information for a parameter. To save the entered information press the “Save Changes” button on the left side of the page.

Please note that parameters without the proper amount of information entered will not be saved. In order to save a parameter the “Analytical Method”, “Sample Date”, “Sample Time”, “Result” and “Units” fields must be completed.

<input type="button" value="Save Changes"/>	<input type="button" value="Refresh Data"/>	Monitoring Location
<input type="button" value="Add Group Parameters (Auto-Populate)"/>		<input type="button" value="Gr"/>

11. After you have entered the information for at least one parameter you are allowed to duplicate that entry. This is recommended if you had multiple samples for a single parameter. To do this click the “Duplicate” hyperlink located on the right side of the row of the parameter you wish to duplicate. Please remember to change the necessary information on the duplicate parameter so that it indicates an additional sample.

ML	RL	Comment		
		eSMR2 User Guide. Edit	Delete	Duplicate
7		eSMR2	Delete	Duplicate

12. If you need to remove a parameter from the list for some reason you can click the “Delete” hyperlink on the applicable row to do so.

ML	RL	Comment		
		eSMR2 User Guide. Edit	Delete	Duplicate
7		eSMR2	Delete	Duplicate

13. Repeat the above steps as necessary until all of your analytical data has been entered. Once finished this tab will be complete and you may proceed to any other tab in the system.

To continue to Part 5: Calculated Data please proceed to the next page; otherwise please consult the index to locate the tab you need.

Part 5: Calculated Data

Description:

The fourth tab of the eSMR² module is the “Calculated Data” tab. This tab is one of the three main constituent data entry points in the eSMR² module. The “Calculated Data” tab will allow you to enter all of the calculated data collected for the various parameters covered by your permit. The parameters on this tab require the calculations to be performed before being entered, e.g. averages.

The screenshot shows the top navigation bar with tabs: No Discharge, EDF/CDF, Analytical Data, Calculated Data (selected), Data Summary, Attachments, Violations, and Submittal. Below the tabs, there are two instructions: "Step 1: Choose the monitoring location where the samples were taken." and "Step 2: Add Parameters to the list below by clicking the 'Add Individual Parameters' button and performing a search." A "Monitoring Location:" dropdown menu is present. Below it is a table with the following headers: Parameter, Calculation Type, Qualifier, Result, Units, and Comments.

1. To begin entering data for your permit on the “Calculated Data” tab you must first select a monitoring location. To do this, select the down arrow on the “Monitoring Location:” dropdown and click on one of the sites listed.

This screenshot is similar to the previous one, but the "Monitoring Location:" dropdown menu is open, showing a list of monitoring locations: EFF-001, EFF-002, INF-001, RSW-001, RSW-002, and RSW-003. The "EFF-001" option is highlighted. At the bottom right of the interface, there is a copyright notice: "© 2008 State of California. [Conditions of Use](#) [Privacy Policy](#)".

2. After selecting the monitoring location the “Add Individual Parameters (Search)” button will appear to allow you to add parameters, with their corresponding calculation types, to submit data against. To use this simply press the button and a parameter search screen will appear.

This screenshot shows a close-up of the interface. At the top, there are buttons for "Save Changes" and "Refresh Data". To the right of these buttons is the "Monitoring Location:" dropdown menu, which now displays "EFF-001". Below these elements is a large button labeled "Add Individual Parameters (Search)". Underneath this button is a table with the following headers: Parameter, Calculation Type, Qualifier, Result, and Units. At the bottom of the screenshot, another "Add Individual Parameters (Search)" button is visible.

When the parameter search screen appears enter the name or part of the name of a parameter in the provided field and press “Search”. Please note: the less specific you are the more results will be returned.

