



## CIWQS WorkBook 8

# Create & Maintain Regulatory Measures

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### Objectives

- Create a new Regulatory Measure
- Create a new Enforcement Action
- Create a Liability and link it to an Enforcement Action
- Create Milestones
- Maintain billing information for a regulatory measure

### Prerequisites

- None

### Business Rules

- Regulatory measures must have related organizations and facilities
- 

From the main menu, click the “Create/Maintain Regulatory Measures” button.

### Main Menu

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- [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](#)
- [SMARTS - Storm Water Multi-Application Reporting and Tracking System](#)
- [SWARM - Storm Water Annual Report Monitoring](#)





## CIWQS WorkBook 8

# Create & Maintain Regulatory Measures

1. Click the “**Create New Regulatory Measure**” button through either the simple or advanced search screen.

**Regulatory Measure Search**

Enter any search criteria and click "Search".

Regulatory Measure ID:

Regulatory Measure Type:

Number/Identifier:

[\[Advanced Search >>\]](#)



Simple  
Search  
View

**Regulatory Measure Search**

Enter search criteria and click 'Search'.

Regulatory Measure ID:

Number/Identifier:  Identifier Type:

Regulatory Measure:

Water Board:

Facility Name:

Related Party Name:

Program:

Status:



Advanced  
Search  
View

2. You will be asked if this new Regulatory Measure is based on an existing Regulatory Measure. Click the “**Yes**” button.

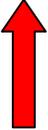


## CIWQS WorkBook 8

### Create & Maintain Regulatory Measures

**Add New Regulatory Measure**

Will the new regulatory measure amend, extend or replace an existing regulatory measure?



- On the Regulatory Measure Search screen, type the order number in the identifier field. In this example, use **R2-2004-0079** for the regulatory measure number.

**Regulatory Measure Search**

Enter search criteria and click 'Search'.

Regulatory Measure ID:

Number/Identifier:  Identifier Type:

Regulatory Measure:

Water Board:

Facility Name:

Related Party Name:

Program:

Status:



## CIWQS WorkBook 8

### Create & Maintain Regulatory Measures

4. On the Regulatory Measure Search Results screen shown below, note the Reg Measure ID number in the lower left corner of the page. This may be needed later. Select “Revising/Renewing” from the Relationship drop down menu for the appropriate regulatory measure.

#### Regulatory Measure Search

Click 'New Search' to initiate a new search with new criteria.

Regulatory Measure ID:

Number/Identifier:  Identifier Type:

Regulatory Measure:

Individual / General:

Water Board:

Facility Name:

Related Party Name:

Program:

Status:

#### Search Results:

Regulatory Measure ID	Title	Glance Report	Program	Regulatory Measure	Order Number/Primary Identifier	Facility	Effective Dates	
133123	East Brother Light Station, Inc.	<a href="#">Reg Measure</a>	NPDES	NPDES Permits	R2-2004-0079	East Brother Light Station Inc	12/01/2004 -	<ul style="list-style-type: none"><li>Amending</li><li>Archiving</li><li>Enforcing</li><li>Enrolled Under</li><li>Implementing</li><li>Notice Of Termination</li><li>Replacing</li><li>Rescinding</li><li><b>Revising/Renewing</b></li><li>Revising/Renewing</li></ul>





## CIWQS Workbook 8

# Create & Maintain Regulatory Measures

5. Click on the “Copy” hyperlink in the “Action” column on the far right side of the page.

### Regulatory Measure Search

Click 'New Search' to initiate a new search with new criteria.

Regulatory Measure ID:

Order Number/Identifier:  Identifier Type:

Regulatory Measure:

Facility / General:

Water Board:

Facility Name:

Regulated Party Name:

Program:

Status:

Search Results: Previous  Next

Regulatory Measure ID	Title	Glance Report	Program	Regulatory Measure	Order Number/Primary Identifier	Facility	Effective Dates	Relationship	Action
123	East Brother Light Station, Inc.	<a href="#">Reg Measure</a>	NPDES	NPDES Permits	R2-2004-0079	East Brother Light Station Inc	12/01/2004 -	Revising/Renewing	<a href="#">Copy</a>

6. When prompted to “Copy requirements from existing regulatory measure to new regulatory measure?” click “Yes”.

### Add New Regulatory Measure

Copy requirements from existing regulatory measure to new regulatory measure?



