Filling out Annual Reports

Objectives

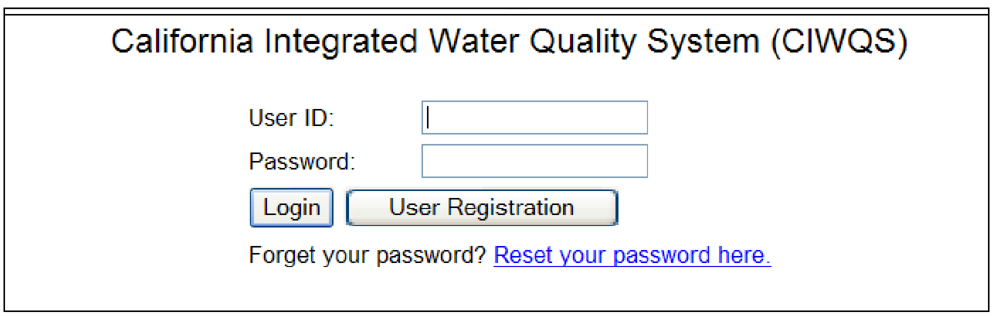
- Assist in the login, preparation, and submittal of Annual Reports.

Prerequisites

- Submit the registration packet. The registration authorization packet and instructions can be found at: http://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/swarm/prereg.pdf.
- Each user will be assigned a unique login and password to gain access to the CIWQS.

Logging into CIWQS

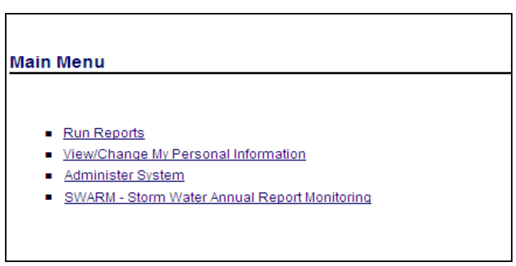
1. Open a web browser and visit http://ciwqs.waterboards.ca.gov/ciwqs.
2. The login prompt will appear. Enter the user ID and Password provided in the confirmation e-mail from ciwqs@waterboards.ca.gov.



By default a user ID is the first letter of the first name and full last name (e.g. registered user John Smith, user ID - jsmith). The default password is "Password1" (without the quotes). The user ID and password are case sensitive.

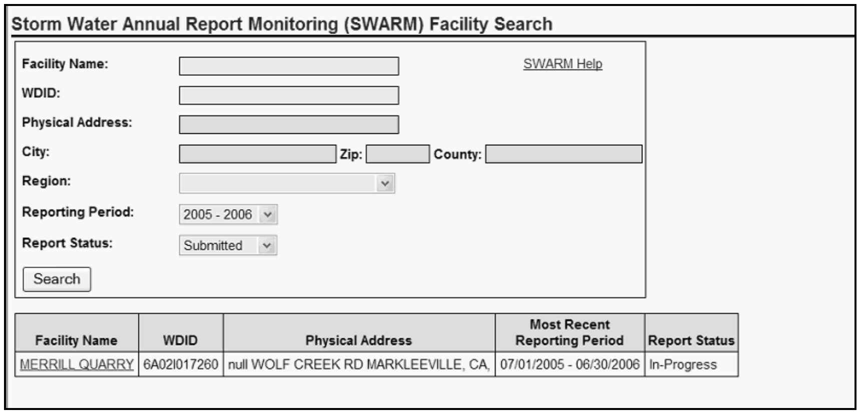
Initiating Report

1. After logging in, click on the link titled "SWARM – Storm Water Annual Report Monitoring".

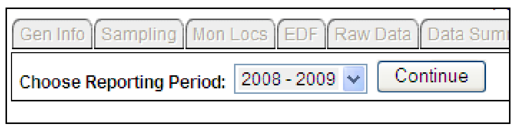


If the user is a "Data Submitter", the "Administer System" link shown above will not be displayed.

2. In the SWARM Facility Search screen, all previously registered facilities will appear as hyperlinks in the middle of the screen. To begin entering annual report data, click the correct facility link. If previously registered facilities are not visible, please contact the Storm Water Help Desk at 916-341-5536.

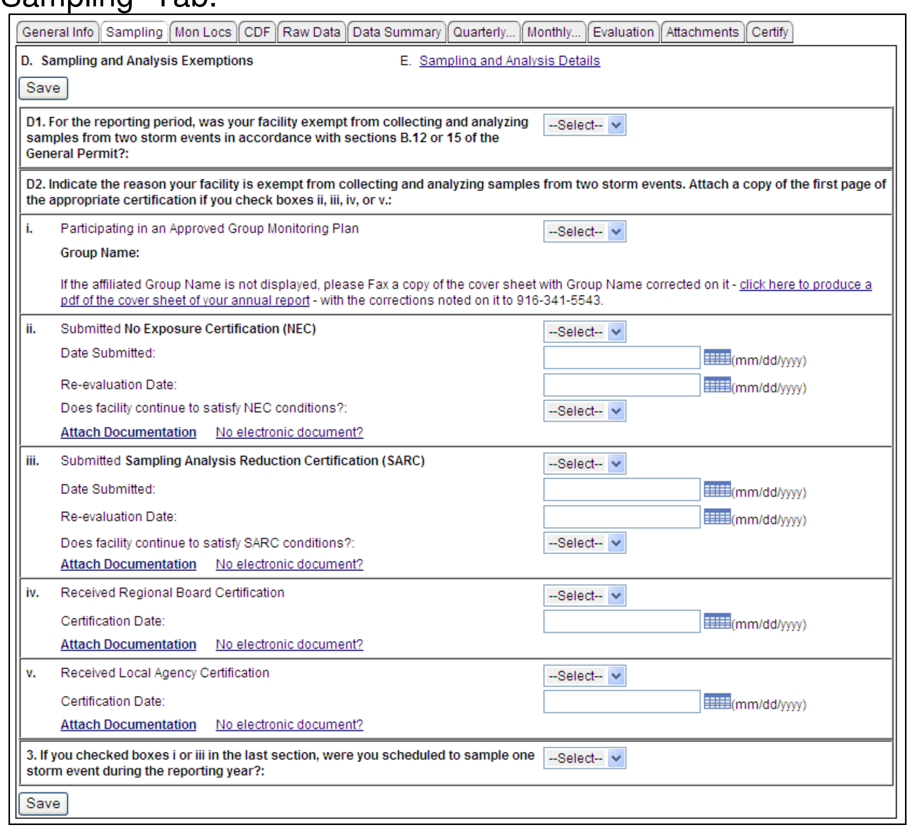


3. The 2008-2009 reporting period will be selected by default. Click the "Continue" button.



4. Verify the information on the "General Info" Tab. In order to change the information on this screen, please fax a copy of the cover sheet with the corrections noted on it to 916-341-5543.

