

Lesson 10: Create/Maintain General Orders - Enrollees

Objectives

- Renewing Old Enrollees
- Relating enrollees to New orders

Prerequisites

- An old Enrollee

Business Rules

- None

Creating a general order replacement

1) From the Create/ Maintain regulatory measures module click Create New Regulatory Measure

Regulatory Measure Search

Enter search criteria and click 'Search'.

Regulatory Measure ID:	<input type="text"/>	
Number/Identifier:	<input type="text"/>	Identifier Type: <input type="text" value="Any"/>
Regulatory Measure:	<input type="text" value="Any"/>	
Water Board:	<input type="text" value="Any"/>	
Facility Name:	<input type="text"/>	
Related Party Name:	<input type="text"/>	
Program:	<input type="text" value="Any"/>	

2) Click Yes

Add New Regulatory Measure

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

3) Enter the appropriate identifier and click search to find the Regulatory Measure you wish to renew.

4) Once you have found the desired Regulatory Measure select Replacing from the Relationship drop down menu and click copy.

Effective Dates	Relationship	Acti
12/15/1997 - 07/18/2001	Replacing	Cop

Adopt a measure that replaces an existing one

Adopt a measure that rescinds an existing one

Amend existing requirements or enforcement measures

Amending

Archiving

Enforcing

Enrolled Under

Enrolling Under

Implementing

Notice Of Termination

Regional Board waives requirements of existing measure

Replacing

Rescinding

Revising/Renewing

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5) Click Yes

Add New Regulatory Measure

Copy requirements from existing regulatory measure to new regulatory measure?

6) Once the duplicate Regulatory measure is available change the general info data as necessary and click save.

Regulatory Measure:	1000U000034	Effective Dates:	12/15/1997 - 07/18/2001
Order Number:	1990-0012-DWQ	Water Board:	North Coast Regional Water Quality Control Board
Status:	Draft	Regulatory Measure ID:	301515

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

Title: 1000U000034

Description:

Regulatory Measure: Enrollee **Order Number:** 1990-0012-DWQ

Status: Draft **Individual / General:** Individual

Status Date: 05/16/2006 (MM/DD/YYYY)

Relating an enrollee to a new order

1) Under the general info tab click the Link a Regulatory Measure button located near the bottom of the page.

Related Regulatory Measures

Title	Order Number	Relationship/Reason*	Action
1000U000034	1996-0012-DWQ	Replacing	Unlink
1000U000034	1996-0012-DWQ	Replacing	Unlink
1000U000043	1996-0012-DWQ	Enrolled Under	Unlink
1000U000043	1996-0012-DWQ	Enrolled Under	Unlink
1000U000081	2001-0011-DWQ	Enrolled Under	Unlink
1000U000081	2001-0011-DWQ	Enrolled Under	Unlink
1A01071NMOD	93-061	Enrolled Under	Unlink
1A01071NMOD	01-087	Enrolled Under	Unlink
NPDES-General Permit 1996-0012-DWQ for Utility Vaults	1996-0012-DWQ	Enrolled Under	Unlink
NPDES-General Permit 2001-0011-DWQ for Utility Vaults	2001-0011-DWQ	Enrolled Under	Unlink

Link a Regulatory Measure

2) Enter the appropriate identifier and click search to find the Regulatory Measure you wish to link

Search Results:

[Previous 10](#) | 11-20 of 300 | [Next 10](#)

Regulatory Measure ID	Title	Program	Regulatory Measure	Order Number/Primary Identifier	Facility	Effective Dates	Action
178994	1A01065RSIS	Nonsubchapter 15	Enrollee	00-051	MORGAN PRODUCTS	10/12/2001 -	
178995	1A01071NMOD	NPDES	Enrollee	93-061	CLEAR LAKE DAM MODIFICATION	08/10/2001 -	
178996	1A02029RDN	Nonsubchapter 15	Enrollee	87-113	Spyglass	09/24/1987 -	
178997	1A02062NSIS	NPDES	Enrollee	01-12DWQ	TULELAKE IRRIGATION DISTRICT	05/20/2002 -	
178998	1A02140RDN	Nonsubchapter 15	Enrollee	00-051	CRESCENT CITY SHELL	07/27/2000 -	
178999	1A03065RSIS	Nonsubchapter 15	Enrollee	97-010WQ	BLUE HERON RV PARK	04/24/2003 -	
179000	1A03126RDN	Nonsubchapter 15	Enrollee	03-122	RANCHERIA LEACHFIELD PROJECT	10/10/2003 -	
179001	1A03201RDN	Nonsubchapter 15	Enrollee	00-051	NORTHRIDGE ELECTRIC	03/22/2004 -	
179002	1A04114RDN	Nonsubchapter 15	Enrollee	02-080	GREENSIDE SUBDIVISION	12/14/2004 -	
179003	1A04134RDN	Nonsubchapter 15	Enrollee	04-020	PRICE TRUST PROPERTY	10/26/2004 -	

3) Once back at the general info tab of the new regulatory measure, select “Enrolled Under” from the Relationship/ Reason drop down menu.

related regulatory measures

Title	Order Number	Relationship/Reason*
1000U000034	1996-0012-DWQ	Replacing
1000U000034	1996-0012-DWQ	Adopt a measure that replaces an existing one Adopt a measure that rescinds an existing one
1000U000043	1996-0012-DWQ	Amend existing requirements or enforcement measures Amending
1000U000043	1996-0012-DWQ	Archiving Enforcing
1000U000081	2001-0011-DWQ	Enrolled Under Enrolling Under

4) Click Save

How to Create a New Permit

1. Click on the “Create/Maintain Regulatory Measure” link from the Main Menu.



- The Regulatory Measure Search screen will appear. Click the “Create New Regulatory Measure” button.

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:

- You will be asked if this new Regulatory Measure is based on an existing Regulatory Measure. Click the “No” button.

Add New Regulatory Measure

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

- When the General Information Tab within the Regulatory Measure Module appears, enter a Title for your Regulatory Measure. For example, type “NPDES Permit for «PLACE»”.

General Info Related Parties Related Places Monitoring Locations Requirements Ir

Title:*

- You have the option of typing in a description for the Regulatory Measure you are creating. This field is helpful in more complicated situations, such as when wastewater from multiple cities is coming to one plant.

