

5/19/2006

Interested Parties

Electronic Submission Of Storm Water Annual Reports

Dischargers covered by the Industrial Activities Storm Water General Permit must submit annual reports by July 1, 2006. In the past, discharger's only option was to mail a paper copy of each annual report. The Water Boards are pleased to announce a new alternative that allows dischargers to prepare and submit annual reports electronically over the Internet. Dischargers may mail a paper annual report(s) to the Regional Boards as they have done in the past, or may choose to use the new online method.

The pilot version of the **Storm Water Annual Reporting Module (SWARM)** will be available for online use beginning **June 5, 2006**. SWARM is considered a pilot system this year due to its release less than one month before the July 1 reporting deadline. This short time frame allows very little opportunity for discharger preparation or training, and will limit the amount of assistance we can provide to dischargers during June 2006. However, SWARM is designed to mimic the existing paper annual report and, as such, is somewhat self-explanatory. Dischargers that have completed annual reports in the past and are comfortable with computer technology and Internet use should be able to use SWARM with relative ease. SWARM will provide a printable receipt for each discharger that successfully transmits an electronic annual report. Dischargers that either encounter problems using SWARM or cannot obtain verification that their annual report has been successfully transmitted should be prepared to submit paper versions of their annual report(s) by July 1, 2006. Regardless of the submittal method used, failure to submit your annual report on time may subject you to penalties pursuant to California Water Code Section 13399.

If you are interested in using SWARM, you must register with the Water Board in order to receive an online account and password. The steps to enroll are:

1. Print the Authorization form and instructions from the Internet.
2. Complete the required information and sign the Authorization form. If you have more than one facility, a separate authorization form is required for each facility.
3. Mail the original signed Authorization form to: **CIWQS Registration, P.O. Box 671 Sacramento, CA 95812**
4. Wait for us to create an online user account and e-mail SWARM login instructions to you.
5. Login to SWARM and begin entering annual report information.

Registration

Dischargers may register for SWARM by downloading the SWARM Authorization form and instructions at the Water Board Internet web site at:

<http://www.waterboards.ca.gov/stormwtr/docs/swarm/prereg.pdf>

We will e-mail login instructions to all dischargers that submit complete original-signed Authorization forms to us.

If you experience problems with the registration process, please contact the CIWQS Help Center at:

Email: ciwqs@waterboards.ca.gov

Tel: (916) 866-792-4977

If you would like to file your annual report using the paper format, you can obtain a blank form and instructions at:

<http://www.waterboards.ca.gov/stormwtr/annualreport.html>

Thank you for your interest in SWARM.