SANITARY SEWER SYSTEMS GENERAL ORDER
ORDER 2022-0103-DWQ

GUIDANCE FOR SUBMITTING THE ANNUAL REPORT
IN THE
CALIFORNIA INTEGRATED WATER QUALITY SYSTEM (CIWQS)

Last Revised: March 2024

Table of Contents

Submitting Annual Reports in the Online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database

Per Attachment E1, Section 3.9. of General Order 2022-0103-DWQ, Annual Reports (similar to what was termed as the Collection System Questionnaire in the 2006 Order) are due by April 1st of each year, reporting on the previous calendar year (January 1 through December 31). The reports must be entered directly into the online CIWQS Sanitary Sewer System Database (https://ciwqs.waterboards.ca.gov).

For new Enrollees, the first Annual Report is due within 30 days of obtaining a CIWQS account. Subsequent Annual Reports are due by April 1 of each year.

How to Submit an Annual Report

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 personal 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 on the "Continue" button.

4. Click on the "Annual Report" link.

5. You will be directed to the Annual Reports List page. On this page, under the "Year" column, you will see the Annual Report for each year. You may select the Annual Report you wish to view by clicking on "Report Id."

The report ID includes a suffix that is either "I" for initial or "C" for continuing. For new Enrollees, the first report that is due is the initial. Subsequent reports will be continuing reports.

On this page, you can also:
- Download all the previously certified Annual Report data by clicking on "Export Annual Reports Data to Excel (Order 2022-0103-DWQ)."
- Download all the previous Questionnaire data by clicking on "Export Questionnaire Data to Excel (Order 2006-0003-DWQ)."

NOTE: Exporting the Annual Report and/or Questionnaire Data will download the respective Excel file(s) to your downloads folder.

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6. Click on the Report Id for the calendar year you want to submit the Annual Report.

   NOTE: Annual Reports for continuing Enrollees can only be opened once the reporting year has ended. For example: the 2023 report cannot be opened on December 14, 2023, but it can be opened on January 1, 2024.

7. You will be directed to the "Annual Report General Info" screen which contains the Annual Report Questions. Enter the required information as specified below.

   NOTE: Use the "Save Work in Progress" button, to save your report frequently. The system will log you out after 30 minutes of inactivity[1]. A green banner stating "Changes saved successfully" will appear below the report tabs when the system has saved the entered data successfully and you can navigate away from the tab.

   NOTE: Questions with "*" are required to be answered before your report can be ready to certify.

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[1] Activity includes navigating to a new page or clicking "Save Work in Progress." Completing fields all on the same page without saving is considered inactivity. Guidance Document: Reporting Annual Report in the California Integrated Water Quality System (CIWQS) Database

Annual Report General Info Questions

The information below explains each question on the "Annual Report."

NOTE: All questions in the report must be answered. Enter NA or 0 for questions that do not apply.

NOTE: Responses to the questions asked in the Annual Report must be what best represents the system during the reporting year.

1. Sanitary Sewer System Category:

Use the drop-down menu to select the category that best describes the area served by the sanitary sewer system.

2. What is the population served by your agency's sanitary sewer system?

Enter the population served by the sanitary sewer system during the reporting year.

3. Please identify the total number of the sanitary sewer system's employees working within the different classifications listed on questions 3a to 3d below:

3.a. Entry Level (Less than 2 years experience):

Enter the total number of respective employees that are entry level.

3.b. Journey Level (Greater than or equal to 2 years experience):

Enter the total number of respective employees that are Journey level.

3.c. Supervisory Level:

Enter the total number of respective employees that are at a Supervisory level.

*3.c. Supervisory Level:	

3.d. Managerial Level:

Enter the total number of respective employees that are at a Managerial level.

*3.d. Managerial Level:	

4. Please enter the total number of employees who hold CWEA Certification for Collection System Maintenance and/or Wastewater Treatment Plant Maintenance for the various Certificates and Grade levels listed in questions 4.a to 4.e below:

4. Please identify the total number of employees who hold CWEA Certification for Collection System Maintenance and/or Plant Maintenance-Includes Mechanical Technologist and Electrical/Instrumentation for your agency's sanitary sewer system (including pump station operations) for the various Certificates and Grade levels listed below:

*4.a. Grade I:	
*4.b. Grade II:	
*4.c. Grade III:	
*4.d. Grade IV:	
*4.e. Grade V:	

4.f. Certified through the Office of Water Programs at California State University, Sacramento's Certificate Program

Enter the number of employees certified through the California State University, Sacramento's Office of Water Programs

*4.f. Certified through the Office of Water Programs at California State University, Sacramento's Certificate Program:	

4.g. If other, specify:

If applicable, enter the total number of employees that have other types of certificates and specify what those other types are.

