



CIWQS WorkBook 9

Create & Maintain SMR's

Pre-requirements: None

How to Create Requirements for SMR Tracking

1. From the Main Menu, click on the "Create/Maintain Regulatory Measures" screen.

Main Menu

- [Submit/Review a Self Monitoring Report \(SMR\)](#)
- [Run Reports](#)
- [View/Change My Personal Information](#)
- [Create/Maintain Places](#)
- [Create/Maintain Parties](#)
- [Create/Maintain Regulatory Measures](#)
- [Create/Maintain Violations](#)
- [Create/Maintain Inspections](#)
- [Create/Maintain Invoices](#)
- [Map It!](#)
- [Administer System](#)

A red arrow with a curved tail points from the right side of the menu box to the "Create/Maintain Regulatory Measures" option, which is highlighted with a dotted border.



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- From the Regulatory Measure Advanced Search screen, enter the Facility Name into the Facility Name box and click the “**Search**” button.

Enter search criteria and click 'Search'.

Regulatory Measure ID:

Number/Identifier: Identifier Type:

Regulatory Measure:

Water Board:

Facility Name:

Related Party Name:

Program:



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3. Locate your regulatory measure from the Search Results and click on the hyperlink under the Title table. Be sure to choose the most current, active, Regulatory Measure.

Search Results:					
Regulatory Measure ID	Title	Glance Report	Program	Regulatory Measure	Order Number/Primary Identifier
161985	2 095142N01	Reg Measure	NPDES	Unregulated	
174059	4 19I019562	Reg Measure	Industrial Stormwater	Unregulated	
193422	4B196000401	Reg Measure	NPDES	Enrollee	97-045
194749	5B20NP00005	Reg Measure	NPDES	Enrollee	00-119
194904	5C200102006	Reg Measure	Nonsubchapter 15	Enrollee	97-150
162878	5C207001N01	Reg Measure	Above Ground Tanks	Unregulated	
196404	5F20C330507	Reg Measure	Construction Stormwater	Storm water construction	99-08DWQ

4. From the General Info tab of the Regulatory Measure module, click on the **Requirements** tab.

Regulatory Measure [\[Back to Search Screen\]](#)

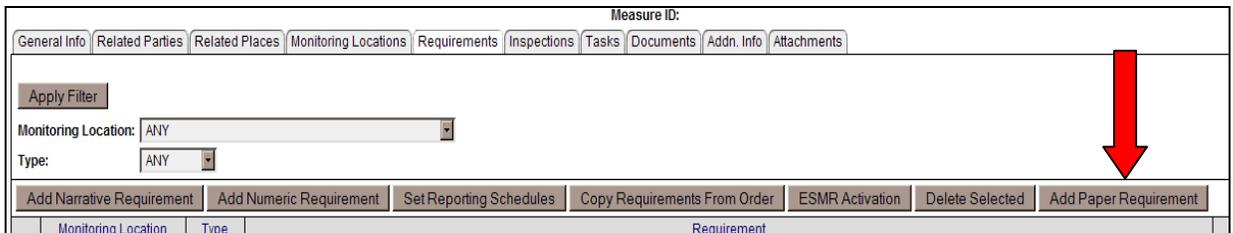
Regulatory Measure:	5B20NP00005	Effective Date:
Order Number:	00-119	Water Board:
Status:	Active : This Regulatory Measure has been ESMR activated. Changes to this Regulatory Measure are currently not allowed.	Regulatory Measure ID:

General Info |
 Related Parties |
 Related Places |
 Monitoring Locations |
 Requirements |
 Inspections

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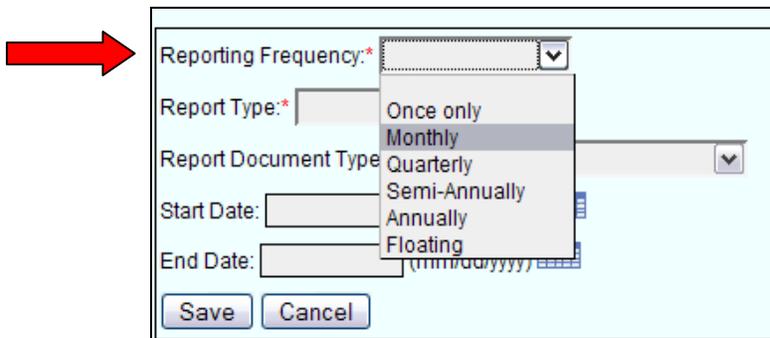
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5. Click on the “**Add Paper Requirement**” button.