## CIWQS Workbook 8

# Create & Maintain Regulatory Measures

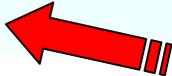
The screen below applies to “General” permits. This type of permit can be thought of as a template for multiple facilities. Unrelated organizations can then enroll under the terms of the permit. Our example is using an “Individual” NPDES permit which is written for a specific discharger. Because of this we will select “No”.

### Add New Regulatory Measure

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Copy one or more enrollees from existing regulatory measure to new regulatory measure? If yes, you will be able to choose which enr to copy on the next screen.

Yes  No





# CIWQS WorkBook 8

## Create & Maintain Regulatory Measures

When the new Regulatory Measure screen appears, pick “NPDES Permit” from the Regulatory Measure Type drop down menu. Notice that the Individual / General dropdown defaults to Individual and also that the Header information fields (Reg Measure Title, Status, etc.) are empty.

California Integrated Water Quality Act

File Edit View Favorites Tools

Back Forward Stop Refresh

Address http://water38.waterboards.ca.gov

Water Boards CIWQS

**Regulatory Measure**

Regulatory Measure Title:  
Order Number:  
Status:  
General Info Related Parties

Save Archive

Title:  
Description:

Regulatory Measure Type:  
Status:  
Status Date:

Enforcement -> Notice of Stormwater Noncomp  
Enforcement -> Notice of Violation  
Enforcement -> Notice to Comply  
Enforcement -> Oral Communication  
Enforcement -> Referral to District Attorney  
Enforcement -> Referral to Other Agency  
Enforcement -> Referral to Task Force  
Enforcement -> Referral to USEPA  
Enforcement -> Settlement - Court Order  
Enforcement -> Staff Enforcement Letter  
Enforcement -> Stipulated Penalty  
Enforcement -> Third Party Action  
Enforcement -> Time Schedule Order  
Enforcement -> Waste Discharge Requirements  
Enrollee  
Enrollee -> Storm water construction  
Enrollee -> Storm water industrial  
Enrollee -> Storm water linear tier1  
Enrollee -> Storm water linear tier2  
Enrollee -> Storm water NEC  
Enrollee -> Storm water NOT  
Individual Monitoring Requirem  
Letter  
NPDES Permit  
Recission Order  
Reclamation Requirements  
Resolution  
Unregulated  
Waiver  
WDR

07.17.15.00 - Microsoft Internet Explorer

n=copyRegMeas&regMeasID=0&relItemID=133123&req=1 Go Links

Menu | Help | Log out

ot belong to you, please log out.

Inspections Tasks Documents Addn. Info Attachments

Order/Resolution Number: R2-2004-0079

Individual / General: Individual

View Status History



## CIWQS Workbook 8

# Create & Maintain Regulatory Measures

Enter the title of the new Reg Measure following the format outlined in the Reg Measure section of the Business Rules.

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

<b>Regulatory Measure Title:</b>	<b>Effective Dates:</b>
<b>Order Number:</b>	<b>Water Board:</b>
<b>Status:</b>	<b>Regulatory Measure ID:</b>

General Info   Related Parties   Related Places   Monitoring Locations   Requirements   Inspection

**Title:\***    NPDES Permit R2-2004-0079 for East Brother Light Station, In

Click the "Save" button.



## CIWQS Workbook 8

# Create & Maintain Regulatory Measures

The info saves and the Header fields are now populated. In addition, the info on the Related Parties, Places, Monitoring Locations, and Requirements tabs is imported from the original Reg Measure. Finally, please note that the new Reg Measure has its own ID number as shown below.

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

<b>Regulatory Measure Title:</b>	NPDES Permit R2-2004-0079 for East Brother Light Station, Inc.	<b>Effective Dates:</b>	12/01/2004 -
<b>Order Number:</b>	R2-2004-0079	<b>Water Board:</b>	San Francisco Bay Regional Water Quality Control Board
<b>Status:</b>	Draft	<b>Regulatory Measure ID:</b>	326971 

General Info | Related Parties | Related Places | Monitoring Locations | Requirements | Inspections | Tasks | Documents | Addn. Info | Attachments

**Title:\***

**Description:**

**Regulatory Measure Type:\***  **Order/Resolution Number:**

**Status:\***  **Individual / General:\***

**Status Date:\***  (MM/DD/YYYY)



## CIWQS Workbook 8

# Create & Maintain Regulatory Measures

\*Note: For things that don't have an order number or resolution number, use the date of the document.