5. Click the “Sampling” Tab.



6. Enter the appropriate data for Section D and click “save”. Enter the appropriate data for Section E and click “save”.

General Info | Sampling | Mon Locs | CDF | Raw Data | Data Summary | Quarterly... | Monthly... | Evaluation | Attachments | Certify

D. Sampling and Analysis Exemptions

E. Sampling and Analysis Details

Save

1. How many storm events did you sample?:

If less than 2, enter explanation:

2. Did you collect storm water samples from the first storm of the wet season that produced a discharge during scheduled facility operating hours? --Select--

If no, enter explanation:

3. How many storm water discharge locations are at your facility?

4. For each storm event sampled, did you collect and analyze a sample from each of the facility's storm water discharge locations? --Select-- If "Yes", proceed to E.6.

5. Was sample collection or analysis reduced in accordance with Section B.7.d of the General Permit? --Select--

If no, enter explanation:

If yes, Attach Documentation No electronic document?

Date facility's drainage areas were last evaluated:

6. Were all samples collected during the first hour of discharge? --Select--

If no, enter explanation:

7. Was all storm water sampling preceded by three (3) working days without a storm water discharge? --Select--

If no, enter explanation:

8. Were there any discharges of stormwater that had been temporarily stored or contained? (such as from a pond) --Select-- If "No", proceed to E.10.

9. Did you collect and analyze samples of temporarily stored or contained storm water discharges from two storm events? (or one storm event if you checked item D.2.i or D.2.iii above) --Select--

If no, enter explanation:

10. Section B.5. of the General Permit requires you to analyze storm water samples for pH, Total Suspended Solids (TSS), Specific Conductance (SC), Total Organic Carbon (TOC) or Oil and Grease (O&G), other pollutants likely to be present in storm water discharges in significant quantities, and analytical parameters listed in Table D of the General Permit.

a. Does Table D contain any additional parameters related to your facility's SIC code(s)? --Select--

Note: If "No", proceed to the Monitoring Locations Tab.

b. Did you analyze all storm water samples for the applicable parameters listed in Table D? --Select--

c. If you did not analyze all storm water samples for the applicable Table D parameters, check one of the following reasons and explain:

Reason:

- In prior sampling years, the parameter(s) have not been detected in significant quantities from two consecutive sampling events.
- The parameter(s) is not likely to be present in storm water discharges and authorized non-storm water discharges in significant quantities based upon the facility operator's evaluation.
- Other.

Explanation:

Save

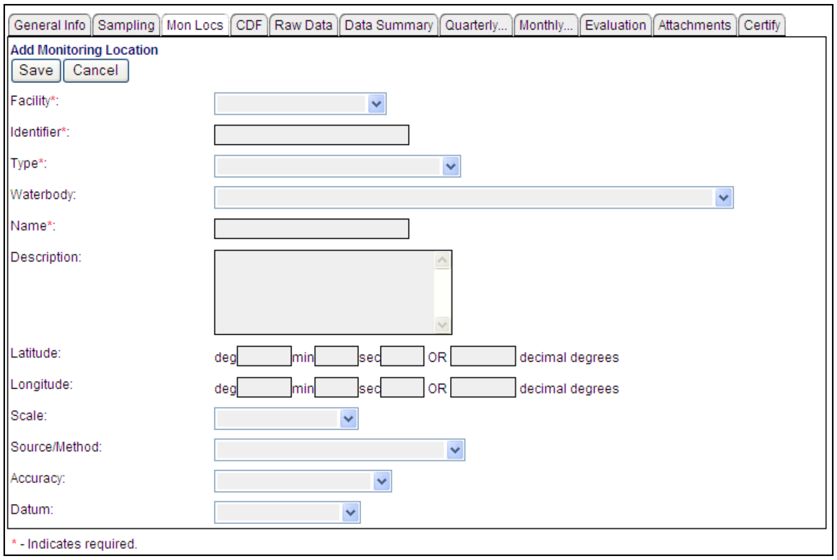
7. Click the “Mon Locs” Tab. Click the "Create a New Monitoring Location" button if the appropriate monitoring location hasn’t already been created.

General Info | Sampling | Mon Locs | CDF | Raw Data | Data Summary | Quarterly... | Monthly... | Evaluation | Attachments | Certify

Create a New Monitoring Location

Facility	Type	ID	Name	Description	Latitude	Longitude	Associated Discharge Points

8. Enter information on this screen as follows:



- Click the "Facility" drop-down list and select the facility.

- For the "Identifier" and "Name" fields, choose a monitoring location name and enter it in each field. Naming suggestions as follows: "Mon-1" for the first monitoring location, “Mon-2" for the second monitoring location, etc.

- Click the "Type" drop-down list and select "Effluent Monitoring".

- Although the "Description" field is not required, it is recommended that a description of the monitoring location be entered (e.g. NW outfall near employee parking lot).

- Click "Save" and repeat these steps to add all monitoring locations.

