

**SANITARY SEWER SYSTEMS GENERAL ORDER  
ORDER 2022-0103-DWQ**

**GUIDANCE FOR REPORTING CATEGORY 1 SPILLS  
IN THE  
CALIFORNIA INTEGRATED WATER QUALITY SYSTEM (CIWQS)**



**Last Revised: April 2024**

## **Table of Contents**

To Report a Category 1 Spill .....	2
Draft Spill Report for Category 1 Spills .....	6
Submitting a Category 1 Draft Spill Report.....	12
To Certify a Category 1 Spill Report .....	14
Certified Spill Report for Category 1 Spills Questions .....	16
Submitting a Category 1 Certified Spill Report .....	26
Amending a Category 1 Certified Spill Report.....	28

## Reporting Category 1 Spills in the Online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database

Per Attachment E1, Section 3 of General Order 2022-0103-DWQ, the Enrollee must submit all spill reports electronically to the online CIWQS Sanitary Sewer System Database (<https://ciwqs.waterboards.ca.gov>), unless specified otherwise. Electronic spill reporting may be completed by a Legally Responsible Official (who has the authority to enter data and certify spill reports) or data may be entered by Data Submitter(s) previously designated by the Legally Responsible Official, per Section 5.8 (Designation of Data Submitters), and then certified by the Legally Responsible Official.

Attachment E2, Table E2-1 of the General Order provides a summary of the notification, monitoring, and reporting requirements for Category 1 spills. Below is a snapshot of Table E2-1 for your convenience:

Spill Requirement	Due	Method
Notification	<p><b>Within two (2) hours</b> of the Enrollee's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters:</p> <p>Notify the California Office of Emergency Services and obtain a notification control number.</p>	<p>California Office of Emergency Services at: (800) 852-7550</p> <p>(Section 1 of Attachment E1)</p>
Monitoring	<ul style="list-style-type: none"> <li>• Conduct spill-specific monitoring;</li> <li>• Conduct water quality sampling of the receiving water within <b>18 hours</b> of initial knowledge of spill of 50,000 gallons or greater to surface waters.</li> </ul>	<p>(Section 2 of Attachment E1)</p>
Reporting	<ul style="list-style-type: none"> <li>• Submit Draft Spill Report <b>within three (3) business days</b> of the Enrollee's knowledge of the spill;</li> <li>• Submit Certified Spill Report <b>within 15 calendar days</b> of the spill end date;</li> <li>• Submit Technical Report <b>within 45 calendar days</b> after the spill end date for a Category 1 spill in which <b>50,000 gallons or greater</b> discharged to surface waters; and</li> <li>• Submit Amended Spill Report <b>within 90 calendar days</b> after the spill end date.</li> </ul>	<p>(Section 3.1 of Attachment E1)</p>

## To Report a Category 1 Spill

1. Log into the CIWQS website at:

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

2. Enter your user account credentials and click on the “Login” button.

**NOTE:** Sharing user account information amongst staff is prohibited. CIWQS may remove all reports certified by incorrect users.

3. Once logged into your personal CIWQS user account, click on the “Sanitary Sewer Systems” link under the Main Menu.


**NOTE:** If you represent more than one sanitary sewer system, from the dropdown menu, select the applicable sanitary sewer system. Click on the “Continue” button.

4. Click on the “New Spill Report” link.

- [New Enrollee Initial Annual Report](#) ?  
An Enrollee that obtains coverage under Order 2022-0103-DWQ after June 5, 2023 shall complete and submit its first certified Annual Report within 30 days of obtaining a CIWQS account; All subsequent Annual Reports are due by April 1 of each year.
- [Continuing Enrollee Annual Report](#) ?  
Continuing Enrollees: Complete and submit the Annual Report covering the previous calendar year by April 1, of each year.
- [Sewer System Management Plan Upload](#) ?  
Plan updates are due within every six years after the last Plan update due date.  
**New Enrollees:** The Plan shall be uploaded and certified within 12 months of the Application for Enrollment approval date. This establishes the last Plan update due date.  
**Continuing Enrollees:** The last Plan update due date was established under the 2006 Order. All subsequent Plan updates are due within every six years after the last Plan update due date.
- [New Spill Report](#) ?  
Submit individual spill reports for Category 1, Category 2 and Category 3 spill events.
- [Privately-Owned Sewer Laterals and/or Private Systems Spill Report \(Voluntary\)](#) ?  
Voluntarily report spills from a private sewer lateral or private sanitary sewer system that is not owned/operated by the Enrollee.
- [Existing Spill Reports](#) ?  
View, update and/or amend a previously reported spill.
- [Monthly Certification of “No-Spills” or “Category 4 Spills” and/or “Non-Category 1 Enrollee-owned Lateral Spills”](#) ?  
Within 30 calendar days after the end of each calendar month, certify either (1) no spills occurred during a calendar month or (2) only Category 4, and/or Enrollee-owned and/or operated lateral spills (that do not discharge to a surface water) occurred during a calendar month.
- [View Spill Incident Map - Public Sewer Systems \(Not Site Specific\)](#) ?  
The data displayed in this map represents spill reports, for individual locations, where sewage was discharged from a sanitary sewer system enrolled under the Statewide Sanitary Sewer Systems General Order. It does not include Category 4 spills.

© 2023 State of California. [Conditions of Use](#) [Privacy Policy](#)

You will be directed to a new screen titled “**Sanitary Sewer Systems General Order – Spill Category Determination**”, where you answer specific questions and based on the answers, the system will take you to the appropriate spill category screen (i.e., Category 1, Category 2, or Category 3).



[Menu](#) | [Help](#) | [Log out](#)

Navigate to:

You are logged-in as: SSS Demo . If this account does not belong to you, please log out.

**Sanitary Sewer Systems General Order – Spill Category Determination**

[Back to Sanitary Sewer Systems Main Menu](#)

Sanitary Sewer System:	Demo South CS	Agency:	State Water Resources Control Board
Regional Board:	Region 5S - Sacramento	WDID:	5SSO10000

**Note: Use this button to start over, do not click the browser’s back button.**

1. Was the sewage spill from or caused by a sanitary sewer system regulated under the Sanitary Sewer Systems General Order per your Enrollee WDID number (including an Enrollee owned and/or operated lateral(s))?

© 2023 State of California. [Conditions of Use](#) [Privacy Policy](#)

Figure 1. The Spill Category Determination Flow Chart below illustrates how the spill category is determined.