<input type="checkbox"/> Select All	Step 1: Search for and choose parameters by entering a partial parameter name below. <input type="text" value="copper"/> <input type="button" value="Search"/> Parameter Reference List	Step 2: Select one or more calculation types from the list below. (Note: Press Ctrl and click to select multiple options) 1-Hour Average (Mean) 10% for 30 days 10% for 60-Days 11 Sample 90th Percentile 11-Day Median					
	<table border="1"> <tr> <td><input type="checkbox"/></td> <td>Copper, Dissolved</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Copper, Total</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Copper, Total Recoverable</td> </tr> </table>		<input type="checkbox"/>	Copper, Dissolved	<input type="checkbox"/>	Copper, Total	<input type="checkbox"/>
<input type="checkbox"/>	Copper, Dissolved						
<input type="checkbox"/>	Copper, Total						
<input type="checkbox"/>	Copper, Total Recoverable						

The search will return multiple parameters that match your criteria. You can either select all of the returned results by marking the “Select All” checkbox, or you can select them individually by marking the checkbox next to each parameter.

You are logged-in as: suischarger. If this account does not belong to you, please log out.							
<input type="checkbox"/> Select All	Step 1: Search for and choose parameters by entering a partial parameter name below. <input type="text" value="copper"/> <input type="button" value="Search"/> Parameter Reference List	Step 2: Select one or more calculation types from the list below. (Note: Press Ctrl and click to select multiple options) 1-Hour Average (Mean) 10% for 30 days 10% for 60-Days 11 Sample 90th Percentile 11-Day Median					
	<table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td>Copper, Dissolved</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Copper, Total</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Copper, Total Recoverable</td> </tr> </table>		<input checked="" type="checkbox"/>	Copper, Dissolved	<input type="checkbox"/>	Copper, Total	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Copper, Dissolved						
<input type="checkbox"/>	Copper, Total						
<input checked="" type="checkbox"/>	Copper, Total Recoverable						

Next you must select the calculation types you will be performing for the selected parameters. Hold “Ctrl” on your keyboard and click on as many calculation types as you need. After selecting your desired parameters and calculation types press the “Save and Close” button and the parameters will populate the table back on the “Analytical Data” tab.

Step 2: Select one or more calculation types from the list below. (Note: Press Ctrl and click to select multiple options) 1-Hour Average (Mean) 10% for 30 days 10% for 60-Days 11 Sample 90th Percentile 11-Day Median	<input type="button" value="Save and Close"/>
---	---

- Once your parameters have been selected, not that you must select them all at once, you may begin entering data for them. For each parameter enter the result, select the “Qualifier” and “Units” from the available dropdowns.

Parameter	Calculation Type	Qualifier	Result	Units
Copper, Dissolved	1-Hour Average (Mean)	=	3	ng/L
Copper, Dissolved	11-Day Median	=	5	mg/L
Copper, Total Recoverable	1-Hour Average (Mean)	=	2	pg/L
Copper, Total Recoverable	11-Day Median	=	8	mg/L

- Before saving the parameter you may enter a comment. To do so click the “Edit” hyperlink in the “Comments” column, enter your desired comment in the field that appears and press close.

r	Result	Units	Comments		
7	<input type="text" value="3"/>	<input type="text" value="ng/L"/>	eSMR2 User Guide. Edit	Delete	Duplicate
7	<input type="text" value="5"/>	<input type="text" value="mg/L"/>	eSMR2 User Guide. Edit	Delete	Duplicate
7	<input type="text" value="2"/>	<input type="text" value="pg/L"/>	eSMR2 User Guide. Edit	Delete	Duplicate
7	<input type="text" value="8"/>	<input type="text" value="mg/L"/>	eSMR2 User Guide. Edit	Delete	Duplicate

- You have now completed entering in all of the information for a parameter. To save the entered information press the “Save Changes” button on the left side of the page.

Please note that parameters without the proper amount of information entered will not be saved. In order to save a parameter the “Calculation Type”, “Result”, and “Units” fields must be completed.