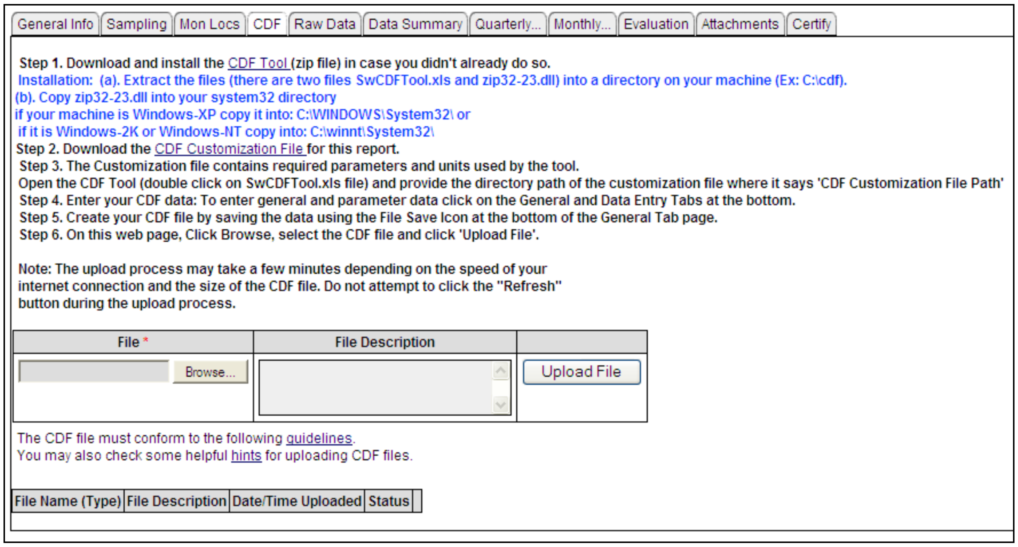
NOTE: A red asterisk "*" identifies all required fields.

9. Click the “CDF” Tab.

NOTE: The CIWQS Data Format (CDF) Microsoft Excel-based file allows you to configure your data into a format that CIWQS will understand and interpret correctly. You can open the CDF file in Excel and configure it on the basis of your permit requirements. *Important Note: The Tools require that macros be enabled.*

NOTE: Use of the CDF tool is not mandatory. Dischargers are still able to enter data via the “Raw Data” Tab. The CDF tool will most likely be more useful for larger facilities with multiple monitoring locations and multiple additional parameters. If a facility has 1-3 monitoring locations with basic parameters, the CDF tool might be more time consuming than using the “Raw Data” Tab.

☞ NOTE: If the CDF tool is used, data entry is not necessary under the “Raw Data” tab as the data was uploaded via the CDF tool.


General Info | Sampling | Mon Locs | CDF | Raw Data | Data Summary | Quarterly... | Monthly... | Evaluation | Attachments | Certify

Step 1. Download and install the CDF Tool (zip file) in case you didn't already do so.
Installation: (a). Extract the files (there are two files SwCDFTool.xls and zip32-23.dll) into a directory on your machine (Ex: C:\cdf).
(b). Copy zip32-23.dll into your system32 directory
if your machine is Windows-XP copy it into: C:\WINDOWS\System32\ or
if it is Windows-2K or Windows-NT copy into: C:\winnt\System32\
Step 2. Download the CDF Customization File for this report.
Step 3. The Customization file contains required parameters and units used by the tool.
Open the CDF Tool (double click on SwCDFTool.xls file) and provide the directory path of the customization file where it says 'CDF Customization File Path'
Step 4. Enter your CDF data: To enter general and parameter data click on the General and Data Entry Tabs at the bottom.
Step 5. Create your CDF file by saving the data using the File Save Icon at the bottom of the General Tab page.
Step 6. On this web page, Click Browse, select the 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 CDF file. Do not attempt to click the "Refresh" button during the upload process.

File *	File Description	
Browse...		Upload File

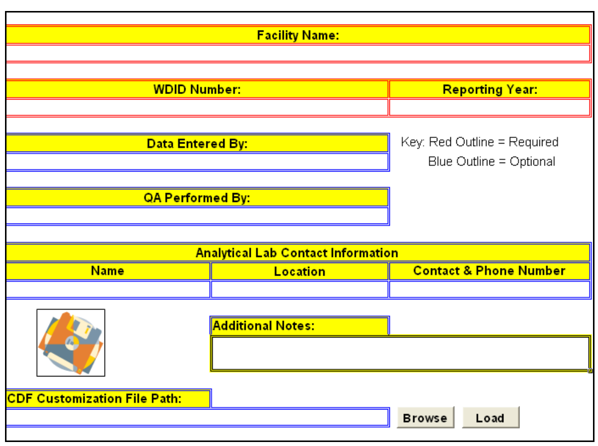
The CDF file must conform to the following guidelines.
You may also check some helpful hints for uploading CDF files.

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

- Download the CDF Tool (zipped file) and CDF Customization File by clicking the hyperlinks.

- Unzip the CDF Tool, open the Excel file titled “SwCDFTool.xls”, and enable the macros.

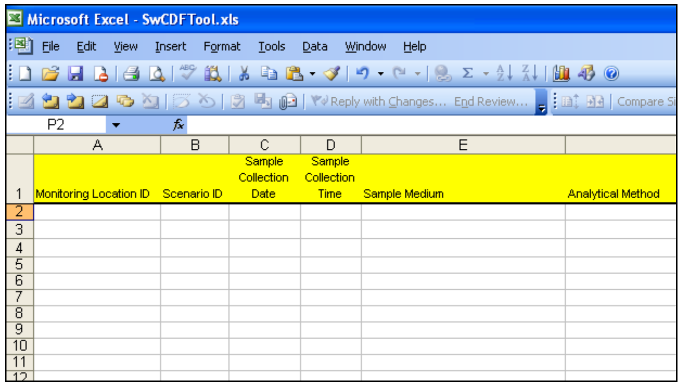
- Once the spreadsheet opens, click the “Browse” button under the “General” Tab and upload the CDF Customization File. This customized file contains SIC code-specific parameters that are required to be analyzed.



- Enter the facility’s information under the “General” Tab (i.e. Facility Name, WDID No, and Reporting Year).

☞ NOTE: Red outlined boxes identify all required fields.

- Next, click the “Data Entry” tab.



— Enter the Monitoring Location ID that was previously created under the "Mon Locs" Tab. If the ID's do not match *exactly*, duplicate/incorrect data will be generated.