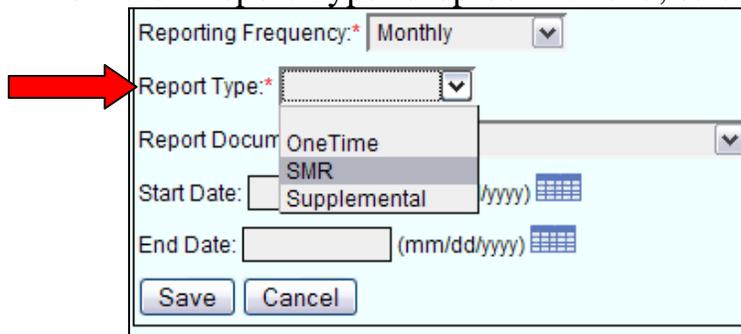
The screenshot shows the CIWQS interface with a red arrow pointing to the 'Add Paper Requirement' button in the bottom right corner. The interface includes a 'Measure ID' field, a navigation bar with tabs like 'General Info', 'Related Parties', 'Related Places', 'Monitoring Locations', 'Requirements', 'Inspections', 'Tasks', 'Documents', 'Addn. Info', and 'Attachments'. Below the navigation bar is an 'Apply Filter' button and a 'Monitoring Location' dropdown menu set to 'ANY'. Below that is a 'Type' dropdown menu also set to 'ANY'. At the bottom, there is a row of buttons: 'Add Narrative Requirement', 'Add Numeric Requirement', 'Set Reporting Schedules', 'Copy Requirements From Order', 'ESMR Activation', 'Delete Selected', and 'Add Paper Requirement'. Below the buttons is a table with columns for 'Monitoring Location' and 'Type', and a row for 'Requirement'.

6. Click on the drop-down menu next to “Reporting Frequency” to pick which frequency it is assigned to. For this example, we’ll use Monthly.



The screenshot shows a dialog box with a red arrow pointing to the 'Reporting Frequency' dropdown menu. The dropdown menu is open, showing options: 'Once only', 'Monthly', 'Quarterly', 'Semi-Annually', 'Annually', and 'Floating'. 'Monthly' is selected. Below the dropdown menu are fields for 'Report Type', 'Report Document Type', 'Start Date', and 'End Date'. At the bottom are 'Save' and 'Cancel' buttons.

7. From the “Report Type” drop-down menu, select SMR.

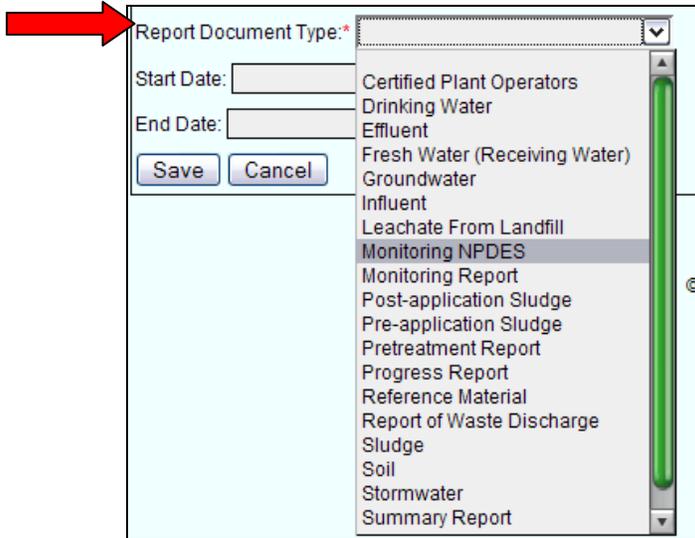


The screenshot shows a dialog box with a red arrow pointing to the 'Report Type' dropdown menu. The dropdown menu is open, showing options: 'OneTime', 'SMR', and 'Supplemental'. 'SMR' is selected. Below the dropdown menu are fields for 'Report Document Type', 'Start Date', and 'End Date'. At the bottom are 'Save' and 'Cancel' buttons.