6. Select “NPDES Permits” as the Regulatory Measure Type from the drop down menu.

Regulatory Measure:*
Status:*
Status Date:*
Related Organizations
Organization
Related Places
Place Name

- Enrollee -> Storm water NOT
- General WDRs
- Individual Monitoring Requirem
- Individual WDRs
- Letter
- NPDES Permits**
- Reclamation Requirements
- Resolution Order
- Unregulated
- Waiver
- Waiver -> Conditional Waiver

7. Input an Order Number into the Order Number field. For this exercise use <Your first and last initial>-<ORDER_>.

Order Number: DG-9999-0001
Individual / General:*

8. Select “Active” from the Status drop down menu.

Status:*
Status Date:*
Related Organizations
Organization
Related Places
Place Name
Regulatory Programs

- Accepted
- Active**
- Archived
- Draft
- Historical
- In Preparation
- Inactive
- Returned
- Superseded
- Terminated

9. Enter today’s date in the Status Date field.

Description:
Regulatory Measure:* NPDES Permits
Status:* Active
Status Date:* (MM/DD/YYYY)
Related Organizations
Organization
Related Places
Place Name

Pick a date - Microsoft Intern...
<< 2006 >>
<< February >>
Sun Mon Tue Wed Thu Fri Sat
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 1 2 3 4

10. Pick "Individual" from the "Individual/General" drop down menu.

Order Number: DG-9999-0001

Individual / General:*
General
Individual

11. Pick NPDES from the "Program" drop down menu.

Regulatory Programs

Program*	Sub-Program	Program Classification	Action
Nonsubchapter 15			
NPDES			
Old NURDs			
Pretreatment program			
Redevelopment			
Resource Conservation and Recovery Act			
Solid Waste Assessment Test			
Spills, Leaks, Investigations, and Cleanup			
Subchapter 15			
Timber Harvest			
Toxic Pits Cleanup Act			

Comment: [] Start Date: 02/25/2006 (MM/DD/YYYY)

Date*: [] Action: []

12. Pick "NPDES Number" from the Identifier Type drop down menu.

Identifiers

Identifier Type*	
Assessment Unit ID	
C.A.S. number	
Case Number	
CI Number	
FEIN	
File Number	02/24
FRS Number	
Monitoring Area ID	
Monitoring Location	
NPDES Number	

13. Enter «NPDES_» in the Identifier field.

Identifiers	
Identifier Type*	Identifier*
NPDES Number	R2-2004-0079

Identifiers

- **Non-enforcement orders and permits must be associated with one and only one WDID number. Recording WDIDs for enforcement regulatory measures is optional.**
- **If a permit or amendment is issued to an NPDES discharger, there must be an NPDES number.**
 - **Individual storm water permits should have an "S" as the third character of the permit's NPDES number. For example: "CAS000123."**
 - **"Master" storm water general permits should have an "R" as the third character. For example: "CAR000123."**
 - **Non-storm water general permits should have a "G" as the third character. For example: "CAG000123."**
- **All appropriate identifiers may be linked.**
- **The start date should be the day of data entry.**
- **End dates should only be entered if the identifier is no longer applicable. A regulatory measure which is no longer active does not require an end date to be populated.**

Identifier	Definition
CI Number	The CI number is the Compliance Inspection Number and is only used in region 4.
File Number	Miscellaneous identifier; unique to the appropriate program, such as, UST or SLIC.
NPDES Number	A federal identifier for the NPDES program that, like the WDID, should stay with the discharge as new regulatory measures are issued.
WDID	The Waste Discharge Identification number is associated with a certain discharge(s). The WDID should remain with a discharge as new regulatory measures for that same discharge are issued. A discharge may get a new WDID if the regulatory measure is superseded by another type of regulatory measure for which a new WDID must be assigned. For example, if a discharge was regulated by a general statewide storm water permit, then the WDID follows the storm water WDID convention. If the permit is replaced by an individual storm water permit, then a new WDID should be assigned.

14. Pick “Adoption Date/Issuance Date” from the Date Type drop down menu.

Dates		
Date Type*	Date*	Action
<div style="border: 1px solid black; padding: 2px;"> Adoption Date / Issuance Date </div>	02/25/2006 (MM/DD/YYYY)	
Relationship/Reason*		

15. If not already entered, input today’s date in the Date field.

Dates		
Date Type*	Date*	Action
Adoption Date / Issuance Date	02/25/2006 (MM/DD/YYYY)	

16. Click the “Save” near the top of the screen.

General Info
Related Parties
Related Places
Monitoring Locations
Requirements

Save

Title*: NPDES Permit for East Brother Light Station Inc

17. A new row will be created in the Dates Table, select “Effective Date” from the Date Type field.

Dates		
Date Type*	Date*	Action
Adoption Date / Issuance Date	02/25/2006 (MM/DD/YYYY)	Unlink
<div style="border: 1px solid black; padding: 2px;"> Effective Date </div>		
Relationship/Reason*		

18. Enter today's date.

Dates		
Date Type*	Date*	Action
Adoption Date / Issuance Date	02/25/2006 (MM/DD/YYYY)	Unlink
Effective Date	02/25/2006 (MM/DD/YYYY)	

19. Click the "Save" near the top of the screen

20. A third row will be created in the Dates Table, select "Expiration Date/Review Date" as the type.

Dates		
Date Type*	Date*	Action
Adoption Date / Issuance Date	02/25/2006 (MM/DD/YYYY)	Unlink
Effective Date	02/25/2006 (MM/DD/YYYY)	Unlink
<div style="border: 1px solid black; padding: 2px;"> Expiration Date / Review Date </div>		

21. Enter a date that is five years from today (i.e., if today were 5/12/2005, enter 5/11/2010).

Dates		
Date Type*	Date*	Action
Adoption Date / Issuance Date	02/25/2006 (MM/DD/YYYY)	Unlink
Effective Date	02/25/2006 (MM/DD/YYYY)	Unlink
Expiration Date / Review Date	02/25/2011 (MM/DD/YYYY)	

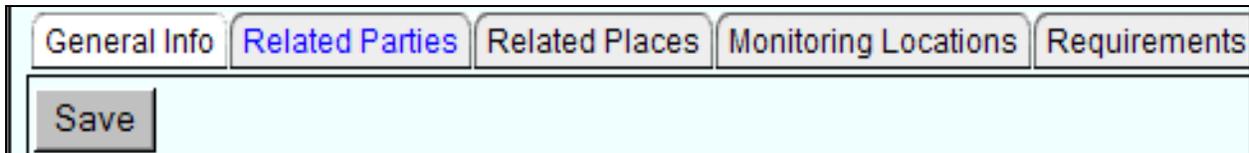
Dates

- 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.