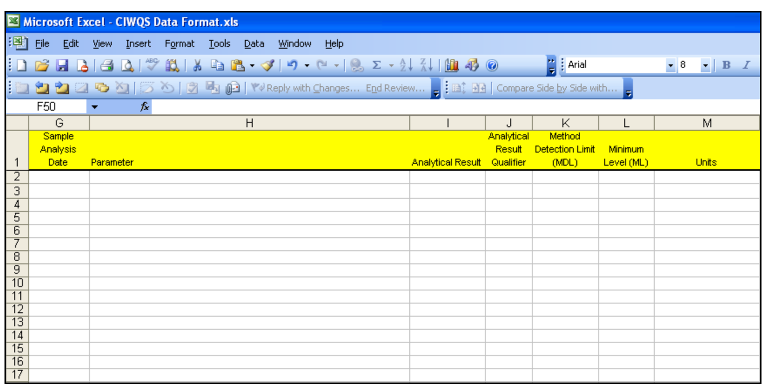
— Do not enter a value for "Scenario ID". This column is used by other Water Board programs.

— Enter the date the sample was collected under the column titled "Sample Collection Date".

— Enter the time the sample was collected under the column titled "Sample Collection Time". The time must be in 24-hour format (e.g. to enter 3pm, enter 15:00).

— Select "Water" from the "Sample Medium" drop down list.

— Skip "Analytical Method" column for now.



— Do not enter a value for "Sample Analysis Date". This column is used by other Water Board programs.

— Select a parameter from the "Parameter" drop down list.

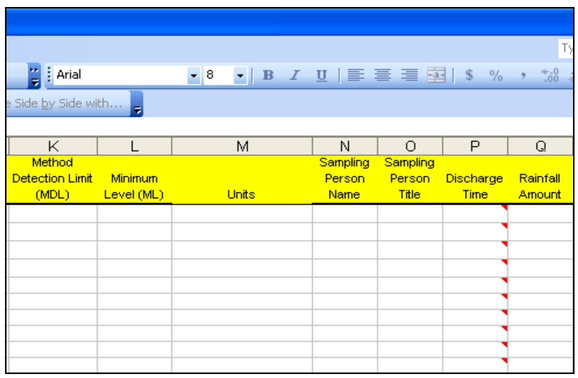
— Enter the result provided on the laboratory report in the "Analytical Result" column.

— Return to the column titled “Analytical Method” and locate and select the appropriate method as noted on the laboratory report.

— Select “=” from the “Analytical Result Qualifier” column if a numeric value was detected. If a sample result is marked as ND (non-detect), the user must locate the MDL (Method Detection Limit) on the laboratory report, change the Result Qualifer to "<", enter the MDL value in the “Analytical Result” column, and then again in the “Method Detection Limit” (MDL) column. Also, if the sample result is marked as "TRACE" amounts detected, change the Result Qualifer to "<", enter the most restrictive value (either PQL or MDL), and then again in the MDL column.

— Do not enter a value for “Minimum Level”. This column is used by other Water Board programs.

— Select the appropriate units from the “Units” drop down list. The units listed are linked to the parameter that was previously selected.



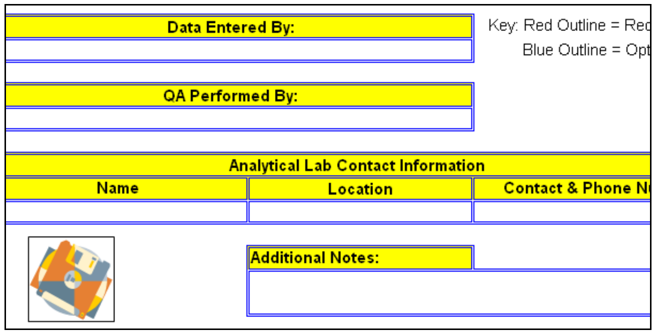
— Enter the name of the person who collected the sample in the “Sampling Person Name” column.

— Enter the title of the person who collected the sample in the “Sampling Person Title” column (Plant Manager, Maintenance Manager, etc).

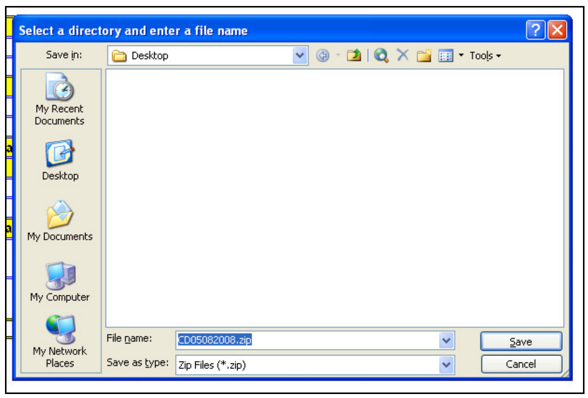
— Enter the time the discharge began in the “Discharge Time” column. The time must be in 24-hour format (e.g. to enter 3pm, enter 15:00).

— Do not enter a value for “Rainfall Amount”. This column is used by other Water Board programs.

— Repeat process for all remaining parameters shown in the “Parameter” drop down list.

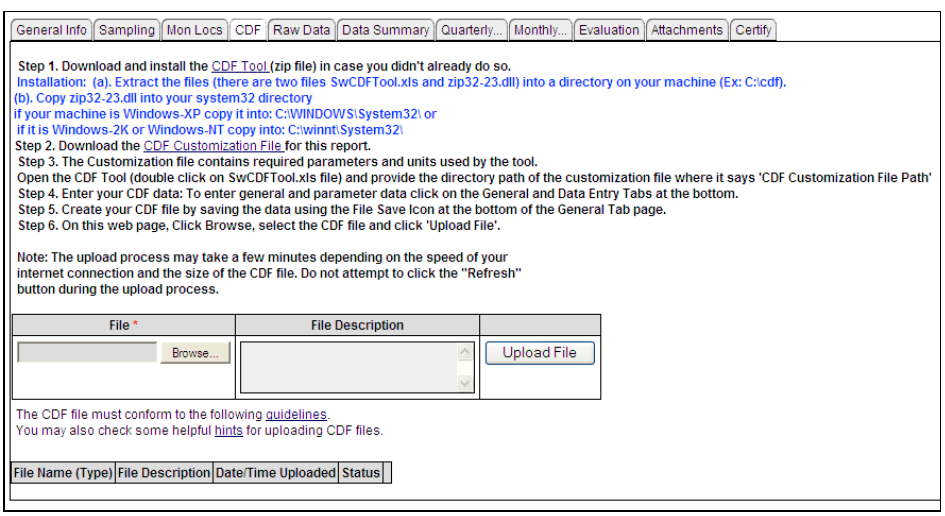


— Return to the “General” Tab within the CDF tool and click the diskette image. This zips the Excel file which will allow it to be uploading into SWARM.



