



SSO Discharger Work Book



Introduction:

Registering for CIWQS

Welcome to the Sanitary Sewer Overflow (SSO) Discharger Work Book. This guide is designed to help you through the SSO database. The SSO database is the newest module of the California Integrated Water Quality System (CIWQS). However, before you are allowed to use CIWQS, you must first register and receive a CIWQS username and password. At this time, registration for both data submitters and legally responsible officials (see discussion below for an explanation of these terms) is handled by paper. The data submitter and legally responsible official registration forms can be found on the CIWQS Help Center webpage at <http://www.waterboards.ca.gov/ciwqs/chc.html>. The instructions for submitting the completed forms can be found at the bottom of each form.

SSO Database Overview

This section describes the general workflow for the sanitary sewer overflow (SSO) database, which is utilized by an agency (enrollee) that has applied for coverage under Statewide General Waste Discharge Requirements for Sanitary Sewer Systems - Water Quality Order No. 2006-0003-DWQ (Sanitary Sewer Order) to comply with the SSO reporting requirements.

An enrollee must report two types of information into the SSO database: sanitary sewer system/agency characteristics – collection system questionnaire and spill details – SSO report. The collection system questionnaire must be initially completed before any SSO reports can be submitted. Additionally, the collection system questionnaire must be updated annually. All SSOs (aka spills) from an enrollee's sanitary sewer system must be reported to the SSO database. The reporting deadline for submittal of a SSO report depends on the classification of the spill, which is either Category 1 (greater threat) or Category 2 (lesser threat). For a Category 1 spill, the enrollee must submit an initial, uncertified report of the spill as soon as possible but no later than 3 business days after being made aware of the SSO. The final, certified report for a Category 1 spill must be submitted within 15 calendar days of the conclusion of SSO response activities. For a Category 2 spill, the enrollee must submit a final, certified report (no initial, uncertified report required) within 30 calendar days after the end of the calendar month in which the SSO occurred.

The process of entering information into the SSO database begins with the enrollee specifying the pertinent sanitary sewer system. If the enrollee is responsible for multiple sanitary sewer systems, then, after selecting the "SSO" link from the CIWQS main menu, the enrollee needs to identify the appropriate sanitary sewer system from the "Sanitary Sewer System" screen. If the enrollee is responsible for only one sanitary sewer system, then the SSO database



automatically correlates the information to it and the “Sanitary Sewer System” screen doesn’t appear.

The collection system questionnaire is an online form which contains questions regarding the relevant characteristics of an enrollee’s sanitary sewer system and agency. After initial login, the first major task an enrollee needs to perform is completing the collection system questionnaire. A new collection system questionnaire is accessed through the “Collection System Questionnaire” link on the SSO menu. The collection system questionnaire must be updated at least every 12 months, and this is done through the “Collection System Questionnaire” link on the SSO menu.

Along with completing the collection system questionnaire, an enrollee must also report all SSOs to the database. To begin a new spill report, the enrollee selects the “Reporting New SSO” link from the SSO menu. Then, the enrollee enters the information requested on the form. A spill report can exist at several different levels of completion: “work in progress”, “draft”, “ready to certify”, and “certified”. A “work in progress” SSO report is a preparatory draft of the report with limited required information and is intended only for the enrollee’s use. To save a spill report as a “work in progress”, the enrollee selects the “Save Work in Progress” button on the “SSO – General Information” screen. A SSO report in “draft” status is a working draft of the report with more required information than “work in progress” status. By submitting a report in “draft” status, the enrollee fulfills the initial, uncertified reporting requirement for a Category 1 spill. The enrollee selects the “Submit Draft” button on the “SSO – General Information” screen to submit a report as a “draft”. Once the spill report contains all the required information, it can be submitted for certification by selecting the “Ready to Certify” button on the “SSO – General Information” screen. A “ready to certify” SSO report that is complete and accurate is certified by the enrollee through first selecting the “Modify Existing SSO” link on the SSO menu. Then, the spill report to be certified must be located by using the “SSO – Search” screen. Next, the “Certify” button on the “SSO – General Information” screen for the specified report is selected. Finally, the report is certified by selecting the “Certify” button on the “SSO – Certifying an SSO Report” screen. The database will then display a confirmation of the report certification. An enrollee has fulfilled the final, certified reporting requirement for a Category 1 or Category 2 spill by submitting a certified report in the SSO database. A spill report can be submitted directly as “ready to certify” without being submitted as a “work in progress” or “draft”, assuming the enrollee has entered all the necessary information.

When submitting a spill report, the enrollee can add supporting documentation such as pictures and reports by using the “Attachments” tab on the “SSO – General Information” screen. Additionally, the enrollee can include details about related parties (e.g., fire or police department responders) by selecting the “Spill Related Parties” tab on the “SSO – General Information” screen.