7. Enter in a description if needed.
8. Using the calendar icon, pick today's date as the status date.

The screenshot shows a web form for creating a regulatory measure. The 'Status Date' field is set to 02/25/2006. A calendar pop-up window is open, showing the date 02/25/2006 selected. The form includes fields for Title, Description, Regulatory Measure, Status, and Status Date. The 'Status' dropdown is currently set to 'Draft'.

9. Change the Status of the Regulatory Measure to "Active".

The screenshot shows the 'Status' dropdown menu open, with 'Active' selected. The form includes fields for Status, Status Date, and Related Organizations. The 'Status' dropdown is currently set to 'Draft'.



# CIWQS WorkBook 8

## Create & Maintain Regulatory Measures

10. Click the “Save” button near the top of the page

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

<b>Regulatory Measure Title:</b>	NPDES Permit R2-2004-0079 for East Brother Light Station, Inc.	<b>Effective Dates:</b>	12/01/2004 -
<b>Order Number:</b>	R2-2004-0079	<b>Water Board:</b>	San Francisco Bay Regional Water Quality Control Board
<b>Status:</b>	Active	<b>Regulatory Measure ID:</b>	326971

General Info | Related Parties | Related Places | Monitoring Locations | Requirements | Inspections | Tasks | Documents | Addn. Info | Attach

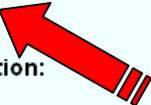
**Title:\***

**Description:**

**Regulatory Measure Type:\***  **Order/Resolution Number:**

**Status:\***  **Individual / General:\***

**Status Date:\***  (MM/DD/YYYY)





# CIWQS WorkBook 8

## Create & Maintain Regulatory Measures

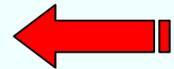
11. Enter an Expiration / Review date and select “**Save**” again (from the top of the page) to link the new action to the original regulatory measure. The presence of the “**Unlink**” hyperlink tells you this linking has occurred.

### Identifiers

Identifier Type*	Identifier*	Comment	Start Date*	End Date	Action
NPDES Number	CA0038806		08/07/2007		<a href="#">Unlink</a>
WDID	2 071227001		08/07/2007		<a href="#">Unlink</a>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> (MM/DD/YYYY)	<input type="text"/> (MM/DD/YYYY)	

### Dates

Date Type*	Date*	Action
Adoption Date / Issuance Date	09/15/2004 (MM/DD/YYYY)	<a href="#">Unlink</a>
Effective Date	12/01/2004 (MM/DD/YYYY)	<a href="#">Unlink</a>
Expiration Date / Review Date	08/07/2012 (MM/DD/YYYY)	<a href="#">Unlink</a>
<input type="text"/>	<input type="text"/> (MM/DD/YYYY)	



### Dates

- Only one date of each type can be entered.
- Except for enrollees, all regulatory measures shall have an “Adoption/Issuance” date.
- All orders (WDRs, NPDES, CAO, CDO, etc) must have an Effective date.
- If an order is historic, it must have a termination date.
- All NPDES permits, WDRs, and 401 Certifications must have an Expiration/Review date.
- For WDRs, if the order is reviewed and a renewal is not necessary, the Expiration/Review date should be extended.
- For enrollees, there must be an effective date (the date coverage started) and if the general permit no longer covers the enrollee, there must be a termination date.



## CIWQS Workbook 8

# Create & Maintain Regulatory Measures

Date Type	Definition
Adoption Date/Issuance Date	This is the date the regulatory measure is adopted or signed by the executive officer. If the regulatory measure is not adopted or signed by the executive officer, the issuance date is the date the regulatory measure is sent by staff. For oral communication, this is the date that the communication took place.
Effective Date	This is the date that the regulatory measure has authority.
Expiration Date/Review Date	The Expiration date applies to NPDES permits and is the scheduled date of termination. The review date is for WDRs and is the date that the WDRs are scheduled to be assessed for adequacy.
Billing Hold	The date that a storm water enrollee regulatory measure is put on billing hold. Billing hold is the date that the RB received a complete NOT, and is put on hold until final approval/ denial. While on billing hold, no new invoices are generated and late notices for existing invoices are not sent. If the NOT is denied, the billing hold is removed and outstanding invoices will be reissued for immediate payment or a supplemental invoice will need to be generated for any invoice amount missed. If the NOT is approved, the billing hold is removed and NOI terminated. Applicable invoices will be canceled, reissued or refunded.
Termination Date	The date that a regulatory measure is no longer in effect. . If an order replaces/supersedes another, the old one should have a termination date of the day before the effective date of the new order.