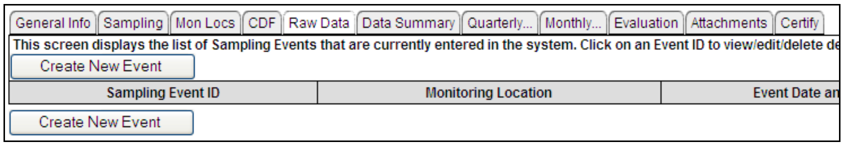
— A window will appear (similar to one shown above) and save the zipped file.

— Return to the “CDF” Tab to upload the zipped file that has been created by browsing for the file and clicking the “Upload File” button.

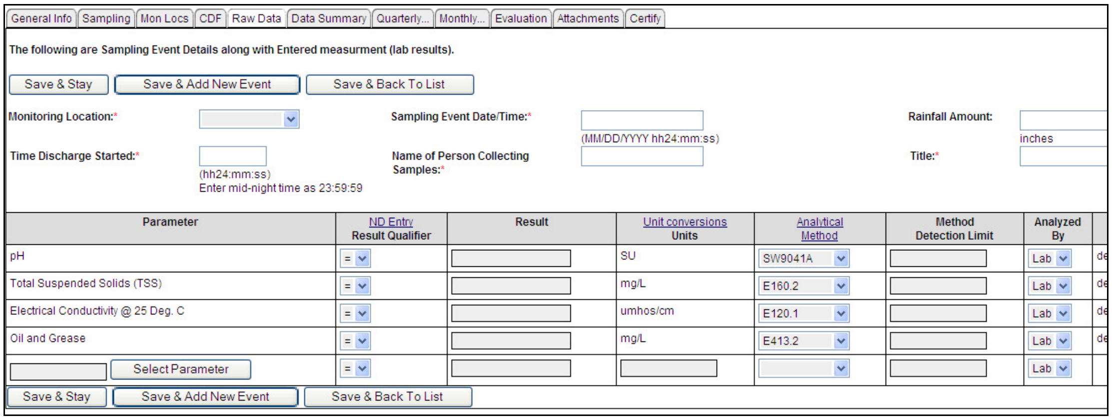


10. Click the "Raw Data" Tab.

NOTE: If data was entered via the CDF tool, the “Raw Data” Tab can be skipped.



- Click the “Create New Event” button to create a new record.



NOTE: The basic parameters and parameters specific to the facility’s SIC Code (s) will populate the table.

- Click the "Monitoring Location" drop-down to choose the monitoring location for this sample.

- Enter the date and time of the sampling event. The date and time must be in the following format: MM/DD/YYYY HH:MM:SS. There must be a space in between the date and time, and the time must be in 24-hour format (e.g. to enter March 1, 2006 at 3pm, enter 03/01/2006 15:00:00).

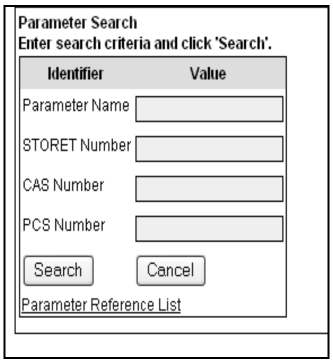
- Enter the time the discharger began in the “Time Discharger Started” field. The time must be in 24-hour format.

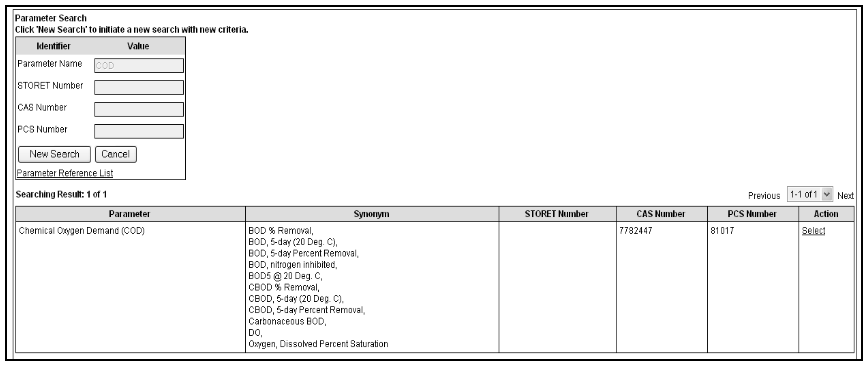
- Enter the name of the person who collected the samples as well as that person’s title in the appropriate fields.

11. Enter the results for all the parameters listed.

    - If a parameter is displayed and is not required, enter zero for that parameter result. Directions on how to delete this record are described below.
    - If a sample result is marked as ND (non-detect), the user must locate the MDL (Method Detection Limit) on the laboratory report, change the Result Qualifer to "<", enter the MDL value, and then again in the MDL column. Also, if the sample result is marked as "TRACE" amounts detected, change the Result Qualifer to "<", enter the most restrictive value (either PQL or MDL), and then again in the MDL column.

- If the sample result units do not match the units listed in SWARM, convert the result units by using the "Unit Conversions" table. Click the "Unit Conversions" hyperlink to view this table.
- If substitution of a parameter is allowed, enter zero for each "to-be-deleted" parameter result. Click "Save & Stay". A hyperlink will appear next to each parameter record ("delete"). Click the hyperlink to delete any parameters that are either not required or will be substituted. Click the "Select Parameter" button and enter the additional/substituted parameter on the parameter search screen. Click "Search". When a parameter appears, click the "Select" hyperlink under the "Action" column.





NOTE: Click the "Save & Stay" button any time a new screen will appear (e.g. "Select Parameter" screen).

- Enter the value for this parameter.