A “certified” SSO report can be modified by an enrollee to correct or add information, if necessary. To do this, an enrollee begins by locating the “certified” spill report through the “SSO – Search” screen after selecting the “Modify Existing SSO” link on the SSO menu. The “Amend” button on the “SSO – General Information” screen for the designated “certified” SSO report is then selected. The spill report is returned to “Submit Draft” status and can be modified. Finally, the spill report needs to be re-certified after the necessary modifications have been completed.

If a sanitary sewer system doesn’t have any SSOs for an entire calendar month, a “no spill certification” must be submitted (“Generate No Spill Certification” link from the SSO menu) by the enrollee. A “no spill certification” must be submitted within 30 calendar days after the end of each calendar month in which no spills occur. The database will display a confirmation of the “no spill certification” when completed.

The SSO database automatically sends email notifications to interested parties when spill reports are generated. When a SSO report is submitted in “draft” form (“Submit Draft” button selected) for the first time, an email notification is sent to the enrollee, responsible Regional Water Quality Control Board, and County Health Official (if known – this is a courtesy and not required by the Sanitary Sewer Order). Every time a report is submitted as ready for certification (“Ready to Certify” button) or certified (“Certify” button) results in email notifications being sent to the enrollee, responsible Regional Water Quality Control Board, and County Health Official (if known – this is a courtesy and not required by the Sanitary Sewer Order). However if a SSO report is saved as a “work in progress” (“Save Work in Progress” button), no email notifications are generated because the report is preliminary and only intended to be viewed by the enrollee.

As for database use by an enrollee, there are two levels of access available to staff entering the information: legally responsible officials (LROs) and data submitters. LROs have full access to enter information and certify spill reports. Data submitters, on the other hand, only have authority to enter information - they can’t certify SSO reports, including a “No Spill Certification”. An enrollee can have multiple LROs and data submitters to enter the necessary information into the SSO database for their sanitary sewer system.



Part 1: Logging in and Changing Personal Information.

To get you started we are going to show you how to log into the system and how to make changes to your personal information. While these are very basic tasks it is one of the best beginner demonstrations to the module system in CIWQS and it will introduce you to the methods with which all information is changed in the system.

User roles that need to review this section: All

1. Start by going to the CIWQS login screen at:
<http://ciwqs.waterboards.ca.gov/>.
2. Once the page loads enter your CIWQS username into the “User ID:” field and your password into the “Password:” field.
3. Press “Login”.
4. After you press “Login” the CIWQS main menu will appear. Depending on your access you will be provided with the links to various CIWQS modules. Including but not limited to:
 - [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](#)
 - [GeoWBS Online Editor](#)
 - [Map It!](#)
 - [Administer System](#)
 - [SSO](#)
5. Select the “View/Change My Personal Information” module hyperlink.
6. You will be taken to the Personal Information page, here you can update your contact information, add a new facility, change your password, or request a more serious change.
7. Let’s start with changing your password. To change your password; press the “Change Password” button.



User ID:
<input type="button" value="Change Password"/>
My Name:
Prefix:
First Name:

8. After pressing “Change Password” you will be taken to a new screen asking you to enter the new password you have chosen twice.

New Password: *	<input type="text"/>
Confirm New Password:*	<input type="text"/>
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

9. Once you have entered your new password press “Save”.
10. After pressing “Save” you will be asked to verify that you wish to save, press “Ok”.
11. You will be returned to the personal information screen. If you scroll down a little you can view all of your contact information.

My Address:	
Street Number:	<input type="text"/>
Street Name:	<input type="text"/>
Apt.:	<input type="text"/>
City:	<input type="text"/>
State:	California <input type="button" value="v"/>
Zip Code:	<input type="text"/>
My Phone Number:	<input type="text"/>
My Fax Number:	<input type="text"/>
My Email Address:	<input type="text"/>

12. If you make any changes to your contact information they have to be saved by pressing the “Save Changes” button at the bottom of the page.
13. After pressing “Save Changes” you will see a screen verifying that your changes were logged. You will also be provided with two hyperlinks. Press the first “here” hyperlink to return to the personal information screen.



14. To request another change to your account that you don't have access to make yourself press the "Request Another Change" button near the bottom of the view/change my personal information page.
15. After pressing the button your computer's email client will launch a new email window with the CIWQS Help Center email address in the "To:" field. Describe the change you wish to have made to your account and send the email. Be sure to include your name and username.
16. We are now done with this module; press the "Menu" hyperlink available at the top right corner of the page to return to the CIWQS main menu.



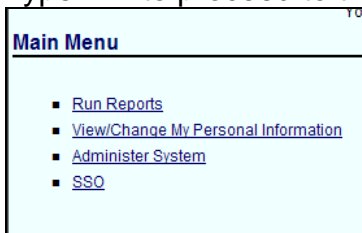
Part 2: Completing the SSO Collection System Questionnaire

One of the first things that must be done by an enrollee is to complete the Collection System Questionnaire. For the new Sanitary Sewer Order the State has decided that instead of including a questionnaire with the Notice of Intent form they will require this online questionnaire to be filled out for each facility. This is a better system than the old one because employees at each facility can easily update the questionnaire at any time if something changes.