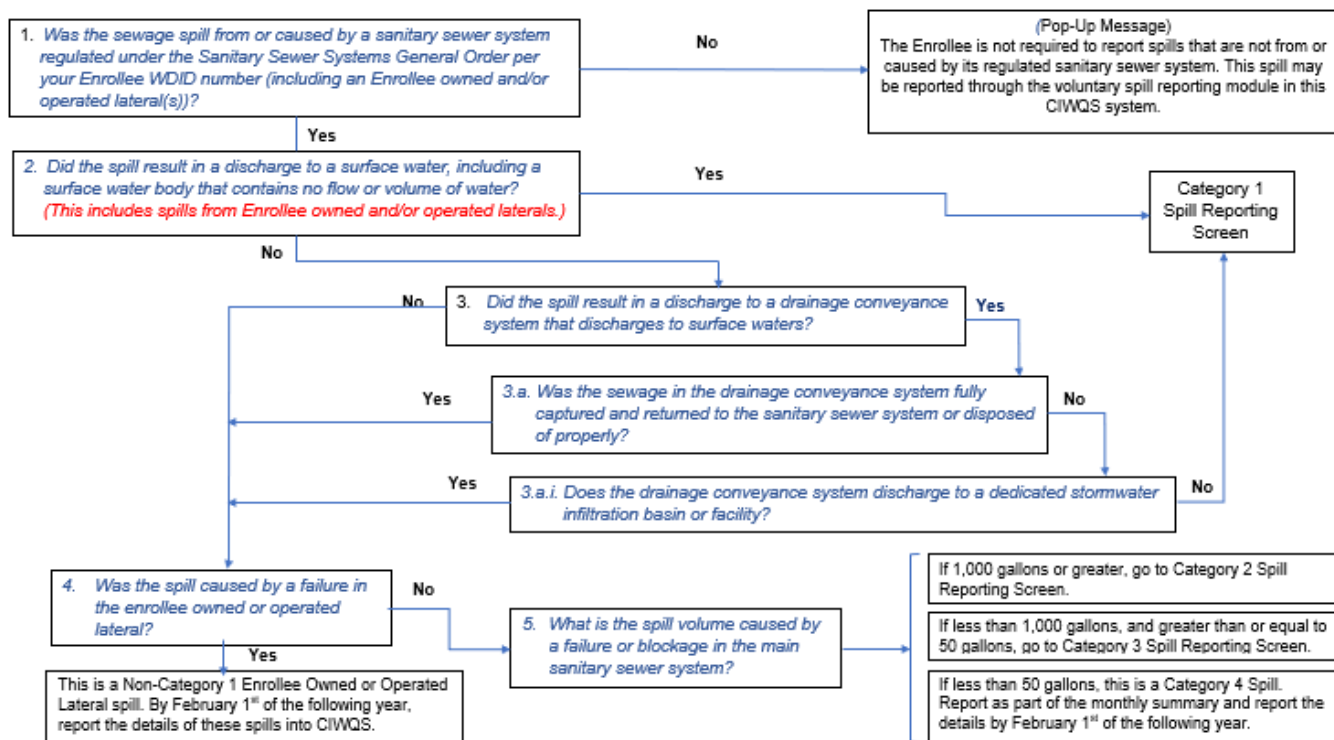


Figure 1. Spill Category Determination Flow Chart

5. If the answers to the Spill Category Determination questions correspond to a Category 1 spill, you will be directed to the “Draft Spill Report for Category 1 Spills” screen. Enter the required information as specified below on the Draft Spill Report for Category 1 Spills screen.

Spill General Info		Attachments	Certification
<b>Draft Spill Report for Category 1 Spills</b> Due within three (3) business days of the Enrollee's knowledge of a Category 1 spill.			
<b>Save Work in Progress</b>		<b>Submit Draft</b>	
*1. Name of Enrollee contact person to respond to spill-specific questions:	<input type="text"/>		
*1.a. Telephone number of Enrollee contact person to respond to spill-specific questions:	<input type="text"/>		
*2. Spill Location Name:	<input type="text"/>		
*3. Date and time the Enrollee was notified of, or self-discovered, the spill:	<input type="text"/> <input type="text"/>		
*4. Operator arrival time:	<input type="text"/> <input type="text"/>		
*5. Estimated spill start date and time:	<input type="text"/> <input type="text"/>		
6. Date and time the Enrollee notified the California Office of Emergency Services: <small>(Required if spill is 1,000 gallons or greater)</small> ⓘ	<input type="text"/> <input type="text"/>		
6.a. Assigned control number: <small>(Required if spill is 1,000 gallons or greater)</small> ⓘ	<input type="text"/>		

**NOTE:** Once questions 1, 2, 7a, and 7b are completed, you can save your work in progress by clicking on the “Save Work in Progress” button. A green banner stating “Changes saved successfully” will appear below the report tabs when the minimum required fields have been completed and you can navigate away from the tab with your work saved.

## **Draft Spill Report for Category 1 Spills**

The below information explains each question on the “Draft Spill Report for Category 1 Spills”.

### **1. Name of Enrollee contact person to respond to spill-specific questions:**

Enter the name of the Enrollee contact person in the text box. The Enrollee contact person is responsible for answering spill-specific questions.

#### **1.a. Telephone number of Enrollee contact person to respond to spill-specific questions:**

Enter the telephone number of the Enrollee contact person. Enter only numbers; the system will display the entry in (XXX) XXX-XXXX format. Water Board Staff will use the telephone number to contact the Enrollee contact person, if necessary.

*1. Name of Enrollee contact person to respond to spill-specific questions:	<input type="text"/>
*1.a. Telephone number of Enrollee contact person to respond to spill-specific questions:	<input type="text"/>

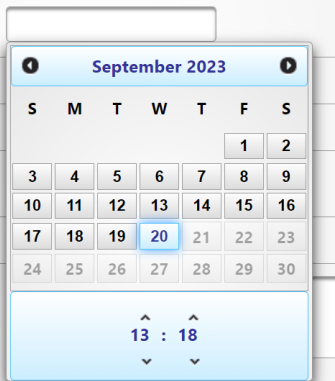
### **2. Spill location name:**

Enter the name of the location where the spill occurred in the “Spill Location Name” text box. This entry may be a general description of the spill location (e.g., street address, intersection, manhole number, or any other identification you wish to use).

*2. Spill Location Name:	<input type="text"/>
--------------------------	----------------------

### **3. Date and time the Enrollee was notified of, or self-discovered, the spill:**

Use the calendar icon to select the date and time or manually enter the date and time when your agency was notified or discovered the spill. Make sure the time is entered in a 24-hour clock format. The notified date and time must be the same or later than the estimated spill start date and time.

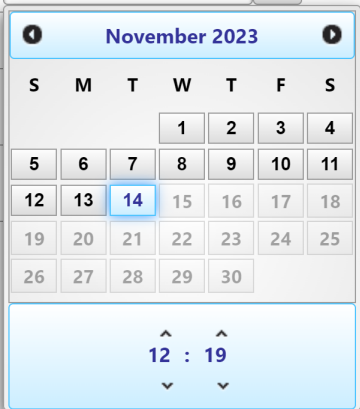
*3. Date and time the Enrollee was notified of, or self-discovered, the spill:	<input type="text"/>
*4. Operator arrival time:	
*5. Estimated spill start date and time:	
*6. Date and time the Enrollee notified the California Office of Emergency Services:	
*6.a. Assigned control number:	
*7. Description, photographs, and GPS coordinates of the system location where the spill originated: If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field: Submit photographs under the Attachments	 <p>(Attach document if description is greater than the box)</p>



#### 4. Operator arrival time:

Use the calendar icon to select the date and time or manually enter the estimated Operator arrival date and time in a 24-hour clock format. The date and time must be on or after the estimated spill start date and time.

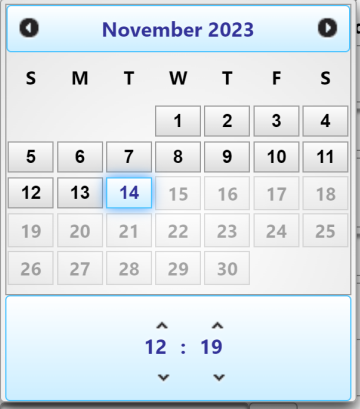
*4. Operator arrival time:	<input type="text"/>
*5. Estimated spill start date and time:	<input type="text"/>
6. Date and time the Enrollee notified the California Office of Emergency Services: <i>(Required if spill is 1,000 gallons or greater)</i>	<input type="text"/>
6.a. Assigned control number: <i>(Required if spill is 1,000 gallons or greater)</i>	<input type="text"/>
*7. Description, photographs, and GPS coordinates of the system location where the spill originated: If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field:  Submit photographs under the Attachments tab	



#### 5. Estimated spill start date and time:

Use the calendar icon to select the date and time or manually enter the estimated spill start date and time in a 24-hour clock format. The date and time must be earlier than the estimated spill end date and time.