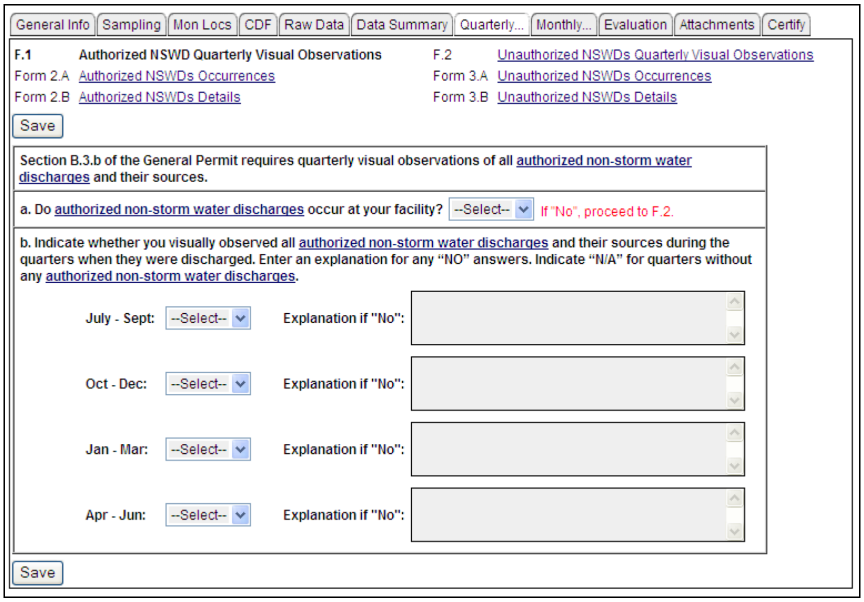
12. Click "Save & Stay". Repeat steps as needed.

NOTE: The following are instructions on each "Save" button:

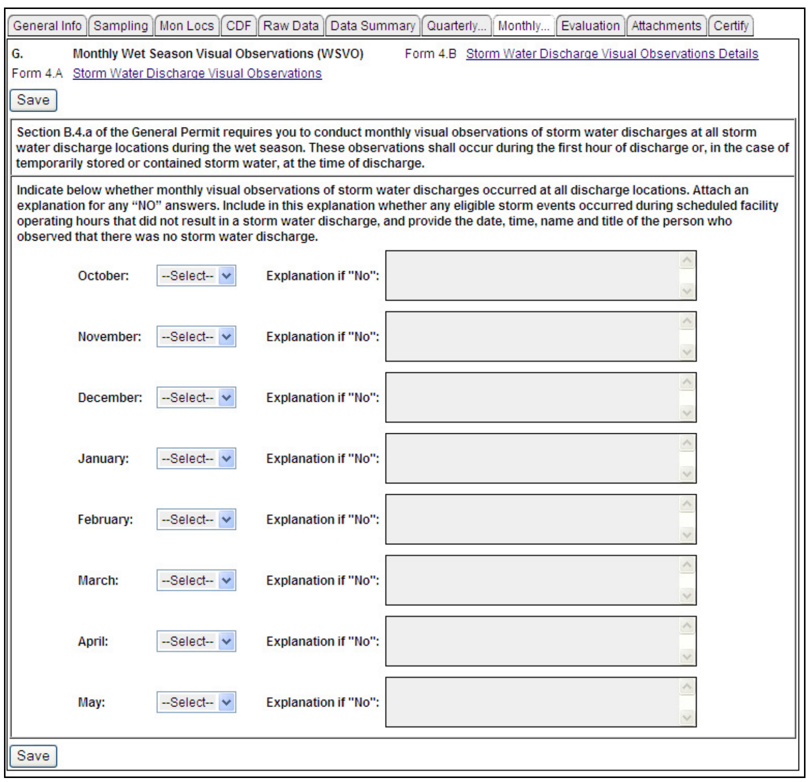
- "Save & Stay": Saves any changes that have been made on the screen and will remain on the screen.
- "Save & Add New Event": Saves any changes that have been made on the screen and clear the data fields for a new event record. This is to be used when multiple monitoring locations and/or events need to be entered.
- "Save & Back to List": Saves any changes that have been made on the screen and takes the user back to the "Create New Event" screen.

13. Click the "Data Summary" Tab to review data. Return to the "Raw Data" Tab if edits are necessary.

14. Click the "Quarterly" Tab. The system will flow through the section. Click "Save" after each question is answered.



15. Click the "Monthly" Tab. The system will flow through the section. Click "Save" after each question is answered.



16. Click the "Evaluation" Tab and enter the appropriate information.

General Info | Sampling | Mon Locs | CDF | Raw Data | Data Summary | Quarterly... | Monthly... | Evaluation | Attachments | Certify

H. Annual Comprehensive Site Compliance Evaluation (ACSCE) Checklist

I. ACSCE Evaluation Report - Form 5

J. ACSCE Certification

Save

1. Inspected Pollutant Sources and Industrial Areas

Section A.9 of the General Permit requires the facility operator to conduct one ACSCE in each reporting period (July 1- June 30). Evaluations must be conducted within 8-16 months of each other. The SWPPP and monitoring program shall be revised and implemented, as necessary, within 90 days of the evaluation. This checklist includes the minimum steps necessary to complete a ACSCE. Indicate whether you have performed each step below. Enter an explanation for any "NO" answers.

Have you inspected all potential pollutant sources and industrial activities areas? --Select--

If you answered "No", enter an explanation:

The following areas should be inspected:

- areas where spills and leaks have occured during the last year
- outdoor wash and rinse areas
- process/manufacturing areas
- loading, unloading, and transfer areas
- waste storage/disposal areas
- dust/particulate generating areas
- erosion areas
- building repair, remodeling, and construction
- material storage areas
- vehicle/equipment storage areas
- truck parking and access areas
- rooftop equipment areas
- vehicle fueling/maintenance areas
- non-storm water discharge generating areas

2. Reviewed SWPPP BMPs

Have you reviewed your SWPPP to assure that its BMPs address existing potential pollutant sources and industrial activities areas? --Select--

If you answered "No", enter an explanation:

3. Verified SWPPP Site Map is Up-to-Date

Have you inspected the entire facility to verify that the SWPPP's site map, is up-to-date? --Select--

If you answered "No", enter an explanation:

The following site map items should be verified:

- facility boundaries
- outline of all storm water drainage areas
- areas impacted by run-on
- storm water discharges locations
- storm water collection and conveyance system
- structural control measures such as catch basins, berms, containment areas, oil/water separators, etc.