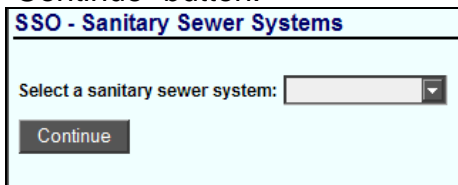
Note: All fields in this section, with the exception of one dropdown, are for numeric characters only. Also, the questionnaire must be updated every twelve months but can be modified more often if the enrollee desires.

User roles that need to review this section: LRO

1. If you are not already logged into the CIWQS system proceed to this URL <http://ciwqs.waterboards.ca.gov/> and login.
2. After logging in you will see the CIWQS main menu. Select the “SSO” hyperlink to proceed to the SSO module.



3. Upon entering the SSO module you will be required to select the collection system you wish to submit information for from the “Select a Sanitary Sewer System:” dropdown. After selecting the appropriate system press the “Continue” button.



4. When a collection system has been selected you will be taken to the SSO main menu. At the top of this menu will be the “Collection System Questionnaire” hyperlink. Select that hyperlink.



- [Collection System Questionnaire](#) ?
Pertinent information regarding your collection system.
- [Reporting New SSO](#) ?
Report new SSO.
- [Modifying Existing SSO](#) ?
View/Modify existing SSO Report.
- [Generate No Spill Certification](#) ?
Certify that no spills occurred within a certain time period.

5. You will be taken to the collection system questionnaire page. It has a series of fields that need to be filled in with current information from your facility.
6. Question 1 requires you to enter the number of people served by your collection system.

Collection System Questionnaire ?	
1) What is the population served by your agency's sanitary sewer system?	<input type="text" value="78,778"/>

7. Questions 2 and 3 require annual budget information for the collection system. The values entered should be as close to the actual amount of money spent as possible (i.e., excluding funds planned for reserve).

2) What is your current annual operation and maintenance budget for sanitary sewer system facilities?	<input type="text" value="5,678,900"/>
3) What is your current annual capital expenditure budget for sanitary sewer system facilities?	<input type="text" value="4,500,000"/>

8. Sections 4 through 7 require you to enter number of employees you have in each of four experience levels and the number of employees in each of the four grades of California Water Environment Association (CWEA) collection system operator certification. There is no dependent relationship between these two numbers. For example, an enrollee can potentially have more Grade I certified employees than the total number of employees with less than 2 years experience. The number of employees can be entered as fractional values, if necessary (e.g., 1.5).



General Classifications	
4) Entry Level (Less than 2 years experience)	
Number of agency employees?	<input type="text" value="6"/>
Number of certified (CWEA Grade I) agency employees?	<input type="text" value="4"/>
5) Journey Level (Greater than or equal 2 years experience)	
Number of agency employees?	<input type="text" value="6"/>
Number of Certified (CWEA Grade II) agency employees?	<input type="text" value="8"/>
6) Supervisory Level	
Number of agency employees?	<input type="text" value="2"/>
Number of Certified (CWEA Grade III) agency employees?	<input type="text" value="3"/>
7) Managerial Level	
Number of agency employees?	<input type="text" value="10"/>
Number of Certified (CWEA Grade IV) agency employees?	<input type="text" value="10"/>

9. Question 8 requires you to enter the number of miles of forced mains and pressure systems used in your collection system.

8) How many miles of forced mains and other pressure systems?	<input type="text" value="7.6"/>
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10. Question 9 asks the mileage of the combined gravity lines within the system.

9) How many miles of gravity sewers?	<input type="text" value="103"/>
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11. Questions 10 through 13 require information about the sewer laterals within the collection system. Including: their total mileage, the portion your agency is responsible for, the total mileage of that portion, and the number of service connections. The responsibility for maintaining a lateral can be split between the enrollee and private property owner. The terms “upper” and “lower” lateral indicates this. The enrollee would be responsible for the “lower” lateral section, which is connected to the main, and the private property owner would be responsible for the “upper” lateral section, which is connected to the home/building.

10) Estimated total miles of laterals (upper and lower)?	<input type="text" value="128"/>
11) Which portion of laterals is your agency responsible for?	<input type="text" value="Upper and lower"/>
12) Estimated total miles of laterals your agency is responsible for?	<input type="text" value="65"/>
13) Number of service lateral connections?	<input type="text" value="889"/>

12. Section 14 is for you to enter what percentage of your collection system was constructed during various time periods. The total sum of the 7 fields in this section must equal 100.