<b>Draft Spill Report for Category 1</b>	
Due within three (3) business days	
<input type="button" value="Save Work in Progress"/> <input type="button" value="Submit Draft"/>	
*1. Name of Enrollee contact person to respond to spill-specific questions:	
*1.a. Telephone number of Enrollee contact person to respond to spill-specific questions:	
*2. Spill Location Name:	
*3. Date and time the Enrollee was notified of, or self-discovered, the spill:	
*4. Operator arrival time:	
*5. Estimated spill start date and time:	<input type="text"/>



#### 6. Date and time the Enrollee notified the California Office of Emergency Services:

Use the calendar icon to select the date and time or manually enter the estimated date and time in a 24-hour clock format for the Office of Emergency Services notification. The notification is required within two (2) hours of the Enrollee's knowledge of a Category 1 spill of 1000 gallons or greater.

**6.a. Assigned control number:**

Enter the control number assigned by the California Office of Emergency Services. The control number must be entered without dashes. If multiple notifications were made to the California Office of Emergency Services, use the control number of the first notification.

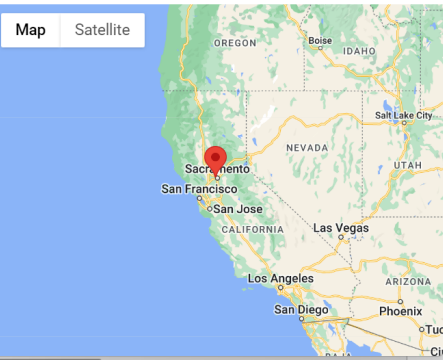
6. Date and time the Enrollee notified the California Office of Emergency Services: <i>(Required if spill is 1,000 gallons or greater)</i> ⓘ	<input type="text"/> ⓘ
6.a. Assigned control number: <i>(Required if spill is 1,000 gallons or greater)</i> ⓘ	<input type="text"/>

**7. Description, photographs, and GPS coordinates of the system location where the spill originated:**

Provide a description of the system location where the spill originated and of the photographs attached. If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point. Describe each additional appearance point in the spill appearance point explanation field, question 7.e.

**7.a. Latitude:**

Provide the latitude of the spill location or of the appearance point closest to the failure point. Enter the latitude in decimal degrees or use the “[Show Map]” button next to the question. You may enter the address on top of the map and click on the “Go” button. Or you may zoom in on the map to drop a pin on the spill location. Click on the “Set Coordinates” button.

*5. Estimated spill start date and time:	<input type="text"/> ⓘ	
6. Date and time the Enrollee notified the California Office of Emergency Services: <i>(Required if spill is 1,000 gallons or greater)</i> ⓘ	<input type="text"/> ⓘ	
6.a. Assigned control number: <i>(Required if spill is 1,000 gallons or greater)</i> ⓘ	<input type="text"/>	
*7. Description, photographs, and GPS coordinates of the system location where the spill originated: If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field:  Submit photographs under the Attachments tab	<input type="text"/> <small>(Attach document if description is greater than 1000 characters)</small>	<div data-bbox="961 1218 1414 1423" data-label="Complex-Block"> <p>Map window - Work - Microsoft Edge  <a href="https://apptest.waterboards.ca.gov/ciwqs/latitudeLongitudeToolSSS.js...">https://apptest.waterboards.ca.gov/ciwqs/latitudeLongitudeToolSSS.js...</a></p> <p>To find the coordinates for a particular location, click on the map or enter a street address:</p> <p>CA  <input type="text"/> Go</p> <p>*Example: *23 Main Street, Sacramento, CA*</p> <p>Latitude: 38.61417 Longitude: -121.59665 <small>*Longitudes should always be negative.</small> <input type="button" value="Set Coordinates"/></p>  </div>
*7.a. Latitude:	<input type="text"/> decimal degrees <input type="button" value="Show Map"/>	
*7.b. Longitude:	<input type="text"/> decimal degrees <input type="button" value="Show Map"/>	
*7.c. Appearance points:	<input type="checkbox"/> Backflow Prevention Device <input type="checkbox"/> Combined Sewer Drain Inlet, (Combined Collection Sys <input type="checkbox"/> Force Main <input type="checkbox"/> Gravity Mainline <input type="checkbox"/> Inside Building or Structure <input type="checkbox"/> Lateral Clean Out (Private) <input type="checkbox"/> Lateral Clean Out (Public) <input type="checkbox"/> Lower Lateral (Private) <input type="checkbox"/> Lower Lateral (Public)	
7.d. If other, describe:	<input type="text"/> <small>(Attach document if description is greater than 1000 characters)</small>	

**7.b. Longitude:**

Provide the longitude of the spill location or of the appearance point closest to the failure point. If you used the “[Show Map]” feature for populating the Latitude in question 7.a., this field will already be populated. If it is not, enter the longitude in decimal degree units.

**7.c. Appearance points:**

Select the appropriate appearance point(s) from the drop-down menu. If your selection was “Other (specify below)”, you are required to enter a description of the appearance points in question 7.d.

**7.d. If other, describe:**

If the spill appearance points are not listed in the drop-down menu and you have selected “Other (specify below)”, enter a description of the appearance point(s).

**7.e. Additional spill appearance point(s) explanation:**

Enter a description of additional spill appearance points, including location details of each appearance point.

<p>*7. Description, photographs, and GPS coordinates of the system location where the spill originated: If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field:</p> <p>Submit photographs under the Attachments tab</p>	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p style="text-align: right; font-size: small; color: red;">1000 characters remaining.</p> <p style="font-size: x-small;">(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</p>
<p>*7.a. Latitude:</p>	<div style="border: 1px solid #ccc; width: 60px; height: 20px;"></div> decimal degrees <input type="button" value="[Show Map]"/>
<p>*7.b. Longitude:</p>	<div style="border: 1px solid #ccc; width: 60px; height: 20px;"></div> decimal degrees <input type="button" value="[Show Map]"/>
<p>*7.c. Appearance points:</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <input type="checkbox"/> Backflow Prevention Device  <input type="checkbox"/> Combined Sewer Drain Inlet. (Combined Collection System Only)  <input type="checkbox"/> Force Main  <input type="checkbox"/> Gravity Mainline  <input type="checkbox"/> Inside Building or Structure  <input type="checkbox"/> Lateral Clean Out (Private)  <input type="checkbox"/> Lateral Clean Out (Public)  <input type="checkbox"/> Lower Lateral (Private)  <input type="checkbox"/> Lower Lateral (Public) </div>
<p>7.d. If other, describe:</p>	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p style="text-align: right; font-size: small; color: red;">1000 characters remaining.</p> <p style="font-size: x-small;">(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</p>
<p>7.e. Additional spill appearance point(s) explanation:</p>	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p style="text-align: right; font-size: small; color: red;">1000 characters remaining.</p> <p style="font-size: x-small;">(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</p>

**8. Estimated total spill volume exiting the system:**

Enter the estimated volume of the spill that exited the system in units of gallons and in whole numbers.

<p>*8. Estimated total spill volume exiting the system:</p>	<div style="border: 1px solid #ccc; width: 150px; height: 20px;"></div> Gallons
---	---

**9. Description and photographs of the extent of the spill and spill boundaries:**

Guidance Document: Reporting Category 1 Spills in the California Integrated Water Quality System (CIWQS) Database

Provide a description of the spill boundaries and of the photographs attached. Water Board Staff recommends using a reference object in the photograph to estimate the size of the spill.

