CIWQS Dischargers Users Guide

Part 2

The eSMR

3 eSMR Module
4 Uploading Data to CIWQS

3
eSMR Module

This chapter addresses the following information:

- Introduction to eSMR reports
- How to Find and Select a Report
- The Report Builder Tabs
- Submitting an eSMR

3.1 Introduction

CIWQS provides a vehicle for submitting periodic Self-Monitoring Reports (SMRs), as specified by Regulatory Measures (e.g., Orders). Security features allow all Dischargers to create and edit SMRs, while requiring a higher level of access for certification and submission – i.e., only to executive officers.

This module can be accessed through the CIWQS Main Menu or by using the Navigation drop-down menu found at the top of each page.

3.2 Selecting a Self Monitoring Report

Before data can be entered in a given report, you will first need to select the relevant Facility (if you are authorized to submit data for more than one facility) and Order. Selecting the *Submit/Review a Self-Monitoring Report (eSMR)* Module from the Main Menu will bring you to the *Select Facility* page if you are affiliated with multiple facilities or the *Select Order* page if you are only affiliated with one facility.

3.2.1 Select Facility Page

For Users who are affiliated with multiple Facilities, the first step in submitting an eSMR is selecting the Facility (a Place with “Facility” as its type) for which the report will be submitted. The table on the Select

Facility page shows a list of all of the Facilities you are associated with (Figure 3.1). Table 3.1 describes the table columns.

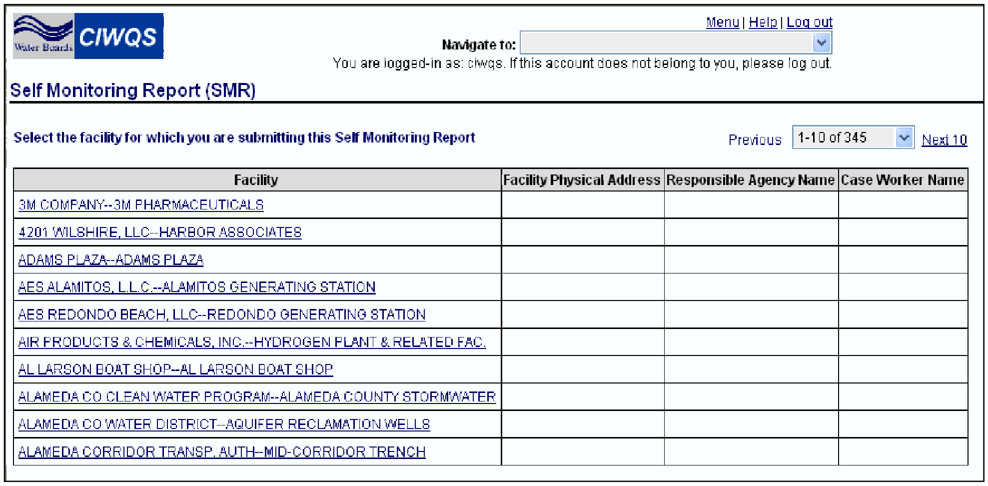


Figure 3.1 The Select Facility page

Table 3.1 Fields on the Select Facility page

Field Name	*Description*
Facility	Identifies the name of the Facility. Clicking on the name brings you to the Select Order page for the selected Facility.
Facility Physical Address	Indicates the physical address of the Facility, if one is available.
Responsible Agency Name	If a Facility has an associated Party with the role/relationship of "agency", the name of the Agency is displayed here. Nothing is shown if more than one Party has the role/relationship of "agency".
Case Worker Name	Shows the name of the Water Board Staff member assigned as the primary contact/case worker for this facility if one has been designated. Nothing is shown if more than one staff member is assigned as a case worker.

When you have found the appropriate Facility, click on the Facility name hyperlink to open the *Select Order* page for that Facility (Figure 3.2).

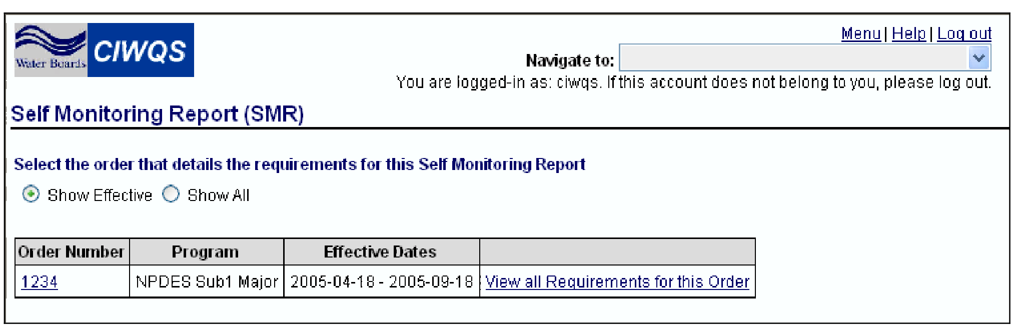


Figure 3.2 The Select Order Page

3.2.2 Select Order Page

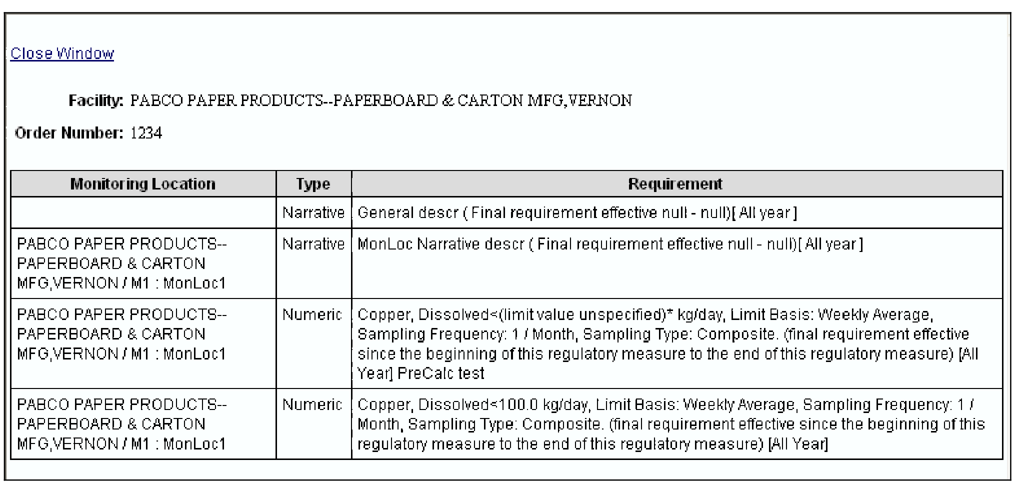
The table on the Select Order page shows all of the active Orders for the selected Facility. The radiobuttons above the table allow you to view all Orders (by selecting the "Show All" radiobutton) or only those Orders that are effective (by selecting the "Show Effective" radiobutton). Table 3.2 lists the Order table fields and provides a description of each.