14) Approximately, what percentage of your sanitary sewer system was constructed between the years of:
(note: total must sum to 100%)

<input type="text" value="10"/>	%	2000 - Present
<input type="text" value="10"/>	%	1980 - 1999
<input type="text" value="3"/>	%	1960 - 1979
<input type="text" value="17"/>	%	1940 - 1959
<input type="text" value="40"/>	%	1920 - 1939
<input type="text" value="10"/>	%	1900 - 1919
<input type="text" value="10"/>	%	Before 1900

13. Question 15 is for you to enter the total miles of your collection system that is not accessible by vehicle.

15) Estimated total miles of your sanitary sewer system not accessible by vehicle?

14. Question 16 requires the total mileage of the collection system that is cleaned per year.

16) What is your total gravity sewer system cleaning production in miles/year?

15. Question 17 is for the total mileage of the collection system that is inspected per year.

17) What is your total gravity sewer system condition inspection (e.g., CCTV) production in miles/year?

16. Once all the fields are complete look back over the questionnaire to make sure that all of the information is accurate.

17. Your questionnaire is now complete. Press one of the "Save" buttons that can be found either at the bottom left or top left of the page.



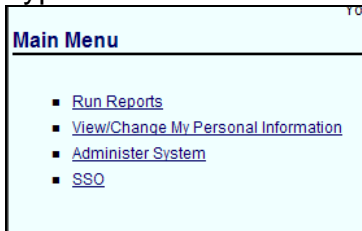
Part 3: Creating and Editing an SSO

This section describes the core purpose of the SSO module; which is the ability to report SSOs online. Before the enrollee is able to complete this task they must have a completed Collection System Questionnaire. There are two types of SSOs, Category 1 and Category 2, and both of them will be discussed and demonstrated here.

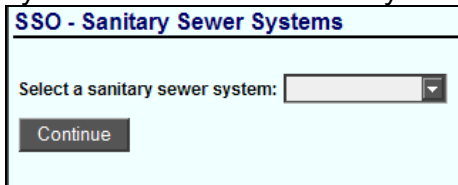
Note: In the SSO report screens only the fields with asterisks must be filled out before the report can be readied for certification or certified. This document goes over every field in the order they appear. Fewer fields must be completed to save a work in progress and to submit a draft. These mandatory fields are noted in the discussion below.

User roles that need to review this section: All

1. If you are not already in the system, proceed to the CIWQS Login page at: <http://ciwqs.waterboards.ca.gov/>.
2. Using your username and password log into the system.
3. You will be taken to the CIWQS main menu. From that menu press the “SSO” hyperlink.



4. Upon entering the SSO module you will be required to select the sanitary sewer system (aka collection system) you wish to submit information for from the “Select a Sanitary Sewer System:” dropdown. After selecting the appropriate collection system press the “Continue” button. If your agency only has one collection system this screen will be bypassed and the collection system will be automatically selected.



5. The SSO menu will appear. Press the “Reporting New SSO” hyperlink. It is the second one down on the page.



- [Collection System Questionnaire](#) ?
Pertinent information regarding your collection system.
- [Reporting New SSO](#) ?
Report new SSO.
- [Modifying Existing SSO](#) ?
View/Modify existing SSO Report.
- [Generate No Spill Certification](#) ?
Certify that no spills occurred within a certain time period.

6. The first screen in reporting a new SSO helps you determine whether or not the SSO is a Category 1 or a Category 2 spill.
 - a. If you answer yes to questions 2 or 3 and/or the spill amount is over 1000 the event is considered a Category 1 spill.
 - b. If you answer no to both questions and the spill amount is under 1000 the event is considered a Category 2 spill.

Note: Questions with "" are required to be answered.*

Determine Spill Type: ?

* 1. Estimated spill volume? gallons

* 2. Did the spill discharge to a drainage channel and/or surface water?

* 3. Did the spill discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system?

7. After entering your information in those three fields select whether or not the spill was a private lateral spill. If it was, list the responsible agency in the box provided. The reporting of private lateral SSOs is voluntary, based on the terms of the Sanitary Sewer Order, but enrollees are strongly encouraged to do so. This additional information will provide a better understanding of the prevalence and impact of private lateral spills throughout the State.

* 4. Private Lateral Spill?

5. Name of responsible party (for private lateral spill only, if known):

8. Check to make sure the information you entered is accurate then press the "Continue" button.
9. The SSO General Info tab will appear. Start by entering the name of the location where the spill occurred in the "Spill Location Name:" field. This entry should be a general descriptor of the spill location (e.g., street address, intersection, or manhole number). The "Spill Location Name:" field must be completed to "save work in progress" or "submit draft" for any SSO report.

Physical Location Details

* Spill location name:



10. Enter the latitude and longitude of the spill location. Using a handheld GPS unit or referencing a web-based mapping site such as earth.google.com can determine this information. This field must be completed to “submit draft” for any SSO report but not to “save work in progress”.