<p>*9. Description and photographs of the extent of the spill and spill boundaries:</p> <p>Submit photographs under the Attachments tab</p>	<div style="border: 1px solid black; height: 30px; width: 100%;"></div> <p style="text-align: right; color: red; font-size: small;">1000 characters remaining.</p> <p style="font-size: x-small;">(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</p>
---	---

**10. Did the spill reach a drainage conveyance system?**

Provide a “Yes” or “No” answer to this question. If the answer is “Yes”, proceed to answer questions 10a, 10b, and 10c below. If the answer is “No”, proceed to question 11.

**10.a. Description of the drainage conveyance system transporting the spill and photographs of the drainage conveyance system entry location(s):**

Provide a description of the drainage conveyance system transporting the spill. Provide photographs of the drainage conveyance system entry locations. Staff recommend using a reference object in the photograph to estimate the size of the drainage conveyance system and its boundaries. Make sure to submit photographs under the "Attachments" tab.

**10.b. Estimated spill volume fully recovered from the drainage conveyance system:**

Enter the estimated volume of spill, in units of gallons, that was fully recovered from the drainage conveyance system. Use whole numbers.

**10.c. Estimated spill volume remaining within the drainage conveyance system:**

Enter the estimated spill volume that entered the drainage conveyance system, but was not recovered. Use whole numbers and units of gallons.

<p>*10. Did the spill reach a drainage conveyance system?:</p>	<div style="border: 1px solid gray; padding: 2px;"> <input type="text" value="Select"/> </div>
<p>10.a. Description of the drainage conveyance system transporting the spill and photographs of the drainage conveyance system entry location(s):</p> <p>Submit photographs under the Attachments tab</p> <p style="font-size: x-small;">(Required if answer for question 10 is "Yes")</p>	<div style="border: 1px solid gray; height: 30px; width: 100%;"></div> <p style="text-align: right; color: red; font-size: small;">1000 characters remaining.</p> <p style="font-size: x-small;">(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</p>
<p>10.b. Estimated spill volume fully recovered from the drainage conveyance system:</p> <p style="font-size: x-small;">(Required if answer for question 10 is "Yes")</p>	<div style="border: 1px solid gray; width: 100px; height: 20px; display: inline-block;"></div> Gallons

**11. Description and photographs of all discharge point(s) into the surface water:**

Provide a description of the discharge point(s) into the surface water. Attach photographs on the "Attachments" tab.

<p>*11. Description and photographs of all discharge point(s) into the surface water: Submit photographs under the Attachments tab</p>	<input data-bbox="760 359 1255 422" type="text"/> <p style="text-align: right; color: red; font-size: small;">1000 characters remaining.</p> <p style="text-align: center; font-size: x-small;">(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</p>
--	---

**12. Estimated spill volume that discharged to surface waters:**

Enter the estimated spill volume in units of gallons and using whole numbers that was discharged to a surface water body.

<p>*12. Estimated spill volume that discharged to surface waters:</p>	<input data-bbox="1079 646 1334 688" type="text"/> Gallons
---	--

**13. Estimated total spill volume recovered:**

Enter the estimated total spill volume recovered in units of gallons and using whole numbers.

<p>*13. Estimated total spill volume recovered:</p>	<input data-bbox="1079 896 1334 938" type="text"/> Gallons
---	--

## Submitting a Category 1 Draft Spill Report

1. Once the “Draft Spill Report for Category 1 Spills” questions are completed, click on the “Save Work in Progress” button.

Save Work in Progress Submit Draft

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

© 2023 State of California. [Conditions of Use](#) [Privacy Policy](#)

Spill General Info Attachments Certification

Changes Saved Successfully.

**Draft Spill Report for Category 1 Spills**  
Due within three (3) business days of the Enrollee's knowledge of a Category 1 spill.

Save Work in Progress Submit Draft

2. Click on the “Attachments” tab to upload attachments, including photographs.

Spill General Info Attachments Certification

File Name *	Document Type *	Document Date	File Description ** (Please provide a description and the reference number to the CIWQS data input screen)
Choose File   No file chosen			2000 characters remaining

Upload File

File Name	Document Type *	Document Date	File Description	Date/Time Uploaded	Status	Delete
No records found.						

© 2023 State of California. [Conditions of Use](#) [Privacy Policy](#)

3. To upload attachments to the draft report, click on “Choose File” to select the file to be uploaded. Next, select the type of file you are uploading from the “Document Type” drop down options. The “Document Date” is the date the document was created. Finally, enter a brief description of the file in the “File Description” text box.

Spill General Info Attachments Certification

File Name *	Document Type *	Document Date	File Description ** (Please provide a description and the reference number to the CIWQS data input screen)
Choose File   Photographs.docx	Photographs	11/08/2023	Photographs 1989 characters remaining

Upload File

File Name	Document Type *	Document Date	File Description	Date/Time Uploaded	Status	Delete
No records found.						

- Click on the “Upload File” button to upload the attachment to the draft report. You will know the file is uploaded when the file is displayed in the file table below the “Upload File” button.

The screenshot shows the 'Attachments' tab of a draft report. At the top, there are three tabs: 'Spill General Info', 'Attachments', and 'Certification'. The 'Attachments' tab is active. Below the tabs is a form for uploading a file. The form has four main sections: 'File Name', 'Document Type', 'Document Date', and 'File Description'. The 'File Name' section has a 'Choose File' button and the text 'No file chosen'. The 'Document Type' section has a dropdown menu. The 'Document Date' section has a date input field. The 'File Description' section has a large text area with a note: '\*\* (Please provide a description and the reference number to the CIWQS data input screen)' and a red text indicator '2000 characters remaining'. Below the form is an 'Upload File' button, which is highlighted with a red box. Below the 'Upload File' button is a table showing the uploaded file. The table has columns: 'File Name', 'Document Type', 'Document Date', 'File Description', 'Date/Time Uploaded', 'Status', and 'Delete'. The table contains one row with the following data: 'Test.docx', 'Other', '09/21/2023', 'Test', '09/21/2023 16:25:46', 'OK', and a 'Delete' button.

- Repeat the above steps, until all desired files are uploaded.
- Once all the draft questions are properly answered and the necessary attachments have been uploaded, click on the “Spill General Info” tab to go back to the draft reporting screen. To submit the draft report, click on the “Submit Draft” button. If all was done properly, you will receive a message stating, “A Draft version of the report has been submitted”.

The first screenshot shows the 'Draft Spill Report for Category 1 Spills' screen. At the top, there are three tabs: 'Spill General Info', 'Attachments', and 'Certification'. The 'Spill General Info' tab is active. Below the tabs is a green message bar that says 'Changes Saved Successfully.'. Below the message bar is the title 'Draft Spill Report for Category 1 Spills' and the subtitle 'Due within three (3) business days of the Enrollee's knowledge of a Category 1 spill.'. Below the subtitle are two buttons: 'Save Work in Progress' and 'Submit Draft'. The 'Submit Draft' button is highlighted with a red box.

The second screenshot shows the same screen after the 'Submit Draft' button has been clicked. A green message bar at the top says 'A Draft version of the report has been Submitted.'. Below the message bar is the same title and subtitle as in the first screenshot. Below the subtitle are the same two buttons: 'Save Work in Progress' and 'Submit Draft'.