Table 3.2 Fields on the Select Order Page

Field Name	*Description*
Order Number	Indicates the number of the Order. Clicking on the Order number brings you to the report selection page.
Program	Indicates the regulatory program related to the Order. If there are multiple associated programs, they are all shown.
Effective Dates	Indicates the dates for which the Order is in effect (start and end dates).
View All Requirements for this Order	Shows Order requirements. See description below.

View All Requirements Window

The "View All Requirements for this Order" Hyperlink will open a new window showing a listing, across all reports, of all narrative, limit/monitoring, and reporting Requirements in the Order (Figure 3.3). The Requirements table indicates the Monitoring Location, Type and details of the Requirement and is sorted first by Monitoring Location and then by Requirement type. Any Requirement that is associated with multiple Monitoring Locations will be listed multiple times.


Close Window

Facility: PABCO PAPER PRODUCTS--PAPERBOARD & CARTON MFG,VERNON

Order Number: 1234

Monitoring Location	Type	Requirement
	Narrative	General descr (Final requirement effective null - null)[All year]
PABCO PAPER PRODUCTS--PAPERBOARD & CARTON MFG,VERNON / M1 : MonLoc1	Narrative	MonLoc Narrative descr (Final requirement effective null - null)[All year]
PABCO PAPER PRODUCTS--PAPERBOARD & CARTON MFG,VERNON / M1 : MonLoc1	Numeric	Copper, Dissolved<(limit value unspecified)* kg/day, Limit Basis: Weekly Average, Sampling Frequency: 1 / Month, Sampling Type: Composite. (final requirement effective since the beginning of this regulatory measure to the end of this regulatory measure) [All Year] PreCalc test
PABCO PAPER PRODUCTS--PAPERBOARD & CARTON MFG,VERNON / M1 : MonLoc1	Numeric	Copper, Dissolved<100.0 kg/day, Limit Basis: Weekly Average, Sampling Frequency: 1 / Month, Sampling Type: Composite. (final requirement effective since the beginning of this regulatory measure to the end of this regulatory measure) [All Year]

Figure 3.3 View All Requirements Window

Click the "Close Window" hyperlink to close the View All Requirements window.

3.2.3 Select Reports Page

Selecting an Order Number from the table on the *Select Order* page will bring you to the *Select Reports* page (Figure 3.4). This page lists all Reports assigned to this Order and shows the status for each Report.

You will only have access to Reports that are Past Due or due in the Future. For In Progress Reports, the following rules apply:

1. If a Discharger started the In Progress report, the report can be opened and edited by any authorized User from that Discharger. A Water Board User cannot open he report until the report is marked Submitted.
2. If a Water Board User started the In Progress report, only Water Board Users with access to that Facility can open (and edit, if authorized) the report until the report is marked Completed ("Submitted").

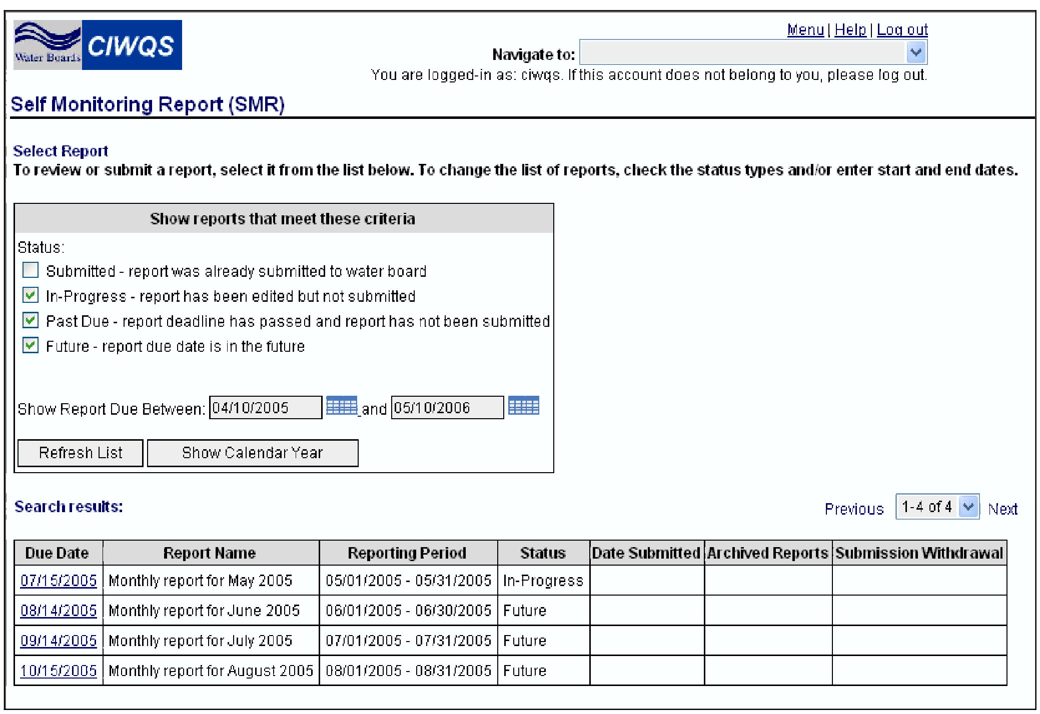


Figure 3.4 Select Reports Page

The Reports available for the selected Order can be filtered using the fields at the top of the page. Reports can be filtered based on their status

(Submitted, In Progress, Past Due, or Future) or by their due dates. Report status types are described in Table 3.3.

Table 3.3 Report status and accessibility

Report Status	*Description*
Past Due	The due date is prior to today
Future	The due date is today or later
In Progress	The report has been started, but not submitted (report status defaults to "In Progress" when it is first opened)
Submitted	The report has been submitted and has been locked against further updates

Click the "Refresh List" to refresh the table to view only those Reports that match the search criteria. Click the "Show Calendar Year" button to show only those Reports with due dates within the calendar year.

Table 3.4 lists the fields shown in the Reports table and provides a description of each. Reports are first sorted by status (In Progress, Past Due, Due, Submitted) and then chronologically by due date.

Table 3.4 Reports Table Fields and Descriptions

Field Name	*Description*
Due Date	Shows the due date for the report in MM/DD/YYYY format. Clicking on this link will open the Report Builder for the selected Report. Submitted Reports will be opened in read-only mode.
Report Name	Displays the name of the Report using the format: report type + reporting frequency (if repeating) + specific month or date (e.g., "monthly monitoring for January, 2004" or "Compliance Report for March 15, 2005").
Reporting Period	Shows the reporting period for the Report in MM/DD/YYYY-MM/DD/YYYY format.
Status	Displays the status for the Report.
Date Submitted	For Submitted Reports, the Submitted date is displayed.

Click the "Download Report" hyperlink in the *Archived Reports* field to open a window containing a PDF version of the Report. This feature is only available for Submitted Reports.