4. Reviewed All General Permit Compliance Records

Have you reviewed all General Permit compliance records generated since the last annual evaluation? --Select--

If you answered "No", enter an explanation:

The following records should be reviewed:

- quarterly authorized non-storm water discharge visual observations
- monthly storm water discharge visual observation
- records of spills/leaks and associated clean-up/response activities
- quarterly unauthorized non-storm water discharge visual observations
- Sampling and Analysis records
- preventative maintenance inspection and maintenance records

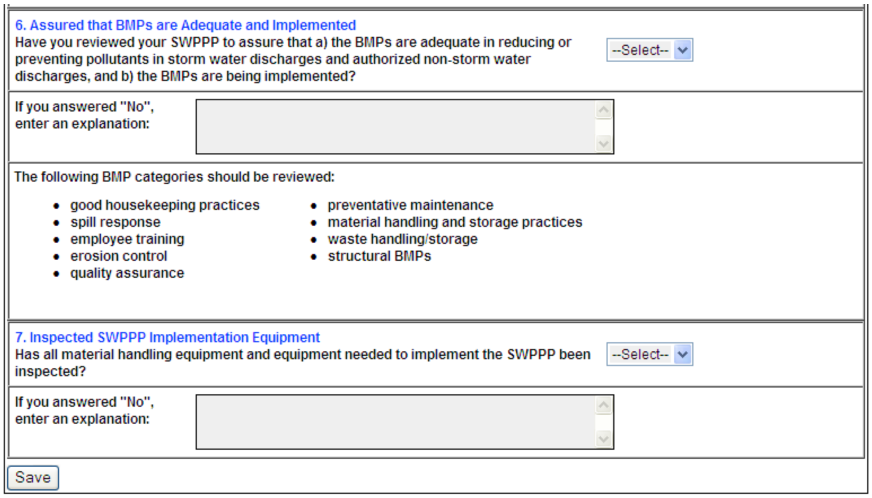
5. Reviewed Major Elements of SWPPP

Have you reviewed the major elements of the SWPPP to assure compliance with the General Permit? --Select--

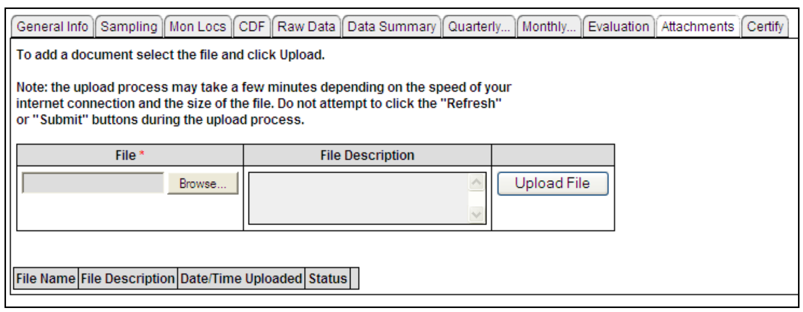
If you answered "No", enter an explanation:

The following SWPPP items should be reviewed:

- pollution prevention team
- list of significant materials
- description of potential pollutant sources
- assessment of potential pollutant sources
- identification and description of the BMPs to be implemented for each potential pollutant source



17. Click the "Attachments" Tab. Scanned or electronic documents required for the SWARM report are attached using this tab. A scanned or electronic version of the analytical results received from the lab <u>must</u> be attached to the annual report.

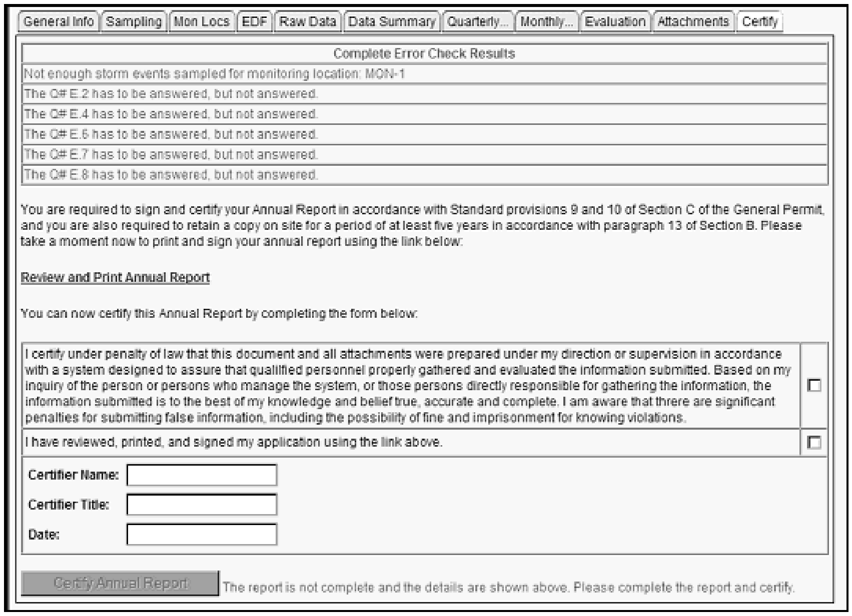


- Create a file(s) to attach and store it on a computer.
- Click the "Browse" button to find the file(s). Find and open the file to be linked.
- In the "File Description" field, describe the file to be attached and click the "Upload File" button.

NOTE: Uploaded files have a maximum size of 50 megabytes. Documents larger than this must be separated into separate files.

18. Click the "Certify" Tab. Click the "Perform Completion Check" button to check the annual report for errors.

- Any errors in the report that are recognized by the program will be displayed. The report will not be able to be submitted until all errors are corrected.