*4.g. If other, specify:	1000 characters remaining. (Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)

5. Systems Information:

Enter information about the sanitary sewer system.

5.a. How many miles of forced mains and other pressure systems?

Enter the system's total length of forced mains in miles.

5. Systems Information	
*5.a. How many miles of forced mains and other pressure systems?	

5.b. How many miles of gravity sewers?

Enter the system's total length of gravity sewers in miles.

*5.b. How many miles of gravity sewers?	

5.c. Estimated size distributions of assets (note: total % must sum to 100%)?

Provide the estimated percentage of different size pipes for the gravity mainlines and force mains. The totals must sum up to one hundred percent.

*Diameter of sewer pipe	*Gravity Mainlines (%)	*Force Mains (%)
6 inches or less	%	%
8 inches	%	%
9 – 18 inches	%	%
19 – 36 inches	%	%
> 36 inches	%	%
Unknown Diameter	%	%
Totals	%	%

5.d. Number of upper and lower service laterals connected to the system:

Enter the total number of upper and lower laterals connected to the system, regardless of who owns or operates the laterals.

*5.d. Number of upper and lower service laterals connected to the system:	

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5.e. Estimated number of upper and lower service laterals owned and/or operated by the Enrollee:

Enter the number of upper and lower laterals owned and/or operated by the Enrollee.

*5.e. Estimated number of upper and lower service laterals owned and/or operated by the Enrollee:	

5.f. Which portion of laterals is your agency responsible for? (If the answer to question 5.e. is 0 (zero), answer "None" for question-5.f.1.)

Use the drop-down menu to select the portion of the laterals your agency is responsible for (lower only, none, or Upper and Lower).

*5.f. Which portion of laterals is your agency responsible for? (If the answer to question 5.e. is None, answer 0 (zero) for question-5.f.1.)	Lower only ▾
*5.f.1 Estimated total miles of laterals your agency is responsible for?	Lower only
	None
	Upper and Lower

5.f.1 Estimated total miles of laterals your agency is responsible for?

Provide the total miles of laterals for which your agency is responsible. If none, enter zero.

*5.f.1 Estimated total miles of laterals your agency is responsible for?	

5.g. Approximately, what percentage of your sewer system piping and number of pump stations were constructed between the years of:

(note: Gravity Mainlines and Force Mains % Totals must sum to 100%)

In the second column, enter the percentage values of gravity mainlines and force mains constructed in each time period. Ensure these percentages total to one hundred percent.

In the third column, list the number of pump stations with a capacity of 75,000 gallons per day or more, constructed in each time period.

In the fourth column, record the number of pump stations with a capacity under 75,000 gallons per day, also specified by each time period.

*Age	*Gravity Mainlines Force Mains (%)	*Pump Stations ([1]) 75,000 Gal/day or Over (number of stations)	*Pump Stations ([1]) Under 75,000 Gal/day (number of stations)
2020 - Present	%	#	#
2000 - 2019	%	#	#
1980 - 1999	%	#	#
1960 - 1979	%	#	#
1940 - 1959	%	#	#
1920 - 1939	%	#	#
1900 - 1919	%	#	#
Unknown Age	%	#	#
Totals	%	#	#

NOTE: ([1]) "Age" refers to the original construction year of the asset. For pump stations, categorize by the maximum 24-hour flow rate based on operational data or calculated peak flow.

5.h. Estimated total miles of your sewer system not accessible for maintenance:

Provide the number of miles of sewer system that is not accessible for maintenance due to reasons such as safety concerns or physical barriers.

*5.h. Estimated total miles of your sewer system not accessible for maintenance:	

Guidance Document: Reporting Annual Report in the California Integrated Water Quality System (CIWQS) Database

6. **How many miles of sewer system did you clean last year?**

   Enter the number of miles of sewer system that were cleaned last year.

*6. How many miles of sewer system did you clean last year?:	

7. **How many miles of sewer system were inspected last year? (i.e., video closed-circuit television (CCTV) or alternative inspection methods)?**

   Enter the number of miles of sewer system that was inspected last year using CCTV or alternative inspection methods.