If you wish to withdraw a Report that has already been submitted, contact your Regional Water Board Case Manager.

When a Report is withdrawn, all data, such as violations (potential and confirmed), enforcement actions, penalties, etc. will remain in the system. These items must be manually rescinded.

☞ **If you wish to save a copy of the report prior to withdrawal, the PDF version should be printed or saved to another location.**

Click the hyperlink in the *Due Date* field to open the Report in the Report Builder for editing and submission. You will be prompted to verify that you wish to begin editing the selected Report. Click "OK" to begin editing the report and enter the Report Builder. Click "Cancel" to return to the Select Reports page.

☞ **Once you start editing a Report, its status is changed to "In Progress".**

3.3 Report Builder

The *Report Builder* page allows you to enter data for and submit Self Monitoring Reports. This page can be accessed by selecting a Report from the *Select Reports* page. The Report Builder is a multi-tabbed page. Each tab captures a related set of information about a Report.

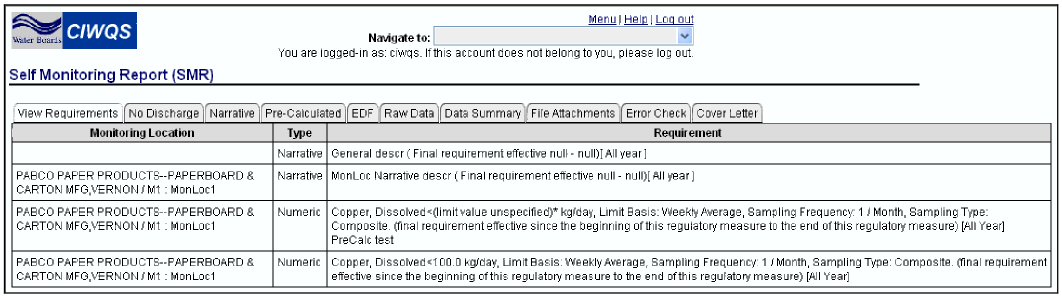
There are nine tabs on the Report Builder page:

- View Report Requirements Tab – Displays a Report showing all requirements for the selected Report (both narrative and numeric). This is the default tab when the report is first opened.
- No Discharge Tab – Allows the input of one or more Monitoring Locations that had no discharge during the reporting period and therefore require no results.
- Narrative Tab – Allows entry of results for requirements defined as "Narrative" in the Order/Permit.
- Pre-Calculated Tab – Allows for the entry of results for requirements defined as "Pre-Calculated" in the Order/Permit.
- EDF/CDF Tab - Allows for the uploading of raw data in electronic format.
- Raw Data Tab – Allows for the manual entry of raw data.

- Attachments Tab – Allows for the attachment of any file (e.g., digital photo, supporting word processing, PDF, diagram, etc.) to a submission.
- Error Check Tab - Runs several routines to determine potential compliance issues and other submission errors.
- Cover Letter Tab – Allows the submitter to create a cover letter for this submission.

3.3.1 View Report Requirements Tab

The View Report Requirements tab is the first page you will see when you open the Report Builder for a particular Report. This tab shows a complete list of both narrative and numeric Requirements for a Report (Figure 3.5).



Menu | Help | Log out
Navigate to:
You are logged-in as: ciwqs. If this account does not belong to you, please log out.
Self Monitoring Report (SMR)
View Requirements | No Discharge | Narrative | Pre-Calculated | EDF | Raw Data | Data Summary | File Attachments | Error Check | Cover Letter

Monitoring Location	Type	Requirement
	Narrative	General descr (Final requirement effective null - null)[All year]
PABCO PAPER PRODUCTS--PAPERBOARD & CARTON MFG,VERNON / M1 : MonLoc1	Narrative	MonLoc Narrative descr (Final requirement effective null - null)[All year]
PABCO PAPER PRODUCTS--PAPERBOARD & CARTON MFG,VERNON / M1 : MonLoc1	Numeric	Copper, Dissolved<(limit value unspecified)* kg/day, Limit Basis: Weekly Average, Sampling Frequency: 1 / Month, Sampling Type: Composite. (final requirement effective since the beginning of this regulatory measure to the end of this regulatory measure) [All Year] PreCalc test
PABCO PAPER PRODUCTS--PAPERBOARD & CARTON MFG,VERNON / M1 : MonLoc1	Numeric	Copper, Dissolved<100.0 kg/day, Limit Basis: Weekly Average, Sampling Frequency: 1 / Month, Sampling Type: Composite. (final requirement effective since the beginning of this regulatory measure to the end of this regulatory measure) [All Year]

Figure 3.5 View Report Requirements Tab

The Requirements displayed have been entered via the *Create/Maintain Regulatory Measures* Module. They are brought up automatically for use in the *eSMR* Module. Information for the displayed Requirements will be added and modified in the remaining tabs.

See Chapter 5 for more information on Regulatory Measures.

Requirements are sorted first by Monitoring Location and then by Requirement type.

3.3.2 No Discharge Tab

The No Discharge tab allows you to note that certain locations had no discharge during the reporting period and, therefore, compliance with items in the Order may not be required (Figure 3.6).

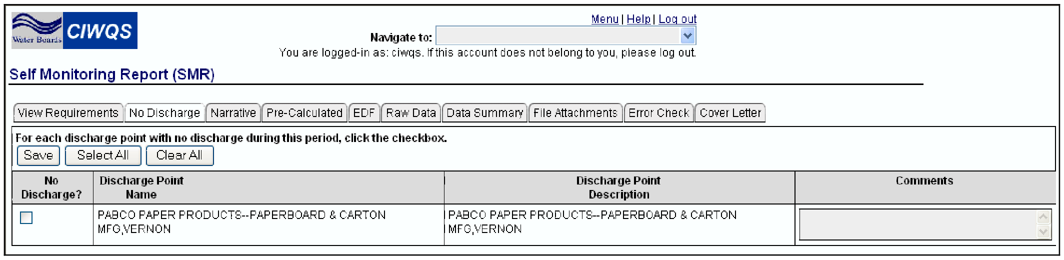


Figure 3.6 No Discharge Tab

The table shown lists the name and description of all Discharge Points associated with the Report (assigned via the *Regulatory Measures* Module).

Checking the box in the *No Discharge?* field indicates that there was no discharge for the indicated Discharge Point for the entire period. Optionally, comments can be added in the *Comments* field to explain the selection.

If all Discharge Points associated with a Monitoring Location are marked as "No Discharge" in a report, this means that the requirements associated with that Monitoring Location might not be applicable.

If a Monitoring Location has multiple associated Discharge Points and at least one of those Discharge Points had discharge for the reporting period, the requirements for that Monitoring Location are still applicable.

Partial-Period No Discharge

A partial reporting period with no discharge (called a "partial-period no discharge") is not indicated on this form. In cases where there was no discharge for a partial reporting period, results data must still be provided on the Narrative, Pre-Calculated, and Raw/EDF tabs (as described in the sections below).

