

California Integrated Water Quality System (CIWQS)

Discharger Users Guide

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Preface

The California Integrated Water Quality System (CIWQS) is a new computer system for the State and Regional Water Boards to track information about places of environmental interest, manage permits and other orders, track inspections, and manage violations and enforcement activities. CIWQS also includes an electronic Self Monitoring Report (eSMR) tool for submission of monitoring reports via an internet web site. CIWQS is part of an overall effort to integrate several disparate legacy systems, compile water quality data, standardize permits, automate processes, and to make data more accessible to Water Board staff, dischargers, the public, and US Environmental Protection Agency.

Initially, CIWQS will focus on supporting the National Pollutant Discharge Elimination System (NPDES) program and its requirements to submit monitoring reports. The internet-based eSMR tool will be deployed in a phased approach, and will be available to dischargers in certain Water Boards starting in the July of 2005.

The purpose of this guide is to provide you with step-by-step instructions for performing tasks in CIWQS. The manual will also serve as a quick reference guide with a full index and glossary. This manual does not attempt to dictate or set policy for either the State or Water Resource Boards. New editions, or amendments to this manual will be published as needed with future software updates.

The CIWQS Users Guide

This manual documents how to use the California Integrated Water Quality System (CIWQS) to report permit information and manage user accounts. It will walk you step-by-step through the entire process of submitting electronic Self Monitoring Reports and provides information on where to find additional information if needed. This section is designed to introduce you to the CIWQS Users Manual so you can use it to find information quickly and effectively

How This Manual is Organized

This manual is divided into two parts. Each part represents a group of related tasks or actions that you will perform within CIWQS.

Part 1 - CIWQS Administration

This section describes how to first register and then login to the system to gain access to the data reporting Modules. It provides an introduction to the CIWQS Modules and navigation within the CIWQS site.

Part 2 - The eSMR

Most of the work you do in CIWQS will revolve around the Self Monitoring Report Module. This part offers step-by-step instruction on how to create and submit data for eSMRs and gives detailed information on how to upload data to the system.

Appendixes and Reference Material

At the end of the manual are several appendixes a glossary and an index. These components are included to provide a quick reference for specific topics and additional information related to the various modules.

Conventions used in this book

Throughout this manual, several conventions are used to distinguish different types of information or actions required to complete tasks.

Icons and Alerts

Various icons are used throughout the manual to highlight warnings or information of note.



Warning – Notifies you when there is the potential for error or data loss. Indicates that special care should be taken.



Cross Reference – Indicates where additional information about a particular topic can be found in another section of the manual



Important/look here/tip/note – Provides additional tips or points of interest



Stop before proceeding – where to make sure you have input the correct information during a step-by-step data information procedure.

Sidebars

In addition to the icons used throughout this book, you will also notice material placed in shaded boxes. This material offers background information, an expanded discussion or a deeper insight about the topic under discussion.

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