

**SANITARY SEWER SYSTEMS GENERAL ORDER
ORDER 2022-0103-DWQ**

**GUIDANCE FOR SUBMITTING AND CERTIFYING THE SEWER
SYSTEM MANAGEMENT PLAN (SSMP)
IN THE
CALIFORNIA INTEGRATED WATER QUALITY SYSTEM (CIWQS)**



Last Revised: August 2024

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Submitting Sewer System Management Plans (SSMPs) in the Online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database

Per Attachment E1, Section 3.11. of General Order 2022-0103-DWQ, the Enrollee must upload the system's SSMP to the CIWQS Sanitary Sewer System Database (<https://ciwqs.waterboards.ca.gov>) every six years following the last plan update due date. A Legally Responsible Official (LRO) must certify the SSMP.

A new Enrollee is required to upload and certify its SSMP within 12 months of its Application for Enrollment approval date. Future updates must follow a six-year interval from the date of the initial submission.

If electronic submission is impeded by format or size limitations, the LRO must provide a link to the updated plan on the Enrollee's website.

How to Upload an SSMP

1. Log into the CIWQS website at:

<https://ciwqs.waterboards.ca.gov/>

2. Enter your user account credentials and click on the “Login” button.

NOTE: Sharing user account information amongst staff is prohibited. CIWQS may remove all reports certified by incorrect users.

3. Once logged into your CIWQS user account, click on the “Sanitary Sewer Systems” link under the Main Menu.

NOTE: If you represent more than one sanitary sewer system, from the dropdown menu, select the sanitary sewer system for which you will be reporting data. Click the “Continue” button.

4. Click on the “Sewer System Management Plan Upload” link.

- [Annual Report](#) ?
A new Enrollee shall complete and submit its first certified Annual Report within 30 days of obtaining a CIWQS account; All subsequent Annual Reports are due by April 1 of each year.
- [Internal Audit Report Upload](#) ?
The Legally Responsible Official shall submit an audit report into the online CIWQS Sanitary Sewer System Database per the requirements in section 3.10 of Attachment E1 of the General Order.
- [Sewer System Management Plan Upload](#) ?
Plan updates are due within every six years after the last Plan update due date.
New Enrollees: The Plan shall be uploaded and certified within 12 months of the Application for Enrollment approval date. This establishes the last Plan update due date.
Continuing Enrollees: The last Plan update due date was established under the 2006 Order. All subsequent Plan updates are due within every six years after the last Plan update due date.
- [New Spill Report](#) ?
Submit individual spill reports for Category 1, Category 2 and Category 3 spill events.
- [New Category 4 and Enrollee-owned/operated Lateral Spill Report](#) ?
Submit spill reports for Category 4 and Enrollee-owned/operated lateral spill events.

5. You will be directed to the SSMP List page. On this page you can:

- Submit and certify an SSMP by clicking on “Submit/Certify.”
- View history of previously submitted SSMPs by clicking “View Previous SSMP” button.

Sanitary Sewer Systems General Order – SSMP [Back to Sanitary Sewer Systems Main Menu](#)

Sanitary Sewer System: _____ Agency: _____
 Regional Board: _____ WDID: _____

In order to access previous submission of SSMP's, click on "View Previous SSMP" button: [View Previous SSMP](#)

Notes:

- The SSMP report will be enabled when the SSMP period is started and will be available until SSMP is Certified.
- Once the SSMP is Certified, no further changes are allowed (even when SSMP period is valid)

SSMP ID	SSMP Period	SSMP Type	Report Due Date	Report Status	Report Certification Date	Certified By	Notes	No of Document	Submit/Certify
728	08/03/2019 - 08/02/2025	6-Year	08/02/2025	Not Started					Submit/Certify
1362	08/03/2025 - 08/02/2031	6-Year	08/02/2031	Not Started					Submit/Certify

- To upload the Sewer System Management Plan, click the “Submit/Certify” button. You will be redirected to the “SSMP Certification” screen.

Sanitary Sewer Systems General Order – SSMP Certification [Back to Sanitary Sewer Systems Main Menu](#)

Sanitary Sewer System: _____ Agency: _____
 Regional Board: _____ WQID: _____

Upload SSMP Documents (multiple documents may be uploaded)

File Name *	Document Type *	Date of Document * ?	File Description
Choose File No file chosen			

[Add New Row](#)

SSMP Attachments

File Name	Document Type *	Document Date	File Description	Uploaded Date/Time	Status	Delete
No records found.						

Plan URL: _____

Plan Upload Note: * _____
1000 characters remaining.

Password Verification: * _____

* I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge and belief, the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Note: All fields marked in red (*) are required. Please select the checkbox above and enter your password to certify this report.

[Certify](#) [Cancel and Go back to SSMP screen](#)

NOTE: Questions with “*” are required to be answered before the LRO can certify.

- Click the “Choose File” button to locate your SSMP file in Word or PDF format.

Upload SSMP Documents (multiple documents may be uploaded)

File Name *	Document Type *	Date of Document * ?	File Description
Choose File No file chosen			

[Add New Row](#)

- For Document Type, select “Sewer System Management Plan” if you are uploading the SSMP. If you are uploading additional information related to the uploaded SSMP, select “Other”.

Upload SSMP Documents (multiple documents may be uploaded)

File Name *	Document Type *	Date of Document * ?	File Description
Choose File Happy Shores SSMP.pdf	<div style="border: 2px solid red; padding: 2px;"> Other Sewer System Management Plan </div>		

[Add New Row](#)

9. For Date of Document, select the date of the document. The date of the document is when the document was last updated.