General Info | Sampling | Mon Locs | EDF | Raw Data | Data Summary | Quarterly... | Monthly... | Evaluation | Attachments | Certify

Complete Error Check Results
Not enough storm events sampled for monitoring location: MON-1
The Q# E.2 has to be answered, but not answered.
The Q# E.4 has to be answered, but not answered.
The Q# E.6 has to be answered, but not answered.
The Q# E.7 has to be answered, but not answered.
The Q# E.8 has to be answered, but not answered.

You are required to sign and certify your Annual Report in accordance with Standard provisions 9 and 10 of Section C of the General Permit, and you are also required to retain a copy on site for a period of at least five years in accordance with paragraph 13 of Section B. Please take a moment now to print and sign your annual report using the link below:

Review and Print Annual Report

You can now certify this Annual Report by completing the form below:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate and complete. I am aware that threre are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I have reviewed, printed, and signed my application using the link above.

Certifier Name:

Certifier Title:

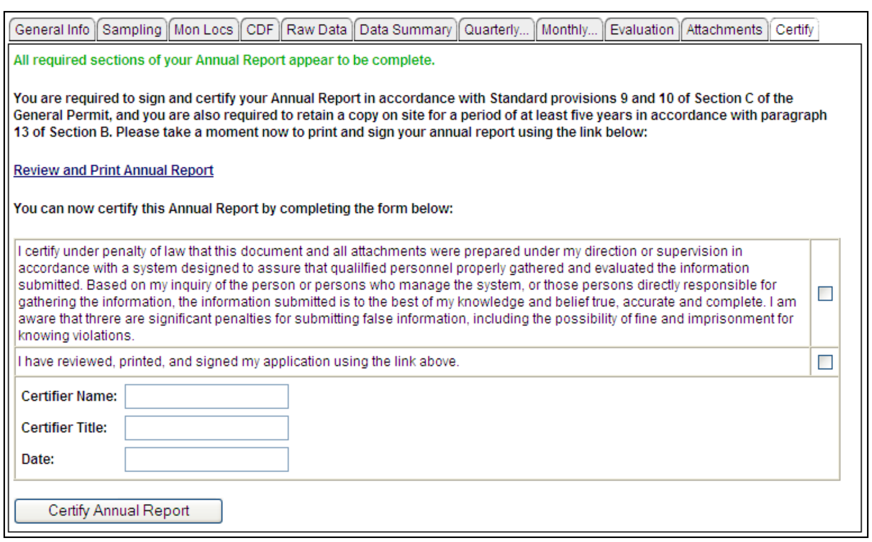
Date:

Certify Annual Report   The report is not complete and the details are shown above. Please complete the report and certify.

- Once all errors are corrected, click the "Review and Print Annual Report" hyperlink. A facility is required to maintain all records, including annual reports, on site for five years. Fill out the blank certification fields and press the "Certify Annual Report" button.

NOTE: The "Certify Annual Report" button will be grey-out if a Data Submitter is logged into the system, meaning the Data Submitter is not authorized to certify the annual report. The Legally Responsible Officer is the only individual authorized to certify an annual report.

NOTE: Once a report is certified and submitted, the information cannot be updated/changed by the discharger or Regional Board staff.



General Info | Sampling | Mon Locs | CDF | Raw Data | Data Summary | Quarterly... | Monthly... | Evaluation | Attachments | Certify

All required sections of your Annual Report appear to be complete.

You are required to sign and certify your Annual Report in accordance with Standard provisions 9 and 10 of Section C of the General Permit, and you are also required to retain a copy on site for a period of at least five years in accordance with paragraph 13 of Section B. Please take a moment now to print and sign your annual report using the link below:

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I have reviewed, printed, and signed my application using the link above.

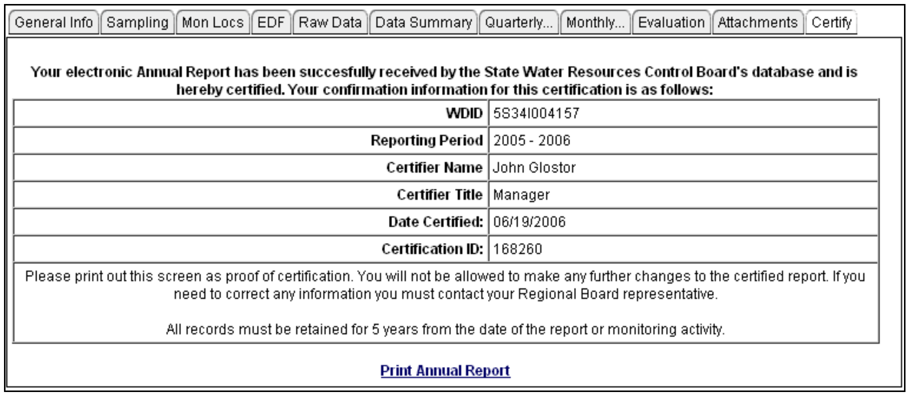
Certifier Name:

Certifier Title:

Date:

Certify Annual Report

- A confirmation screen will verify that the annual report was successfully submitted. Print out the screen as proof of electronic transmission and certification and include it with the printed annual report hard copy.



General Info | Sampling | Mon Locs | EDF | Raw Data | Data Summary | Quarterly... | Monthly... | Evaluation | Attachments | Certify

Your electronic Annual Report has been succesfully received by the State Water Resources Control Board's database and is hereby certified. Your confirmation information for this certification is as follows:

WDID	5S34I004157
Reporting Period	2005 - 2006
Certifier Name	John Glostor
Certifier Title	Manager
Date Certified:	06/19/2006
Certification ID:	168260

Please print out this screen as proof of certification. You will not be allowed to make any further changes to the certified report. If you need to correct any information you must contact your Regional Board representative.

All records must be retained for 5 years from the date of the report or monitoring activity.

Print Annual Report

NOTE: Once an annual report is certified and submitted, the option to print an additional copy of the submitted annual report is available by login back into CIWQS, selecting the facility, clicking the "Certify" tab, and then clicking the "Print Annual Report" hyperlink. This option is to be used only if there were problems with the facility's printer, or internet connection was severed, etc. Keep in mind that the facility's Legally Responsible Person was required to review, print, and sign the printed hard copy of the annual report.

NOTE: Failure to submit the requested information may result in enforcement action, including civil monetary penalties of up to $10,000.00 for each day of violation.