Additional information should be attached to the eSMR (via the Attachments tab) to indicate a partial-period no discharge.

Click the "Select All" button to mark all associated Discharge Points as "No Discharge". Click the "Clear All" button to de-select all of the Discharge Points.

Click the "Save" button to update the record with the indicated "No Discharge" Points.

When you have entered or updated new information in the No Discharge Tab be sure to click the "Save" button at the top of the tab. Your data will be lost if you do not save the new information.

3.3.3 Narrative Requirements Tab

This tab allows you to respond to any Requirement that was defined as a Narrative Requirement (Figure 3.7). Narrative Requirements are typically for the entire Facility or general Requirements pertaining to the Order/Report, although some requirements may be defined for specific Monitoring Locations.

To begin entering information for the Narrative Requirements, you must first select a Monitoring Location from the dropdown menu at the top of the Tab (sorted alphabetically by identifier). This will retrieve the table to show only those narrative Requirements associated with the selected Monitoring Location. Alternatively, select "General" from the list to view all Requirements not associated with a specific Monitoring Location.

For maximum flexibility, even those Monitoring Locations indicated, as "No Discharge" will appear.

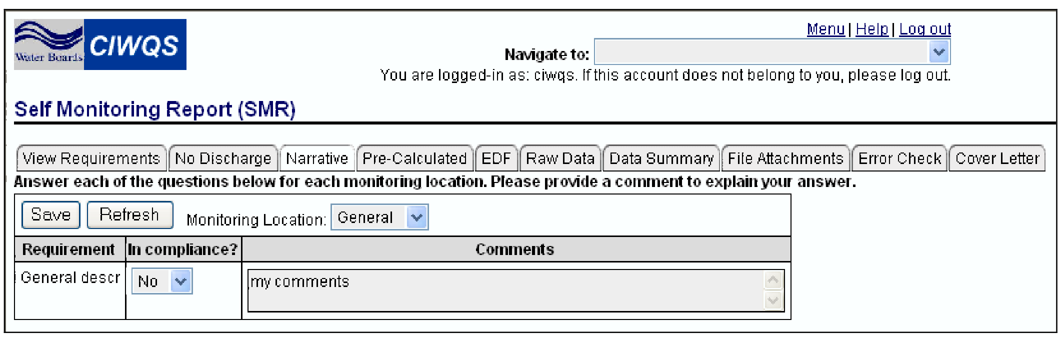


Figure 3.7 Narrative Requirements Tab

For each Requirement listed, select the appropriate value from the *In Compliance?* dropdown menu. There are three possible responses:

- Yes – Requirement was met
- No – Requirement was not met
- N/A – compliance was not required during this monthly reporting period (e.g., the Requirement states "When total monthly rainfall exceeds 15 inches…" and there has not been at least 15 inches of rainfall during this month).

Each row must have a value selected in the *In Compliance?* field in order to pass the error checks.

The *Comments* field is a free entry text field. This field is required for any Requirement with a “No” value in the *In Compliance?* field and optional if either of the other values is selected.

An Closer Look at Requirement Types

There are three basic types of Requirements:

- Narrative;
- Numeric/limits (including monitoring); and
- Reporting.

Narrative Requirements are text-based. They do not contain individual fields for various components and therefore cannot be automatically evaluated for compliance by the system. Most Narrative Requirements are created for the entire Regulatory Measure or Facility. In some cases, however, a Narrative Requirement may be written for a specific Monitoring Location.

Limit and Monitoring Requirements are closely related and so can be entered on a single form. These Requirements require the creation of Numeric Requirements, which define various limits. Limit/Monitoring Requirements are typically placed on a specific Monitoring Location.

Reporting Requirements are used by the system to determine what reports are due.

When you have finished entering data for the Narrative Requirements associated with the selected Monitoring Location (or “General” Requirements), click the “Save” button. You may then make another selection from the *Monitoring Location* dropdown menu to enter values for the Requirements associated with the other Monitoring Locations.

When you have entered or updated new information in the Narrative Tab be sure to click the “Save” button at the top of the tab. Your data will be lost if you do not save the new information.

3.3.4 Pre-Calculated Requirements Tab

The Pre-Calculated Requirements tab allows you to report data for Numeric Requirements that were marked as “Pre-Calculated” when they were created. This indicates that raw data (either manually entered or uploaded via EDF) cannot be used to determine compliance. This tab allows for the input of requirements that require you to enter summary-level data (Figure 3.8)

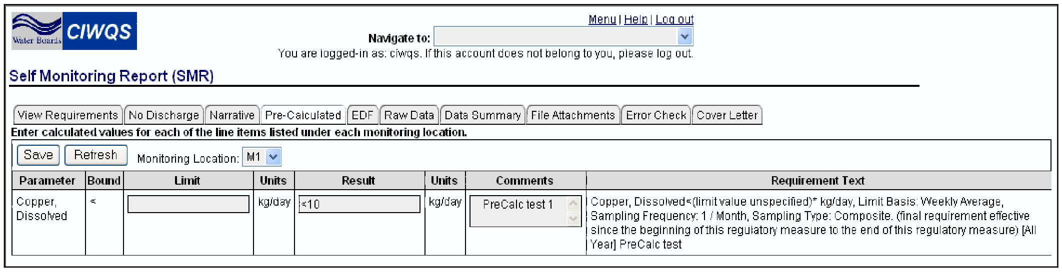


Figure 3.8 Pre-Calculated Requirements Tab

To begin entering information for the Pre-Calculated Requirements, you must first select a Monitoring Location from the dropdown menu at the top of the Tab (sorted alphabetically by identifier). Selecting a Monitoring Location will retrieve the table to show only those Pre-Calculated Requirements associated with the selected Monitoring Location. By default, the first Monitoring Location is shown.

Table 3.5 lists the fields shown in the Pre-Calculated Requirements table and gives a description of each.

Table 3.5 Fields in the Pre-Calculated Requirements Table

Field Name	*Description*
Parameter	Displays the Requirement’s parameter, as defined in the Order (e.g., “Arsenic”).
Bound	Indicates if this is an upper (<, <=) or lower (>, =>) bound Requirement.
Limit	Enter the calculated numeric limit. Where the system can extract a specific numeric limit from the Requirement, it will be displayed here and the field will be Read-Only.
Units	Indicates the units for the limit and results.
Result	Enter the actual Pre-Calculated Result. **The result must be in the same units as the limit.**
Comments	Enter text related to the Requirement. A comment is required for any Requirement where the limit/bound and result indicate possible non-compliance.

Because this is a Monitoring Location-specific data entry page, a list of all Pre-Calculated Requirements across all monitoring Locations will not be shown here. These can be viewed on the View Requirements Tab.