Step 2: Add Parameters to the list below by clicking the [Add Individual Parameters](#)

Monitoring Location:*

- After you have entered the information for at least one parameter you are allowed to duplicate that entry. This is recommended if you had multiple calculation types for a single parameter. To do this click the “Duplicate” hyperlink located on the right side of the row of the parameter you wish to duplicate. Please remember to change the necessary information on the duplicate parameter so that it indicates an additional sample.

r	Result	Units	Comments		
7	<input type="text" value="3"/>	<input type="text" value="ng/L"/>	eSMR2 User Guide. Edit	Delete	Duplicate
7	<input type="text" value="5"/>	<input type="text" value="mg/L"/>	eSMR2 User Guide. Edit	Delete	Duplicate
7	<input type="text" value="2"/>	<input type="text" value="pg/L"/>	eSMR2 User Guide. Edit	Delete	Duplicate
7	<input type="text" value="8"/>	<input type="text" value="mg/L"/>	eSMR2 User Guide. Edit	Delete	Duplicate

7. If you need to remove a parameter from the list for some reason you can click the “Delete” hyperlink on the applicable row to do so.

Order	Result	Units	Comments		
1	<input type="text" value="3"/>	<input type="text" value="ng/L"/>	eSMR2 User Guide. Edit	Delete	Duplicate
2	<input type="text" value="5"/>	<input type="text" value="mg/L"/>	eSMR2 User Guide. Edit	Delete	Duplicate
3	<input type="text" value="2"/>	<input type="text" value="pg/L"/>	eSMR2 User Guide. Edit	Delete	Duplicate
4	<input type="text" value="8"/>	<input type="text" value="mg/L"/>	eSMR2 User Guide. Edit	Delete	Duplicate

8. Repeat the above steps as necessary until all of your calculated data has been entered. Once finished this tab will be complete and you may proceed to any other tab in the system.

To continue to Part 6: Data Summary please proceed to the next page; otherwise please consult the index to locate the tab you need.

Part 6: Data Summary

Description:

The fifth tab of the eSMR² module is the “Data Summary” tab. This tab enables users to view all of the data they have submitted against the report. Information on this tab is gathered from the “EDF/CDF” upload, the “Analytical Data”, and the “Calculated Data” tabs, with all of the data being separated into “Analytical” and “Calculated” data sections.

Self Monitoring Report (SMR)

Back to SMR search screen Reporting Level: Level II

Facility Name: Yuba City WWTF Order Number: R5-2007-0134-TEST

Water Board Office: Region 5S - Sacramento Case Worker: Oscar Biondi

Monthly SMR (MONNPDES) report for May 2008 Report Effective Dates: 05/01/2008 - 05/31/2008

Status: In-Progress Past Due

This page contains a summary of all analytical and calculated data submitted manually and/or through file upload(s) for this report.

Sorting Order for Analytical and Calculated Results:

1.

2.

3.

4.

5.

6.

Analytical result ([go to Calculated Results](#))

Location	Parameter	Analytical Method	Qual	Result	Units	MDL	ML	RL	Sampling Date/Time

- While on this tab you can sort the data using one or all of the six available dropdowns. To do this click the down arrow on each of the dropdown fields 1-6, and select which column you would like the table sorted by. Once you have selected your preferred sort order press “Sort Results” to sort the tables. The system will always sort the by dropdowns in order; so if you select “Location for dropdown 1 and parameter for dropdown 2 the system will sort the monitoring locations and then sort all of the parameters within each location.

Status: In-Progress Past Due

This page contains a summary of all analytical and calculated data submitted manually and/or through file upload(s) for this report.

Sorting Order for Analytical and Calculated Results:

1. Location

2.

3.

4.

5.

6.

Analytical result ([go to Calculated Results](#))

Location	Parameter	Analytical Method	Qual	Result	Units	MDL	ML	RL	Sampling Date/Time
EFF-001	Flow	Data Unavailable	=	4.991	MGD	0		0	05/01/2008 00:00:00

- You can jump between the “Calculated” and “Analytical” data tables by clicking the corresponding hyperlink located at the top of each table.

6. <input type="text"/> <input type="button" value="Sort Results"/>		
Analytical result (go to Calculated Results)		
Location	Parameter	Analytical Method
EFF-	Flow	Data Unavailable

001			
Total Record Count: 31			
Calculated Result (go to Analytical Results)			
Location	Parameter	Calculated Method	C
EFF-001	Biochemical Oxygen Demand (BOD) (5-day @ 20 Deg. C)	7-Day Average of Daily Maximums	=

- This tab is now complete; from here you may proceed to any other tab in the system.