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8. For the “Report Document Type” drop-down menu, select the type that applies best to your report. For this case, choose “**Monitoring NPDES**”.



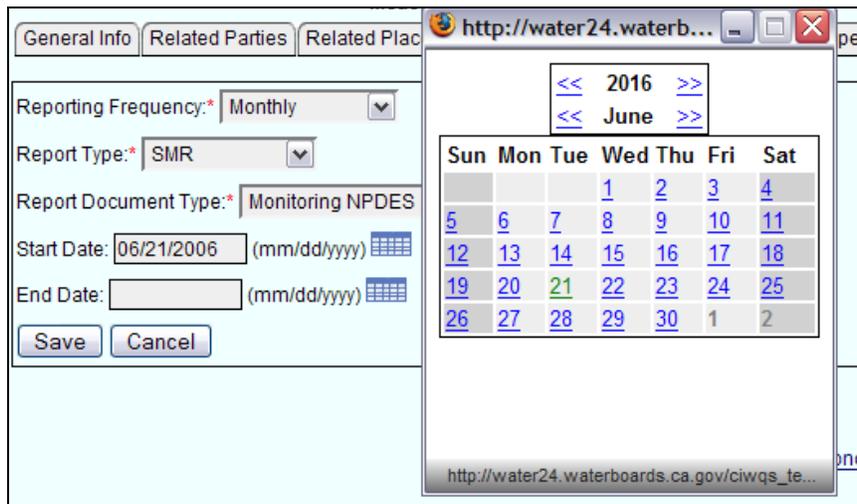
Report Document Type:*

Start Date:

End Date:

- Certified Plant Operators
- Drinking Water
- Effluent
- Fresh Water (Receiving Water)
- Groundwater
- Influent
- Leachate From Landfill
- Monitoring NPDES**
- Monitoring Report
- Post-application Sludge
- Pre-application Sludge
- Pretreatment Report
- Progress Report
- Reference Material
- Report of Waste Discharge
- Sludge
- Soil
- Stormwater
- Summary Report

9. Using the calendar icons, select a Start Date and an End Date for the SMR.
NOTE: Be sure to make the end date 10 years later than the start date.



General Info Related Parties Related Plac

Reporting Frequency: Monthly

Report Type: SMR

Report Document Type: Monitoring NPDES

Start Date: 06/21/2006 (mm/dd/yyyy)

End Date: (mm/dd/yyyy)

http://water24.waterb...

<< 2016 >>

<< June >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

http://water24.waterboards.ca.gov/ciwqs_te...



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Reporting Frequency:* Monthly
Report Type:* SMR
Report Document Type:* Monitoring NPDES
Start Date: 06/21/2006 (mm/dd/yyyy)
End Date: 06/21/2016 (mm/dd/yyyy)
Save Cancel

Click "**Save**".

How to Track Paper SMRs

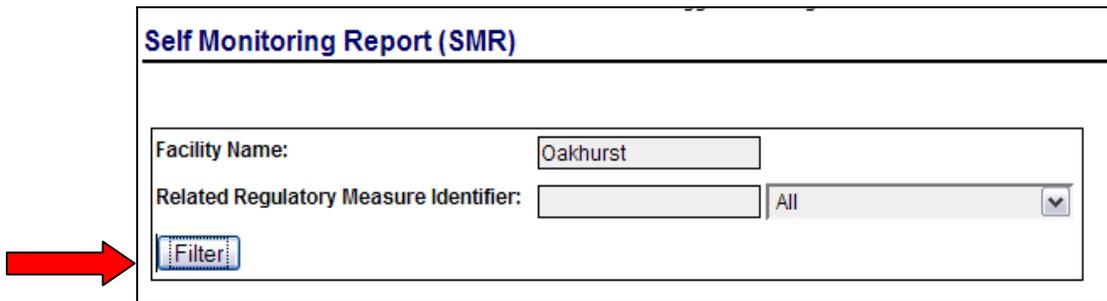
1. Click the "**Submit/Review a Self Monitoring Report (SMR)**" link from the Main Menu.
- 2.