When you have finished entering data for the Requirements for the selected Monitoring Location, click the "Save" button. You may then make another selection from the *Monitoring Location* dropdown menu to enter values for the Requirements associated with the other Monitoring Locations.

Clicking the "Refresh" button will update the table if you select a new Monitoring Location from the dropdown menu.

When you have entered or updated new information in the Pre-Calculated Tab be sure to click the "Save" button at the top of the tab. Your data will be lost if you do not save the new information.

3.3.5 EDF/CDF Tab

The EDF/CDF tab allows you to upload raw data to CIWQS in Electronic Deliverable Format (EDF) or in CIWQS Data Format (CDF) (Figure 3.9). Hyperlinks on the page will direct you to web sites with additional information about the format and to tools that will aid in the transfer of data to CIWQS (through the SWRCB). This release of CIWQS will support EDF version 1.2i (July 2002).

CDF files will be converted to EDF files before they are uploaded to CIWQS.

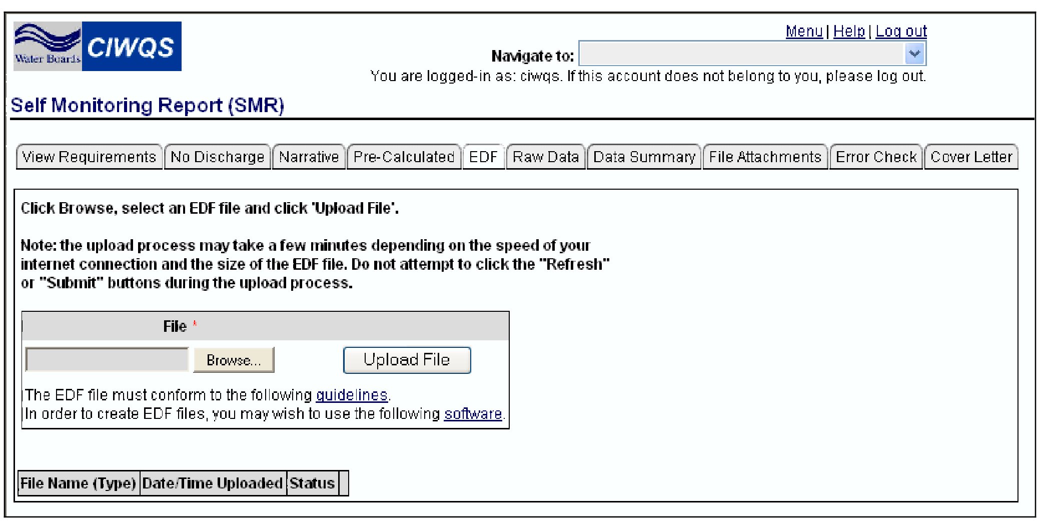


Figure 3.9 The EDF/CDF Tab

See Chapter 4 for a closer look at the Electronic Deliverable Format and how data can be uploaded to CIWQS

To upload a file, type a file location into the *File* field or click the "Browse" button to view the Choose File window (Figure 3.10). Navigate to the file you wish to upload and click the "Open" button to bring it to the EDF/CDF tab. The file location of the selected file will be shown in the *File* field.

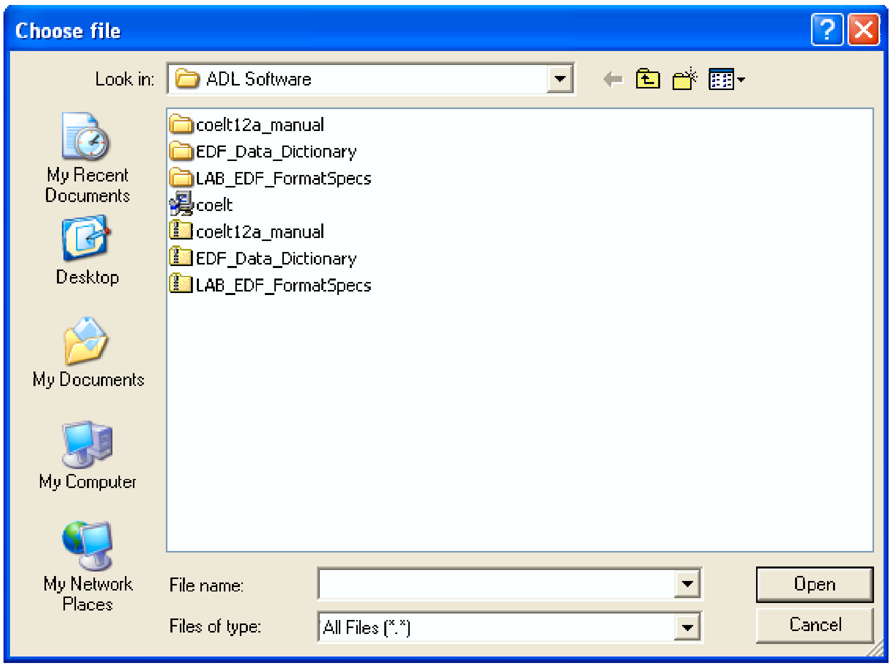


Figure 3.10 The Choose File Window

Click the "Upload File" button to upload the selected document to the EDF/CDF Tab.

Uploaded documents are displayed in the table. Here, the File Name, Date/Time Uploaded and Status of the EDF files are displayed. The table is sorted by file name.

Uploaded EDF files should be named in a manner which makes it clear what the file contains (e.g. Facility name and report date, lab name) and should end in ".zip". If multiple EDF files are uploaded, each must contain a unique name. EDF files uploaded to CIWQS should *not* be password encrypted.

The Document Status field will display "OK" if the file passes the CIWQS virus scanner. It will display "Unavailable" if the virus scanner detects that it may contain a virus.

An EDF file can be removed from the table by clicking the "Delete" hyperlink at the end of the row (only before the Report is Submitted).

Clicking on the file name will download the entire associated EDF file via your browser's standard file download capabilities.

3.3.6 Raw Data Tab

As an alternative to uploading data in EDF format, you can manually enter raw data via the Raw Data tab (Figure 3.11).

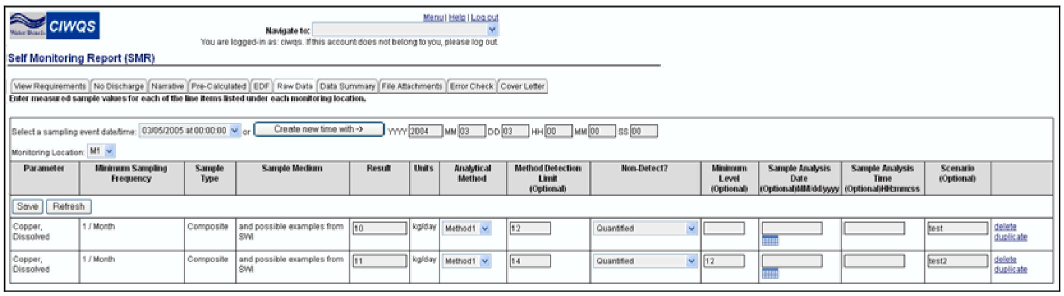


Figure 3.11 The Raw Data Tab

Create a Sampling Event

All raw data entries must be associated with a sampling event. Established sampling events will be listed in the dropdown menu at the top of the tab. To create a new sampling event, enter date and time information into the available fields and click the "Create New Time with ->" button. For example, to enter the Date/Time "05/17/2005 at 4:32:00" enter:

- "2005" in the YYYY field (for the year);
- "05" in the MM field (for the month);
- "17" in the DD field (for the day);
- "04" in the HH field (for the hour);
- "32" in the MM field (for the minutes); and
- "00" in the SS field (for the seconds).