## CIWQS Workbook 8

# Create & Maintain Regulatory Measures

User must link all regulatory measures that are directly related to one another. For example, if an enforcement action is enforcing against violations of a general storm water permit and a wastewater permit, then the enforcement action must be linked to both of them.

<b>Relationship</b>	<b>Definition</b>
Amending	The relationship between two regulatory measures that are for the same discharge. Both regulatory measures should be active, though the more recent regulatory measure revises portions of the existing regulatory measure.
Archiving	Only used for regulatory measures that have been activated and the requirements need to be adjusted.
Enforcing	The relationship between two regulatory measures, where the first order is violated and therefore subject to the actions of the second order.
Enrolling Under	The relationship made from an enrollee regulatory measure (type) to a general regulatory measure (type).
Implementing	The relationship between a base order and a co-permittee regulatory measure.
Revising/Renewing	The relationship between two regulatory measures that are for the same discharge and the existing order is being rescinded with the new order.
Replacing	Applicable when a new type of regulatory measure takes the place of an existing regulatory measure (e.g., an NPDES permit is replaced by WDRs or when an ACL Complaint is replaced by an ACL Order). The regulatory measure that gets replaced should have the status "superseded."



## CIWQS Workbook 8

### Create & Maintain Regulatory Measures

Notice of Termination	For statewide storm water enrollees, the regulatory measure representing the application to end coverage under a statewide storm water general permit.
Rescinding	Used only when the new regulatory measure only rescinds another regulatory measure and does not include additional requirements.



## CIWQS WorkBook 8

# Create & Maintain Regulatory Measures

12. Enforcement actions are actions taken by Regional Board staff to enforce the terms of a permit and/or to correct actions which have led to a violation of the permit. To create an Enforcement Action of our new Reg Measure, follow steps 1 thru 3 above. In step 3 enter 326971 (the ID # of the Reg Measure you just created) as the Reg Measure ID to search for.

### Regulatory Measure Search

Enter search criteria and click 'Search'.

Regulatory Measure ID:	<input type="text" value="326971"/>	
Number/Identifier:	<input type="text"/>	Identifier Type: <input type="text" value="Any"/>
Regulatory Measure:	<input type="text" value="Any"/>	
Individual / General:	<input type="text"/>	
Water Board:	<input type="text" value="Any"/>	
Facility Name:	<input type="text"/>	
Related Party Name:	<input type="text"/>	
Program:	<input type="text" value="Any"/>	
Status:	<input type="text" value="Any"/>	
<input type="button" value="Search"/> <input type="button" value="Cancel"/>		



# CIWQS Workbook 8

## Create & Maintain Regulatory Measures

The search results are shown below. Since our new Reg Measure is an enforcement action, select “Enforcing” from the Relationship dropdown menu and then click on the “Copy” hyperlink from the Action column, as shown below.

Search Results: Previous 1-1 of 1 Ne

Regulatory Measure ID	Title	Glance Report	Program	Regulatory Measure	Order Number/Primary Identifier	Facility	Effective Dates	Relationship	Action
071	NPDES Permit R2-2004-0079 for East Brother Light Station, Inc.	<a href="#">Reg Measure</a>	NPDES	NPDES Permits	R2-2004-0079	East Brother Light Station Inc	12/01/2004 -	Enforcing Amending Archiving <b>Enforcing</b> Enrolled Under Implementing Notice Of Termination Replacing	<a href="#">Copy</a>

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The screen below appears. Click “Yes” to copy requirements to the Enforcement Action.

### Add New Regulatory Measure

Copy requirements from existing regulatory measure to new regulatory measure?

The next screen applies to “General” type permits. Our permit type is “Individual”, so select “No”.

### Add New Regulatory Measure

Copy one or more enrollees from existing regulatory measure to new regulatory measure? If yes, you will be able to choose which enrol to copy on the next screen.



