

# Enforcement Orders Report Fact Sheet

Summary: This report displays documents associated with formal Enforcement Actions. The hyperlinks open the documents attached to the CIWQS record.

## Using the Report (Navigation)

### Location

This report is located on the Public Reports web site at [http://www.waterboards.ca.gov/water\\_issues/programs/ciwqs/publicreports.shtml](http://www.waterboards.ca.gov/water_issues/programs/ciwqs/publicreports.shtml) under the Enforcement Reports heading. The user can also type "CIWQS Public Reports" in the search box at the top right-hand corner of any Water Board page.

### Search Criteria

Year is a "pick list." The default is the current calendar year. It displays several years and has a scroll bar on the right side. A pick list allows the user to select multiple values. Hold down the Ctrl button and left click to select multiple values in any order you choose. Hold down the Shift key and left click to select everything between two values. Hold down Ctrl and left click to deselect.

Region and Status are drop-downs. The user can choose one and only one of each. To use a drop-down, click the upside down triangle on the right. A list of values will display and the user is only able to select one. The default is all regions and both active and historical statuses.

The search screen also allows the user to select how the returned data is sorted. This sort is a radio button and is not optional. You must select one and only one.

The final gray button, which is called "Display Report," starts the query.

### Hyperlinks

At the top of the page, the user can choose to "Search Again" or download Adobe, if needed, to open PDF documents.

The alphabet at the top of the report provides quick links to records based on the column the user chose to sort by (e.g., Agency Name, Order No., etc.)

From the list of returned Enforcement actions, the user can open the associated documents by selecting the hyperlink listed under Document & Description.

At the bottom of the report, the user can choose to go "Back to the Top of Page" or "Back to Main Page," which will take him/her to the Run Reports page.

## How current is the data?

This report is on a nightly refresh schedule, which means that changes made in CIWQS will not be reflected until the next day. Reports are constructed from all entered data as of the close of business the previous day. If the refresh fails, the data in the report will be stale. Please notify the CIWQS Help Center (866-792-4977 or [ciwqs@waterboards.ca.gov](mailto:ciwqs@waterboards.ca.gov)) if you believe a report has not been refreshed.

Note: Regional Boards are in the process of entering backlogged data. As a result, data may be incomplete.

## Search Criteria

- Year
- Region
- Status
- Results sorted by
  - Agency Name
  - Facility Name
  - Order Number
  - Effective Date
  - Program Type
  - Enforcement Action

## Enforcement Orders Report

- Agency Name
- Facility Name
- Effective Date
- Status
- Program Type
- Order Number
- Enforcement Action
- Title
- Document & Description

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## More information

For definitions of terms used in the report, see the [glossary](#). For more information about a particular violation, please note the Violation ID and contact Erin Mustain or Jarma Bennett (see contact information).

**Note:** Multiple values, such as two related parties with the relationship of “discharger,” show up as multiple rows.

## Contact Information

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