* Latitude of spill location:	<input type="text"/>	deg.	<input type="text"/>	min.	<input type="text"/>	sec. OR	<input type="text"/>	decimal degrees
* Longitude of spill location:	<input type="text"/>	deg.	<input type="text"/>	min.	<input type="text"/>	sec. OR	<input type="text"/>	decimal degrees

11. Enter the street address of the spill location and a cross street, if there was one.

Street number:	<input type="text"/>	Street direction:	<input type="text"/>		
Street name:	<input type="text"/>	Street type:	<input type="text"/>	Suite/Apt:	<input type="text"/>
Cross street:	<input type="text"/>				

12. Enter the City, State, Zip, and county of the spill site in their corresponding fields. These fields can be found just above the “Location Description” field. This field must be completed to “submit draft” for any SSO report but not to “save work in progress”.

City:	<input type="text"/>	State:	<input type="text" value="CA"/>	Zip:	<input type="text"/>
* County:	<input type="text"/>				

13. Enter a description of the spill site in the “Spill Location Description:” field. This field is optional and allows for a detailed description of the spill site including any significant characteristics or considerations.

Spill location description:	<input type="text"/>
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14. Select the region in which the spill occurred from the “Regional Water Quality Control Board:” dropdown. This field must be completed to “submit draft” for any SSO report but not to “save work in progress”.

* Regional Water Quality Control Board:	<input type="text"/>
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15. Select the spill appearance point from the “Spill Appearance Point:” dropdown. If you selected “other” you are required to enter a description in the text box available immediately below this field. The “Spill Appearance Point:” is where wastewater first surfaced on the spill site. This field must be completed to “submit draft” for any SSO report but not to “save work in progress”.



Spill Details

* **Spill appearance point:**

Spill appearance point explanation:
(Required if spill appearance point is "Other")

16. The next four questions were answered in step 6 when you were determining your spill type. If, at any time, you need to change the answers you can do so in this screen. These fields must be completed to “save work in progress” or “submit draft” for any SSO report.

* **Did the spill discharge to a drainage channel and/or surface water?**

* **Did the spill discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system?**

* **Private lateral spill?**

Name of responsible party (for private lateral spill only, if known):

17. Select the final destinations of the spill in the “Final Spill Destination:” box. Hold CTRL on your keyboard if you wish to select multiple. If “other” was among your selections you are required to enter an explanation in the available text box. The “Final Spill Destination:” describes the areas that wastewater flowed through and ultimately reached, which means multiple entries can be selected if necessary. This field doesn’t need to be completed to “save work in progress” or “submit draft” for any SSO report.

* **Final spill destination:**
(Hold Ctrl key to Select Multiple answers from the list)

Explanation of final spill destination:
(Required if final spill destination is "Other")

18. The field “Estimated Spill Volume:” was completed when determining your spill type. If, at any time, this number changes you can return to this screen and update the information. This field must be completed to “save work in progress” or “submit draft” for any SSO report.

* **Estimated spill volume:** gallons

19. **This field will only appear if the spill is a Category 1.** It requires you to enter the volume of the spill that was recovered. This field doesn’t need to be completed to “save work in progress” or “submit draft” for a Category 1 report.

* **Estimated volume of spill recovered:** gallons



20. This field will only appear if the spill is a Category 1. Enter the volume of the spill that reached surface water, drainage channel, or was not recovered from a storm drain. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.

* Estimated volume of spill that reached surface water, drainage channel, or gallons not recovered from a storm drain:

21. If the spill is still occurring enter the current spill rate.

Estimated current spill rate (if applicable): gallons per minute

22. The next four fields require you to enter date and time information:

- a. Enter the "Estimated Spill Start Date/Time"
- b. Enter the Date/Time your agency discovered or was notified of the spill.
- c. Enter the "Estimated Operator Arrival Date/Time"
- d. Enter the "Estimated Spill End Date/Time"

Item (a) above must be completed to "save work in progress" or "submit draft" for any SSO report. Items (b), (c), and (d) above must be completed to "submit draft" for any SSO report but not to "save work in progress".

Estimated spill start date/time: : Date Format: MM/DD/YY

* Date and time sanitary sewer system agency was notified of or discovered spill: : Date Format: MM/DD/YY

* Estimated Operator arrival date/time: : Date Format: MM/DD/YY

* Estimated spill end date/time: : Date Format: MM/DD/YY

23. Please select a cause for the spill from the available dropdown. If the cause you selected was other you are required to enter an explanation in the available text box. This field must be completed to "submit draft" for any SSO report but not to "save work in progress".

* Spill cause:

Spill cause explanation:
(Required if spill Cause is "Other")

24. If the spill was cause by wet weather please select the size of the storm from the available dropdown.

If spill caused by wet weather, choose size of storm:

25. If applicable to the spill cause you selected, the next three fields ask information about the point of blockage for the pipe or spill cause. The information asked is the diameter (in inches) of the pipe, the material of the pipe, and the age of the pipe. For material of pipe, abbreviations such as PVC and VCP are acceptable.