Once you have selected/created a Date/Time, select a Monitoring Location from the *Monitoring Location* dropdown menu. Click the "Refresh" button to update the table with the Parameters associated with the selected Monitoring Location and sampling event. You can now enter raw data for that Location.

The table shown for any Monitoring Location will be auto-populated with the set of Parameters applicable for the given reporting period. Not all Parameters for an Order will be reported for every sampling period.

Table 3.6 lists the fields in the Parameter table and gives a description of each.

Table 3.6 Parameter Table Fields

Field Name	*Description*
Parameter	A Parameter row is automatically created for each Parameter that is specified in the Order for the selected Monitoring Location that could be sampled during the entered date/time sampling event.
Minimum Sampling Frequency	This field retrieves the required (by the Order) monitoring sampling frequency for the selected Monitoring Location and Parameter.
Sample Type	Shows the required (by the Regulatory Measure) sample type for the selected Monitoring Location and Parameter.
Sample Medium	Displays the required sample medium, as specified in the Requirement in the Regulatory Measure for the selected Monitoring Location and Parameter.
Result	Enter the measured result. If the sample measurement was below the detection limit, do not enter a value.
Units	Retrieves the required (by the Order) units for the selected Monitoring Location and Parameter. If the sampling was not performed in these units, you must manually convert before entering the data.
Analytical Method	Select the Analytical Method used from the dropdown menu.
Method Detection Limit (Optional)	Enter the method detection limit in the units specified for the Parameter. **This field is required if "Not Detected" is selected from the *Non-Detect?* field.**
Non-Detect?	If the sample was below the method detection limit, no result is entered and "Not Detected" is selected from the dropdown menu. The default value is "Quantified".
Minimum Level (Optional)	Enter the minimum level in the units specified for the Parameter.
Sample Analysis Date (Optional)	Enter the date the sample was analyzed in the format MM/DD/YYYY.
Sample Analysis Time (Optional)	Enter the time the sample was analyzed in the format HH:MM:SS.
Scenario (Optional)	Enter in the appropriate Scenario information.

It is your responsibility to ensure that the units used to report the sample are the same as the units specified in the Order. Failure to do so may result in errors (potential non-compliance events) being flagged in the system.

Parameter Scenarios

Parameter scenarios are described when the associated Order is created (via the Regulatory Measures Module). A scenario describes conditions for which a Parameter measurement will be in compliance. For example, a Requirement to monitor Lead may include the scenario, "when dilution is less than xxx". If the actual measurement is greater than the stated value in the scenario, the data will be marked as non-compliant.

The scenario text input via the Raw Data Tab must exactly match the scenario text entered for the Order.

Click the "delete" hyperlink to delete the Parameter row from the table. Deleting the row from the table does not remove it from the Order record. It simply indicates that no sample was taken for that Parameter during this reporting period.

Click the "duplicate" hyperlink to create a new row that contains the same Parameter, sampling frequency, sample type, sample medium, and units. This allows duplicate Parameters to be entered.

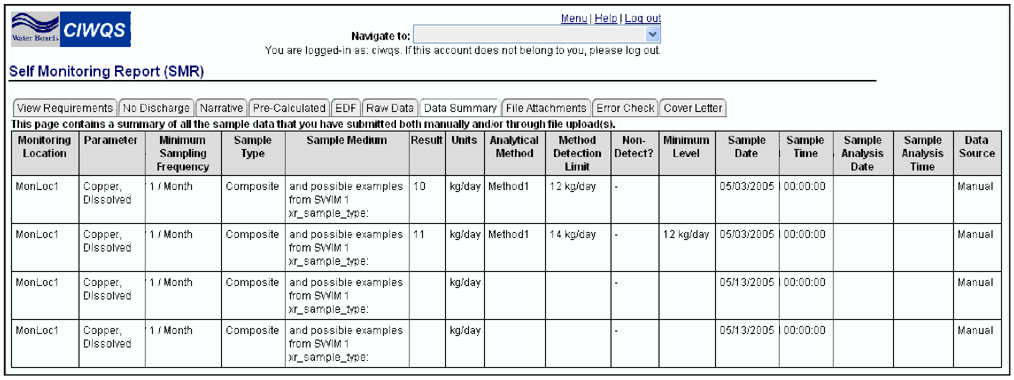
When you have finished entering data for the selected Monitoring Location, click the "Save" button. You may then make another selection from the *Sampling Time* and *Monitoring Location* dropdown menus (or create a new Sampling Time) to enter data for the Parameters associated with the other Monitoring Locations.

STOP

When you have entered or updated new information in the Raw Data Tab be sure to click the "Save" button at the top of the tab. Your data will be lost if you do not save the new information.

3.3.7 Sample Data Summary Tab

The Sample Data Summary tab allows you to review all uploaded and manually entered data in one read-only screen (Figure 3.12). No data entry is possible on this page.



Monitoring Location	Parameter	Minimum Sampling Frequency	Sample Type	Sample Medium	Result	Units	Analytical Method	Method Detection Limit	Non-Detect?	Minimum Level	Sample Date	Sample Time	Sample Analysis Date	Sample Analysis Time	Data Source
MonLoc1	Copper, Dissolved	1 / Month	Composite	and possible examples from SWIM 1 xr_sample_type:	10	kg/day	Method1	12 kg/day	-		05/03/2005	00:00:00			Manual
MonLoc1	Copper, Dissolved	1 / Month	Composite	and possible examples from SWIM 1 xr_sample_type:	11	kg/day	Method1	14 kg/day	-	12 kg/day	05/03/2005	00:00:00			Manual
MonLoc1	Copper, Dissolved	1 / Month	Composite	and possible examples from SWIM 1 xr_sample_type:		kg/day			-		05/13/2005	00:00:00			Manual
MonLoc1	Copper, Dissolved	1 / Month	Composite	and possible examples from SWIM 1 xr_sample_type:		kg/day			-		05/13/2005	00:00:00			Manual