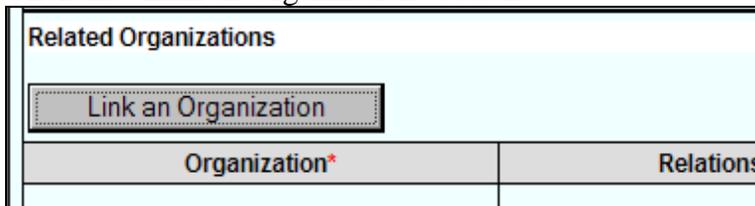
Date Type	Definition
Adoption Date/Issuance Date	This is the date the regulatory measure is adopted or signed by the executive officer. If the regulatory measure is not adopted or signed by the executive officer, the issuance date is the date the regulatory measure is sent by staff. For oral communication, 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.

22. Click “Save” near the top of the screen.

23. Select the “Related Parties” Tab.



24. Click the “Link an Organization” button.



- All individual regulatory measures must have at least one related organization with the relationship of “Discharger.”

25. When the Party Search screen appears, enter «ORGANIZATION» in the Party Name field and click the

Party Search

Enter any search criteria and click "Search".

Party ID:

Party Type: Organization

Name:

Mailing Address:

City:

Work Phone:

Water Board:

“Search” button.

26. Identify the correct party from the search results and click on the “select” hyperlink in the last column of the table.

Previous <input type="text" value="1-1 of 1"/> Next	
ond, California, 94801, USA	Select

27. When you’ve returned to the Related Parties Tab, select “Discharger” from the Relationship drop down menu.

Related Organizations

Organization*	Relationship*
East Brother Light Station Inc	<input type="text" value="Author"/>
	Author
	Authorizing
	Billing
	Billing Contact
	Compliance
	Contact
	Developer
	Developer Contact
	Discharger
	Discharger Contact

Related Persons at Organization

Person*	Role at O	Relationst

-All individual regulatory measures must have at least one related organization with the relationship of “Discharger.”

-Regulatory measures must be linked to the appropriate regional board with the relationship of “Regulating.” General orders or resolutions do not have to have this relationship but must have a relationship of issuing.

-If the regulating organization is different than the issuing organization, both relationships must be identified.

28. If not already entered, select today’s date using the calendar icon in the Start Date field.

29. Click “Save” near the top of the screen

30. Click the “Link a Person at an Organization” button.

Related Persons at Organization	
Link a Person at an Organization	
Person*	Role at Organization*

31. Enter your last name in the Name field and click the “Search” button.

Party Search

Enter any search criteria and click "Search".

Party ID:

Party Type: Person

Name:

Mailing Address:

City:

Work Phone:

Water Board:

32. When the results are returned, find your name and click the “select” hyperlink in the last column of the table.

Mailing Address	
	Select

Previous 1-1 of 1 Next

33. Select “Employee: regional board“ from the “Role at Organization” drop down.

Related Persons at Organization		
Link a Person at an Organization		
Person*	Role at Organization*	Relationship
Daniel Gonzales	Employee: State Water Resources Control Board	

-For active regulatory measures, there must be a Water Board employee related to the regulatory measure with the relationship “staff”.

34. Select “Inspector” as the Relationship between you and the Regulatory Measure.

Related Persons at Organization			
Link a Person at an Organization			
Person*	Role at Organization*	Relationship*	Comment
Daniel Gonzales	Employee: State Water Resources Control Board	Inspector	

Relationship	Definition
Author	The regional board staff responsible for getting the regulatory measure adopted or issued. Applicable when there is a separate staff person or enforcement officer, otherwise this role is implied with the “staff” role.
Billing	The organization to contact in regards to annual fee billing. Used for statewide general storm water enrollees and should only be changed through SMARTS.
Billing contact	The person (at the billing organization) to contact in regards to annual fee billing.
Developer	This relationship applies to the organization that is responsible for the construction project at a construction site. It is only applicable to Enrollee – Construction Storm water, to be assigned through SMARTS.
Developer Contact	The person responsible for day-to-day contact with developer organization.
Discharger	The organization authorized to discharge under a regulatory measure.
Discharger Contact	The discharger representative.
DMR Contact	This role is required to be assigned for NPDES permits. It should be used to signify the person to contact for DMR related questions.
Group Monitoring group	This relationship only applies to Enrollee – Storm water Industrial regulatory measures that are part of a Group Monitoring group.
Interested Party	Any party (person or organization) that has expressed a heightened level of interest towards a specific regulatory measure. This role is not required to be assigned to parties that have submitted comments regarding a specific

	regulatory measure.
Issuing	The Water Board that adopted or authorized a regulatory measure. This relationship is only necessary if the organization that issues the regulatory measure and the organization that has the role “Regulating” are different.
Other Enforcing Agency	Only applicable on enforcement regulatory measure records that are of “refer” type. If the specific person is known, the agency does not also have to be entered.
Other Enforcing Contact	Only applicable on enforcement regulatory measure records that are of “refer” type.
Regulating	Regulating is the role of the Water Board that is implementing the regulatory measure. Unless otherwise noted by an “issuing” relationship, “regulating” implies issuing as well.
Staff	The Water Board employee responsible for the day to day implementation of a regulatory measure.
[Recycled Water] User	An organization that consumes or distributes for consumers, recycled water.
[Recycled Water Producer]	An organization that produces recycled water.
Third Party Contact	An organization used in various situations. The comments can be used to describe the specific role.
Third Party Contact	A person for the “Third Party” organization. If the specific person is related, the organization does not also have to be related.

35. If not already entered, select today’s date using the calendar icon for the Start Date.

36. Click “Save” at the top of the table.

37. Select the Related Places Tab.

38. Click the “Link a Place” Button.

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

Regulatory Measure: NPDES Permit for East Brother Light Station

Order Number: DG-9999-0001

Status: Active

General Info | Related Parties | **Related Places** | Monitoring Location

Save Show Inactive Relationships

39. When the Place Search screen appears, enter «PLACE» in the Place Name field or enter «WDID» in the identifier field.

40. Find your Place in the results table and click the “select” hyperlink in the last column of the table.

Previous 1-1 of 1 Next			
Latitude/Longitude	Regional Water Board	Identifier	
	2	2 071227001	select

41. Select “Discharging” from the drop down menu in the Role/Relationship field.

Relationship	Definition
Covering (to be Protected)	Relationship between a waterbody and a regulatory measure
Discharging	Relationship between a discharge point and a regulatory measure
Regulating (to be Regulated)	Relationship between the place (“facility”) and a regulatory measure

- There must be a related place with the relationship of “Regulating.”
- Discharge points have the relationship of “Discharging”.

42. If not already entered, input today’s date in the Start Date field.

43. Click “Save” near the top of the screen.

44. Click on the Tasks Tab.

Screen]	
Light Station Inc	Effective Dates: 02/25/2006 - 02/25/2011
Water Board:	
Regulatory Measure ID:	297484
Monitoring Locations	Requirements
Inspections	Tasks
Documents	Addn. Info
Attachments	

45. Click the “Add New Task” button.

General Info	Related Parties	Related Places	Monitoring Lo
Save	Add New Task		
ID	Task	Dates	

46. In the row that appears in the table, select “Permit Application Processing -> Application Received” from the Task Type drop down menu.