Diameter of sewer pipe at the point of blockage or spill cause (if applicable):	<input type="text"/>	inches
Material of sewer pipe at the point of blockage or spill cause (if applicable):	<input type="text"/>	
Estimated age of sewer pipe at the point of blockage or spill cause (if applicable):	<input type="text"/>	

26. In this field, please enter the response activities that your agency initiated because of the spill. If your selection is other, you are required to enter an explanation of the activities. This field doesn't need to be completed to "save work in progress" or "submit draft" for any SSO report.

* Spill response activities: (Hold Ctrl key to Select Multiple answers from the list)	<input type="checkbox"/> Cleaned-up (mitigated effects of spill)
	<input type="checkbox"/> Contained all or portion of spill
	<input type="checkbox"/> Inspected sewer using CCTV to determine cause
Explanation of spill response activities: (Required if spill response activities is "Other")	<input type="text"/>

27. **This field will only appear if the spill is a Category 1.** This field requires the user to enter the date/time they completed their spill response activities. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.

* Spill response completion date:	<input type="text"/>	<input type="text"/>	12	:	00	Date Format: MM/DD/YY
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28. The user can enter a description of the visual inspection results from the impacted receiving water.

Visual inspection results from impacted receiving water:	<input type="text"/>
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29. **This field will only appear if the spill is a Category 1.** Select whether or not health warnings were posted because of the spill. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.

* Health warnings posted?	<input type="checkbox"/>
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30. **This field will only appear if the spill is a Category 1.** Enter the names of any and all beaches that were impacted by the spill. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report

* Name of impacted beach(es) (enter NA if not applicable):	<input type="text"/>
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31. **This field will only appear if the spill is a Category 1.** Enter the names of any and all surface waters impacted by the spill. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.

* Name of impacted surface water(s) (enter NA if not applicable):	<input type="text"/>
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32. **This field will only appear if the spill is a Category 1.** Choose whether or not there is an ongoing investigation concerning the spill event. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.

* Is there an ongoing investigation?	<input type="checkbox"/>
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33. **This field will only appear if the spill is a Category 1.** Select what the water quality samples taken from the spill were analyzed for. Hold CTRL to select multiple. Please note that some selections require a description to be entered in the accompanying text field. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.

* Water quality samples analyzed for: (Hold Ctrl key to Select Multiple answers from the list)	<input type="checkbox"/> Dissolved oxygen <input type="checkbox"/> Other chemical indicator(s) - specify below <input type="checkbox"/> Biological indicator(s) - specify below
Explanation of water quality samples analyzed for: (Required if water quality samples analyzed for is "Other chemical indicator(s)", "Biological indicator(s)", or "Other")	<input type="text"/>

34. **This field will only appear if the spill is a Category 1.** Select which agencies the results of the water samples were reported to. Hold CTRL to select multiple. Please note that a selection of "other" requires a description to be entered in the accompanying text field. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.

* Water quality sample results reported To: (Hold Ctrl key to Select Multiple answers)	<input type="checkbox"/> County Health Agency <input type="checkbox"/> Regional Water Quality Control Board <input type="checkbox"/> None of the above
Explanation of water quality sample results reported to: (Required if water quality sample results reported to is "Other")	<input type="text"/>

35. **This field will only appear if the spill is a Category 1.** Select which corrective actions were taken by your agency in response to the spill. Hold CTRL to select multiple. Please note that a selection of "other" requires a description to be entered in the accompanying text field. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.



<p>* Spill corrective action taken: (Hold Ctrl key to Select Multiple answers from the list)</p>	<input type="checkbox"/> Added sewer to preventive maintenance program <input type="checkbox"/> Adjusted schedule/method of preventive maintenance <input type="checkbox"/> Enforcement action against FOG source
<p>Explanation of spill corrective action taken: (Required if spill corrective action is "Other")</p>	<input type="text"/>

36. Enter an overall description of the spill.

<p>Overall Spill Description:</p>	<input type="text"/>
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37. Enter the OES Control Number for your agency and the date/time you notified OES of the spill. This field must be completed to "ready to certify" or "certify" a Category 1 report if the estimated spill volume is greater than or equal to 1,000 gal and wastewater reached a drainage channel/surface water or storm drainpipe that was not fully captured. This field doesn't need to be completed to "save work in progress" or "submit draft" for any SSO report.

Notification Details	
<p>OES Control Number (Required for Category 1 spill report if estimated spill volume >= 1000 Gals):</p>	<input type="text"/>
<p>OES Called Date/Time (Required for Category 1 spill report if estimated spill volume >= 1000 Gals):</p>	<input type="text"/> <input type="text" value="12"/> <input type="text" value="00"/> Date Format: MM/DD/YY

38. **These fields will only appear if the spill is a Category 1.** Select whether or not you notified your county health agency of the spill. If yes enter the date/time they were notified. This field doesn't need to be completed to "save work in progress" or "submit draft" for a Category 1 report.