*7. How many miles of sewer system was inspected last year? (i.e., video closed-circuit television (CCTV) or alternative inspection methods)?:	

8. **Where does this sanitary sewer system discharge to?**

   Fill out the table to specify where your sanitary sewer system (SSS) directs its sewage. This could be to another SSS or a wastewater treatment plant (WWTP). Input the Waste Discharge Identification (WDID) number corresponding to the facility receiving your discharge. If the discharge goes to another SSS, the WDID will include "SSO." Upon entering a valid WDID, the system will automatically fill in the receiving facility's name and address linked to that WDID. Please verify that this information accurately represents the intended facility. Next, choose an option under the "Where does this SSS discharge to" column, based on the following scenarios:

   - The discharge destination is an SSS managed by a different agency than yours.
   - The discharge destination is an SSS managed by the same agency as yours.
   - The discharge destination is a WWTP managed by a different agency than yours.
   - The discharge destination is a WWTP managed by the same agency as yours.

9. **Are there any satellite tributary sanitary sewer systems?**

   Use the drop-down menu to indicate if there are any sanitary sewer systems that contribute waste into the sanitary sewer system for which you are completing the annual report. If the answer is "Yes," complete the table in question 9.a.

*9. Are there any satellite tributary sanitary sewer systems?:	No ▼
	Select
	Yes
	No

9.a. If yes, please list them below:

Fill out the table to identify the systems that are tributary to your sanitary sewer system. For the first column, mark "Yes" if your agency owns both the sanitary system you're reporting on and the tributary collection system. Mark "No" if a different agency owns the tributary collection system. In the second column, write the name of the tributary collection system. In the third column, provide the WDID number for the tributary collection system. This number should include the letters "SSO."

*Tributary system owned by your agency?	*Tributary Collection System Name	*Tributary Collection System WDID
Yes ▼	TEST CS	5SSO10000

9.b. If you have more than five tributary systems, use this field to enter info of the sixth, seventh, ...:

Use the text box to enter information for additional tributary systems.

*9.b. If you have more than five tributary systems, use this field to enter info of the sixth, seventh, ...:	
	1000 characters remaining.
	(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)

10. How many gravity mainline aerial or under ground crossings of water bodies (i.e. gravity sewer lines crossing over water bodies) are located throughout the sewer system:

Enter the number of the system's gravity mainlines that cross a water body (above or underground).

*10. How many gravity mainline aerial or under ground crossings of water bodies (i.e. gravity sewer lines crossing over water bodies) are located throughout the sewer system:	

11. How many force main (pressurized pipe) aerial or under ground crossings of water bodies (e.g. pressurized sewer lines crossing over or under water bodies) are located throughout the sewer system?

Enter the number of the system's force mains (pressurized pipe) that cross a water body (above or underground).

*11. How many force main (pressurized pipe) aerial or under ground crossings of water bodies (e.g. pressurized sewer lines crossing over or under water bodies) are located throughout the sewer system?:	

12. How many siphons used to convey sewage are located throughout the sewer system?

Enter the number of siphons used to convey sewage.

*12. How many siphons used to convey sewage are located throughout the sewer system?:

13. Did you attach System Performance Evaluation as specified in section 5.11 (System Performance Analysis) of this General Order?

Use the drop-down menu to specify whether a System Performance Evaluation was attached to this Annual Report (per Section 5.11 of the Order). Be sure to attach the evaluation on the Attachments tab of the report.

*13. Did you attach System Performance Evaluation as specified in section 5.11 (System Performance Analysis) of this General Order?:   Select

*14. Is the system's Spill Emergency Response Plan upto date?:

Select
Yes
No

*15. Major spill causes (for example, root intrusion, grease deposition):

14. Is the system's Spill Emergency Response Plan up to date?

Use the drop-down menu to specify whether the Spill Emergency Response Plan is up to date (Yes or No).

NOTE: There is no requirement to submit the Plan. By selecting "Yes," the Legally Responsible Official certifies that the Plan is up to date.

*14. Is the system's Spill Emergency Response Plan upto date?:   Select

*15. Major spill causes (for example, root intrusion, grease deposition):

Select
Yes
No

*15.a. If other, describe::

15. Major spill causes (for example, root intrusion, grease deposition):

Reviewing the spills that occurred during the reporting year, select the predominant spill cause from the drop-down menu.

*15. Major spill causes (for example, root intrusion, grease deposition):

*15.a. If other, describe::

Air Relief Valve (ARV)/ Blow-Off Valve (BOV) Failure
Collection System Maintenance Failure (specify below)
Construction Diversion Failure
Damage by Others Not Related to Collection System Construction/Maintenance
Debris from Construction
Debris from Lateral
Debris-General

*16. System infrastructure failure points (for example, main, pump station, lateral, etc.):

*16.a. If other, describe::

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15.a. If other, describe:

Use the following text box to describe any other major spill causes not included in the drop-down menu.

