

SANITARY SEWER SYSTEMS GENERAL ORDER

ORDER 2022-0103-DWQ

**GUIDANCE FOR CERTIFYING CONTINUATION OF EXISTING
REGULATORY COVERAGE FORM IN CIWQS**



Last Revised: April 7, 2023

Continuation of Existing Regulatory Coverage Certification Guidance Document

To continue regulatory coverage from existing 2006 Sanitary Sewer Systems General Order to the reissued Order 2022-0103-DWQ, the Legally Responsible Official of an existing Enrollee shall electronically certify the Continuation of Existing Regulatory Coverage form in the California Integrated Water Quality System (CIWQS) Sanitary Sewer Systems Database (Section 2.1 of the General Order). The certification must be completed before the reissued General Order Effective Date of June 5, 2023. An existing Enrollee of Order 2006-0003-DWQ that fails to certify the Continuation of Existing Regulatory Coverage form in the online CIWQS database before the Effective Date of June 5, 2023, will not have regulatory coverage under the General Order and must submit a new applicant package in accordance with Section 2.X of the General Order.

Steps to certify continuation of existing regulatory coverage, the Legally Responsible Official of an existing Enrollee under Order 2006-0003-DWQ:

1. Must log into the CIWQS website:

<https://ciwqs.waterboards.ca.gov/>

2. Enter the “User ID” and “Password”, then click on the “Login” button.

California Integrated Water Quality System (CIWQS)

User ID:

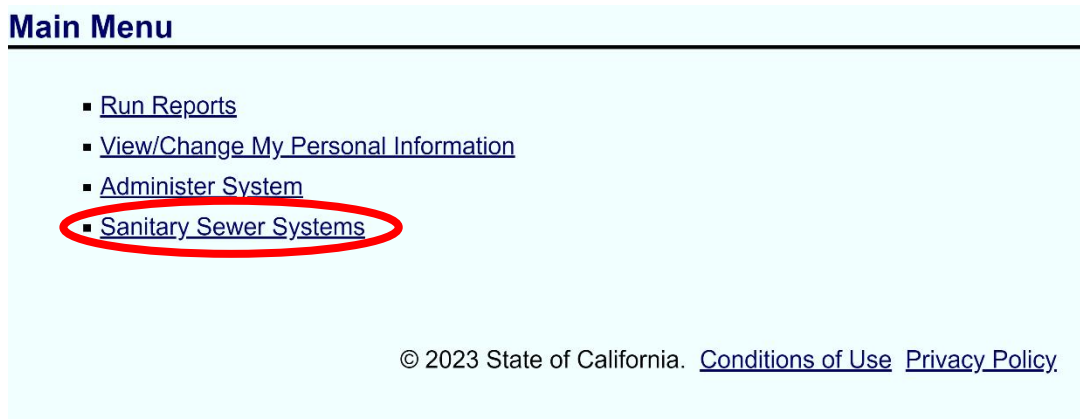
Password:

Forgot your password? [Reset your password here](#)

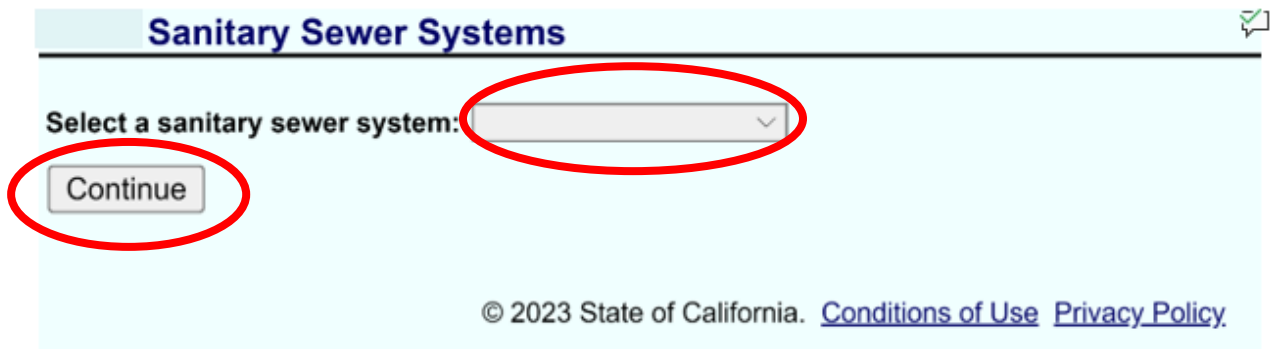
Forgot your User ID? [Get your User ID here](#)

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3. Click on the “Sanitary Sewer Systems” link.