<p>* County health agency notified:</p>	<input type="text" value="No"/>
<p>County health agency notified date/time: (required if County health agency notified is "Yes")</p>	<input type="text"/> <input type="text" value="12"/> <input type="text" value="00"/> Date Format: MM/DD/YY

39. Enter the date and time that your Regional Water Quality Control Board was notified of the spill, if applicable. For example, some Regional Water Quality Control Boards require 24-hour notification of certain spills, which an enrollee can note was completed by entering the information in this field.

<p>Regional Water Quality Control Board notified date/time:</p>	<input type="text"/> <input type="text" value="12"/> <input type="text" value="00"/> Date Format: MM/DD/YY
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40. Enter the name of any other agency that was notified of the spill.

<p>Other Agency Notified:</p>	<input type="text"/>
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41. Select whether or not any of the information available in the report you just filled out was faxed to your Regional Water Quality Control Board. If some of the information was faxed, enter the date/time the fax was sent in the accompanying field. The Sanitary Sewer Order requires spill report information to be faxed to the responsible Regional Water Quality Control Board if the SSO database is not available for the enrollee to meet the applicable reporting deadline. When the SSO database becomes available, the enrollee must enter all faxed information into the SSO database.

Was any of this spill report information submitted via fax to the Regional Water Quality Control Board?

Date and time spill report information was submitted via fax to the Regional Water quality Control Board: 12 : 00 Date Format: MM/DD/YY
(required if spill report information submitted via fax to Regional Water Board is "Yes")

42. The “General Info” tab of your SSO report is now complete. Press the “Save Work in Progress” button.

General Info | Spill Related Parties | Attachments

Note: Questions with "" are required to be answered.*

43. Select the “Spills Related Parties” tab. The purpose of this tab is to list any private parties who may have caused, contributed to, or were impacted by the spill.

General Info | Spill Related Parties | Attachments

44. Enter the names of any individual or representatives in the “Party Name” field.

General Info | Spill Related Part

Party Name

45. Enter the organization name in the “Organization” field.

General Info | Spill Related Part

Organization

46. Enter a number at which the part can be reached in the “Phone Number” field.



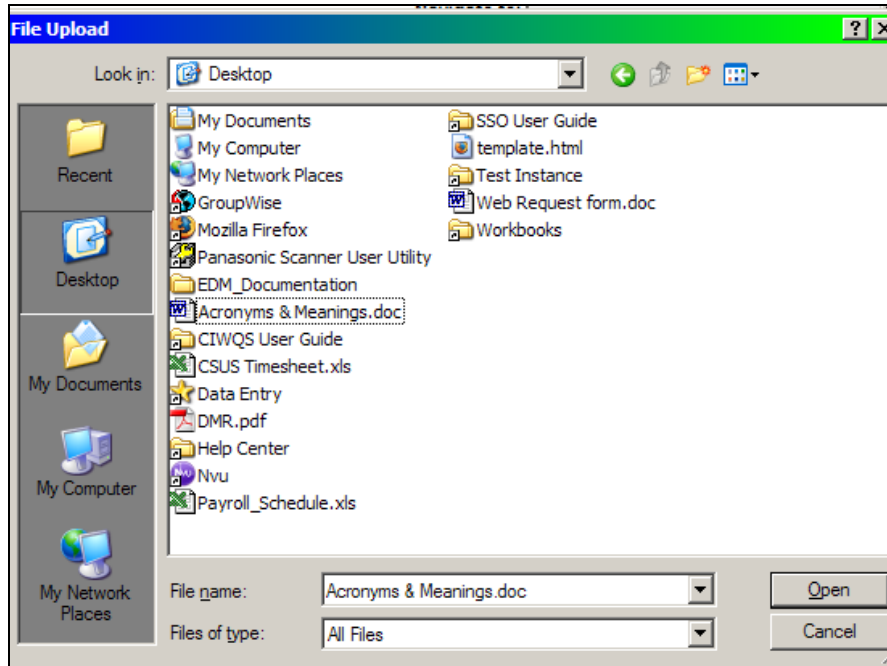
47. Enter a description of how the party is related to the spill in the “Description” field.

48. Once all of the information is complete for a party press the “Add” hyperlink to the right of the “Description” field. The information will be saved and you will then be allowed to enter another party. If, at any time, you wish to remove a party press the “Delete” hyperlink.

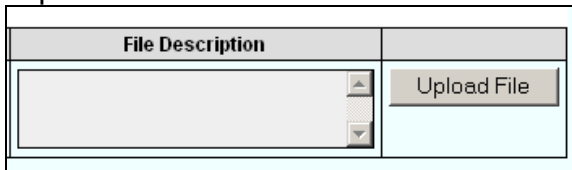
49. When you are finished adding parties select the “Attachments” tab. This tab allows you to attach any paper reports, pictures, diagrams, etc. of the spill.