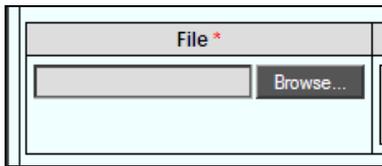
To continue to Part 7: Attachments please proceed to the next page; otherwise please consult the index to locate the tab you need.

Part 7: Attachments

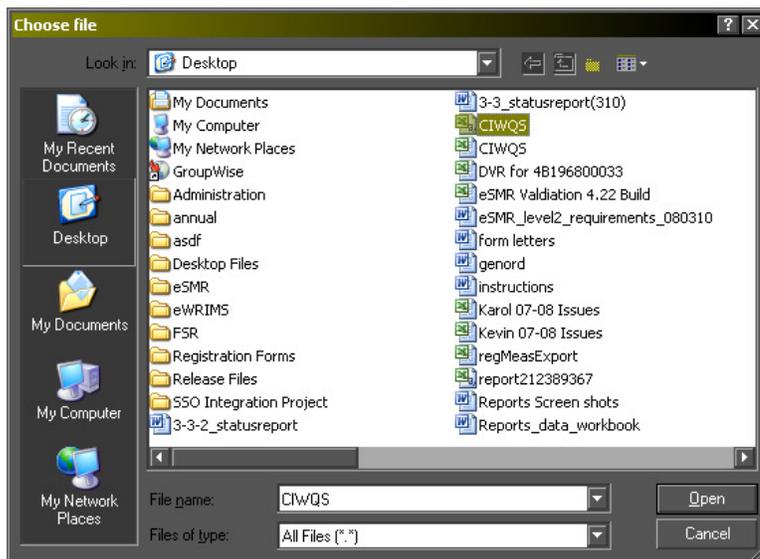
Description:

The seventh tab of the eSMR² module is the Attachments tab. This tab will allow you to enter any attachments that you feel will complete your report. Attachments may include: lab reports, pictures, and chain of custody documents.

1. To attach a file press the “Browse” button located on the left, near the center of the page. Press this button to begin searching your computer for the file.



2. After pressing the “Browse” button a file selection window will appear. Choose your file and press “Open”.



- After pressing “Open” the file path for your selected file will appear to the left of the “Browse” button. Now you can choose to enter a file description and then upload the file by pressing the “Upload File” button. If your file name does not describe the contents of the file a description is strongly recommended.

File *	File Description	
<input style="width: 90%;" type="text" value="C:\Documents and Sett"/> <input style="width: 10%;" type="button" value="Browse..."/>	<input style="width: 95%;" type="text" value="eSMR2 User Guide file."/>	<input style="width: 80%;" type="button" value="Upload File"/>

- Once the file has been uploaded the information for that file will appear in the table at the bottom of the page. Multiple files can be uploaded on this screen.

CIWQS will accept files in any format; however, if you are using a specialized format you should check with your case worker to see if they are capable of reading the file.

File Name	File Description	Date/Time Uploaded	Status	
CIWQS.csv	eSMR2 User Guide file.	07/17/2008 - 09:23:34	OK	delete

- This tab is now complete; from here you may proceed to any other tab in the system.

To continue to Part 8: Violations please proceed to the next page; otherwise please consult the index to locate the tab you need.

Part 8: Violations

Description:

The seventh tab in the eSMR² module is the “Violations” tab. The purpose of this tab is to allow you to fulfill your requirement for reporting your own violations for the monitoring report you are submitting. Once the report has been submitted these violations will either be confirmed or dismissed by your case worker. If you do not have any violations for the report you are working on this tab is to be skipped.

1. To begin entering violations press the “Add Violation” button.

2. After pressing the “Add Violation” button the violation wizard will appear. From here you will have two options for entering violations, “[Option A](#) (Select Parameter)” and “[Option B](#) (Select Violation Type)”. Select one by clicking on the corresponding radial button.