Figure 3.12 The Sample Data Summary Tab

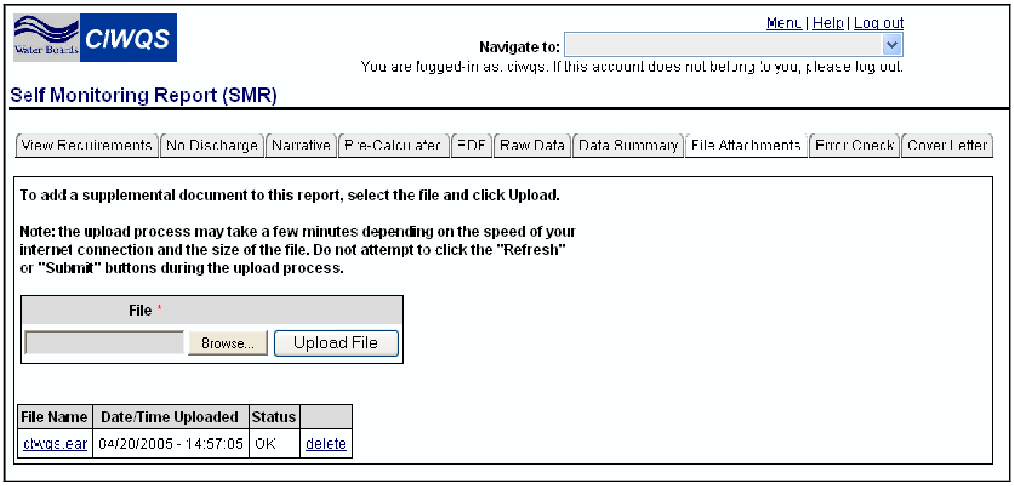
The table shows all data that has been reported for this eSMR. There are two key differences in the way data is displayed on this page (as opposed to how it is displayed on the Narrative, Pre-Calculated and Raw Data tabs):

1. The *Non Detect?* Field shows "-" for "no" and "ND" for "yes".
2. The *Data Source* field shows "manual" if the Raw Data tab was used for entry. If the data came from an EDF/CDF, this field shows the name of the uploaded file.

3.3.8 File Attachments Tab

The Attachments tab allows you to attach a file (e.g. word processing, graphics or photo, spreadsheet) to the sSMR (Figure 3.13). This tab can be used to add supporting information to the submission.

EDF and CDF files should be uploaded via the EDF/CDF tab, not through the attachments tab.



File Name	Date/Time Uploaded	Status	
ciwqs.ear	04/20/2005 - 14:57:05	OK	delete

Figure 3.13 The Attachments Tab

To add a file to the record, type a file location into the File field or click the "Browse" button to view the Choose File window (as in Figure 3.10). Navigate to the field you wish to upload and click the "Open" button to add it to the Attachments Tab. The file location of the selected file will be shown in the File field. Click the "Upload File" button to upload the selected file.

The *File Name*, Date/Time Uploaded and *Status* are shown for each uploaded file in the table. The table is sorted by file name.

A particular file name can be used only once per report.

An attachment can be removed by clicking the Delete from Submission link at the end of each row. Clicking on the file name will download the associated file via your browser's standard download capabilities.

This table can be viewed for any eSMR until it has been marked as Submitted.

3.3.9 Error Check Tab

The Error Check tab provides a way to check data before it is submitted for review. The Error Check tab serves four related functions:

1. Reviewing the data on the Narrative, Pre-Calculated, EDF and Raw Data tabs to ensure that required data is not missing and that certain mistakes were not made;
2. Flagging narrative and pre-calculated requirements that may not be in compliance;
3. Running computations on raw data (entered or uploaded as EDF files) to check compliance; and
4. Producing a report for review.

Further information about the details of an Error check can be found in Appendix A.

Data that does not pass the Error Check is flagged as a non-compliance event and is displayed in the table on the Error Check tab (Figure 3.14). Non-compliance events are classified as Narrative, Numeric or Reporting.

The Error Check must be run before an eSMR can be submitted. When the Error Check tab is first viewed, no errors will be reported in the table. To run the Error Check, click the "Check Report for Errors" button. This will initiate the check and populate the Error Report table with any errors encountered.

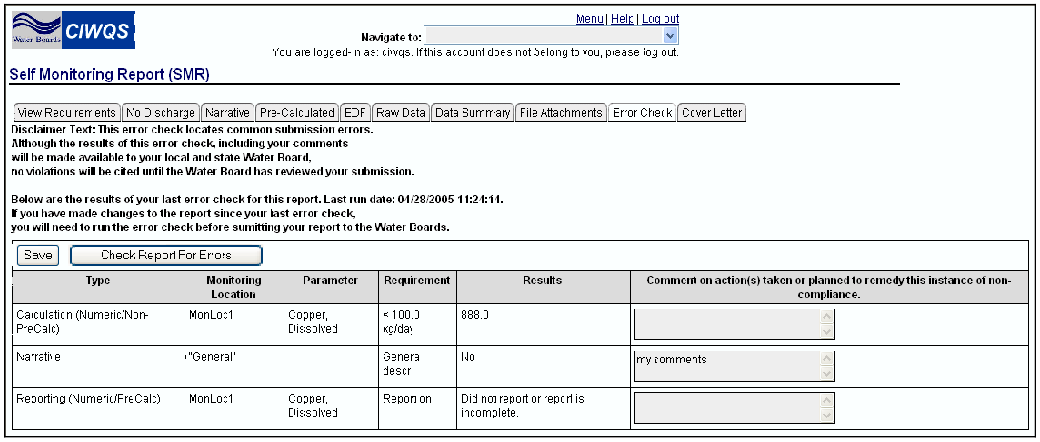


Figure 3.14 The Error Check Tab

Running the Error Check will delete any comments entered in previous checks.

Table 3.7 lists the fields in the Error Report table and gives a description of each.

Table 3.7 Fields of the Error Report Table

Field Name	*Description*
Type	Displays the type of error encountered (narrative, numeric or reporting).
Monitoring Location	Shows the Monitoring Location ID where the error occurred
Parameter	Indicates the Parameter (if any) of the Requirement.
Requirement	Shows the text of the Requirement or a description of the expected results.
Results	Displays the results that caused the error. For narrative requirements, this is the text (comments) entered by the User. For (pre-calculated) limit requirements, this is the value entered by the User. For (system calculated based on raw data) limit requirements, this is the calculated value. For other requirements, this is the applicable value or text.
Comments	Enter information about the error, including reasons, how the error is being remedied, etc.

When you have entered or updated new information in the Error Check Tab be sure to click the "Save" button at the top of the tab. Your data will be lost if you do not save the new information.

3.3.10 Cover Letter Tab

The Cover Letter tab performs two functions: it allows you to add a cover letter to the eSMR submission and provides a gateway to the Certify and Submit page where you will formally submit the eSMR, and all of its related data, for review (Figure 3.15).

