



# Fact Sheet

## Local Agency Monitoring and Reporting Requirements Onsite Wastewater Treatment Systems Policy (OWTS Policy)

This fact sheet provides assistance to local agencies required to submit monitoring reports to the Regional Water Quality Control Board (Regional Water Board). The State Water Resources Control Board (State Water Board) adopted the Water Quality Control Policy for Siting, Design, Operation and Maintenance of Onsite Wastewater Treatment Systems (OWTS Policy) for wastewater treatment systems in June 2012. The OWTS Policy authorizes local agencies (e.g., county environmental health departments) to issue OWTS permits. All local agencies that issue OWTS permits are required to report information to the Regional Water Board on February 1 each year. The OWTS Policy is available at:

[https://www.waterboards.ca.gov/water\\_issues/programs/owts/board\\_adopted\\_policy.html](https://www.waterboards.ca.gov/water_issues/programs/owts/board_adopted_policy.html)

### Tier 1 Local Agencies

Local agencies that do not have an approved local agency management program (LAMP) are only required to report the information listed in OWTS Policy section 3.3.

### Tier 2 and 3 Local Agencies

Local agencies implementing a Regional Water Board approved LAMP are required to report the information listed in OWTS Policy section 3.3 and section 9.3. Additional monitoring and reporting requirements may exist in the local agency's LAMP, advanced protection management program (APMP), and/or total maximum daily load (TMDL) monitoring specified by the Regional Water Board.

Tier 2 local agencies are also required to:

- Maintain a water quality assessment program described in OWTS Policy section 9.3.2. The water quality assessment shall be submitted on Feb. 1 every fifth year after the date of the Regional Water Board LAMP approval.
- Submit groundwater monitoring data generated by the local agency to Geotracker in electronic deliverable format (EDF) as described in OWTS Policy section 9.3.3. Information about EDF data submittal is available at: [https://www.waterboards.ca.gov/ust/electronic\\_submittal/](https://www.waterboards.ca.gov/ust/electronic_submittal/). Contact your Regional Water Board representative for further information.
- Submit surface water monitoring data generated by the local agency to the California Environmental Data Exchange Network (CEDEN) as described in OWTS Policy section 9.3.3. Information about submitting data to CEDEN is available at: [http://www.ceden.org/ceden\\_submitdata.shtml](http://www.ceden.org/ceden_submitdata.shtml). Contact your Regional Water Board representative for further information.

### State Water Board Template Forms

To assist local agencies in submitting the required monitoring reports, the State Water Board has developed template forms addressing the requirements of OWTS Policy section 3.3 and 9.3. The forms are provided in a Microsoft Excel workbook. The workbook contains four worksheets, each titled



consistent with the OWTS Policy section number. The workbook, and an example monitoring report in portable document format (pdf), are available at:

- [Monitoring/reporting workbook template](#)
- [Example monitoring/reporting workbook](#)

OWTS Policy Program Webpage

Additional information on the OWTS Policy is available at:

[https://www.waterboards.ca.gov/water\\_issues/programs/owts/index.html](https://www.waterboards.ca.gov/water_issues/programs/owts/index.html)

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