Option A:

- a. Choose “Option A” if the violation is a violation of a limit for a specific parameter. To begin, scroll through the “Parameter” box and click on the desired parameter. After selecting a parameter the field to right of the “Parameter” box will populate with the violation type.

- b. After selecting the parameter the next field required for this option is the “Occurrence Date” field. If the violation has a multi-day calculation period, use the last date of the calculation period. Enter the date the violation occurred in MM/DD/YYYY format.

Occurrence Date:*	05/25/2008			When to use
-------------------	------------	--	--	-------------

- c. Under the next heading, “Effluent Limit Exceedance”, you are required to enter the “Limit” for the parameter, “Bounded”, “Result” and “Units”.

Effluent Limit Exceedance			
Limit	Result	Units	LimitationPeriod
0.0	0.0	Inches	1-Hour Average (Mean)
Violation Desc: <input type="text"/>			

- d. The next field required is the “Limitation Period”. You can select this from the corresponding dropdown. The limitation period is the same as the calculation type.

Effluent Limit Exceedance	
Units	LimitationPeriod
g/L	30-Day Average

- e. Something to note is that as you enter information for your violation the system automatically creates a “Violation Description” for you.

7.0	<	24.51	g/L	30-Day Average
Violation Desc: Cyanide, Total (as CN);7.0;<24.51;g/L;30-Day Average.				
Comment *				

- f. After entering all of the violation information for the violation, you are then required to enter a comment for your violation in the “Comment” field. In this field you can enter any information you feel clarifies the Violation.

Comment *
<input type="text"/>

- g. The last field for “Option A” is the “Corrective Action” field. This text box will allow you to enter all steps you have taken to mitigate the violation and any step you have taken to prevent it from happening again. Once done, press “Save” to save the violation.

Option B:

- a. If you choose “Option B” you are allowed to select what the violation type is. To do so, simply click on the down arrow of the “Violation Type” dropdown and choose the appropriate type from the list. To see a description of the different types click on the question mark to the right of the dropdown.

- b. After selecting the violation type, the next field required for this option is the “Occurrence Date” field. Enter the date the violation occurred in MM/DD/YYYY format.

- c. After selecting the type and entering the occurrence date for the violation, you are then allowed to enter a comment for your violation in the “Comment” field. In this field you can enter any information you feel clarifies the Violation.

- d. The last field for “Option B” is the “Corrective Action” field. This text box will allow you to enter all steps you have taken to mitigate the violation and any step you have taken to prevent it from happening again. Once done, press “Save” to save the violation.

3. After your violations have been saved they will appear in a table on the “Violations” tab so you can view them all at once. Once the table is populated it will also allow you to go back into any of your violations to update any incorrect information. To do this, click the “Update” hyperlink

Violation Type	Description	Corrective Action
Category 2 Pollutant (Effluent Violation for Group 2 Pollutant)	Cyanide, Total (as CN);7.0;<;24.51;g/L;30-Day Average.	eSMR2 User Guide.
Acute Toxicity	eSMR2 User Guide.	eSMR2 User Guide.

Corrective Action	Occurrence Date		
eSMR2 User Guide.	05/25/2008	Update	Delete
eSMR2 User Guide.	05/27/2008	Update	Delete

4. One final thing to note on this tab is the ability to delete entered violations. This function is provided for you so you can delete any violations that were entered in error. To do this, click the “Delete” hyperlink.

Corrective Action	Occurrence Date		
eSMR2 User Guide.	05/25/2008	Update	Delete
eSMR2 User Guide.	05/27/2008	Update	Delete

5. Repeat the above steps as necessary until all of your violations have been entered into the system. When finished this tab will be complete; from here you may proceed to any other tab in the system.

To continue to Part 9: Submittal please proceed to the next page; otherwise please consult the index to locate the tab you need.

