



Fact Sheet

Local Agency Reporting of Groundwater Monitoring Data Onsite Wastewater Treatment Systems Policy (OWTS Policy)

This fact sheet provides assistance to local agencies required to submit local agency generated surface water or groundwater monitoring data pursuant to the Water Quality Control Policy for Siting, Design, Operation and Maintenance of Onsite Wastewater Treatment Systems (OWTS Policy). Adopted by the State Water Resources Control Board in June 2012, the OWTS Policy authorizes local agencies (e.g., county environmental health departments) to issue OWTS permits. It also establishes certain monitoring and reporting requirements.

The OWTS policy is available at: [Link to OWTS Policy](https://www.waterboards.ca.gov/water_issues/programs/owts/docs/owts_policy.pdf). <https://www.waterboards.ca.gov/water_issues/programs/owts/docs/owts_policy.pdf>.

OWTS Policy section 9.3.3 requires a local agency with an approved local agency management program (LAMP) to submit all local agency generated groundwater monitoring data for inclusion into GeoTracker. All local agency generated surface water monitoring data is required to be submitted to the California Environmental Data Exchange Network (CEDEN). All data shall be submitted by February 1 each year. Information on how to submit the data for each system is provided below.

Groundwater Data Submittals - GeoTracker

Local agency generated groundwater data related to the OWTS Policy shall be submitted to the Regional Water Board in electronic deliverable format (EDF). EDF is a comprehensive data standard designed to facilitate the transfer of electronic files between data producers and users. Because GeoTracker requires an associated global identification number to upload data, and staff anticipate most OWTS Policy related groundwater data uploads to be isolated events (e.g., at the time of a real estate transfer), a simplified method to upload groundwater data to GeoTracker is described herein.

Local agencies shall ensure that the analytical laboratory selected to perform the sample analysis will produce the results in EDF. The EDF file shall be transmitted electronically to the Regional Water Board as part of the local agency's annual report. Regional Water Boards will provide the EDF file to the State Water Board for uploading to GeoTracker. Additional information regarding EDF is available on the GeoTracker webpage at: [EDF Information](https://www.waterboards.ca.gov/ust/electronic_submittal/index.shtml) <https://www.waterboards.ca.gov/ust/electronic_submittal/index.shtml>. Two special procedures shall be employed regarding the EDF file:



- The “field point name¹” shall be the physical site address, number and street name with no spaces (e.g., if the address is 123 Main Street, the field point name should be 123mainst).
- The “global identification number²” shall be left blank. State Water Board staff will add a proxy global identification number before uploading the data to GeoTracker.

Surface Water Data Submittals - CEDEN

Local agency generated surface water data related to the OWTS Policy shall be submitted to CEDEN in a surface water ambient monitoring program (SWAMP) comparable format. Data is submitted to CEDEN through one of three regional data centers. Specific instructions and contact information is available at: [CEDEN Information](http://ceden.org/about_us.shtml) <http://ceden.org/about_us.shtml>.

For more information contact:

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¹ Field point names recorded on chain of custody forms for monitoring groundwater are typically the name of a monitoring well (e.g., MW-1). Using the site address substitutes for a well name.

² Global ID numbers are appropriate for sites that are involved in regulatory monitoring or cleanup activities (e.g., petroleum fuel tank leak sites). An alternative method to address global IDs was developed to address the OWTS Policy requirements.