## **To Certify a Category 1 Spill Report**

The Enrollee shall certify Category 1 spills in the online CIWQS Sanitary Sewer System Database within 15 calendar days of the spill end date.

There are two ways to certify a Category 1 Spill Report:

1. If you just submitted the Draft Spill Report and are ready to certify the Spill Report, click on the Certification tab and begin to enter the applicable information for the certified spill report questions.

**NOTE:** Only the Legally Responsible Official can certify a spill report. Data submitters can enter the information and click on the “Ready to Certify” button. The Legally Responsible Official will receive an automated email notification that a spill report is ready for certification.

2. If coming back at a later time to certify a saved draft spill report, start by searching for the submitted draft report that needs to be certified.
  - a. To search and review submitted draft spill reports that are ready to be certified, click on the “Existing Spill Reports” link from the main Sanitary Sewer System menu in CIWQS.

▪ [Existing Spill Reports](#) [?](#)

View, update and/or amend a previously reported spill.

- b. A common search feature to use is to search by “Spill Date Range”. After entering a “Spill Date Range”, click on the “Search” button.

Latitude:	<input type="text"/>	deg.	<input type="text"/>	min.	<input type="text"/>	sec.	OR	<input type="text"/>	decimal degrees
Longitude:	<input type="text"/>	deg.	<input type="text"/>	min.	<input type="text"/>	sec.	OR	<input type="text"/>	decimal degrees
Spill Date Range:	<input type="text" value="9/22/2023"/>	to	<input type="text" value="9/22/2023"/>						
Highlight auto upload in green	<input type="checkbox"/>								
SSO Certification Step:	<input type="text" value="All"/>								
<input type="button" value="Search"/>									



- c. Click on the “Spill Id” number corresponding to the draft report that has been submitted and needs to be certified. The “Draft Spill Report for Category 1 Spills” screen for that spill will display.

Search

Export Search Result To Excel

Note: The search result includes all versions of a spill if it has been amended.

Spill Id	Status	Version	Region	Type	Category
<u>889837</u>	Draft Submitted	1.1	5	SSS	Category 1 Spill

- d. Click on the “Certification” tab and begin to enter the information required in order to certify the spill report.

Spill General Info | Attachments | **Certification**

### Certified Spill Report for Category 1 Spills

Due within 15 calendar days of the spill end date.

Save Work in Progress | Ready to Certify | Update | Certify

**Please Note:**

- If you have entered all required information and have the report ready to certify, please click on the “Ready to Certify” button.
- Reports cannot be certified unless the “Ready to Certify” button is clicked first.
- In order to certify the report, please click on the “Certify” button after populating the certification section.

\*1. Spill Destination(s):

Building or Structure  
 Drainage Conveyance System  
 Drainage Conveyance System that discharges to surface water  
 Groundwater Infiltration Basin or Facility  
 Other (specify below)  
 Paved Surface  
 Street/Curb and Gutter (2.3)  
 Surface Water  
 Unpaved Surface

1.a. If other, describe:  1000 characters remaining.  
(Attach document if description is greater than 1000 characters, enter “See Attachment” into the box)

\*1.b. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill:  1000 characters remaining.  
(Attach document if description is greater than 1000 characters, enter “See Attachment” into the box)

\*1.c. Coordinates available?  
(Please provide at least one set of Lat and Long if your answer is “Yes”)  
 Select

1.d. Latitude:  
(Required if answer for question 1.c. Coordinates available is “Yes”)  
 decimal degrees

**NOTE:** Any time before fully completing the Certified Spill Report for Category 1 Spills, you can save your work in progress by clicking on the “Save Work in Progress” tab. Here is the information that will need to be completed to certify the report.

## **Certified Spill Report for Category 1 Spills Questions**

### **1. Spill Destination(s):**

Select the spill destination(s) using the “Spill Destination” pick list. The spill destination describes all areas that the wastewater flowed through and ultimately reached. If your selection was “Other (specify below)”, you are required to enter a description of the spill destinations in text box No.1a.

#### **1a. If other, describe:**

If the “Spill Destination(s)” is not listed in the drop-down menu and “Other (specify below)” was selected, then enter a description of the Spill Destinations.

#### **1b. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill:**

Provide a description of the spill event destination(s) including GPS coordinates in decimal degrees, if available, that represent the full spread and reach of the spill.

#### **1c. Coordinates available?**

Select “Yes” if coordinates are available for the full spread and reach of the spill and provide up to four points using fields 1d-1k. Use 1d and 1e to capture the coordinates of the first spill location point. Use 1f and 1g to capture the coordinates of the second spill location point. Use 1h and 1i to capture the coordinates of the third spill location point. Use 1j and 1k to capture the coordinates of the fourth spill location point.

#### **1d, f, h, j. Latitude:**

Use the instructions for question 7a. of the “Draft Spill Report for Category 1 Spills” section of this guidance document to input latitudes for points that define the extent of the spill.

**1e, g, I, k. Longitude:**

Use the instructions for question 7b. of the “Draft Spill Report for Category 1 Spills” section of this guidance document to input longitudes for points that define the extent of the spill.

*1. Spill Destination(s):	<input type="checkbox"/> Building or Structure <input type="checkbox"/> Drainage Conveyance System <input type="checkbox"/> Drainage Conveyance System that discharges to surface water <input type="checkbox"/> Groundwater Infiltration Basin or Facility <input type="checkbox"/> Other (specify below) <input type="checkbox"/> Paved Surface <input type="checkbox"/> Street/Curb and Gutter (2,3) <input type="checkbox"/> Surface Water <input type="checkbox"/> Unpaved Surface
1.a. If other, describe:	<input type="text"/>
*1.b. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill:	<input type="text"/>
*1.c. Coordinates available? <small>(Please provide at least one set of Lat and Long if your answer is "Yes")</small>	Select
1.d. Latitude: <small>(Required if answer for question 1.c. Coordinates available is "Yes")</small>	<input type="text"/> decimal degrees <input type="button" value="Show Map"/>
1.e. Longitude: <small>(Required if answer for question 1.c. Coordinates available is "Yes")</small>	<input type="text"/> decimal degrees <input type="button" value="Show Map"/>
1.f. Latitude:	<input type="text"/> decimal degrees <input type="button" value="Show Map"/>
1.g. Longitude:	<input type="text"/> decimal degrees <input type="button" value="Show Map"/>
1.h. Latitude:	<input type="text"/> decimal degrees <input type="button" value="Show Map"/>
1.i. Longitude:	<input type="text"/> decimal degrees <input type="button" value="Show Map"/>
1.j. Latitude:	<input type="text"/> decimal degrees <input type="button" value="Show Map"/>
1.k. Longitude:	<input type="text"/> decimal degrees <input type="button" value="Show Map"/>

**2. Spill end date and time:**

Use the calendar icon or manually enter the estimated spill end date and time. Make sure the time is entered in a 24-hour clock format. The date and time must be later than the estimated spill start date/time.

*2. Spill end date and time:	
1.f. Latitude:	<input type="text"/>
1.g. Longitude:	<input type="text"/>
1.h. Latitude:	<input type="text"/>
1.i. Longitude:	<input type="text"/>
1.j. Latitude:	<input type="text"/>
1.k. Longitude:	<input type="text"/>

**3. Description of how the spill volume estimations were calculated, including at a minimum:**

Describe the process used for calculating the spill volume estimates.

**3a. Description of the methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time:**

Describe the methodology, assumptions, and type of data relied upon such as supervisory control and data acquisition (SCADA) records, flow monitoring, and other telemetry information that was used to estimate the volume of the spill discharged and the volume of the spill recovered (if any volume of the spill was recovered).