## CIWQS Workbook 8

# Create & Maintain Regulatory Measures

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

<b>Regulatory Measure Title:</b>	NPDES Permit R2-2004-0079 for East Brother Light Station, Inc.	<b>Effective Dates:</b>	12/01/2004 -
<b>Order Number:</b>	R2-2004-0079	<b>Water Board:</b>	San Francisco Bay Regional Water Quality Control Board
<b>Status:</b>	Draft	<b>Regulatory Measure ID:</b>	326974

General Info | Related Parties | Related Places | Monitoring Locations | Requirements | Inspections | Tasks | Documents | Addn. Info | Attach

**Title:\***

**Description:**

**Regulatory Measure Type:\***  **Order/Resolution Number:**

**Status:\***  **Individual / General:\***

**Status Date:\***  (MM/DD/YYYY)

Change the title of the Reg Measure to reflect that this is an enforcement action. Add a description for clarity. Change the Reg Measure type to reflect that this particular enforcement action is a fine. Change the Status to “Active”. Click the “Save” button



# CIWQS WorkBook 8

## Create & Maintain Regulatory Measures

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

<b>Regulatory Measure Title:</b>	Enforcement R2-2004-0079 for East Brother Light Station, Inc.	<b>Effective Dates:</b>	12/01/2004 -
<b>Order Number:</b>	R2-2004-0079	<b>Water Board:</b>	San Francisco Bay Regional Water Quality Control Board
<b>Status:</b>	Active	<b>Regulatory Measure ID:</b>	326974

General Info **Enforcement** Related Parties Related Places Monitoring Locations Requirements Inspections Tasks Documents Attachments

Save Archive

**Title:\*** Enforcement R2-2004-0079 for East Brother Light Station, Inc.

**Description:** Fine for illegal dumping into storm drain

**Regulatory Measure Type:\*** Enforcement -> Admin Civil Liability **Order/Resolution Number:** R2-2004-0079

**Status:\*** Active **Individual / General:\*** Individual

**Status Date:\*** 08/08/2007 (MM/DD/YYYY) [View Status History](#)

Notice that there is now an “Enforcement” tab next to the “General Info” tab, and that the name of the Reg Measure in the header now says “Enforcement” rather than “NPDES Permit”.

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## CIWQS Workbook 8

# Create & Maintain Regulatory Measures

Select the “Enforcement” tab. The screen below appears.

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

<b>Regulatory Measure Title:</b>	Enforcement R2-2004-0079 for East Brother Light Station, Inc.	<b>Effective Dates:</b>	12/01/2004 -
<b>Order Number:</b>	R2-2004-0079	<b>Water Board:</b>	San Francisco Bay Regional Water Quality Control Board
<b>Status:</b>	Active	<b>Regulatory Measure ID:</b>	326974

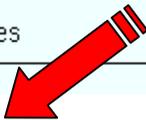
General Info | **Enforcement** | Related Parties | Related Places | Monitoring Locations | Requirements | Inspections | Tasks

Attachments

Total Assessed: \$0.00  
Total Paid: \$0.00  
Total Outstanding: \$0.00

Has Late Milestones

**Violations:**



13. Click the “Link a Violation” button. To link a violation to an enforcement action the violation must already exist. If it does not yet exist you’ll be guided through the process of creating the violation. For the purposes of this example the violation already exists. For instructions on how to create a violation please see the “Create and Maintain Violations” workbook.



## CIWQS WorkBook 8

### Create & Maintain Regulatory Measures

14. When the Violation Search screen appears, click the “**Select Place**” button.

**Violation Search**

Enter search criteria and click 'Search'.

Place:

Program:

Party:

Violation ID:

Status:

Source:  ID:

Regional Water Board:

Staff Assigned:

Violation Date: From  (MM/DD/YYYY)   
To  (MM/DD/YYYY)

15. Enter the name of the facility into the “Place Name” field and click “**Search**”.

**Place Search**

Enter any search criteria and click "Search".

Place ID:

Identifier:  Identifier Type:

Place Name:

Place Type:

Physical Address:

City:  Zip:  County:

Regional Water Board:

Latitude:  deg.  min.  sec. OR  decimal degrees

Longitude:  deg.  min.  sec. OR  decimal degrees

Related Party Name:



## CIWQS WorkBook 8

### Create & Maintain Regulatory Measures

16. Click the “**Link**” hyperlink on right side of the screen.

#### Place Search

Enter any search criteria and click "Search".