4. From the dropdown menu, select the sanitary sewer system to certify continuation of coverage, then click on the “Continue” button.



NOTE: The above screen pertains to Legally Responsible Officials that are responsible for more than one system. Certification for each enrolled system must be performed separately for each system.

5. Click on the “Continuation of Existing Regulatory Coverage Certification” link.

Sanitary Sewer Systems General Order - Menu [?](#)

Regional Water Board:
Agency:
Sanitary Sewer System:
WDID:

- [Collection System Annual Report](#) [?](#)
 Pertinent information regarding your collection system.
- [Sewer System Management Plan Update](#) [?](#)
 Certify Sewer System Management Plan completion
- [Reporting New SSO](#) [?](#)
 Submit Individual Spill Reports.
- [Reporting New Private Lateral Sewage Discharge](#) [?](#)
 Submit Individual Private Lateral Sewage Discharge Reports.

[Continuation of Existing Regulatory Coverage Certification](#)
 (Must be completed by June 4, 2023)

Legally Responsible Official: Please click on the above link to certify the Enrollee's intent to continue regulatory coverage from Order 2006-0003-DWQ (to be rescinded at 11:59 PM on June 4, 2023) to Order 2022-0103-DWQ (effective at 12:00 AM on June 5, 2023).

[Existing Sewer System Management Plan Upload](#)
 (Must be completed by June 4, 2023)

Legally Responsible Official: Please click on the above link to upload the Enrollee's existing Sewer System Management Plan, per section 5.2 of Order 2022-0103-DWQ, by 11:59 PM on June 4, 2023.

6. On the “Continuation of Existing Regulatory Coverage Certification” form, check the certification box to certify the continuation of coverage under penalty of perjury.

Sanitary Sewer Systems General Order - Continuation of Existing Regulatory Coverage Certification

Regional Board: Region 4 - Los Angeles
Agency: Baldwin Park City
Sanitary Sewer System: Baldwin Park City CS
WDID: 4SSO10366

Name:	SSS Multiple				
Title:	Legally Responsible Official				
Email:	sss@tester.gov				
(Check the box below to certify) <input type="checkbox"/>	As the designated Legally Responsible Official, I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge and belief: 1) The sanitary sewer system I officially represent, listed above, is continuing regulatory coverage from Order 2006-0003-DWQ to Order 2022-0103-DWQ, and 2) The information submitted in this Continuation of Existing Regulatory Coverage form is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment.				Sanitary Sewer Systems General Order 2022-0103-DWQ
In what city did you meet your spouse/significant other? ?	<input type="text"/>				
Please enter your password:	<input type="password"/>				
Manage Active Data Submitter Accounts View / Update Information					
Data Submitter Name(s)	CWIQS User ID	Email Address	Phone Number	Agency	Sanitary Sewer System Name
Bernardo Iniquez	biniquez	biniquez@bellflower.org			Bellflower City CS


(Check the box below to certify)

As the designated Legally Responsible Official, I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge and belief:

1) The sanitary sewer system I officially represent, listed above, is continuing regulatory coverage from Order 2006-0003-DWQ to Order 2022-0103-DWQ, and

2) The information submitted in this Continuation of Existing Regulatory Coverage form is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment.


7. Answer the security question and enter the Legally Responsible Official's User ID password used to log into CIWQS.

In what city did you meet your spouse/significant other? 	<input type="text"/> *
Please enter your password:	<input type="password"/> *

8. Verify that the Data Submitter information automatically populated is correct.

Sanitary Sewer Systems General Order - Continuation of Existing Regulatory Coverage Certification

Regional Board:
Agency:
Sanitary Sewer System:
WDID:

Name:		
Title:	Legally Responsible Official	
Email:		
(Check the box below to certify) <input type="checkbox"/>	As the designated Legally Responsible Official, I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge and belief: 1) The sanitary sewer system I officially represent, listed above, is continuing regulatory coverage from Order 2006-0003-DWQ to Order 2022-0103-DWQ, and 2) The information submitted in this Continuation of Existing Regulatory Coverage form is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment.	Sanitary Sewer Systems General Order 2022-0103-DWQ
In what city did you meet your spouse/significant other? 	<input type="text"/> *	
Please enter your password:	<input type="password"/> *	

[Manage Active Data Submitter Accounts](#) [View / Update Information](#)

Data Submitter Name(s)	CWIQS User ID	Email Address	Phone Number	Agency	Sanitary Sewer System Name

NOTE: To manage active data submitter accounts and/or to view/update information, proceed to steps on page 6 of this document. If no modifications are necessary, proceed to step 9.