General Info	Related Parties	Related Places	Monitoring Locations	Requirements	Inspections	Tasks	Documents	Addn.
Save	Add New Task							
ID	Task	Dates						
Type:*	<ul style="list-style-type: none"> Complaint Investigation Permit Application Processing Permit Application Processing -> Application Assigned to Staff Permit Application Processing -> Application Complete Permit Application Processing -> Application Fee Received Permit Application Processing -> Application Received Permit Application Processing -> Board Meeting Scheduled Permit Application Processing -> Deficiency Notification Permit Application Processing -> Disposition Permit Application Processing -> Draft Order Complete 	Planned Start Date:	<input type="text"/>	<input type="text"/>				
Name:		Planned End Date:	<input type="text"/>	<input type="text"/>				
Status:*		Actual Start Date:	<input type="text"/>	<input type="text"/>				
Assigned To:*		Actual End Date:	<input type="text"/>	<input type="text"/>				

47. Type, “Permit renewal application received” in the Task Name field.

General Info	Related Parties	Related Places	Monitoring Locations	Requirements	Inspections	Tasks	Documents	Addn. In
Save	Add New Task							
ID	Task	Dates						
Type:*	Permit Application Processing -> Application Received	Planned Start Date:	<input type="text"/>	<input type="text"/>				
Name:	Permit renewal application received	Planned End Date:	<input type="text"/>	<input type="text"/>				
Status:*		Actual Start Date:	<input type="text"/>	<input type="text"/>				
Assigned To:*		Actual End Date:	<input type="text"/>	<input type="text"/>				

48. Select “Performed” from the Status drop down menu.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: General Info, Related Parties, Related Places, Monitoring Locations, Requirements, Inspections, Tasks, Documents, and Addn. Below the navigation bar are two buttons: Save and Add New Task. The main area is a form with two columns: Task and Dates. The Task column contains fields for Type (Permit Application Processing -> Application Received), Name (Permit renewal application received), Status (Canceled), and Assigned To (Canceled). The Dates column contains fields for Planned Start Date, Planned End Date, Actual Start Date, and Actual End Date. A dropdown menu is open for the Status field, showing options: Canceled, Performed (highlighted), and Planned.

49. Select your name from the “Assigned to” drop down menu.

This screenshot is similar to the previous one, but the Status dropdown is now closed and set to 'Performed'. The Assigned To dropdown menu is open, showing the name 'Daniel Gonzales' selected.

50. Select today’s date using the calendar icon for all four dates.

The screenshot shows the task management interface with a calendar pop-up window open. The calendar is for the year 2006 and the month of February. The date 25 (February 25th) is highlighted in green. The task form below has the Planned Start Date, Planned End Date, and Actual Start Date fields populated with 02/25/2006. The Actual End Date field is empty.

-Enter the “due” date in the planned end date. If there is no due date, the planned dates can be left blank.

-Enter the date that the task was completed in the actual end date.

-Start dates aren’t required, though are helpful in some situations.

51. Click “Save”.

52. Click on “Add New Task”.

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

Regulatory Measure: NPDES Permit for East Brother L

Order Number: DG-9999-0001

Status: Active

[General Info](#) [Related Parties](#) [Related Places](#) [Mo](#)

[Save](#) [Add New Task](#)

ID	Task
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53. Select “Permit Application Processing -> Application Completed” from the Task Type drop down menu in the new row.

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

[Save](#) [Add New Task](#)

ID	Task	Dates		
	Type:* Permit Application Processing -> Application Assigned to Staff Name: Complaint Investigation Status:* Permit Application Processing Assigned To:* Permit Application Processing -> Application Assigned to Staff	Planned Start Date: <input type="text"/> Planned End Date: <input type="text"/> Actual Start Date: <input type="text"/> Actual End Date: <input type="text"/>		
452479	Type:* Permit Application Processing -> Application Complete Name: Permit Application Processing -> Application Fee Received Status:* Permit Application Processing -> Board Meeting Scheduled Assigned To:* Daniel Gonzales	Planned Start Date: 02/25/2006 Planned End Date: 02/25/2006 Actual Start Date: 02/25/2006 Actual End Date: 02/25/2006	history	delete

54. Type “Reviewed for adequacy” for in the Task Name field.

[Save](#) [Add New Task](#)

ID	Task
	Type:* Permit Application Processing -> Application Complete Name: Reviewed for Adequacy Status:* <input type="text"/> Assigned To:* <input type="text"/> Milestone:

55. Select “Performed” from the Status drop down menu.

ID	Task	
	Type:*	Permit Application Processing -> Application Complete
	Name:	Reviewed for Adequacy
	Status:*	Canceled
	Assigned To:*	Canceled
	Type:*	Planned

56. Select your name from the “Assigned to” drop down menu.

ID	Task	
	Type:*	Permit Application Processing -> Application Complete
	Name:	Reviewed for Adequacy
	Status:*	Performed
	Assigned To:*	Daniel Gonzales
	Type:*	Permit Application Processing -> Application Received

57. Select today’s date using the calendar icon.

Requirements		Inspections	Tasks	Documents	Addn. Inf
complete	Planned Start Date:	02/27/2006	calendar icon		
	Planned End Date:	02/27/2006	calendar icon		
	Actual Start Date:	02/27/2006	calendar icon		
	Actual End Date:		calendar icon		
received	Planned Start Date:	02/25/2006	calendar icon		
	Planned End Date:	02/25/2006	calendar icon		
	Actual Start Date:	02/25/2006	calendar icon		
	Actual End Date:	02/25/2006	calendar icon		

<< 2006 >>
<< February >>

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	1	2	3	4

history delete

58. Click “Save”.

59. Click on the “Addn. Info.” Tab.

Inspections	Tasks	Documents	Addn. Info	Attachments
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-Except for application fee amount received, start dates for attributes shall be the approximate date a value changes. If unknown, use the date of data entry. For changing values, the end date of the old value must be the day before the start date of the new value. For application fee amt received, this date must be the date the complete fee was received. It is used for billing.

-End dates are not necessary unless the value of certain attribute changes.

-If a regulatory measure is copied, billing information should be deleted because in most cases, it is only applicable to the original base permit.