Part 9: Submittal

Description:

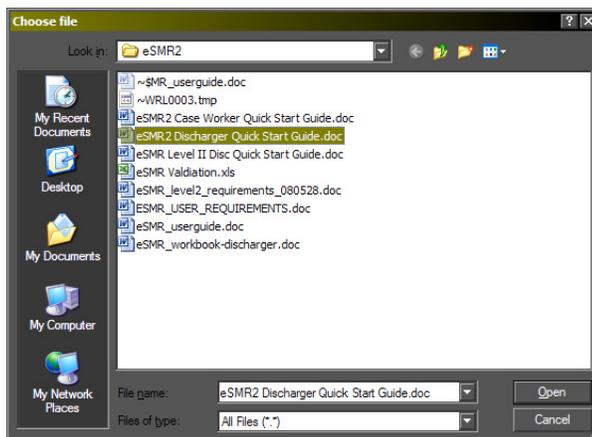
The final tab of the eSMR² module is the “Submittal” tab. This is the final step in submitting your monitoring report. On this tab you will enter your cover letter and certify the report. Only account holders that are “Legally Responsible Officials” can certify and submit the report. Data preparers can do everything up until pressing the “Certify & Submit” button.

1. The first step of the final submittal process is entering a cover letter. This can be done in one of two ways:

Option A: Uploading a file.

- a. To attach a cover letter file press the “Browse” button located on the left, near the center of the page. Press this button to begin searching your computer for the cover letter.

- b. After pressing the “Browse” button a file selection window will appear. Choose your cover letter and press “Open”.



- c. After pressing “Open”, the file path for your selected file will appear to the left of the “Browse” button. Upload the file by pressing the “Upload File” button.

Option A: Select a document on your computer by clicking 'Browse'.

File*	
C:\Documents and Sett	Browse...
Upload File	
Uploaded cover letter:	

- d. Once the cover letter has been uploaded the information for that file will appear below the “Upload File” button.

Option A: Select a document on your computer by clicking 'Browse'.

File*	
	Browse...
Upload File	
Uploaded cover letter:	
eSMR2 Discharger Quick Start Guide.doc	remove

Option B: Entering text in the field provided.

- a. The other option lets you enter your cover letter text in a text box that is provided on the screen. Simply type or paste in your text and press “Save for Later” to save it.

Status: In-Progress Past Due

No Discharge | EDF/CDF | Analytical Data | Calculated Data | Data Summary

Save for Later | Certify & Submit | Preview report

Please describe your submission, including descriptions of all violated requirements.

Option A: Select a document on your computer by clicking 'Browse'.

File*	
	Browse...
Upload File	
Uploaded cover letter:	
eSMR2 Discharger Quick Start Guide.doc	remove

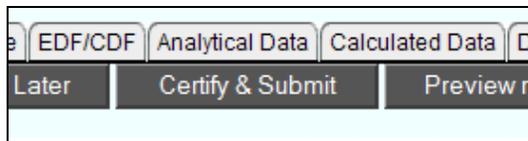
Option B: You may enter plain text in the field below.

eSMR2 User Guide.

- Once your cover letter information has been entered you can preview your monitoring report by pressing the “Preview Report” button. Doing this will load a sorting feature similar to the one found on the “Data Summary” tab. Once you have selected the way in which you want the report to display, press “Generate Report” and the system will open a “PDF” file of the report.



- After verify that your report is accurate and complete, press the “Certify & Submit” button to begin the report certification process.



- When the “Certify & Submit” button has been pressed the report certification screen will appear. On this page the Certifier must enter their name, title, and physical location before the report will let them certify.

Certifier Information	
Name: *	John Glenn
Title: *	Information System Analyst
Executed On: *	07/17/2008
Executed At: *	CalEPA HQ

- Once you have entered the requested information press “Certify and Submit” to send your completed and certified report to your regional board. **Please note:** Once the report has been certified it can only be reopened for data entry by having a Regional Board Case Worker withdraw it.

Executed At: *	CalEPA HQ
<input type="button" value="Certify and Submit"/> <input type="button" value="Cancel"/>	

Your report is now complete. Emails will be sent to your Case Worker and all Legally Responsible Officials for your facility.

Certification
Thank you. You have submitted your report. Your submission receipt number is: 20080717-113928-253072.