9. Before clicking on the “Certify” button to certify the continuation of coverage, take notice of the four important dates above the “Certify” button.

Last Sewer System Management Plan Required Update Due Date :	2019-08-02	Last Annual Report (previously called Collection System Questionnaire) Updated :	2022-01-26
Next Sewer System Management Plan Update Due Date :	2025-08-02	Next Annual Report Due Date :	2024-04-01

Certify

NOTE: At the form, the following dates are listed:

- “Last Sewer System Management Plan Required Update Due Date”,
- “Next Sewer System Management Plan Update Due Date”,
- “Last Annual Report (previously called Collection System Questionnaire) Updated”, and
- “Next Annual Report Due Date” as well as their respective due dates.

10. Click on the “Certify” button.

Last Sewer System Management Plan Required Update Due Date :	2019-08-02	Last Annual Report (previously called Collection System Questionnaire) Updated :	2022-01-26
Next Sewer System Management Plan Update Due Date :	2025-08-02	Next Annual Report Due Date :	2024-04-01

Certify

11. After clicking on the “Certify” button, the following “Continuation of Existing Regulatory Coverage Approved” message will appear. Click on “Close” to exit the form.

Phone Number

Continuation of Existing Regulatory Coverage Approved

Thank you for completing the Continuation of Existing Regulatory Coverage form. An automated Notice of Applicability email, confirming continuation of regulatory coverage under the statewide Sanitary Sewer Systems General Order 2022-0103-DWQ has been sent to your email address on file. If you do not receive a confirmation email, please contact the State Water Board staff at SanitarySewer@waterboards.ca.gov.

Close

12. On the “Sanitary Sewer Systems General Order – Menu” page, the “Continuation of Existing Regulatory Coverage” link will be replaced with an information box that displays the name of the Legally Responsible Official that certified the continuation of coverage, and the date and time of the certification.

Sanitary Sewer Systems General Order - Menu ?

Regional Water Board:
 Agency:
 Sanitary Sewer System:
 WDID:

- [Collection System Annual Report](#) ?

Pertinent information regarding your collection system.

2023-04-06 08:26:10: Official certified that is continuing regulatory coverage from General Order 2006-0003-DWQ to General Order 2022-0103-DWQ.
- [Sewer System Management Plan Update](#) ?

Certify Sewer System Management Plan completion
- [Reporting New SSO](#) ?

Submit Individual Spill Reports.

[Existing Sewer System Management Plan Upload](#)
 (Must be completed by June 4, 2023)

Legally Responsible Official: Please click on the above link to upload the Enrollee's existing Sewer System Management Plan, per section 5.2 of Order 2022-0103-DWQ, by 11:59 PM on June 4, 2023.
- [Reporting New Private Lateral Sewage Discharge](#) ?

Submit Individual Private Lateral Sewage Discharge Reports.

Managing Active Data Submitter Accounts

- a. On the “Continuation of Existing Regulatory Coverage Certification” form, click on the “Manage Active Data Submitter Accounts” link.

Sanitary Sewer Systems General Order - Continuation of Existing Regulatory Coverage Certification

Regional Board: _____

Agency: _____

Sanitary Sewer System: _____

WDID: _____

Name:					
Title:	Legally Responsible Official				
Email:					
(Check the box below to certify) <input type="checkbox"/>	As the designated Legally Responsible Official, I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge and belief: 1) The sanitary sewer system I officially represent, listed above, is continuing regulatory coverage from Order 2006-0003-DWQ to Order 2022-0103-DWQ, and 2) The information submitted in this Continuation of Existing Regulatory Coverage form is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment.				Sanitary Sewer Systems General Order 2022-0103-DWQ
In what city did you meet your spouse/significant other? ?	<input type="text"/>				
Please enter your password:	<input type="password"/>				
Manage Active Data Submitter Accounts		View / Update Information			
Data Submitter Name(s)	CWIQS User ID	Email Address	Phone Number	Agency	Sanitary Sewer System Name

- b. To remove an inactive Data Submitter account, click on the “Deactivate” link.