60. The second row of the “Attribute” column says, “Application fee amt received”. Enter “1000” in the Value field.

Attribute	Mult	Type	Value*	Unit Of Measure
301 H	N	character	<input type="text"/>	
Application Fee Amt Received	Y	number	<input type="text" value="1000"/>	
Baseline Flow	N	number	<input type="text"/>	MGD
Billing Info01-Bill Name	N	text	<input type="text"/>	
Billing Info02-Bill Contact	N	text	<input type="text"/>	

61. Using the calendar icon, select today’s date for the Start Date field.

Unit Of Measure allows multiple values with no overlapping effective dates.

Attribute	Mult	Type	Value*	Unit Of Measure	Start Date (mm/dd/yyyy)*	End Date (mm/dd/yyyy)	
301 H	N	character	<input type="text"/>		<input type="text"/>	<input type="text"/>	add another
Application Fee Amt Received	Y	number	<input type="text" value="1000"/>		<input type="text"/>	<input type="text"/>	add another
Baseline Flow	N	number	<input type="text"/>	MGD	<input type="text"/>	<input type="text"/>	add another
Billing Info01-Bill Name	N	text	<input type="text"/>		<input type="text"/>	<input type="text"/>	add another
Billing Info02-Bill Contact	N	text	<input type="text"/>		<input type="text"/>	<input type="text"/>	add another
Billing Info03-Bill Street	N	text	<input type="text"/>		<input type="text"/>	<input type="text"/>	add another
Billing Info04-Bill City	N	text	<input type="text"/>		<input type="text"/>	<input type="text"/>	add another

Pick a date - Microsoft Inte...

<< 2006 >>
<< February >>

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	1	2	3	4

62. The seventh row says “Design Flow”. Enter “1” in the Value field.

Complexity	N	character	<input type="text"/>		<input type="text"/>	<input type="text"/>
Construction Funded?	N	character	<input type="text"/>		<input type="text"/>	<input type="text"/>
Construction Required?	N	character	<input type="text"/>		<input type="text"/>	<input type="text"/>
Design Flow	N	number	<input type="text" value="1"/>	MGD	<input type="text"/>	<input type="text"/>
Drdege ' & Fill	N	number	<input type="text"/>		<input type="text"/>	<input type="text"/>
Fee Code	N	text	<input type="text"/>		<input type="text"/>	<input type="text"/>
Final Limit	N	character	<input type="text"/>		<input type="text"/>	<input type="text"/>

63. Using the calendar icon, select today's date for the Start Date field for Design Flow.

Billing Info 10-Bill Country	N	text				
Complexity	N	character	▼			
Construction Funded?	N	character	▼			
Construction Required?	N	character	▼			
Design Flow	N	number	1	MGD	02/27/2006	
Drdege ' & Fill	N	number				
Fee Code	N	text				

64. Click "Save".

How to Create/Maintain Requirements for a Permit

1. Select the "Monitoring Locations" tab.

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

Regulatory Measure:	NPDES Permit for East Brother Light Station Inc	Effective Dates:
Order Number:	DG-9999-0001	Water Board:
Status:	Active	Regulatory Measure ID:

General Info
Related Parties
Related Places
Monitoring Locations
Requirements
Inspections
Tas

-Monitoring locations are only required for individual NPDES dischargers and are be inputted by xxxxxxxx at this time.

-Staff may input monitoring locations for other types of regulatory measures.

2. Click the "Create a new Monitoring Location" button.

General Info
Related Parties
Related Places
Monitoring Locations
Requirements
Inspections
Tas

Create a New Monitoring Location

Facility	Type	ID	Name	Description	Latitude	Longitude
----------	------	----	------	-------------	----------	-----------

3. Select «PLACE» from the Facility drop down menu.

General Info
Related Parties
Related Places
Monitoring Locations
Requiremen

Add Monitoring Location

Save
Cancel

Facility*:

Identifier*:

4. Type “M-001” in the identifier field.

The screenshot shows the 'Add Monitoring Location' form. At the top left, there are 'Save' and 'Cancel' buttons. Below them, the 'Facility*' field is a dropdown menu with 'East Brother Light Station Inc' selected. The 'Identifier*' field is a text box containing 'M-001'.

5. Select “effluent monitoring” from the Type drop-down menu.

The screenshot shows the 'Add Monitoring Location' form. The 'Type*' dropdown menu is open, displaying a list of options: 'Effluent Monitoring', 'Influent Monitoring', 'Internal process monitoring for ELGs', and 'Receiving Water Monitoring'. 'Effluent Monitoring' is highlighted. The 'Identifier*' field contains 'M-001'.

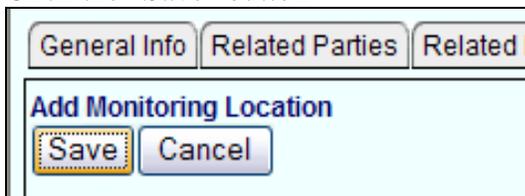
6. Type a descriptive name in the name field.

The screenshot shows the 'Add Monitoring Location' form. The 'Name*' field is a text box containing 'Monitoring Location 1'. The 'Type*' dropdown menu is set to 'Effluent Monitoring'. The 'Identifier*' field contains 'M-001'.

7. Type “Monitoring Effluent 001” in the description text box

The screenshot shows a close-up of the 'Name*' and 'Description' fields. The 'Name*' field contains 'Monitoring Location 1'. The 'Description' field is a text area containing 'Monitoring Effluent 001'.

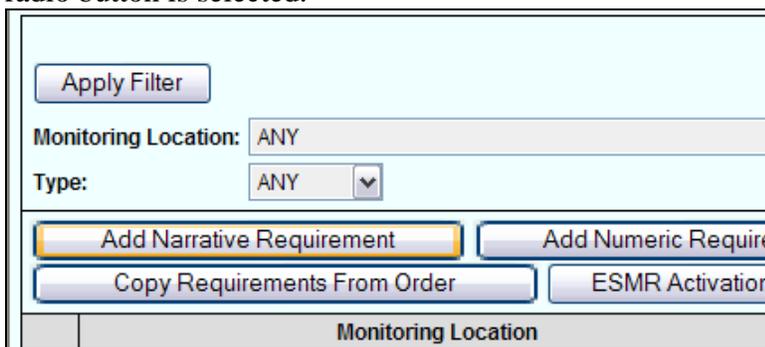
8. Click the “Save” button



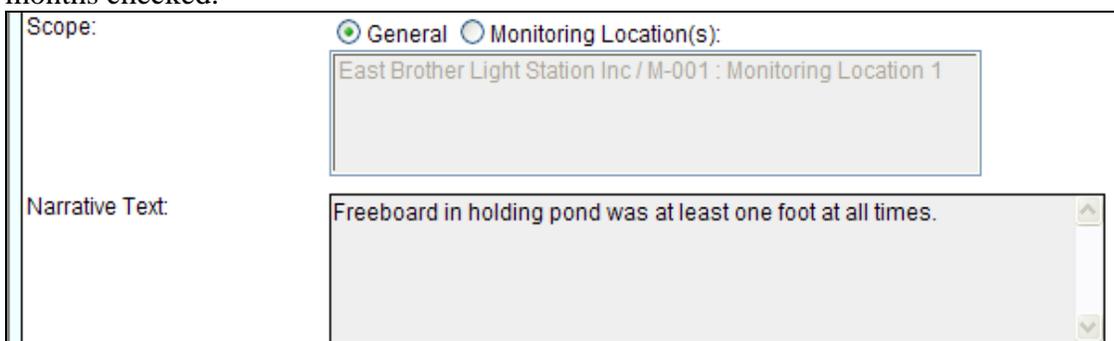
9. Click the “Requirements” Tab.