<p>*3. Description of how the spill volume estimations were calculated, including at a minimum:</p> <p>The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information, used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered):</p>	<div style="border: 1px solid gray; height: 30px; width: 100%;"></div> <p style="text-align: right; color: red; font-size: small;">1000 characters remaining.</p> <p style="font-size: x-small;">(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</p>
<p>*3.a. Description of the methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time:</p>	<div style="border: 1px solid gray; height: 30px; width: 100%;"></div> <p style="text-align: right; color: red; font-size: small;">1000 characters remaining.</p> <p style="font-size: x-small;">(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</p>

**4. Spill cause(s):**

Select a cause for the spill from the pick list. Multiple spill causes can be selected. If your selection included "Other (specify below)", you are required to enter a description of the spill cause(s) in text box No. 4a below.

**4a. If other, describe:**

If the "spill cause" is not listed in the pick list and "Other (specify below)" was selected, then enter a description of the spill cause.

<p>*4. Spill cause(s):</p>	<div style="border: 1px solid gray; padding: 5px;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> Air Relief Valve (ARV)/ Blow-Off Valve (BOV) Failure</li> <li><input type="checkbox"/> Collection System Maintenance Failure (specify below)</li> <li><input type="checkbox"/> Construction Diversion Failure</li> <li><input type="checkbox"/> Damage by Others Not Related to Collection System</li> <li>Construction/Maintenance             <ul style="list-style-type: none"> <li><input type="checkbox"/> Debris from Construction</li> <li><input type="checkbox"/> Debris from Lateral</li> <li><input type="checkbox"/> Debris-General</li> <li><input type="checkbox"/> Debris-Rags</li> </ul> </li> </ul> </div>
<p>4.a. If other, describe:</p>	<div style="border: 1px solid gray; height: 30px; width: 100%;"></div> <p style="text-align: right; color: red; font-size: small;">1000 characters remaining.</p> <p style="font-size: x-small;">(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</p>

## 5. System failure location:

Select a system failure location from the pick list. Multiple system failure locations can be selected. If your selection was “Other (specify below)”, you are required to enter a description of the system failure location in text box No. 5a below.

### 5a. If other, describe:

If the “system failure location” is not listed in the pick list and “Other (specify below)” was selected, then enter a description of the system failure location.

<p>*5. System failure location:</p>	<div style="border: 1px solid gray; padding: 5px;"> <input type="checkbox"/> Air Relief Valve (ARV)/ Blow-Off Valve (BOV)  <input type="checkbox"/> Force Main  <input type="checkbox"/> Gravity Mainline  <input type="checkbox"/> Lower Lateral  <input type="checkbox"/> Manhole  <input type="checkbox"/> Other (specify below)  <input type="checkbox"/> Pump Station - Controls  <input type="checkbox"/> Pump Station - Mechanical  <input type="checkbox"/> Pump Station - Power         </div>
<p>5.a. If other, describe:</p>	<div style="border: 1px solid gray; padding: 5px; min-height: 30px;"> <span style="float: right; color: red; font-size: small;">1000 characters remaining.</span> </div> <p style="font-size: x-small; margin-top: 5px;">(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</p>

## 6. Description of the pipe material, at the failure location:

Select a description of the pipe material from the pick list. Multiple pipe material descriptions can be selected if the failure point is where pipes with different material are joined together. If your selection was “Other (specify below)”, you are required to enter a description of the pipe material in text box No. 6a.

### 6a. If other, describe:

If the “description of the pipe material” is not listed in the pick list and “Other (specify below)” was selected, then enter a description of the pipe material.

**6b. Estimated age of pipe material, at the failure location:**

Enter the estimated age of the pipe material at the failure location in whole number of years.

<p>*6. Description of the pipe material at the failure location:</p>	<div style="border: 1px solid gray; padding: 5px;"> <input type="checkbox"/> Acrylonitr. Butadiene Styrene (ABS)  <input type="checkbox"/> Cast Iron  <input type="checkbox"/> Concrete  <input type="checkbox"/> Copper  <input type="checkbox"/> Cross-Linked Polyethylene (PEX)  <input type="checkbox"/> Ductile Iron  <input type="checkbox"/> Fiberglass  <input type="checkbox"/> Galvanized Steel  <input type="checkbox"/> Other (specify below)         </div>
<p>6.a. If other, describe:</p>	<div style="border: 1px solid gray; padding: 5px;"> <input style="width: 100%; height: 20px;" type="text"/> <p style="text-align: right; font-size: small; color: red;">1000 characters remaining.</p> <p style="font-size: x-small;">(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</p> </div>
<p>*6.b. Estimated age of pipe material, at the failure location:</p>	<div style="border: 1px solid gray; padding: 5px;"> <input style="width: 50px;" type="text"/> Years         </div>

**7. Description of the impact of the spill:**

Describe observations made during visual inspections of surface waters impacted by the spill.

<p>*7. Description of the impact of the spill:</p>	<div style="border: 1px solid gray; padding: 5px;"> <input style="width: 100%; height: 20px;" type="text"/> <p style="text-align: right; font-size: small; color: red;">1000 characters remaining.</p> <p style="font-size: x-small;">(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</p> </div>
--	--

**8. Was the spill associated with a storm event?**

If the spill occurred during or shortly after a storm event, select "Yes." If there was not a storm event, select "No."

<p>*8. Was the spill associated with a storm event?</p>	<div style="border: 1px solid gray; padding: 5px;"> <div style="border: 1px solid gray; padding: 2px; display: inline-block;">             Select <span style="float: right;">▼</span> </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;">             Select              Yes              No           </div> </div>
---	--

**9. Spill response activities:**

Select the activities from the pick list that your agency completed in responding to the spill. Multiple spill response activities can be selected. If your selection included "Other (specify below)", you are required to enter a description of the spill response activities in text box No. 9a.

**9a. If other, describe:**

If the "spill response activities" is not listed in the drop-down menu and "Other (specify below)" was selected, then enter a description of the spill response activities completed.

**9b. Description of spill response activities including description of immediate spill containment and cleanup efforts:**

Describe any spill response activities including immediate spill containment and cleanup efforts.

<p>*9. Spill response activities:</p>	<div style="border: 1px solid gray; padding: 5px;"> <input type="checkbox"/> Cleaned Up (specify below)  <input type="checkbox"/> Contained All or Portion of Spill  <input type="checkbox"/> Mitigated Effects of Spill (specify below)  <input type="checkbox"/> Other (specify below)  <input type="checkbox"/> Other Enforcement Agency Notified  <input type="checkbox"/> Property Owner Notified  <input type="checkbox"/> Restored Flow  <input type="checkbox"/> Returned All Spill to Sanitary Sewer System  <input type="checkbox"/> Returned Portion of Spill to Sanitary Sewer System         </div>
<p>9.a. If other, describe:</p>	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p style="text-align: right; color: red; font-size: small;">1000 characters remaining.</p> <p style="text-align: center; font-size: x-small;">(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</p>
<p>*9.b. Description of spill response activities including description of immediate spill containment and cleanup efforts:</p>	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p style="text-align: right; color: red; font-size: small;">1000 characters remaining.</p> <p style="text-align: center; font-size: x-small;">(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</p>

**10. Spill corrective action:**

From the pick list, select the corrective action that your agency completed in responding to the spill. Multiple spill corrective actions can be selected. If your selection included “Other (specify below)”, you are required to enter a description of the spill corrective actions in text box No. 10a.