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- Using the Filter feature, you can narrow down the search for your facility by entering in either the Facility Name or an identifier for the related Regulatory Measure. After entering in any necessary information to search, press the “Filter” button.



Self Monitoring Report (SMR)

Facility Name:

Related Regulatory Measure Identifier: All

- When the results return from your search, click on the Order Number, which serves as a hyperlink, of the corresponding SMR.



Self Monitoring Report (SMR)

Select the order that details the requirements for this Self Monitoring Report

Show Effective Show All

Order Number	Program	Effective Dates	
97-015	NON15	01/24/1997 - 01/24/2007	View all Requirements for this Order



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- At the Select Report screen, locate the Report for the month you wish to submit and click the **To be entered** hyperlink on the right hand side, under the “Date Submitted” box.

Search results:

Previous 1-10 of 12 Next 2

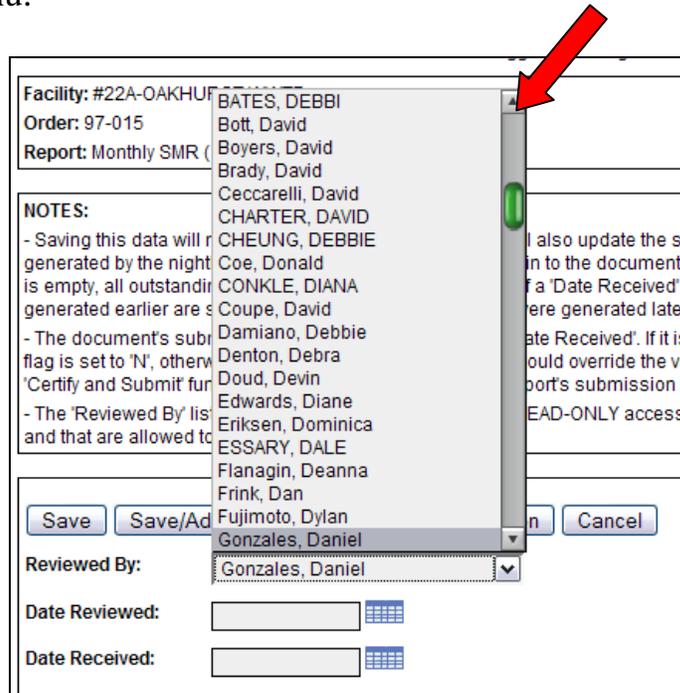
Due Date	Report Name	Reporting Period	Status	Date Submitted	Archived Reports	Submission Withdrawal
05/30/2006	Monthly SMR (MONRPT) report for April 2006	04/01/2006 - 04/30/2006	Future	To be entered		
06/30/2006	Monthly SMR (MONRPT) report for May 2006	05/01/2006 - 05/31/2006	Future	To be entered		
07/30/2006	Monthly SMR (MONRPT) report for June 2006	06/01/2006 - 06/30/2006	Future	To be entered		
07/30/2006	Semi-Annual SMR (SOIL) report for H12006	01/01/2006 - 06/30/2006	Future	To be entered		
08/30/2006	Monthly SMR (MONRPT) report for July 2006	07/01/2006 - 07/31/2006	Future	To be entered		
09/30/2006	Monthly SMR (MONRPT) report for August 2006	08/01/2006 - 08/31/2006	Future	To be entered		
10/30/2006	Monthly SMR (MONRPT) report for September 2006	09/01/2006 - 09/30/2006	Future	To be entered		
11/30/2006	Monthly SMR (MONRPT) report for October 2006	10/01/2006 - 10/31/2006	Future	To be entered		
12/30/2006	Monthly SMR (MONRPT) report for November 2006	11/01/2006 - 11/30/2006	Future	To be entered		



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- Click on the drop-down menu under “Reviewed by:” to search for the correct person that reviewed the report. If you are having trouble finding your name, start typing your last name and it will search for it in the drop down menu.