Place ID:

Identifier:  Identifier Type:

Place Name:

Place Type:

Physical Address:

City:  Zip:  County:

Regional Water Board:

Latitude:  deg.  min.  sec. OR  decimal degrees

Longitude:  deg.  min.  sec. OR  decimal degrees

Related Party Name:

#### Search Results:

Previous  Next

Place ID	Place Name	Glance Report	Agency	Physical Address	Latitude/Longitude	Regional Water Board	Identifier	
223236	<a href="#">East Brother Light Station Inc</a>	<a href="#">Facility</a>	East Brother Light Station Inc	East Brother Island RICHMOND, CA		2	2 071227001	<a href="#">Link</a>



17. You will be back at the “Violation Screen” and the facility name should appear for the Place criteria.



## CIWQS WorkBook 8

# Create & Maintain Regulatory Measures

**Violation Search**

Enter search criteria and click 'Search'.

Place: East Brother Light Station Inc

Program:

Party:

Violation ID:

Status:

Source:  ID:

Regional Water Board:

Staff Assigned:

Violation Date: From  (MM/DD/YYYY)   
To  (MM/DD/YYYY)

18. If you know the specific Violation ID #, enter it in the appropriate field. If you do not know the violation ID click the “**Search**” button near the bottom of the screen. A list of violations should display in the results table as shown below.



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## Create & Maintain Regulatory Measures

19. When the results table is returned, check the checkboxes for the correct violations in the last column of the row that corresponds to the Violation that you wish to link to the Enforcement action. Click the “**Link Violations**” button.

**Place:** East Brother Light Station Inc

**Program:**

**Party:**

**Violation ID:**

**Status:**

**Source:**  ID:

**Regional Water Board:**

**Staff Assigned:**

**Violation Date:** From  (MM/DD/YYYY)   
To  (MM/DD/YYYY)

**Search Results:**  Previous 1-10 of 15

Violation ID	Violation Date	Violation Type	Serious/Priority?	Place Name	Program	Status	Staff Assigned	Action
<a href="#">570244</a>	08/07/2007	Unregulated Discharge		East Brother Light Station Inc		Violation		<input type="checkbox"/> <a href="#">Delete</a>
<a href="#">407977</a>	01/12/2006	Water Quality		East Brother Light Station Inc		Violation		<input type="checkbox"/> <a href="#">Delete</a>
<a href="#">407978</a>	01/12/2006	Water Quality		East Brother Light Station		Violation		<input type="checkbox"/> <a href="#">Delete</a>



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## Create & Maintain Regulatory Measures

The new violation appears under the “Violations” subgroup. Select “**Save**” to complete the linking action. After “**Save**” is clicked an “Unlink” hyperlink will appear in the far right column of the page.

You are logged in as: [User Name]. If this account does not belong to you, please log out.

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

---

**Measure ID:** R2-2004-0079      **Effective Dates:** 12/01/2004 -

**Facility:** Enforcement R2-2004-0079 for East Brother Light Station, Inc.      **Water Board:** San Francisco Bay Regional Water Quality Control Board

**Status:** Active      **Regulatory Measure ID:** 326974

[Enforcement](#)
[Related Parties](#)
[Related Places](#)
[Monitoring Locations](#)
[Requirements](#)
[Inspections](#)
[Tasks](#)
[Documents](#)
[Addn. Info](#)

---

[View Invoices for this Enforcement Measure](#)

Assessed: \$0.00  
 Paid: \$0.00  
 Outstanding: \$0.00

Late Milestones

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**Violations:**

< a Violation

Violation ID	Violation Type	Facility	Source of Violation	Status	Occurrence Date	Date Added to Enforcement	
4	Unregulated Discharge	East Brother Light Station Inc		Violation	08/07/2007	08/08/2007	<a href="#">unlink</a>

---

**Other Projects/Liabilities:**

[Create a New Project/Liability](#)



# CIWQS WorkBook 8

## Create & Maintain Regulatory Measures

1. From the Enforcement tab of the Regulatory Measure module, click the “Create a New Project/Liability” button.

<b>Regulatory Measure Title:</b>	Enforcement R2-2004-0079 for East Brother Light Station, Inc.	<b>Effective Dates:</b>	12/01/2004 -
<b>Order Number:</b>	R2-2004-0079	<b>Water Board:</b>	San Francisco Bay Regional Water Quality Control Board
<b>Status:</b>	Active	<b>Regulatory Measure ID:</b>	326974

Total Assessed: \$0.00  
 Total Paid: \$0.00  
 Total Outstanding: \$0.00

Has Late Milestones

**Violations:**

Violation ID	Violation Type	Facility	Source of Violation	Status	Occurrence Date	Date Enforced
<a href="#">570244</a>	Unregulated Discharge	East Brother Light Station Inc		Violation	08/07/2007	08/08/2007

**Discharger Projects/Liabilities:**

A project is an activity performed at the expense of the Agency involved and usually involves some sort of community service performed within a specific time frame. Liabilities are fines to be paid within a specified time frame. This enforcement action is an Administrative Civil Liability (ACL), a fine levied by the Regional Water Board.