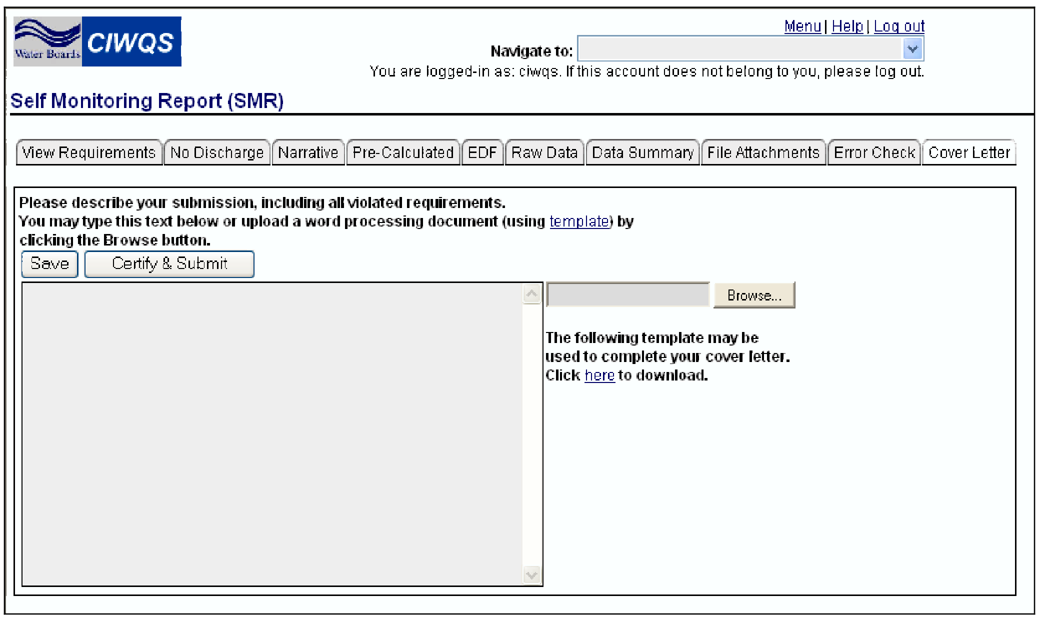


Figure 3.15 The Cover Letter Tab

The Cover Letter

The cover letter is a vehicle for providing additional or supplementary information regarding the eSMR submission. Text can be input directly into the text box shown on the first page of the Cover Letter Tab or it can be uploaded as a text file.

You will also have the option of downloading a template cover letter. The link to the template is provided at the top of the tab as a hyperlink. Clicking on this hyperlink will initiate the download of the document to your computer.

To upload a document, type the file name and location into the field next to the large text field or click the "Browse" button to locate the file on your computer.

When you have entered or updated new information on this first page of the Cover Letter Tab be sure to click the "Save" button at the top of the tab. Your data will be lost if you do not save the new information.

Certify and Submit

The Certify and Submit feature of the Cover Letter Tab allows you to submit the eSMR to the appropriate Water Board for review. This page functions as an electronic signature for submission of eSMRs.

Only authorized staff can submit an eSMR for a facility. Non-authorized users will not be granted access to this page.

To submit the eSMR, click the "Certify & Submit" button, located next to the "Save" button at the top of the Cover Letter tab.

Before you attempt to submit an eSMR, the following conditions must be met:

1. The Error Check must have been run at least once;
2. No data has changed since the last time the Error Check was run; and
3. The date the Error Check was last run is the same as today's date.

If any of these conditions is not met, you will receive the error message: "You must check/re-check for errors before certifying and submitting" and access to the Certify and Submit page will be refused.

If you have met all of the conditions, you will be granted access to the Certify and Submit page (Figure 3.16).

You will be asked to enter you full legal name (the same one used for registration purposes), title, and the location from which the form is being submitted ("Executed at" field). The "Executed On" date will be pre-populated by the date and time when the user entered the form. The Certify and Submit button will not be enabled until all four fields are filled out.

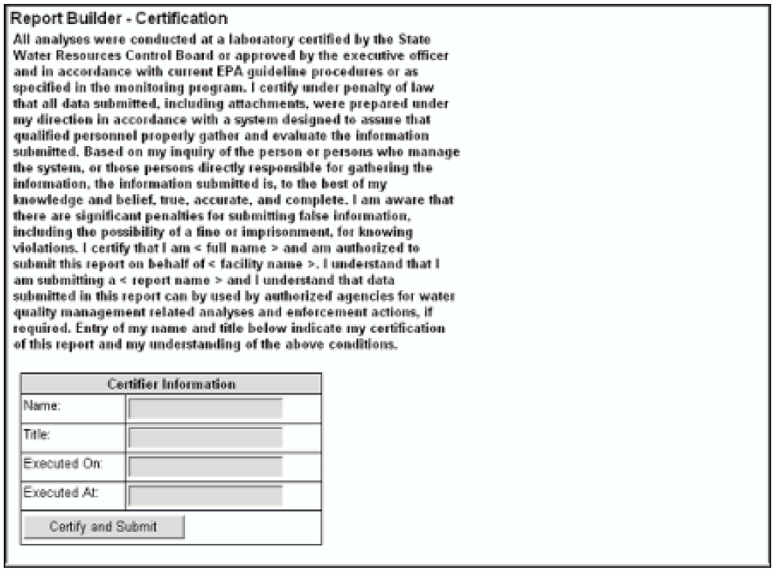


Figure3.16 The Certify and Submit Page

When you have entered data in all four fields, click the "Certify and Submit" button to submit the eSMR. If your submission is successful, you will receive a certification message with a receipt number for the submission (Figure 3.17).

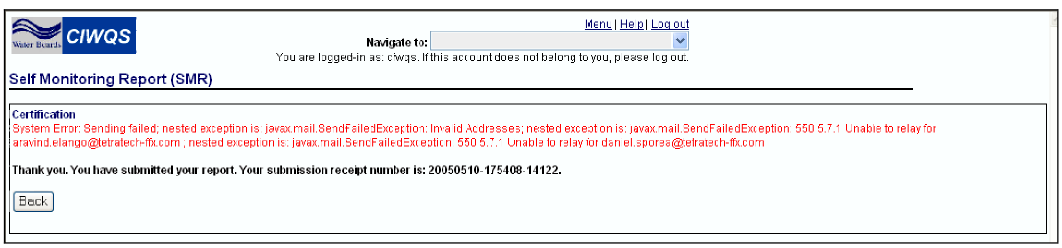


Figure 3.17 Certification Message

3.3.11 Important Information Regarding Data Submission

Once a report is certified and submitted, the system locks the data in the report, generates a PDF version, and makes the data available in read-only mode to both the Discharger and authorized Water Board staff. An e-mail receipt is sent to the submitting Discharger and Water Board case manager with the following text:

This e-mail is to confirm receipt of your <report name, including due date>, in accordance with the requirements of Order <Order Number>. This report was submitted for <facility name> on <date/time> by <name of user certifying>. *If you need to contact your local Water Board, your case manager is <case manager's name> (<phone number>).*