Facility: #22A-OAKHUR
 Order: 97-015
 Report: Monthly SMR (

NOTES:
 - Saving this data will r
 generated by the night
 is empty, all outstandin
 generated earlier are s
 - The document's subr
 flag is set to 'N', other
 'Certify and Submit' fur
 - The 'Reviewed By' lis
 and that are allowed to

BATES, DEBBI
 Bott, David
 Boyers, David
 Brady, David
 Ceccarelli, David
 CHARTER, DAVID
 CHEUNG, DEBBIE
 Coe, Donald
 CONKLE, DIANA
 Coupe, David
 Damiano, Debbie
 Denton, Debra
 Doud, Devin
 Edwards, Diane
 Eriksen, Dominica
 ESSARY, DALE
 Flanagan, Deanna
 Frink, Dan
 Fujimoto, Dylan
 Gonzales, Daniel

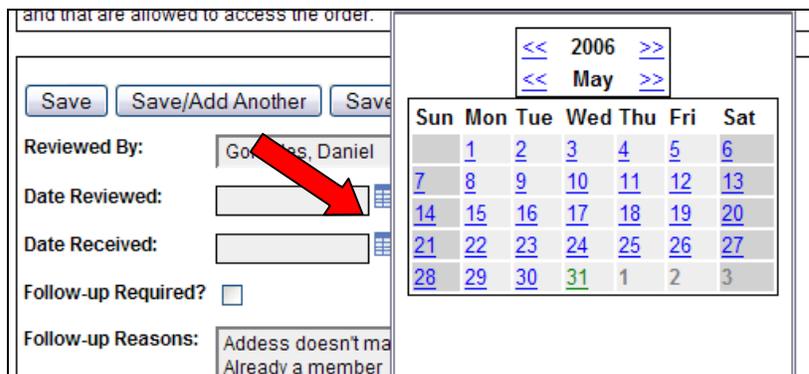
Save Save/Ad n Cancel

Reviewed By: Gonzales, Daniel

Date Reviewed:

Date Received:

- Use the calendar icons to select the date reviewed and date received.



and that are allowed to access the order.

Save Save/Add Another Save

Reviewed By: Gonzales, Daniel

Date Reviewed:

Date Received:

Follow-up Required?

Follow-up Reasons: Address doesn't ma
 Already a member

<< 2006 >>
 << May >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3



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If there is a Follow-Up required for the report, check the “**Follow-Up Required?**” box and select a reason from those provided in the scroll-box below it.

The screenshot shows a web form for creating or maintaining a Significant Monitoring Report (SMR). At the top, there are four buttons: 'Save', 'Save/Add Another', 'Save/Create Violation', and 'Cancel'. Below these are several input fields: 'Reviewed By' (a dropdown menu showing 'Gonzales, Daniel'), 'Date Reviewed' (a date field with a calendar icon showing '05/31/2006'), and 'Date Received' (a date field with a calendar icon showing '05/30/2006'). The 'Follow-up Required?' checkbox is checked. Below this is a scrollable list of 'Follow-up Reasons' with a red arrow pointing to it. The reasons listed are 'NOI terminated', 'NOT submitted', 'NPDES', and 'Name doesn't match NOI'. At the bottom of the form is a large text area labeled 'Comment'.

8. In the “Comment” box, leave any other information about the Report you find necessary.



9. Before moving on, make sure to check over all previous entered information. No field in this area is required and it is very important that you assure the accuracy of all information before saving.



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10. Click Save, you will then be prompted on whether or not you are sure you wish to save. Click **“OK”**

The screenshot shows a web form for creating or maintaining a Significant Monitoring Report (SMR). The form includes the following fields and controls:

- Buttons: Save, Save/Add Another, Save/Create Violation, Cancel
- Reviewed By: Gonzales, Daniel
- Date Reviewed: 05/31/2006
- Date Received: 05/30/2006
- Follow-up Required?:
- Follow-up Reasons: NOI terminated, NOT submitted, NPDES, Name doesn't match NOI
- Comment: [Empty text area]
- Table headers: Comment, Entered By, Date Entered

A confirmation dialog box is overlaid on the form, titled "http://water24.waterboards.ca.gov". The dialog contains the text "Are you sure you wish to save?" and two buttons: "OK" and "Cancel". A red arrow points to the "Save" button in the main form.