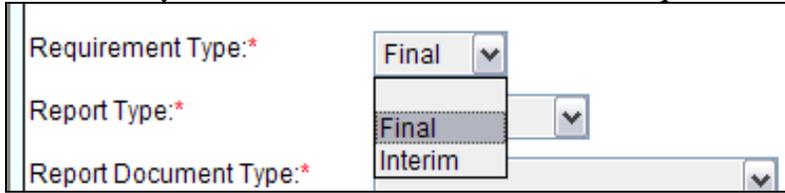
10. Click the “Add Narrative Requirements” button. When the screen refreshes, note that the “General” radio button is selected.



11. Type, “Freeboard in holding pond was at least one foot at all times.” in the Narrative Text field. Because you want this requirement to apply year-round, leave all of the boxes corresponding to the months checked.

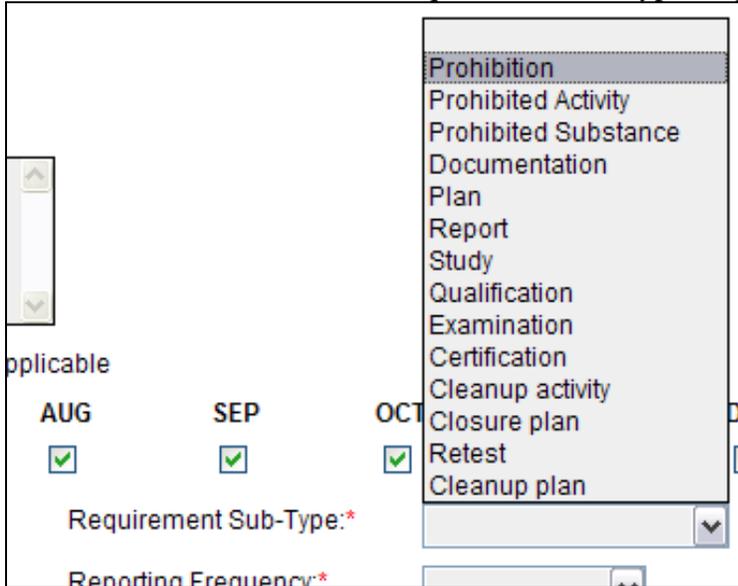


12. If not already selected, choose “Final” from the Requirement Type drop down menu.



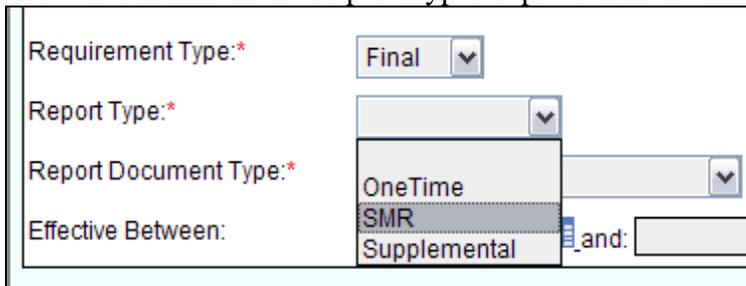
A screenshot of a web form showing three dropdown menus. The first dropdown, labeled "Requirement Type:*", is open and shows "Final" selected. The second dropdown, labeled "Report Type:*", is also open and shows "Final" selected. The third dropdown, labeled "Report Document Type:*", is open and shows "Interim" selected.

13. Select “Prohibition” from the Requirement Sub-Type drop down menu.



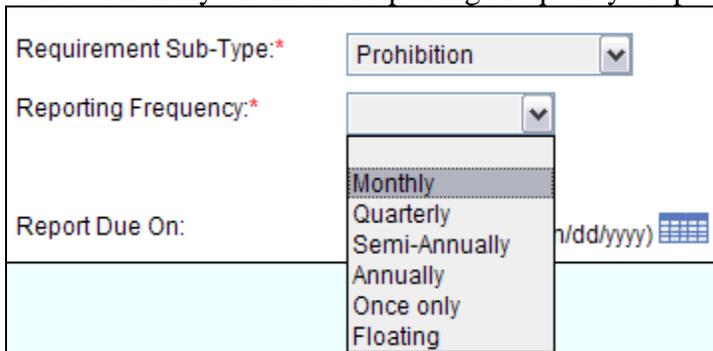
A screenshot of a web form showing a dropdown menu for "Requirement Sub-Type:*". The dropdown is open, showing a list of options: Prohibition, Prohibited Activity, Prohibited Substance, Documentation, Plan, Report, Study, Qualification, Examination, Certification, Cleanup activity, Closure plan, Retest, and Cleanup plan. "Prohibition" is selected. Below the dropdown, there are three radio buttons labeled "AUG", "SEP", and "OCT", each with a green checkmark. Below the radio buttons, there is a "Reporting Frequency:*" dropdown menu.

14. Select “SMR” from the Report Type drop down menu.



A screenshot of a web form showing three dropdown menus. The first dropdown, labeled "Requirement Type:*", is open and shows "Final" selected. The second dropdown, labeled "Report Type:*", is open and shows "SMR" selected. The third dropdown, labeled "Report Document Type:*", is open and shows "OneTime" selected. Below the dropdowns, there is a field labeled "Effective Between:" with a date picker and a field labeled "and:" with a date picker.

15. Select “Monthly” from the Reporting Frequency drop down menu.



A screenshot of a web form showing two dropdown menus. The first dropdown, labeled "Requirement Sub-Type:*", is open and shows "Prohibition" selected. The second dropdown, labeled "Reporting Frequency:*", is open and shows "Monthly" selected. Below the dropdowns, there is a field labeled "Report Due On:" with a date picker.