Upload SSMP Documents (multiple documents may be uploaded)

File Name *	Document Type *	Date of Document * ?	File Description
Choose File Happy Shores SSMP.pdf	Sewer System Management Plan	08/16/2024	

⊕ Add New Row

— SSMP Attachments

(1 of 1)

File Name	Document Type *	Document Date	File Description	Date/Time	Status	Delete

10. Add a File Description for the document. For example: “SSMP Update 2024”. If you select “Other”, explain what the uploaded document is.

Upload SSMP Documents (multiple documents may be uploaded)

File Name *	Document Type *	Date of Document * ?	File Description
Choose File Happy Shores SSMP.pdf	Sewer System Management Plan	08/16/2024	Happy Shores SSMP Update

⊕ Add New Row

11. If you are uploading other documents in addition to SSMP, click the “Add New Row” button.

Upload SSMP Documents (multiple documents may be uploaded)

File Name *	Document Type *	Date of Document * ?	File Description
Choose File Happy Shores SSMP.pdf	Sewer System Management Plan	08/16/2024	Happy Shores SSMP Update

⊕ Add New Row

12. Complete Steps 8 through 12, as necessary.

Upload SSMP Documents (multiple documents may be uploaded)

File Name *	Document Type *	Date of Document * ?	File Description
Choose File Happy Shores SSMP.pdf	Sewer System Management Plan	08/16/2024	Happy Shores SSMP Update
Choose File No file chosen			

+ Add New Row

13. If the electronic document format or size capacity prevents the electronic upload of the document(s), provide a link to the document on the Enrollee’s website in the “Plan URL” field.

Plan URL:

14. Provide a note in the “Plan Upload Note” field.

Plan Upload Note: * 918 characters remaining.

NOTE: The note needed is a description of the Sewer System Management Plan being uploaded.

15. Reenter your password.

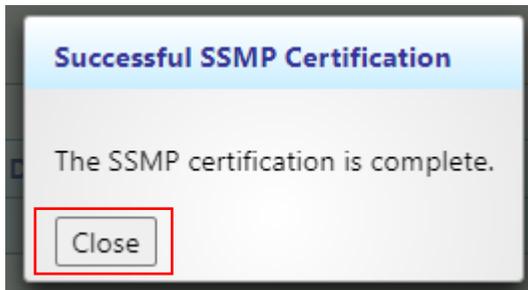
Password Verification: *

16. Read the certification statement, check the box if you agree, and click the “Certify” button.

I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge and belief, the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Note: All fields marked in red (*) are required. Please select the checkbox above and enter your password to certify this report.

17. Once the “Certify” button is clicked, the certification has been completed. A message will pop up confirming that the certification was successful. Click the “Close” button.



How to Amend a Certified Sewer System Management Plan

To amend a certified Sewer System Management Plan, the LRO must send an email to SanitarySewer@waterboards.ca.gov and request that State Water Board staff return the certified SSMP to an editable status for modifications. The LRO must provide justification for the amendment.

How to View Previously Submitted Sewer System Management Plans and History

1. Follow steps 1 to 5, above.
2. Click the “View Previous SSMP” button to see the history of previously submitted SSMPs.

Sanitary Sewer Systems General Order – SSMP [Back to Sanitary Sewer Systems Main Menu](#)

Sanitary Sewer System: _____ Agency: _____
 Regional Board: _____ WQID: _____

In order to access previous submission of SSMP's, click on "View Previous SSMP" button **View Previous SSMP**

Notes:

- The SSMP report will be enabled when the SSMP period is started and will be available until SSMP is Certified.
- Once the SSMP is Certified, no further changes are allowed (even when SSMP period is valid)

SSMP ID ⇅	SSMP Period	SSMP Type ⇅	Report Due Date ⇅	Report Status ⇅	Report Certification Date ⇅	Certified By ⇅	Notes ⇅	No of Document ⇅	Submit/Certify
728	08/03/2019 - 08/02/2025	6-Year	08/02/2025	Not Started					Submit/Certify
1362	08/03/2025 - 08/02/2031	6-Year	08/02/2031	Not Started					Submit/Certify

- Click the “View History” button to see more detail on previously submitted SSMPs.

Sanitary Sewer Systems General Order – SSMP [Back to Sanitary Sewer Systems Main Menu](#)

Sanitary Sewer System: _____ Agency: _____
 Regional Board: _____ WQID: _____

Certification Summary

Next Plan Update Due Date
 Last Plan Update Due Date
 Last Plan Updated By
 Last Plan Updated Note

[View History](#) [Update Plan Now](#)

File Name	Document Type	Document Date	File Description	Date/Time Uploaded	Status
					OK
					OK
					OK

NOTE: The table located on the “View Previous SSMP” page contains details about each uploaded document, including the File Name, Document Type, Document Date, File Description, Upload Date and Time, and a Status indicator that confirms whether the upload was successful.

- Click on the “Return to main Plan page” button to return to the “View Previous SSMP” page.

Sanitary Sewer Systems General Order – SSMP [Back to Sanitary Sewer Systems Main Menu](#)

Sanitary Sewer System: _____ Agency: _____
 Regional Board: _____ WQID: _____

Plan Certification Date	Order	Certified By	Certification Note	Plan URL

(1 of 1) Display 60 per page

[Return to main Plan page](#)