

Party

The following information regarding the Party Module should be referenced when creating or modifying a party record. The drop-down menus described below only include values that are appropriate to use. There may be values within CIWQS that are not contained in this document. They should not be used and will be removed from the application in the near future.

Enter the name of the organization according to the existing Naming Conventions. CIWQS will do a search of existing party records for duplicates using the party reconciliation function.

The possible selections appear on a new screen. If there is one or more Initial Matches, select the buttons corresponding to the matches and click the “submit” button at the bottom of the page. If there are no matches, select the button that corresponds to the last row in the list.

Initial Matches must have essentially the same address as the party being entered. (Essentially the same address means that there may be capitalization differences or abbreviation differences, but the meaning of the addresses are the same. There may be cases where there are typos in an address. If this appears to be the case, make a note to follow-up.)

If there are no Initial Matches, but there are entities with the same name, research must be done on potential matches. For potential matches, check the related regulatory measures of the potential matches. If the regulatory measure is within your region, communicate with the case manager of that regulatory measure. If the names should be the same but the addresses are different, review the naming conventions for possible naming alternatives that will help differentiate the parties. For example, if the water resources department has a Non 15 permit and the transportation department has a storm water permit, and these departments have different addresses, then consider incorporating the names of the departments in the party names. Do not change the address of a party related to a storm water enrollee.

Selecting the Party Reconciliation button from an existing party screen will allow you to check for duplicates with the party record that is currently open. If you select parties that can be reconciled (combined), the current record you are on will remain and the other records will no longer be accessible.

Classification

Classification	Definition
City Agency	An organization that is part of a city’s government.
Community Organization	A non-governmental organization, including, but not limited to Home-owners associations.

County Agency	An organization that is part of a county's government. This classification includes but is not limited to County Service Areas (CSA).
Federal Agency	An organization that is part of the federal government.
Government Agency Combination	An organization that is a collaboration of different public groups. This classification includes, but is not limited to joint powers agency
Private-Individual	This classification describes people that are acting as organizations. For example, this is appropriate when a person owns a construction site that requires a general storm water permit.
Privately-Owned Business	An organization that is not part of a government and not an individual. This classification includes, but is not limited to companies such as Shell, PG and E, or mutual water companies.
Special District	This is a type of organization defined by regulation and includes, but is not limited to municipal water districts, drainage districts, school districts, and water districts that serve county areas. "County may be in the organization's name but it is not part of the county government.
State Agency	An organization that is part of state government.
Unknown	This is a temporary classification used as a place-holder while an appropriate classification is determined or added.
Water Board	Either the State Water Resource Control Board or one of the Regional Water Quality Control Boards

For classifications that are not on the list, use "unknown" and request an additional classification through the CIWQS Coordinator. Once it is added, change the classification of the organization.

Status

Status	Definition
Active	Active status the default.
Inactive	Applies to parties that are deceased.

Address Type

Type	Definition
Billing	Address to which bills should be sent. Only organizations associated with storm water records should use this type of address. These addresses should not be edited in CIWQS core.
Mailing	Address to which correspondence should be sent.
Physical	Physical address where the party is located. P.O. boxes are not appropriate as physical addresses.

The mailing address is the primary address to be recorded.

Contact Information Type

Type	Definition
Cellular	The cellular phone number for the party.
Emergency Phone	The number to call to reach the party during an emergency.
Fax	The number to which faxes to the party should be sent.
Pager	The number to call when paging the party.
Website	The URL for the website on which information about the party can be found.
Work Email	The email address that the party uses to correspond regarding work.
Work Phone	The phone number that the party uses to communicate regarding work.

One number may be applicable to both. For example, if a contact number is both a phone number and a fax number, then use the same for both types.

Identifiers

Identifier	Definition
FEIN	Taxpayer ID

Link an Organization (in an organization record)

Relationship	Definition
Contracted With	The relationship between two parties where one is contracted with the other.
Division/Department Of	The relationship between two public parties where one is a subdivision of another; e.g. a public works department is a Division/Department of a city, or a Caltrans district is a department of Caltrans.
In An Agreement With	A relationship between two parties that are working together. It includes, but is not limited to, partnerships, MOUs, and easement agreements.
Managed by	A specific relationship between two parties when a court has given control of one party to another; for instance, in bankruptcy, etc.
Member of	A relationship between two parties in which one is an organization in which the other is a member. For example, a person is a member of a home owner's association.
Owned by	A relationship between two parties in which one owns the other. It includes but is not limited to subsidiaries.

Link a Person (in an organization record)

Relationship	Definition
Accountant or Billing	The person responsible for paying invoices.

Relationship	Definition
Contact	
Board member	The relationship of a person to an organization where the person is a member of a board.
Employee	The relationship of a person to an organization where the person is employed by the organization.
Enforcement Contact	The relationship of a person to an organization where the person coordinates the enforcement issues for the organization. This relationship does not apply to water board staff.
Facility Contact or Contact	This is the general contact and unless otherwise specified, includes contact for enforcement issues, etc.
Interested Party	An organization or person (affiliated or unaffiliated) that has expressed interest in another party.
Legally Responsible Official	The person or people that have signatory authority for the organization.

All Organizations that hold a permit, must have an LRO

Link a Person at Organization (in a person record)

Relationship	Definition
Supervised by	Use this to define the relationship of two people where one is the direct supervisor of the other.

Link a Place

Relationship	Definition
Case Worker	Water Board staff assigned to the facility. For eSMR, this person will be sent emails regarding submittals for this facility. Not appropriate for an organization.
Contact	External representative of a place. Not appropriate for an organization.
Interested Party	External person or organization that has expressed interest in the place. For example, Environmental Organization or complainant.
Is A Data Submitter For	The party authorized to enter data into eSMR for a specific regulatory measure. This relationship should only be assigned by CIWQS or the CIWQS Help Center when a discharger is approved for submitting reports electronically. Not appropriate for an organization.
Is Onsite Manager For	The party authorized to submit eSMR's for a specific regulatory measure. This relationship should only be assigned by CIWQS or the CIWQS Help Center when a person is approved for uploading data electronically. Not appropriate for an organization.

Relationship	Definition
Jurisdiction Over	This role is for external persons or organizations having responsibility for a place.
Operator	Party that operates a facility but does not own the place. If the place is regulated, the operator must be an organization.
Owner	Party that owns a facility but does not operate the place. If the place is regulated, the owner must be an organization.
Pending – Is a Data Submitter For	A person that has requested to be a data submitter, but has not yet been authorized.
Pending – Is Onsite Manager For	A person that has requested to be a data submitter, but has not yet been authorized.
Regulating	Water Board that is regulating the place.

From the party screen, if a relationship is made to a place, that same relationship will be seen from the Related Parties Tab in the Place Module.