## CIWQS WorkBook 8

# Create & Maintain Regulatory Measures

Select the "**Liability**" radio button.

The screenshot shows a web interface with tabs for 'General Info', 'Enforcement', 'Related Parties', 'Related Places', and 'Monitoring'. Below the tabs is a 'Save' button and two radio buttons: 'Project' (unselected) and 'Liability' (selected). A red arrow points to the 'Liability' radio button. Below the radio buttons is a 'Responsible Party:' label, a 'Select Party' button, and a note '(Note: All in'.

2. Click the "**Select Party**" button. (This only searches for organizations, not people)

The screenshot shows the same interface as the previous one. The 'Select Party' button is highlighted with a yellow border, and a red arrow points to it. The 'Liability' radio button remains selected. Below the 'Responsible Party:' label is a 'Name:\*' label and an empty text input field.

3. Type the agency name in the "**Name**" field or enter the appropriate Party ID and select "**Search**".

The screenshot shows a 'Party Search' dialog box. It contains the following fields: 'Party ID:' (empty), 'Party Type:' (Organization), 'Name:' (East Brother Light Station), 'Mailing Address:' (empty), 'City:' (empty), 'Work Phone:' (empty), and 'Water Board:' (Any). A red arrow points to the 'Search' button at the bottom left. Another red arrow points to the 'Name' field, and a third red arrow points to the 'Party ID' field. The text 'Enter any search criteria and click "Search"' is displayed at the top of the dialog box.



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4. Click the “**Select**” hyperlink in the right column of the page.

### Party Search

Enter any search criteria and click "Search".

Party ID:

Party Type: Organization

Name:

Mailing Address:

City:

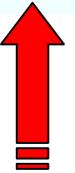
Work Phone:

Water Board:

### Search Results:

Previous  Next

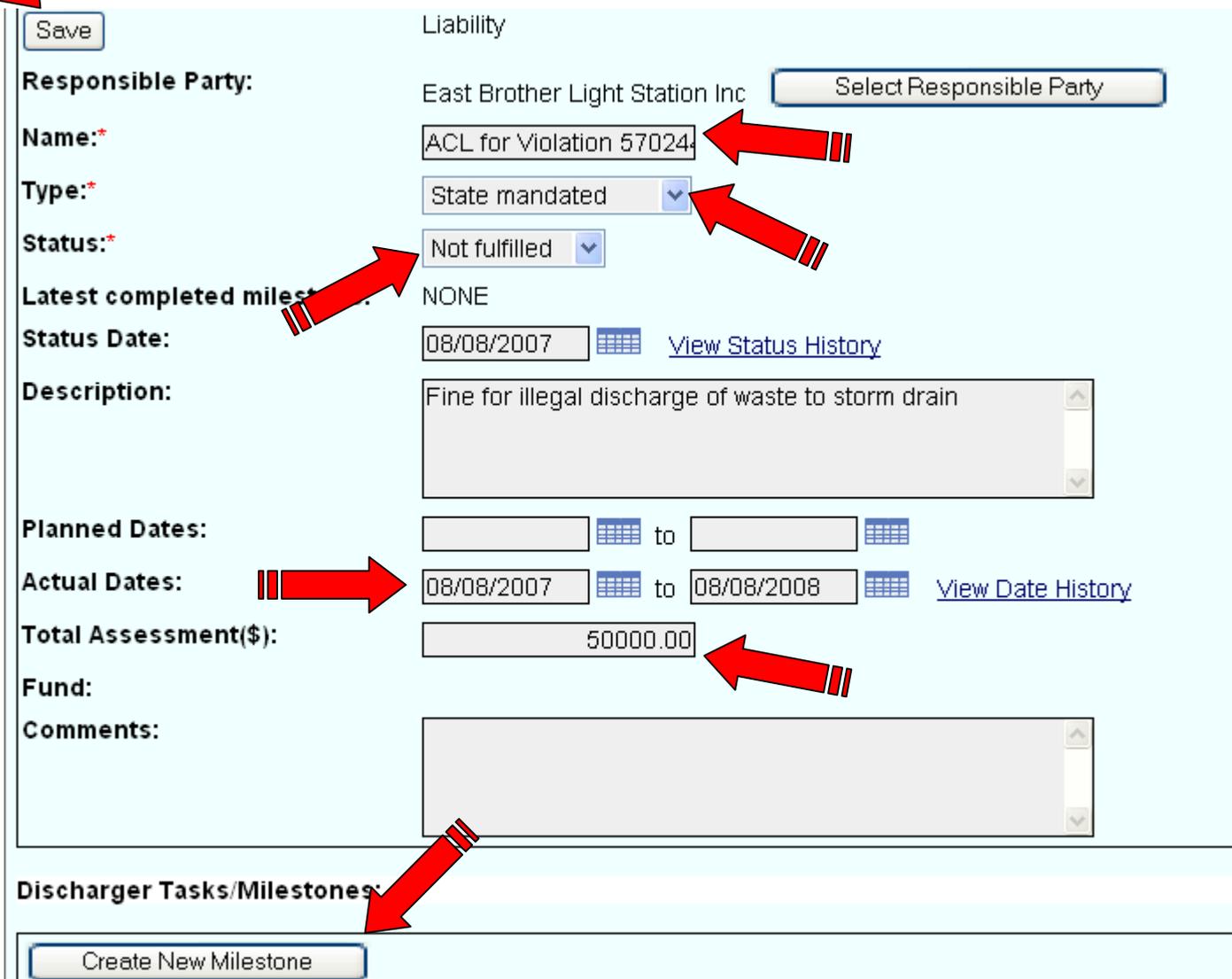
Party ID	Name	Type	Work Phone	Mailing Address	
15202	East Brother Light Station Inc	Organization		117 Park Place , Richmond, California, 94801 , USA	<a href="#">Select</a>