*15.a. If other, describe::	1000 characters remaining. (Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)

16. System infrastructure failure points (for example, main, pump station, lateral, etc.):

Reviewing the spills that occurred during the reporting year, select the predominant failure points from the drop-down men.

*16. System infrastructure failure points (for example, main, pump station, lateral, etc.):	
*16.a. If other, describe::	Air Relief Valve (ARV)/ Blow-Off Valve (BOV) Force Main Gravity Mainline Lower Lateral Manhole Other (specify below) Pump Station - Controls
*17. Ongoing spill investigations:	

16.a. If other, describe:

Use the text box provided to describe any other system infrastructure failure points, if not included in the drop-down menu.

*15.a. If other, describe::	1000 characters remaining. (Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)

17. Ongoing spill investigations:

Use the text box provided to describe ongoing spill investigations to find out the cause of spill.

*17. Ongoing spill investigations:	1000 characters remaining. (Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)

18. Actions taken to address system deficiencies:

Use the text box provided to describe actions taken throughout the reporting year to address system deficiencies.

*18. Actions taken to address system deficiencies:	1000 characters remaining. (Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)

Once the "Annual Report General Info" questions are completed, click on the "Save Work in Progress" button. A message will pop up indicating "Changes Saved Successfully."

Save Work in Progress	Submit Draft	

Note: Questions with "*" are required to be answered.

ⓘ **Changes Saved Successfully.**

Annual Report
Continuing Enrollee Annual Report covering the previous calendar year is due by April 1, of each year.
Note: All questions are required to be answered. Enter NA or 0 for questions that do not apply.

How to Generate System Performance Analysis Graphs

1. On the Annual Report selection screen for the system, click the "Generate System Performance Graphs" button.

2. CIWQS will generate several graphs for the specific system. Graph 1 displays the total spill volumes for Category 1, 2, and 3 spills per year, for the last ten years. Graph 2 shows the number of spills for Category 1, 2, and 3 spills per year for the past 10 years. Below Graph 1 and Graph 2 are graphs showing counts and volumes of individual spill categories. These graphs are not required per Section 5.11 of the Order but are generated to provide a better scale of the volume and number of spills per year.

3. Review the graphs and analyze the performance of the system for which the annual report is being submitted. Recall that the 2022 Order changed the definition of Category 3 spills, which may reflect in the graphs.

4. Use the link near the top of the page to print the graphs in PDF. Be sure to change the page orientation to "landscape." Save the CIWQS generated graphs on your computer to attach to the Annual Report.

System Performance Analysis Graphs (WDID = 5SSO10000)

The following System Performance Analysis Graphs represent the enrolled system's Category 1, 2, and 3 total spill volume and total number of spills on a running 10-year basis. The Enrollee shall include these graphs in its Annual Report per section 5.11 of the General Order.

Click to Print This Page (Select Printer as Adobe PDF and Orientation as Landscape)

How to Attach System Performance Analysis Graphs to the Annual Report

1. Click on the "Attachments" tab to upload the System Performance Analysis Graphs and other attachments if applicable.

   NOTE: Please note that Section 5.11 of the Order requires submittal of two system performance analysis graphs. Graph 1 shows the total spill volume per year and Graph 2 is the total number of spills per year.

2. Click on the "Choose File" button to select the file to be uploaded. From your computer, select the performance analysis graphs generated per instructions provided in the previous section.

3. Under the "Document Type" drop down, select "System Performance Analysis Graphs."

4. The "Document Date" is the date the document was created.

5. In the "File Description" text box, enter a brief description of the attachment.

Guidance Document: Reporting Annual Report in the California Integrated Water Quality System (CIWQS) Database

6. Click the "Upload File" button to upload the file to the Annual Report. You will know the file is uploaded successfully if the file is displayed in table.

File Name *	Document Type *	Document Date	File Description ** (Please provide a description and the reference number to the CIWQS data input screen)
Choose File No file chosen	⌄	📅	2000 characters remaining.
⬆ Upload File			

⏮ ◀◀ **1** (1 of 1) ▶▶ ▶� **Display** 10 ⌄ **per page**

File Name	Document Type * ⇕	Document Date ⇕	File Description ⇕	Date/Time Uploaded	Status	Delete
System Performance Analysis Graphs.pdf	System Performance Graphs ⌄	03/07/2024 📅	Graphs	03/07/2024 10:43:09	OK	✖ Delete

⏮ ◀◀ **1** (1 of 1) ▶▶ ▶� **Display** 10 ⌄ **per page**

7. Repeat the above step, until all desired files are uploaded.

Guidance Document: Reporting Annual Report in the California Integrated Water Quality System (CIWQS) Database

How to Certify an Annual Report

Once all the questions are properly answered and the necessary attachments are uploaded, click the "Annual Report General Info" tab to go back to the draft reporting screen.