50. Begin by pressing the “Browse” button.

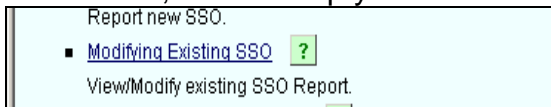
51. A file search window will appear. Locate the file you wish to attach, select it and press the “Open” button.



52. You will be returned to the attachments screen. Enter a brief description of the file you will be uploading into the “File Description” field and press the “Upload File” button.



53. Your SSO Spill report is now complete. If at any time you wish to edit the report before you certify it select the “Modify Existing SSO” hyperlink from the SSO menu, and look up your SSO using one of the available search fields.



54. To learn how to save drafts and certify your report proceed to the next section of this document.



Part 4: Submitting Drafts and Certifying an SSO

When the agency begins submitting drafts the system will start tracking all the changes made to certain fields. When the agency decides that it is ready to certify the SSO the Legally Responsible Official will have to finish the last few screens.

User roles that need to review this section: All, Certification LRO specific.

1. From the SSO main menu select the “Modify Existing SSO” hyperlink.

Report new SSO.

- [Modifying Existing SSO](#) ?

View/Modify existing SSO Report.

2. You will be taken to the SSO search screen. Enter any information that will single out the SSO you are looking for and press the “Search” button.

SSO - Search ?

Enter any search criteria and click "Search".

Location Name:

Physical Address:

City: Zip: County:

Regional Water Board:

Latitude: deg. min. sec. OR decimal degrees

Longitude: deg. min. sec. OR decimal degrees

Spill Start Date Range: to (Date Format: MM/DD/YYYY)

SSO Certification Step:

3. Your SSO will appear. There will be a hyperlink in the “SSO Event ID” column, select it.

Search Results:

SSO Event ID	Location Name	Agency	Physical Address
633506	Test Spill	State Water Resources Control Board	1001 I Street Sacramento, CA 95812
633499	yellow brick road	State Water Resources Control Board	CA

4. The SSO General Info tab will appear. If you press the “Submit Draft” button the system will save the report and start tracking version numbers.

General Info

Note: Questions with "*" are required to be answered.



- Every time you submit a new draft a new version number will be created and any changes to certain fields will be tracked. Click on any of the “View History” hyperlinks to see a history of the changes for these fields.

[Close Window](#)

SSO Event ID	Version	Current Spill Amount	Date Entered	User Info
601730	8	28	12/05/2005	Nick Arhontes (narhontes)
601730	7	34	12/05/2005	Nick Arhontes (narhontes)
601730	6	36	12/05/2005	Nick Arhontes (narhontes)
601730	5	36	12/05/2005	Nick Arhontes (narhontes)
601730	4	36	12/05/2005	Nick Arhontes (narhontes)
601730	3	36	11/28/2005	Nick Arhontes (narhontes)
601730	2	36	11/28/2005	Nick Arhontes (narhontes)
601730	1	36	11/28/2005	Nick Arhontes (narhontes)

- When you decide it is finally time to certify your SSO report press the “Ready to Certify” button. This will perform an error check and make sure that your report has everything that is required.

General Info | Spill Related Parties | Attachments

Save Work in Progress | Submit Draft | Ready to Certify

Note: Questions with "" are required to be answered.*

Note: Only the LRO can complete the rest of this section.

- If the report passes the error check the “Certify” button will then become available. Press the “Certify” button.
- You will be taken to the Certification Screen. Start by entering your name in the “Certifier Name:” field.

Certification:

I certify under penalty of law that all data submitted, including attachments, were prepared under my direction in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine or imprisonment, for knowing violations. Entry of my name and title below indicate my certification of this report and my understanding of the above conditions.

Certifier Name:*

- Enter your title in the “Certifier Title” field.

Certifier Title:*



10. The “Executed On:” field will be pre-populated with the date. Complete the “Executed At:” field, which indicates the location/office of the LRO certifying the report.

Executed On:*	<input type="text" value="08/15/2006"/>
Executed At:*	<input type="text"/>

11. Once all four field are complete press the “Certify” button.

12. Your SSO report is now completed and submitted to the regional board. If at anytime you realize that some of the information has changed or is incorrect for some other reason you may look up the report and press the “Amend” button to reopen the report for editing. It will then have to be recertified.



Part 5: No Spill Certification

Perhaps your agency doesn't have any spills to report for your period. That can be taken care of by completing no spill certification.

User roles that need to review this section: LRO

1. From the SSO main menu select the "Generate No Spill Certification" hyperlink.
2. The no spill certification section is only two dropdowns and a certification page. Select the period you didn't have a spill from the "Month/Year Without Spills:" dropdowns.

No Spill Certification

No Spill Certification:

I certify under penalty of law that no spills occurred for the month specified below. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine or imprisonment, for knowing violations. Clicking the "Certify" button below indicates my certification of this report and my understanding of the above conditions.

Month/Year Without Spills:

Previously Submitted Months with "No Spill Certification"
No Records.

3. Press the "Certify" button.
4. No spill certification is now complete.