**10a. If other, describe:**

If the “spill corrective action” is not listed in the drop-down menu and “Other (specify below)” was selected, then enter a description of the spill corrective actions completed.

**10b. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps:**

Provide a description of the actions taken to reduce the spill and eliminate the occurrence of similar spills in the future. If corrective actions are planned, include milestone dates for the actions.

**10c. Schedule of major milestones:**

Describe the schedule for major milestones pertaining to spill corrective actions.

<p>*10. Spill corrective action:</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 Fats, Oil, and Grease (FOG) source <input type="checkbox"/> Inspected Sewer Using CCTV to Determine Cause <input type="checkbox"/> Other (specify below) <input type="checkbox"/> Plan Rehabilitation or Replacement of Sewer <input type="checkbox"/> Repaired Facilities or Replaced Defect
<p>10.a. If other, describe:</p>	<div style="border: 1px solid gray; height: 40px;"></div> <p style="text-align: right; color: red; font-size: small;">1000 characters remaining.</p> <p style="font-size: x-small;">(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</p>
<p>*10.b. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps:</p>	<div style="border: 1px solid gray; height: 40px;"></div> <p style="text-align: right; color: red; font-size: small;">1000 characters remaining.</p> <p style="font-size: x-small;">(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</p>
<p>*10.c. Schedule of major milestones:</p>	<div style="border: 1px solid gray; height: 40px;"></div> <p style="text-align: right; color: red; font-size: small;">1000 characters remaining.</p> <p style="font-size: x-small;">(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</p>

**11. Spill response completion date:**

Use the calendar icon to select the date by which the spill response was completed.

<p>10.a. If other, describe:</p>	<p style="font-size: x-small;">er than</p>																																										
<p>*10.b. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps:</p>	<p style="font-size: x-small;">er than</p>																																										
<p>*10.c. Schedule of major milestones:</p>	<p style="font-size: x-small;">er than</p>																																										
<p>*11. Spill response completion date:</p>	<div style="border: 1px solid gray; padding: 5px;"> <div style="background-color: #e0f0ff; padding: 2px; border: 1px solid gray; border-radius: 5px;"> <span style="float: left;">November 2023</span> <span style="float: right;">▼</span> </div> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td> </tr> <tr> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td> </tr> <tr> <td>12</td><td>13</td><td style="background-color: #e0f0ff;">14</td><td>15</td><td>16</td><td>17</td><td>18</td> </tr> <tr> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td> </tr> <tr> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td> </tr> </tbody> </table> <div style="background-color: #e0f0ff; padding: 2px; border: 1px solid gray; border-radius: 5px; margin-top: 5px;"> <span style="font-size: x-small;">12 : 32</span> </div> </div>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
S	M	T	W	T	F	S																																					
			1	2	3	4																																					
5	6	7	8	9	10	11																																					
12	13	14	15	16	17	18																																					
19	20	21	22	23	24	25																																					
26	27	28	29	30																																							

**12. Detailed narrative of investigation and investigation findings of cause of spill:**

Describe the actions taken to investigate the spill and any causes found.

<p>*12. Detailed narrative of investigation and investigation findings of cause of spill:</p>	<div style="border: 1px solid gray; height: 40px;"></div> <p style="text-align: right; color: red; font-size: small;">1000 characters remaining.</p> <p style="font-size: x-small;">(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</p>
---	---



**13. Is the Enrollee conducting an ongoing investigation?**

If the Enrollee is still investigating the spill, select “Yes” and then also answer questions 13a and 13b below. If the investigation is complete, select “No”.

**13a. Reasons for an ongoing investigation:**

Describe why the investigation has not yet been completed.

**13b. Expected date of completion of investigation:**

Use the calendar icon to select the expected date of completion for the investigation.

*13. Is the Enrollee conducting an ongoing investigation?	Select ▾
13.a. Reasons for an ongoing investigation: <small>(Required if answer for question 13 is "Yes")</small>	<input data-bbox="781 680 1256 751" type="text"/> <span data-bbox="1256 730 1427 751" style="color: red; font-size: small;">1000 characters remaining.</span> <small>(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</small>
13.b. Expected date of completion of investigation: <small>(Required if answer for question 13 is "Yes")</small>	<input data-bbox="781 779 948 814" type="text"/> <input data-bbox="948 779 984 814" type="button" value="📅"/>

**14. Name of receiving water body(s):**

Enter the name of the water body(s) receiving the spill. If no name applies, then enter “unnamed”.

**14a. Type of receiving water body(s):**

Select the receiving water body(s) type from the pick list. Multiple receiving water body(s) types can be selected. If your selection included “Other (specify below)”, you are required to enter a description of the receiving water body(s) in text box No. 14b.

**14b. If other, describe:**

If the “Type of receiving water body(s)” is not listed in the pick list and “Other (specify below)” was selected, then describe the type of receiving water body(s).

*14. Name of receiving water body(s):	<input type="text"/>
*14.a. Type of receiving water body(s):	<input type="checkbox"/> Estuary <input type="checkbox"/> Lake <input type="checkbox"/> Ocean <input type="checkbox"/> Other (specify below) <input type="checkbox"/> Reservoir <input type="checkbox"/> River <input type="checkbox"/> Slough <input type="checkbox"/> Stream <input type="checkbox"/> Vernal Pool
14.b. If other, describe:	<input type="text"/> <p style="text-align: right; color: red; font-size: small;">1000 characters remaining.</p> <p style="font-size: x-small;">(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</p>

**15. Description of the water body(s), including but not limited to:**

Describe the water body(s) and details surrounding the water body(s).

**15a. Observed impacts on aquatic life:**

Describe any visible impacts on aquatic life due to the spill.

**15b. Public access impact:**

Select the public access impacts from the pick list. Multiple public access impacts can be selected. If your selection included “Other (specify below)”, you are required to enter a description of the public access impacts in text box No. 15c.

**15c. If other, describe:**

If the “public access impact” is not listed in the drop-down menu and “Other (specify below)” was selected, enter a description of the public access impact.

**15d. Responsible entity for closing/restricting use of water body:**

Provide the name of the entity that is responsible for closing or restricting use of the water body.

**15e. Number of days closed/restricted as a result of the spill:**

Enter the number of days, as a whole number, of restricted or closed access to the water body as a result of the spill.

*15. Description of the water body(s):	<input type="text"/> <small>(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</small>	1000 characters remaining.
*15.a. Observed impacts on aquatic life:	<input type="text"/> <small>(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</small>	1000 characters remaining.
*15.b. Public access impact:	<input type="checkbox"/> Other (specify below) <input type="checkbox"/> Public Closure <input type="checkbox"/> Restricted Public Access <input type="checkbox"/> Temporary Restricted Use	
15.c. If other, describe:	<input type="text"/> <small>(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</small>	1000 characters remaining.
*15.d. Responsible entity for closing/restricting use of water body:	<input type="text"/>	
*15.e. Number of days closed/restricted as a result of the spill:	<input type="text"/>	Days

**16. Was the spill located within 1,000 feet of a municipal surface water intake?**

Specify whether the spill was located within 1,000 feet of a municipal surface water intake or not.

*16. Was the spill located within 1,000 feet of a municipal surface water intake?	Select ▼
*17. Were water quality samples collected?	Select
17.a. Identify sample locations: <small>(Required if answer for question 17 is "Yes")</small>	Yes No

**17. Were water quality samples collected?**

Specify whether water quality samples were collected or not. If the answer is "Yes", answer questions 17a and 17b below.

**17a. Identify sample locations:**

If water quality samples were collected, describe the sampling locations.