16. Select “Monitoring NPDES” from the Report Document Type drop down menu.

The screenshot shows a software interface with the following elements:

- Scope:** A text input field.
- Narrative Text:** A large text area.
- Report Document Type:** A dropdown menu with the following options: Certified Plant Operators, Drinking Water, Effluent, Fresh Water (Receiving Water), Groundwater, Influent, Leachate From Landfill, **Monitoring NPDES** (highlighted), Monitoring Report, Post-application Sludge, Pre-application Sludge, Pretreatment Report, Progress Report, Reference Material, Report of Waste Discharge, Sludge, Soil, Stormwater, Summary Report, and Technical Report.
- Requirement Type:** A dropdown menu.
- Report Type:** A dropdown menu.
- Report Document Type:** A dropdown menu.
- Months:** Checkboxes for JAN, FEB, and MAR, all of which are checked.

-Detailed requirements (i.e., other than paper SMR requirements) are only required for individual NPDES discharges and should be inputted by a contractor at this time.

-Staff may input detailed requirements for other regulatory measures (i.e., those that are not individual NPDES permits), however, these regulatory measures cannot be activated.

17. Click the “Save” button near the top of the screen.

18. Add another narrative requirement by clicking the “Add Narrative Requirement” button.

The screenshot shows a software interface with the following elements:

- Buttons:** Apply Filter, Add Narrative Requirement (highlighted), Add Numeric Requirement, Copy Requirements From Order, ESMR Activation, and Delete.
- Monitoring Location:** A dropdown menu set to ANY.
- Type:** A dropdown menu set to ANY.
- Table:**

	Monitoring Location	Type	
<input type="checkbox"/>	General	Narrative	Freeboard in holding pond was at least one

19. Click the “Monitoring Location” radio button.

The screenshot shows a software window with several tabs at the top: "General Info", "Related Parties", "Related Places", "Monitoring Locations", "Requirements", and "Inspecti". The "Monitoring Locations" tab is currently selected. Below the tabs are two buttons: "Save" and "Cancel". Underneath is the section "Add Narrative Requirement". In this section, there is a label "Scope:" followed by two radio buttons. The first radio button is labeled "General" and is unselected. The second radio button is labeled "Monitoring Location(s)" and is selected. Below the radio buttons is a list box containing the text "East Brother Light Station Inc / M-001 : Monitoring Location 1".

20. Click the Monitoring Location in the list box.

Save Cancel

Add Narrative Requirement

Scope: General Monitoring Location(s):

East Brother Light Station Inc / M-001 : Monitoring Location 1

21. Click the “Select Parameter” button.

Tasks Documents Addn. Info Attachments

Parameter: Select Parameter

22. When the Parameter search screen appears, type in “Hydrogen Ion” in the Parameter Name field. Click Search.

Parameter Search

Enter search criteria and click 'Search'.

Identifier	Value
Parameter Name	Hydrogen Ion
STORET Number	
CAS Number	
PCS Number	

Search Cancel [Parameter Reference List](#)

23. Click the “Select” hyperlink in the last column of the “pH” row.

Previous 1-1 of 1 Next

CAS Number	PCS Number	Action
	00400	Select

24. When you are back to the Narrative Requirements page, type, “No individual excursion from the range of 6.5-8.5 pH values shall exceed 60 minutes.” into the Narrative Text field.

Save Cancel

Add Narrative Requirement

Scope: General Monitoring Location(s):

East Brother Light Station Inc / M-001 : Monitoring Location 1

Narrative Text: No individual excursion from the range of 6.5-8.5 pH values shall exceed 60 minutes.

25. If not already selected, choose “Final” from the Requirement Type drop down menu.

26. Choose “Prohibition” from the Requirement Sub-Type drop down menu.

able

UG SEP OCT DE

Requirement Sub-Type:*

- Prohibition
- Prohibited Activity
- Prohibited Substance
- Documentation
- Plan
- Report
- Study
- Qualification
- Examination
- Certification
- Cleanup activity
- Closure plan
- Retest
- Cleanup plan

27. Select “SMR” from the Report Type drop down menu.

Report Type:*

Report Document Type:*

Effective Between:

- OneTime
- SMR
- Supplemental

-Because the SMR Tracking feature uses the requirements functionality, this tab should not be used to input detailed requirements for regulatory measures that use the tracking feature.

28. Select “Monthly” from the Reporting Frequency drop down menu.

The screenshot shows a web form with the following fields: 'Requirement Sub-Type:*' set to 'Prohibition', 'Reporting Frequency:*' with a dropdown menu open showing options: 'Monthly', 'Quarterly', 'Semi-Annually', 'Annually', 'Once only', and 'Floating'. 'Monthly' is highlighted. 'Report Due On:' is followed by a date field with a placeholder 'n/dd/yyyy'. A 'Privacy Policy' link is visible at the bottom left.

29. Select “Monitoring NPDES” from the Report Document Type drop down menu.

The screenshot shows a web form with the following fields: 'Scope:' with a dropdown menu open showing various categories like 'Certified Plant Operators', 'Drinking Water', 'Effluent', etc., with 'Monitoring NPDES' highlighted. 'Narrative Text:' is a text area. Below it are three columns: 'JAN' with a checked checkbox, 'FEB' with a checked checkbox, and 'M' with a checked checkbox. 'Requirement Type:*' is a dropdown menu. 'Report Type:*' is a dropdown menu. 'Report Document Type:*' is a dropdown menu.

30. Click “Save” near the top of the page to create this requirement.

31. Add a Numeric Requirement by clicking the “Add Numeric Requirement” button.

The screenshot shows a web form with tabs: 'General Info', 'Related Parties', 'Related Places', 'Monitoring Locations', 'Requirements', and 'Inspecti'. Below the tabs is an 'Apply Filter' button. 'Monitoring Location:' is set to 'ANY' in a dropdown menu. 'Type:' is set to 'ANY' in a dropdown menu. At the bottom, there are several buttons: 'Add Narrative Requirement', 'Add Numeric Requirement' (highlighted with a yellow border), 'Copy Requirements From Order', 'ESMR Activation', and 'Delete Sele'.

32. The associated monitoring location will be the default for the Monitoring Location field.

33. Click the “Select Parameter” button.

34. When the Parameter Search screen appears, enter “TSS” in the Parameter Name field.

Identifier	Value
Parameter Name	TSS
STORET Number	
CAS Number	
PCS Number	

35. Scroll down the results list until you find “Total Suspended Solids, (TSS)” and then click “Select” at the end of that row.

Total Suspended Solids (TSS)	Settleable Matter, TSS % Removal, Total Non-Filterable Residue, Total Non-Filterable Residue, Net Value, Volatile suspended matter			00530	Select
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36. When the screen returns to the Numeric requirements page, select “1/week” from the Sampling Frequency drop own menu.