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5. Provide a name for the liability. Select “**State Mandated**” from the Type drop down menu. Select “**Not Fulfilled**” from the Status dropdown menu. Use the calendar icon to select a Status Date. Enter in a description. Enter “**50,000**” in the “Total Assessment(\$)” field. Click the “**Save**” button near the top of the page.



The screenshot shows a web form for creating a liability. The form is titled "Liability" and has a "Save" button at the top left. The form fields are as follows:

- Responsible Party:** East Brother Light Station Inc. (with a "Select Responsible Party" button)
- Name:\*** ACL for Violation 57024
- Type:\*** State mandated
- Status:\*** Not fulfilled
- Latest completed milestone:** NONE
- Status Date:** 08/08/2007 (with a calendar icon and a "View Status History" link)
- Description:** Fine for illegal discharge of waste to storm drain
- Planned Dates:** (empty) to (empty)
- Actual Dates:** 08/08/2007 to 08/08/2008 (with calendar icons and a "View Date History" link)
- Total Assessment(\$):** 50000.00
- Fund:** (empty)
- Comments:** (empty)

Red arrows point to the "Save" button, the "Name" field, the "Type" dropdown, the "Status" dropdown, the "Status Date" field, the "Description" field, the "Actual Dates" field, the "Total Assessment(\$)" field, and the "Create New Milestone" button.

6. Click the “**Create New Milestone**” button shown above.



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7. Select “Liability Amount” from the Task Type drop down menu

Discharger Tasks/Milestones:

Create New Milestone

Task ID	Task Type*	Comment	Status*	
	LIABILITY AMOUNT		Due	13265(d)(1) ACL-ACP. VI

8.

9. Type in “Payment 1” in the Comment field.



Discharger Tasks/Milestones:

Create New Milestone

Task ID	Task Type*	Task Name*	
	PROJECT AMOUNT	Payment 1	

10. Select “Due” from the Status dropdown menu.



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### Discharger Tasks/Milestones:

Task ID	Task Type*	Comment	Status*	
	LIABILITY AMOUNT		Due	13265(d)(1) ACL-ACP. VI

11. Type “5,000” in the Milestone amount.

Scheduled Start Date	Scheduled End Date	Actual Start Date	Actual End Date	Milestone Amount
09/01/2007	09/30/2007			5000.00

12. Click the “**Save**” button near the top of the page. (Repeat Steps 6 through 10 for multiple Milestones/Payments). The milestone is given a Task ID # and History and Delete hyperlinks appear in the far right columns.

13. Return to the Main Menu.