**17b. Identify parameters the water quality samples were analyzed for:**

Provide the names of the parameters for which water samples were analyzed.

*17. Were water quality samples collected?	Select ▼	
17.a. Identify sample locations: <small>(Required if answer for question 17 is "Yes")</small>	<input type="text"/> <small>(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</small>	1000 characters remaining.
17.b. Identify parameters the water quality samples were analyzed for: <small>(Required if answer for question 17 is "Yes")</small>	<input type="text"/> <small>(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</small>	1000 characters remaining.

## Submitting a Category 1 Certified Spill Report

1. Click on the “Save Work in Progress” tab.

**Certified Spill Report for Category 1 Spills**  
Due within 15 calendar days of the spill end date.

Save Work in Progress   Ready to Certify   Update   Certify

**Please Note:**

- If you have entered all required information and have the report ready to certify, please click on the “Ready to Certify” button.
- Reports cannot be certified unless the “Ready to Certify” button is clicked first.
- In order to certify the report, please click on the “Certify” button after populating the certification section.

2. Verify and ensure applicable attachments are uploaded to the spill report. To do this, select “Upload File” to upload the selected file to the certified report. You will know the file is uploaded when the file is displayed in the table below the “Upload File” button.

Spill General Info   Attachments   Certification

File Name *	Document Type *	Document Date	File Description ** (Please provide a description and the reference number to the CIWQS data input screen)
Choose File   Photographs.docx	Photographs	11/08/2023	Photographs 1989 characters remaining.

Upload File

Methodology  
Other  
Photographs  
Technical Report

File Name   Document Type   Document Date   File Description   Date/Time Uploaded   Status   Delete

3. Repeat the above step, until all desired files are uploaded.
4. Click on the “Certification” tab to go to the certified reporting screen.

Spill General Info   Attachments   Certification

File Name *	Document Type *	Document Date	File Description ** (Please provide a description and the reference number to the CIWQS data input screen)
-------------	-----------------	---------------	---

5. Once all the questions are properly answered and the necessary attachments have been uploaded, you can submit the certified report by clicking on the “Ready to Certify” button. An error message will display below the tabs if any fields did not pass validation or attachments are missing. If this happens, correct the errors, save, and click the “Ready to Certify” button again.

**Certified Spill Report for Category 1 Spills**  
Due within 15 calendar days of the spill end date.

Save Work in Progress   Ready to Certify   Update   Certify

**Please Note:**

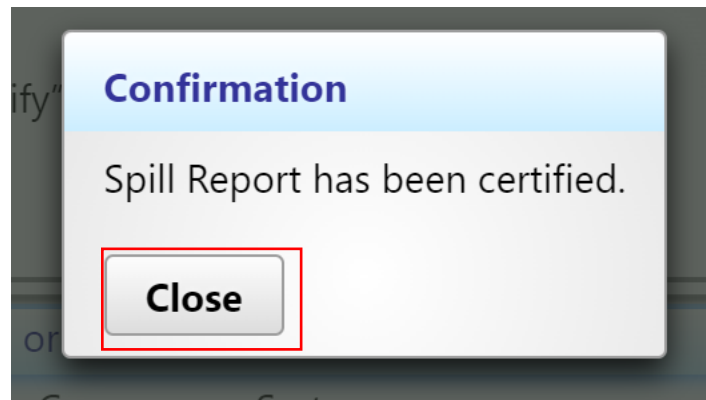
- If you have entered all required information and have the report ready to certify, please click on the “Ready to Certify” button.
- Reports cannot be certified unless the “Ready to Certify” button is clicked first.
- In order to certify the report, please click on the “Certify” button after populating the certification section.

6. Check the box certifying penalty of perjury, and enter the certifier name, certifier initials, and title. Click on the “Certify” button.

Certification			
<input type="checkbox"/> I certify under penalty of perjury under the laws of the State of California that the electronically submitted information was prepared under my direction or supervision. Based on my inquiry of the person(s) directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is true, accurate, and complete, and complies with the Statewide Sanitary Sewer Systems General Order. I am aware that there are significant penalties for submitting false information.			
Certifier Name: *	<input type="text"/>	Title: *	<input type="text"/>
Certifier Initials: *	<input type="text"/>	Certification Date:	09/21/2023
<input type="button" value="Certify"/>			

© 2023 State of California. [Conditions of Use](#) [Privacy Policy](#)

7. After clicking on the certify button, you will get the confirmation message “Spill Report has been certified”. Click on the “Close” button and this will take you back to the main menu.



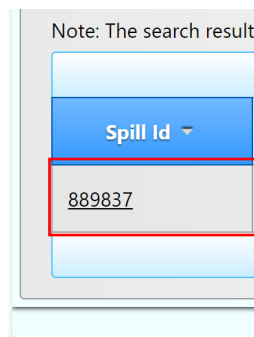
## Amending a Category 1 Certified Spill Report

A certified Category 1 spill report may be amended within 90 calendar days of the spill end date. To amend a spill report:

1. Click on the “Existing Spill Reports” link on the main menu.

The screenshot shows a list of menu items on a light blue background. The item "Existing Spill Reports" is highlighted with a red rectangular box. Other items include "New Enrollee Initial Annual Report", "Continuing Enrollee Annual Report", "Sewer System Management Plan Upload", "New Spill Report", "Privately-Owned Sewer Laterals and/or Private Systems Spill Report (Voluntary)", "Monthly Certification of 'No-Spills' or 'Category 4 Spills' and/or 'Non-Category 1 Enrollee-owned Lateral Spills'", and "View Spill Incident Map - Public Sewer Systems (Not Site Specific)".

2. Search for the certified report using appropriate criteria and click on spill ID of the report that needs to be amended.



3. After clicking the spill ID, you will be directed to the spill report screen. Then click on the Certification Tab. You will notice that all buttons are grayed out except for the “Amend Report” button.

4. Click on the “Amend Report” button.

**Certified Spill Report for Category 1 Spills**  
Due within 15 calendar days of the spill end date.

Save Work in Progress   Ready to Certify   Update   Certify   **Amend Report**

**Please Note:**

- If you have entered all required information and have the report ready to certify, please click on the “Ready to Certify” button.
- Reports cannot be certified unless the “Ready to Certify” button is clicked first.
- In order to certify the report, please click on the “Certify” button after populating the certification section.

5. After clicking on the “Amend Report” button, the Legally Responsible Official will receive the following green message as shown below. This creates a copy of the original submitted report for records.

**Report has been Amended. An Amended version of the report is saved to track history.**

**NOTE:** The Legally Responsible Official will receive a confirming email explaining that the report has been amended.

6. Make the necessary changes to the report, including any information under the Spill General Info, Attachments, and Certification tabs. Follow the same steps for final certification and certify the updated version of the report.

**NOTE:** Any time after clicking the “Amend Report” button, if you search for the report using the “Existing Spill Reports” menu item, you will see two reports with the same ID number (as example shown below). One has the status “Amended” (which would be the original certified copy) and the other one has the status reflecting the step on which the updated version was last saved, such as “Work in Progress” or “Certified”.

Export Search Result To Excel

Note: The search result includes all versions of a spill if it has been amended.

Spill Id	Status	Version	Region	Type	Category	Spill Volume	Collection System	WDID	Spill Start	Location Name	Address
891280	Work In Progress	2.0	5	SSS	Category 1 Spill	500	Demo South CS	5SSO10000	2023-11-28 09:50:00.0	hjkjhk	
891280	Amended	1.2	5	SSS	Category 1 Spill	500	Demo South CS	5SSO10000	2023-11-28 09:50:00.0	hjkjhk	