Manage Active Data Submitter Accounts:

Name	Email	Work Phone	Organization	Facility	User ID	
						Deactivate

NOTE: To add a data submitter please contact CIWQS help desk at the following email:

ciwqs@waterboards.ca.gov

Viewing / Updating Personal Account Information

- c. On the “Continuation of Existing Regulatory Coverage Certification Form”, click on the “View / Update Information” link to update the Legally Responsible Official personal information.

Sanitary Sewer Systems General Order - Continuation of Existing Regulatory Coverage Certification

Regional Board:

Agency:

Sanitary Sewer System:

WDID:

Name:		
Title:	Legally Responsible Official	
Email:		
(Check the box below to certify) <input type="checkbox"/> *	As the designated Legally Responsible Official, I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge and belief: 1) The sanitary sewer system I officially represent, listed above, is continuing regulatory coverage from Order 2006-0003-DWQ to Order 2022-0103-DWQ, and 2) The information submitted in this Continuation of Existing Regulatory Coverage form is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment.	Sanitary Sewer Systems General Order 2022-0103-DWQ
In what city did you meet your spouse/significant other?	<input type="text"/>	
Please enter your password:	<input type="password"/>	
Manage Active Data Submitter Accounts View / Update Information		
Data Submitter Name(s)	CWIQS User ID	Email Address
Phone Number	Agency	Sanitary Sewer System Name

NOTE: The “View / Update Information” page contains various details as depicted in the images below.

View Change Personal Information

User ID:

[Change Password](#)

[Change Security Questions](#)

My Name:

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

My Address:

Street Number:

Street Direction:

Street Name:

Street Type:

Suite/Apt/Mail Stop:

City:

State:

Zip Code:

My Phone Number:

My Fax Number:

My Email Address:

Task Email Upcoming Due Days Limit: * If field is left empty the Upcoming Due Days will use the default value of 7. To Disable save field as 0.

Task Email Past Due Days Limit: * If field is left empty the Past Due Days will use the default value of 7. To Disable save field as 0.

My Related Parties (Organizations and People):

Name	Type	How Related
	Organization	Legally Responsible Official

My Related Facilities:

Name	Address	How Related
		Is Onsite Manager For
		Is Onsite Manager For
		Is Onsite Manager For
		Is Onsite Manager For

[Request Additional Facility](#)

[Request Other Changes](#)

[Save Changes](#)

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- d. Update CIWQS Sanitary Sewer Systems “User ID” passwords or security questions.

User ID:

Change Password

Change Security Questions

NOTE: Contact CIWQS Help Desk at the following email, if there are issues updating the passwords or security questions: ciwqs@waterboards.ca.gov.

- e. Update any necessary name changes.

My Name:

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

- f. Update any necessary address changes.

My Address:

Street Number:

Street Direction:

Street Name:

Street Type:

Suite/Apt/Mail Stop:

City:

State:

Zip Code:

- g. Update any necessary contact information changes.

My Phone Number:

My Fax Number:

My Email Address:

- h. Update any necessary task email due days limit.

Task Email Upcoming Due Days Limit: * If field is left empty the Upcoming Due Days will use the default value of 7. To Disable save field as 0.

Task Email Past Due Days Limit: * If field is left empty the Past Due Days will use the default value of 7. To Disable save field as 0.

- i. Update other various changes by clicking on “Request Additional Facility” or “Request Other Changes” tabs.

My Related Parties (Organizations and People):

Name	Type	How Related
	Organization	Legally Responsible Official

My Related Facilities:

Name	Address	How Related
		Is Onsite Manager For
		Is Onsite Manager For
		Is Onsite Manager For
		Is Onsite Manager For

Request Additional Facility

Request Other Changes

- j. Once the Legally Responsible Official has updated the necessary information, click on “Save Changes”.

My Related Parties (Organizations and People):

Name	Type	How Related
	Organization	Legally Responsible Official

My Related Facilities:

Name	Address	How Related
		Is Onsite Manager For
		Is Onsite Manager For
		Is Onsite Manager For
		Is Onsite Manager For

Request Additional Facility

Request Other Changes

Save Changes

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- k. Once the “Save Changes” button is clicked, a new window opens. Click on “[here](#)” to return to the main menu and access the “Continuation of Existing Regulatory Coverage Certification Form”.

You have successfully changed your personal information.

Click [here](#) to view your updated personal information. [Click here to view the menu.](#)