1. Click on the "Ready to Certify" button. If responses were provided to all required questions, you will receive a message stating, "Confirmation: Annual Report is now Ready for Certification."

   NOTE: The Legally Responsible Official will receive an email message stating that the Annual Report is ready for certification.

2. The Enrollee's Legally Responsible Official shall review the Annual Report and certify Annual Reports in the online CIWQS Sanitary Sewer System Database.

3. On the Annual Report screen, navigate to the "Certification" tab, check the certification box, and enter the name, title, and initials of the certifying Legally Responsible Official. Finally, click the "Certify" button.

   NOTE: The Legally Responsible Official and data submitters will receive an email message stating that the Annual Report has been certified.

Guidance Document: Reporting Annual Report in the California Integrated Water Quality System (CIWQS) Database

4. After clicking the "Certify" button, a confirmation message stating "Annual Report has been certified' will appear. Click the "Close" button to return to the main menu.
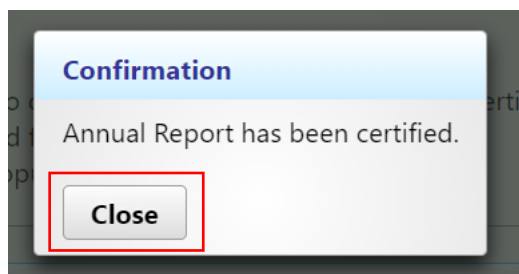
Amending an Annual Report

A certified Annual Report may be amended. To amend an Annual Report:

1. Click on the "Annual Report" link in the main menu.

2. Click on the Report Id for the Annual Report that needs to be amended. You can identify the report by the "Year" and "Version."

   NOTE: The Report Id is a unique number assigned to each report record.

3. Navigate to the "Certification" tab and click the "Amend Report" button.

   NOTE: Before clicking the "Amend Report" button, it is important to review the report thoroughly to identify any necessary changes. Although Data Submitters can make changes to the report, only a Legally Responsible Official has the authority to amend the report. After the amendment is initiated by the Legally Responsible Official, a new Report Id is generated for the revised Annual Report, within which changes can be made and certified by the Legally Responsible Official.

4. Click the "Amend Report" button. Once the Amend Report button is clicked, a dialogue box will appear, communicating that the Annual Report is opened for amending.

Amendment Confirmation

The Report is opened for amendment. The current version of the report is saved to track history. Open the report from the list to amend and resubmit.
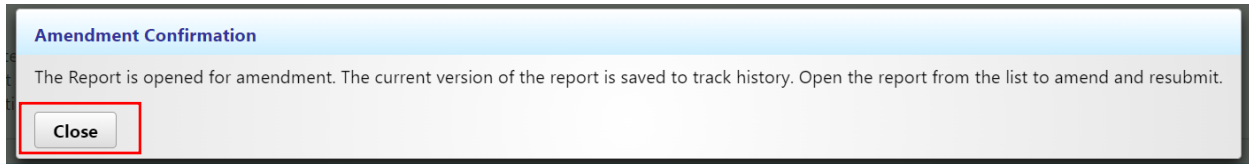
Close

5. Once the dialogue box is closed, the Annual Report selection screen is displayed. Look for the newly duplicated Report Id labeled "In Progress" and proceed to make all required changes to this version.

Report Id	Year ⇕	Version ⇕	Due Date ⇕	Submission Status ⇕	Due Status ⇕	Certifier Name ⇕	Certification Date ⇕
2032-C	2023	4.0	04/01/2024	In Progress	Not Due		
1495-C	2024	1.0	04/01/2025	Not Started	Not Due		
747-C	2023	1.0	04/01/2024	Amended	Not Due	TEST	01/29/2024 13:37:33
2030-C	2023	2.0	04/01/2024	Amended	Not Due	TEST	02/22/2024 10:22:30
2031-C	2023	3.0	04/01/2024	Amended	Not Due	TEST	03/07/2024 10:45:05

6. After making changes, refer to the sections titled "How to Submit an Annual Report" and "How to Certify an Annual Report" for guidance on how to submit and recertify the updated report.