The screenshot shows a web application interface for a 'Regulatory Measure'. The main header is 'Regulatory Measure' with a '[Back]' link. Below this, there are fields for 'Regulatory Measure: NPDES Permit for B...', 'Order Number: DG-9999-0001', and 'Status: Active'. There are three tabs: 'General Info', 'Related Parties', and 'Related...'. Below the tabs are 'Create New' and 'Cancel' buttons. The 'Required Sampling and Reporting' section contains 'Monitoring Location:*' and 'Parameter:*'. The 'Sampling Frequency:*' field has a dropdown menu open, showing options: 1 / Day, 1 / Hour, 1 / Month, 1 / Quarter, 1 / Semi-Annum, 1 / Week (highlighted), 1 / Year, 2 / Day, 2 / Month, 2 / Week, 3 / Month, 3 / Semi-Annum, 3 / Week, 4 / Semi-Annum, 5 / Month, 5 / Week, 7 / Month, Continuous, and Per Discharge.

37. Select “Grab” from the Sampling Type drop down menu.

The screenshot shows a close-up of the 'Sampling Type:*' dropdown menu. The menu is open, displaying the following options: 24-Hour Composite, 8-hour Composite, Calculate, Composite, Estimate, Grab (highlighted), and Measure. In the background, there are checkboxes for 'MAY' and 'JU'.

38. Select “Water” from the Sample Medium drop down menu.

39. Select “Monthly” from the Reporting Frequency drop down menu.

40. Select "SMR" from the Report Type drop down menu.

The screenshot shows a form with the following fields and values:

- Reporting Frequency: Monthly
- Report Type: SMR (selected from a dropdown menu)
- Report Document Type: OneTime
- Applicable Limits: (Section header)
- Limit Basis: (Empty dropdown menu)

41. Select "Monitoring NPDES" for the Report Document Type from the drop-down field.

The screenshot shows a form with the following fields and values:

- Report Type: SMR
- Report Document Type: Monitoring NPDES (selected from a dropdown menu)
- Applicable Limits: (Section header)
- Limit Basis: (Empty text field)
- Bound: (Empty dropdown menu)
- Limit Description: (Empty text field)
- Limit Scope: (Empty text field)
- Limit Source: (Empty text field)

42. Select "Average Weekly (AWEL)" from the Limit Basis drop down menu.

The screenshot shows a form with the following fields and values:

- Applicable Limits: (Section header)
- Limit Basis: Average Weekly (AWEL) (selected from a dropdown menu)
- Bound: (Empty dropdown menu)
- Limit Description: (Empty text field)

43. Select “<” (less than), from the bound drop down menu.

The screenshot shows the 'Applicable Limits' form. The 'Limit Basis' dropdown is set to 'Average Weekly (AWEL)'. The 'Bound' dropdown menu is open, showing options: '<', '>', '<=', and '>='. The '<' option is highlighted.

44. Enter “45” in the Limit Value field.

The screenshot shows the 'Applicable Limits' form. The 'Limit Basis' is 'Average Weekly (AWEL)'. The 'Bound' dropdown is set to '<'. The 'Limit Value' field contains the number '45'. There is a checkbox for 'Pre-calculation Required?' which is unchecked.

45. Select “mg/L” from the Units drop down menu.

The screenshot shows the 'Units' dropdown menu open. The options are 'kg/day', 'lb/day', 'mg/L', and 'ug/L'. The 'mg/L' option is highlighted.

46. In the “Limit Description box, type “Secondary treatment standard” (though you could describe this limit other ways).

The screenshot shows the 'Limit Description' text box with the text 'Secondary treatment standard.' entered.

47. Select “Final” from the Limit Scope drop down menu.

The screenshot shows the 'Limit Scope' dropdown menu open. The options are 'Final', 'Interim', and 'Performance Goal'. The 'Final' option is highlighted.

48. Choose “NPDES” from the Limit Source drop down menu.

The screenshot shows a web application interface with a dropdown menu open for the 'Limit Source' field. The menu lists various regulatory categories, with 'NPDES' highlighted. Other visible fields include 'Reporting Frequency' (JAN, FEB), 'Report Type', 'Report Document', 'Applicable Limits', 'Limit Basis', 'Bound', 'Limit Description', 'Limit Scope', and 'Limit Source'.

49. Click the “Create New” button near the top of the page to save this requirement.

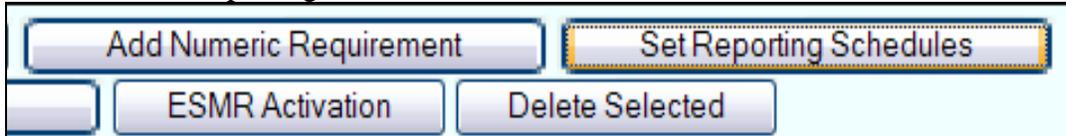
50. Once the red message comes up saying a new requirement has been created, change the Limit Basis to “Monthly Average (AMEL),” the Limit Value to “30,” and the rest of the values in the bottom part of the screen to what they were for the previous limit.

The screenshot displays a 'Regulatory Measure' screen. The main title is 'Regulatory Measure' with a link to '[Back to Search Screen]'. Below the title, there are fields for 'Regulatory Measure' (NPDES Permit for East Brother Light Station Inc), 'Order Number' (DG-9999-0001), and 'Status' (Active). There are also fields for 'Effective Dates' and 'Water Board'. At the bottom, there are several buttons: 'General Info', 'Related Parties', 'Related Places', 'Monitoring Locations', 'Requirements', and 'Inspections'. A 'Create New' button is highlighted, and a red message states 'A new numeric requirement has been successfully created.'

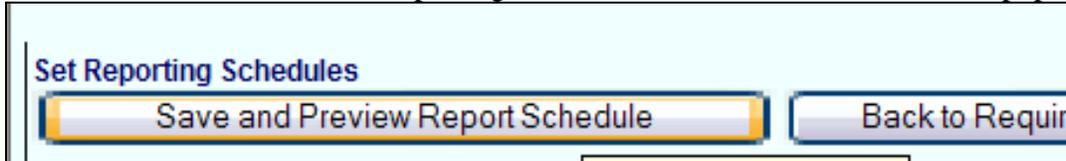
51. Click “Cancel” near the top of your screen.

The screenshot shows the bottom part of the 'Regulatory Measure' screen. It features buttons for 'General Info', 'Related Parties', and 'Related Places'. Below these are 'Create New' and 'Cancel' buttons. The 'Cancel' button is highlighted, and a red message 'A new numeric r' is visible.

52. Click the “Set Reporting Schedules” button.



53. Click the “Save and Preview Reporting Schedule” button. A list of dates will populate a table.



54. Return to the Requirements Page.